

MID-ATLANTIC REGION TECHNICIAN CERTIFICATION PROGRAM

*Maryland State Highway Administration
Technician Certification Renewal Policy
January, 2018*



Mid-Atlantic Region Technician Certification Program

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

Table of Contents

| | | |
|-------|------------------------------------------------|----|
| I. | Introduction | 4 |
| II. | Technician Cert. Program Summary of Guidelines | 5 |
| III. | Soils & Aggregate Compaction Technician | 6 |
| IV. | Aggregate Technician | 7 |
| V. | Concrete Field Technician | 8 |
| VI. | Concrete Plant Technician | 9 |
| VII. | Asphalt Field Technician | 10 |
| VIII. | Asphalt Plant Technician – Level 1 | 11 |
| IX. | Asphalt Plant Technician – Level 2 | 12 |
| X. | Pavement Marking Technician | 13 |
| XI. | Inertial Profiler | 14 |
| XII. | Technician Certification Program Application | |

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:

Lisa Alford 443-572-5040
Woodrow Hood 443-572-5020

If you have questions related to the Mid-Atlantic Region Program, they should be directed to Woodrow Hood.

Technician Certification Program Summary of Guidelines 2018

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

¹No course provided - manuals available from industry and exam provided by SHA

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

³Technicians 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

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

⁵Not valid for recertification must retake the course.

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

Soils & Aggregate Compaction Technician – (Code 1)

Re-certification

Section A: By Examination

Prior to your certification card's expiration date, you may take Maryland's Soils & Aggregate Compaction 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 (form on page 18); 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 to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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.

Section C: By Independent Assurance Audits

If you receive a minimum of three (3) satisfactory audits during your certification period, you qualify for certification renewal without retaking the Soils & Aggregate Compaction class and/or passing the written and performance exams. Audits must have been performed in different years, and, one (1) of the three (3) audits must have been received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following:
Completed application (form on page 18); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.

Send to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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 future Independent Assurance Audits, contact the appropriate I.A. Auditor listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <http://www.roads.maryland.gov/Index.aspx?PageId=53>

Note: If you became certified after December 31, 2005, one (1) of the three (3) audits must have been received in the last year of the certification period.

**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 Lisa Alford at 443-572-5040.**

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

Aggregate Technician – (Code 2)

Re-certification

Section A: By Examination

If you receive a minimum of (3) successful Quality Assurance Audits and the 3rd audit being perform in the 5th year of your certification period, you qualify for certification renewal without retaking the Aggregate Technician test and/or passing the written and performance exams.

To become re-certified, prior to your certification card's expiration date, submit the following:
Completed application (form on page 18); Quality Assurance Review receipts; your company's name, address, phone number, and contact person to receive an invoice.

Section B: By Reciprocal Certification

You may obtain re-certification through reciprocity by submitting the following:
Completed application (form on page 18); 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 to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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.

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

*Transitional Policy for Determining Quality Assurance (QA) Review
Requirement for Re-certification of Aggregate Tester Plant/Field

Re-certification by Quality Assurance Review applies to technicians who have taken the Aggregate Tester Plant/Field test in Maryland. Technicians are required to get 3 Quality Assurance Audits the 3rd audit must be performed in the 5th year, certification is good for 5years.

Technicians who have a reciprocal certification from another approved certifying organization such as VDOT or PENNDOT are required to be recertified by their original certifying agency.

The following chart indicates the number of QA Review that you need to become re-certified in accordance with the Mid-Atlantic Region Technician Certification Program (MARTCP) Transition Policy. It is the technician's responsibility to contact the QA Team Leader (Stuart Sommers) at 443-695-0927 to assure required Quality Assurance Review are received.

Maryland State Highway Administration
Office of Materials Technology
2018

Concrete Field Technician – (Code 3)

Re-certification

Section A: American Concrete Institute (ACI)

To maintain your ACI certification and receive MARTCP certification, prior to your certification card's expiration date, you are required to contact ACI for re-certification as Concrete Field Testing Technician Grade I. Available contacts for re-certification are listed below and at the ACI website: www.aci-int.org.

Maryland Chapter ACI
Primary Contact: Lisa Allen
Phone Number: 301-694-4899

After receiving your ACI Re-certification, you must apply for Reciprocal Certification (*MARTCP card*) in accordance with Section "B" Below.

Section B: By Reciprocal Certification

You may obtain re-certification through reciprocity by submitting the following:
Completed application (form on page 18); documentation of an up-to-date certification from an approved certifying organization (such as: ACI, VDOT, WACEL, etc.); your company's name, address, phone number, and contact person to receive an invoice.

Send to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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.

Section C: By Independent Assurance Audits

Re-certification by Independent Assurance Audits applies only to Technicians who can document certification through ACI, regardless of whether you have a certification from another approved certifying organization such as: VDOT, WACEL, Penn DOT etc.

