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# PROGRAM REQUIREMENTS

## ADMINISTRATION

The District Materials Office will handle all certification numbers and keep an updated computer listing of the certified technicians residing in their Districts. The Materials Office in Ames will continue to issue the certification certificates and cards.

Any correspondence about certification and applications should be directed to the District Materials Office in which the applicant or certified technician resides. Information on where the District Materials Offices are located is available in this book. Also, in this book is a map to assist in determining in which District the applicant resides.

## APPLICATIONS AND CLASS SCHEDULING

Applications are available at <http://www.iowadot.gov/training/ttcp/registration.html> or may be obtained at any District Materials Office. Payment needs to be sent with the application. Certifications will not be issued until payment is received. Applications may be submitted electronically, with payment and any other documents required submitted via mail. Applications must be mailed to the District Materials Office where the applicant resides. Phone applications are not acceptable. All classes will be limited to size. Under no circumstances will the class size be exceeded. Be sure to put a second choice date on the application. Once all classes are filled, a waiting list will be established. If enough people are on the waiting list to justify another class, then another class will be offered. If there are not enough people to have a minimum size class, then any applicants on the waiting list will have to reapply for the next training season to attend the course. All applications must be in no later than two weeks prior to the start of the class. Each applicant will be notified of acceptance into a course or courses.

## SPECIAL NEEDS AND REQUESTS

Applicants with special needs should notify the Technical Training and Certification Program office prior to the class to make sure the training location is prepared to accommodate their needs.

## FEES

Fees are included later with the course listings. There are two sets of fees: one rate for all employees of **government agencies** and another for all private contractors, consultants and producers. The fees are payable by check or money order with the applications. We can not accept credit cards. **NO CASH PLEASE.**

Construction Industry Training Funds may be used for all or a portion of class fees. If the applicant is using the CIT funds, they will need the employer's approval. **CIT funds may not be used if an individual must take a class for certification due to failure of a class previously attended.** This would normally occur if an individual failed a recertification exam and then would be required to take the full class. The full class would not be covered by CIT

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funds. **It is up to the applicant and their employer to ensure there are enough funds available in the employer's account to cover the amount on the application.** If the employer is uncertain, they should contact the Office of Civil Rights. **Any applicant using CIT funds must give cancellation notice within five working days of the class or they will be billed the full cost of the class.** Any contractor with outstanding CIT bills will not be allowed to use CIT funds until those bills are paid.

For anyone not using CIT funds an administration fee of \$25 will be charged for cancellation up to the week prior to the course. If an applicant has not canceled at least five working days before the course is to be held, the entire fee will be charged.

## **COURSE PRE-REQUISITES**

Courses must be attended in sequence, with all pre-requisites fulfilled, before the applicant may attend the next course in a series. Recertifications may be taken in any order, but all prerequisites must be met before certification is issued.

## **ACI CERTIFICATION AND LEVEL I PCC**

If the applicant is American Concrete Institute (ACI) certified, they have the option of attending only the portion of the Level I PCC schooling, or the web-based review, that covers maturity, flowable mortar, beam breaks, measuring length of drilled concrete cores (IM 347) and pass the written exam. A copy of their ACI Certificate must be submitted with the registration. Information on taking the web-based review is on page 111.

## **EXPERIENCE**

The certified technician must take the responsibility to obtain the experience necessary to perform their job duties properly before performing certified work. The individual is required to obtain 40 hours of experience assisting in quality control inspection at an approved plant before certification will be issued in Prestress.

## **REGISTERED PROFESSIONAL ENGINEERS AND ENGINEERING GRADUATES**

Registered Professional Engineers and Engineering Graduates from accredited institutions will be exempt from the training requirement. In order to obtain certification for any level, these individuals must pass all applicable Iowa DOT Certification examinations for the level of certification they wish to obtain. To apply for any certifications, the applicant should complete an application attaching a copy of their Engineering Certificate or diploma. Complete a new application to attend the entire course or the re-certification section if they want to test only. All certificates issued in accordance with these requirements will be subject to the same regulations concerning expiration, etc. as applies to certificates obtained via training and examinations. If they wish to take the full class, the new class fees will apply. If taking the test only, the recertification fees will apply. If they test during at test-only day, the test-only fees apply.

