PROGRAM REQUIREMENTS

SPECIAL NEEDS AND REQUESTS

Students with special needs should notify the Technical Training and Certification Program prior to the class to make sure the training location is prepared to accommodate their needs. Please contact dot.ttcp@iowadot.us.

FEES

Course fees are stated with the course listings. The fees are payable by check or money order. **We cannot accept credit cards. NO CASH PLEASE.** An invoice will be sent electronically once each enrollment is made. Please mail payment promptly. Certifications will not be issued until payment is received.

Construction Industry Training Funds (CIT) may be used for all or a portion of class fees. If the applicant is using CIT funds, they will need their employer's approval. **CIT funds may not be used if an individual must re-take a class for certification due to failure of a class previously attended.** This would normally occur if an individual failed an initial exam twice or recertification exam once and then would be required to take the full class again. 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 Civil Rights Bureau at 515-239-1422. **Any applicant using CIT funds must give cancellation notice within two, working-days of the class or they may 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 prerequisites 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. For a list of prerequisites, please see the information in the class listings later in this book.

ACI CERTIFICATION AND PCC LEVEL I

If the applicant is American Concrete Institute (ACI) certified, they need to take the web-based PCC Level I review here, 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@iowadot.us. The fee is the same as the recertification fee.

EXPERIENCE

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

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@iowadot.us and set up a time to test and arrange payment. 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 the written examination attempt does not meet the required score, the candidate must take the certification class before another attempt can be made.

CERTIFICATION AND RE-CERTIFICATION

An individual must attend 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 retake the exam within six-months of the original exam. If they fail the retake 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 retake the exam but must complete the certification course and pass the certification exam in the level of certification they failed. A certification will be valid for approximately five years. A certification shall be valid through March 31st of the fifth year. At the end of the five-year period, the individual must take the recertification exam for the certification they wish to renew.

If a technician allows a certification to expire, they will also lose any certifications for which the expired certification is a prerequisite. For example, Aggregate technician certification is a prerequisite for PCC Level II technician certification. If a PCC Level II technician allows their Aggregate technician certification to expire, they will also lose their Level II PCC technician certification until they regain their Aggregate technician certification. If the individual has not renewed their certification by the expiration date, they are automatically decertified. The individual may still obtain certification by successfully passing the recertification examination within one year from the date of expiration. After that date they must succussfully complete the certification class again to be certified. The certificate holder shall be responsible for enrolling in recertification and for maintaining a current address on file in Workday Learning.

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@iowadot.us. 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@iowadot.us to set up a time to test and arrange payment. All certificates issued in accordance with these requirements will be subject to the same regulations concerning expiration, etc., as it applies to certificates obtained via training and examinations. If the written examination attempt does not meet the required score, the candidate must take the certification class before another attempt can be made.

TESTING PROTOCOL

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

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 Level I and II, PCC Level I, Aggregate Technician, 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.

CANCELLATION AND REFUND POLICY

For cancellations involving CIT funds:

Any applicant using CIT funds must give cancellation notice within two working days of the class or they may be billed the full cost of the class.

For all other cancellations:

For anyone not using CIT funds, the applicant must cancel at least two working days prior to the course or the entire course fee is not reimbursable. If cancellation is made at least two working days prior to the course, a refund may be requested. If applicable, refund checks will be mailed to the applicant.