If you receive a minimum of three (3) satisfactory audits during your certification period, you qualify for certification renewal without attending the ACI re-certification class and/or passing the written and performance exams. Audits must have been performed in different years, and, one (1) of the three (3) audits must have been received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following: **Completed application (form on page 18); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

Send to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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 future Independent Assurance Audits, contact the appropriate I.A. Auditor listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <http://www.roads.maryland.gov/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 Lisa Alford at 443-572-5040.

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

Concrete Plant Technician – (Code 4)

Re-certification

Section A: By Applying for New Certification Card (Applies to Maryland Card only)

To become re-certified, prior to your certification card's expiration date, submit the following:
Completed application (form on page 18) your company's name, address, phone number, and contact person to receive an invoice.

Send to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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.

Section B: By Reciprocal Certification

You may obtain re-certification through reciprocity by submitting the following:
Completed application (form on page 18); documentation of an up-to-date certification from an approved certifying organization (NRMCA); your company's name, address, phone number, and contact person to receive an invoice.

Send to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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 \$50.00.

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

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

Asphalt Field Technician – (Code 5)

Re-certification

Section A: By Examination

Prior to your certification card's expiration date, you may take Maryland's Asphalt Field certification written examination. You may elect to take this examination with or without classroom participation.

To register for upcoming re-certification classes contact:

Terry Gallion, Office Manager
The Maryland Asphalt Association, Inc.
2408-G Peppermill Drive
Glen Burnie, MD 21061
410-761-2160

Section B: By Reciprocal Certification

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

Completed application (form on page 18); 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 to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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.

Section C: By Independent Assurance Audits

If you receive a minimum of three (3) satisfactory audits during your certification period, you qualify for certification renewal without retaking the Asphalt Field class and/or passing the written and performance exams. Audits must have been performed in different years, and, one (1) of the three (3) audits must have been received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following:
Completed application (form on page 18); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.

Send to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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 future Independent Assurance Audits, contact the appropriate I.A. Auditor listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at:
<http://www.roads.maryland.gov/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 Lisa Alford at 443-572-5040.

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

| |
|-------------------------------------------------------|
| Asphalt Plant Technician – Level One (Code 8) |
|-------------------------------------------------------|

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 (form on page 18); 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 to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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.

Section C: By Independent Assurance Audits

If you receive a minimum of one successful audit in each year of your certification period, 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 years.

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

Completed application (form on page 18); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.

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 future Independent Assurance Audits, contact the appropriate I.A. Auditor listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at:

<http://www.roads.maryland.gov/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 Lisa Alford at 443-572-5040.

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

Asphalt Plant Technician – Level Two (Code 9)

Re-certification

Section A: By Classroom & Examination

Prior to your certification card's expiration date, you may take Maryland's Asphalt Plant Technician – Level Two 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 (form on page 18); 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 to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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.

Section C: By Independent Assurance Audits

If you receive a minimum of one successful audit in each year of your certification period, you qualify for certification renewal without retaking the Asphalt Plant Technician Level 2 Workshop and/or passing the written and performance exams.

To become re-certified, prior to your certification card's expiration date, submit the following: **Completed application (form attached); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

Send to Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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 \$50.00.

To schedule future Independent Assurance Audits, contact the appropriate I.A. Auditor listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <http://www.roads.maryland.gov/Index.aspx?PageId=53>

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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 Lisa Alford at 443-572-5040.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

Pavement Marking Technician - (Code 10)

Re-certification

Section A: By Classroom & Examination

Prior to your certification card's expiration date, you may take Maryland's Pavement Marking Technician 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 (form on page 17); 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 to: Maryland State Highway Administration
Office of Materials Technology
7450 Traffic Drive
Hanover, Maryland 21076
Attention: Lisa R. Alford

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 \$50.00.

Failure to comply with either Section A or B by your expiration date will result in loss of certification.

For Technician Certification Program information and to apply for certification, contact Lisa Alford at 443-572-5040.

*Transitional Policy for Determining Quality Assurance (QA) Review
Requirement for Re-certification of Pavement Marking Technician

Re-certification by Quality Assurance Review applies to technicians who have taken the Pavement Marking in Maryland. Technicians are required to get (3) Quality Assurance Audit during their 5 years with the 3rd must be performed in the 5th year.

Technicians who have a reciprocal certification from another approved certifying organization such as VDOT or WVDOT are required to be recertified by their original certifying agency.

The following chart indicates the number of QA Review that you need to become re-certified in accordance with the Mid-Atlantic Region Technician Certification Program (MARTCP) Transition Policy. It is the technician's responsibility to contact the QA Team Leader (Lisa Kwiatkowski at (443)572-5287 to assure required Quality Assurance Review are received.

***This Transitional Policy expires December 31st, 2021. You will need to get 3 QA audits during the 5yr. certification period 3rd audit must be performed in the 5th year.**

Technician Certification Renewal Policy
Maryland State Highway Administration
Office of Materials Technology
2018

Inertial Profiler Technician - (Code 11)

Re-certification

Section A: By Classroom & Examination

**Prior to your certification card's expiration date, you need to take the Maryland's
Inertial Profiler Technician every 5yrs by taking the
written and performance examinations.**

