

**MID-ATLANTIC REGION  
TECHNICIAN CERTIFICATION  
PROGRAM**

*Maryland State Highway Administration  
Technician Certification Renewal Policy  
February 2022*



# Mid-Atlantic Region Technician Certification Program

## Maryland State Highway Administration Office of Materials Technology Technician Certification Renewal Policy

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# Mid-Atlantic Region Technician Certification Program

## 1. Introduction

The following information contained in the “Maryland State Highway Administration Technician Certification Renewal Policy” should be thoroughly reviewed by Technicians. The Office of Materials Technology (OMT) manages the Maryland Program which is also part of the Mid-Atlantic Region Technician Certification Program (MARTCP).

If, after reading this document, you are unsure of the proper procedure to follow for your related certification discipline, contact one of the following individuals:

Saprina Stafford                      443-572-5040

If you have questions related to the Mid-Atlantic Region Program, they should be directed to Saprina Stafford at **[martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov)**

## Mid-Atlantic Region Technician Certification Program

### 2. Technician Certification Program Summary of Guidelines

Code	Program Discipline	Course Provider	Cert. Period	Proficiency Verification During Certification Period	Requirement for Certification Renewal
1	Soils & Aggregate Compaction Technician	SHA	5 yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
2	Aggregate Technician	Maryland Transportation Builders and Material Association <sup>1</sup>	5 yrs	Random Quality Assurance visits by Soils and Aggregate Team	Retake full course and/or pass written and performance exams
3	Concrete Field Technician	ACI	5 yrs	Independent Assurance Audit <sup>3</sup>	Retake full course and/or pass written and performance exams
4	Concrete Plant Technician	NRMCA and SHA	5 yrs	Random Quality Assurance visits by Concrete Team	Apply for new card prior to expiration <sup>2</sup>
5	Asphalt Field Technician	Industry and SHA	5 yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written exam
8	HMA Plant Technician Level I	SHA	5 yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
9	HMA Plant Technician Level II <sup>4</sup>	SHA or SHA approved provider	5yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
10	Pavement Marking Technician	Online Course provided by T2 Center or SHA	5 yrs	Quality Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
11	Profiler Operator Technician <sup>5</sup>	SHA	5 yrs	N/A	Retake full course and/or pass written and performance exams

<sup>1</sup>No course provided - manuals available from industry and exam provided by SHA

<sup>2</sup>Must meet requirements of NRMCA for re-certification to hold MARTCP Card. Maryland Card will be provided if certification was issued through SHA course

<sup>3</sup>Technicians that receive the minimum required satisfactory Independent Assurance Audits during their certification period are not required to retake the full course or sit for exams to be recertified. In these cases, the Technician would only need to apply for a new card

<sup>4</sup>The HMA Plant Technician Level I Certification is a mandatory pre-requisite for the HMA Plant Technician Level II Certification

<sup>5</sup>Not valid for recertification must retake the course.

## Mid-Atlantic Region Technician Certification Program

### 3. Technician Certification Renewal Policy

#### 3.1. Asphalt Plant Technician – Level One

**Note: If you are currently certified as Asphalt Plant Level Two these guidelines do not apply. See guidelines for Level Two.**

#### **Re-certification**

##### **Section A: By Classroom & Examination**

Prior to your certification card's expiration date, you may take Maryland's Hot Mix Asphalt Plant Technician – Level One certification written and performance examinations. You may elect to take these examinations with or without classroom participation.

##### **Section B: By Reciprocal Certification**

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (weblink on page 20); documentation of an up-to-date certification from an approved certifying organization (such as: VDOT, WVDOT, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**

## Mid-Atlantic Region Technician Certification Program

### Section C: By Independent Assurance Audits

If you receive a minimum of three (3) satisfactory audits during your certification period prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, you qualify for certification renewal without retaking the Asphalt Plant Technician Level One class and/or passing the written and performance exams. Audits must have been performed in different calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

To become re-certified, prior to your certification card's expiration date, submit the following:

**Completed application (weblink on page 20); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00**

*To schedule Independent Assurance Audits, send all request to [iaateam@mdot.maryland.gov](mailto:iaateam@mdot.maryland.gov) which is listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=53>*

**Failure to comply with either Section A, B, or C by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Saprina Stafford at 443-572-5040.**