# PROGRAM REQUIREMENTS

## APPLICATIONS AND CLASS SCHEDULING

To apply, go to http://www.iowadot.gov/training/ttcp.html. Phone applications are not acceptable. All classes will be limited to size. Under no circumstances will the class size be exceeded. 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. Each applicant will be notified of acceptance into a course or courses. Certifications will not be issued until payment is received.

## 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 and need to be mailed at the time of registration. Enrollments will remain pending until payment has been received. 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 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 at 515-239-1422. **Any applicant using CIT funds must give cancellation notice within two 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.

## 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 need to take the web-based Level I PCC review at http://www.iowadot.gov/training/web_based_training.html, 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 to the central office at dot.ttcp@dot.iowa.gov. The cost is the same as the recertification price.

## 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. The applicant needs to send a copy of their diploma or PE license to dot.ttcp@dot.iowa.gov. The applicant then needs to contact the TTCP office at dot.ttcp@dot.iowa.gov to set up a time to test. 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.

## 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 31st 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 12/31/16. The technician receives certification in PCC the following year, so that certification expires on 12/31/17.

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 completing 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

## 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 needs to send copies of their certifications from the state in which they are certified to dot.ttcp@dot.iowa.gov. The TTCP coordinators will determine if the certification is eligible for reciprocity. If eligible, 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. The applicant needs to contact the TTCP office in Ames at dot.ttcp@dot.iowa.gov to set up a time to test. 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.

## 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.