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## **CERTIFICATION AND RE-CERTIFICATION**

An individual must attend the training and pass the examination in each level for which they are requesting certification. If an individual fails an examination following training, they will be given one opportunity to re-take the exam within 6 months of the original exam. If they fail the re-take of the exam, they will be required to repeat the training course. This is for new certifications only. If an individual fails a recertification exam, they are not given a chance to re-take the test but must retake the course and pass the exam in the level of certification they failed. A certification will be valid for five years. A certification shall be valid through December 31<sup>st</sup> of the fifth year. A 90 day grace period is given to allow the certificate holder the opportunity to recertify at all applicable levels. At the end of the five-year period, everyone must take the test for the certification they wish to obtain. Each certification will expire five years from the year of issuance. For example, an individual may be certified in Level I and II aggregate and those certifications may expire 12/31/15. The technician receives certification in PCC the following year, so that certification expires on 12/31/16.

If an individual allows a certification to expire, they will also lose any levels of certification that the certification they allowed to expire was a prerequisite to. For example, an individual is certified as a Level II aggregate technician and a Level II PCC technician. They allow their Level II aggregate certification to expire. They are now no longer certified as a Level II PCC technician until such time as they regain their aggregate certification. The certificate holder shall be responsible for applying for certification renewal and for maintaining a current address on file with the appropriate District Materials Office. If the individual has not renewed their certification within the 90-day grace period they are automatically decertified. The individual may obtain certification by taking the examination of the level of certification they are requesting. If the individual does not take the examination and pass within one year from the date of expiration, i.e. 12/31/expiration year, they must retake all applicable schools and pass the examinations.

The Level I HMA and Level II PCC Technicians will be required to take two update courses in the five-year period between certification and each recertification. By attending the update courses, an applicant may recertify by taking and passing the particular certification exam. If the Certified Technician does not take the update courses, they will be required to take the full school before recertification will be issued. The Certified Technician will not receive credit for:

1. More than one update per training season in each level of certification
2. An update that was taken the same training season the individual recertified

Erosion Control Technicians will be required to take one update course in the five-year period between certification and each recertification. By attending the update course, an applicant may recertify by taking and passing the particular certification exam. If the Certified Technician does not take the update course, they will be required to take the full school before recertification will be issued. The Certified Technician will not receive credit for:

1. More than one update per training season in each level of certification
2. An update that was taken the same training season the individual recertified

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## **TECHNICIANS HOLDING CERTIFICATIONS FROM OTHER STATES**

Technicians holding certifications from other states may be able to obtain certification in Iowa if all the criteria in IM 213 is met. The applicant will fill out the recertification application and attach the associated fee(s) listed on that application. The applicant needs to attach copies of their certifications from the state in which they are certified. The applications and copies of their certifications need to be sent to the District Materials Office closest to the home location of the applicant. To decide which District to use refer to the map in this book. There is material available for out-of-state applicants to study once an application is received.

## **TESTING PROTOCOL**

The TTCP has a testing protocol that must be followed. The protocol includes testing environment, time limits, proctoring exams, etc. The entire protocol will be covered with attendees prior to testing.

**Photo Identification** will be required prior to testing. The student will have 24 hours after class to provide proper identification, if necessary.

## **PERSONAL PROTECTIVE EQUIPMENT**

Safety glasses and steel toe shoes will be required when working in the labs. The classes that will require safety apparel are HMA Sampler, Level I and II HMA, Level I PCC, Level II Aggregate, and Soils. Gloves will be provided. No one will be allowed in the laboratories without the required personal protective equipment. The TTCP classes will have a few extra glasses and steel toe attachments, but it is highly recommended that students bring/wear their own equipment.