IOWA | DOT

TECHNICAL TRAINING & CERTIFICATION PROGRAM

INFORMATION AND REGISTRATION BOOKLET

FOR HIGHWAY MATERIALS & CONSTRUCTION

2026-2027





Welcome to the Iowa Department of Transportation Technical Training and Certification Program (TTCP). The TTCP provides training courses in the areas of construction and materials. The program includes certifications for agencies, industry, producers, and consultants for highway materials testing and inspection. The TTCP has information and resources for you which can be found at the following address:

https://iowadot.gov/consultants-contractors/construction-materials/training/technical-training-and-certification-program-ttcp

TTCP WEBSITE INCLUDES

Special Messages regarding our training program.

Instructions on enrolling and/or cancelling an enrollment for in person, virtual and online training courses. Links for you to access:

TTCP Registration Book	TTCP Training Manuals	Certified Technicians List
Online Training	Other Resources and Technology	Contact Information
Cancellation and Refund Policy	Additional Training Videos	

ENROLLMENTS

Class schedules and locations can be found in the TTCP Registration Book. https://iowadot.gov/consultants-contractors/construction-materials/training/ttcp-information-and-registration-booklet . Enrollments are made using Workday Learning, the Iowa DOT's Learning Management System. See instructions on creating a new account and enrolling in a course https://iowadot.gov/consultants-contractors/construction-materials/training/technical-training-and-certification-program-ttcp

ONLINE REVIEWS

Online reviews are always available, and it is recommended that you view prior to attending class and prior to test day. Information on enrolling in the online reviews and other online courses is available at https://iowadot.gov/consultants-contractors/construction-materials/training/online-training . A variety of additional online courses are available in Workday Learning. **It is highly recommended** that you take the time to enroll in and watch the Math Basics and IM 204 course.

UPDATES

Erosion Control, Level I HMA and Level II PCC Updates will no longer be required for recertification. Updates continue to be offered through online training and are available from January 1st through May 31st. To take the PCC II, HMA I, or Erosion Control update online, follow the instructions at: https://iowadot.gov/consultants-contractors/construction-materials/training/online-training

REQUIRED ITEMS

Safety glasses and steel-toe shoes are required for the following labs: HMA Level I and II, PCC Level I, Aggregate Technician, and Soils. Gloves will be provided. No one is 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.

Photo Identification will be required prior to testing. The student will have up to 24-hours after class to provide proper identification.

The goal of the Iowa TTCP is to work with contractors, producers, cities, counties and organizations to continually improve the quality on Iowa's construction projects by promoting education and training for technicians. Through the partnership with DMACC's Boone Campus, participants of the TTCP can learn in a state-of-the-art classroom and laboratory-setting. The TTCP is also thankful for the continued support and workshops hosted by Iowa's Aggregate, HMA, PCC, and Prestress organizations. Thank you for helping to improve the quality and success of the TTCP.

Iowa DOT's TTCP Coordinators:

Brian Squier
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515-233-7915

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Kylie.Sturtz@iowadot.us
515-509-8302

THE TTCP PROGRAM

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.

COURSE SUMMARY

Certification Courses

Courses, Fees, and Pre-Requisites

Course Title	Description	Fees		Prerequisites
		New	Re-cert.	
Aggregate Sampler	Certified Sampling Technician	$75	$75	None
Aggregate Technician	Certified Aggregate Technician	$600	$150	None
Erosion Control	Erosion Control Technician	$375	$150	None
HMA Sampler	Certified HMA Sampling Technician	$75	$75	None
HMA Level I	Certified HMA Technician	$600	$150	Aggregate Technician
HMA Level II	Gyratory Mix Designer	$750	$150	HMA Level I
PCC Level I	Certified Concrete Tester	$375	$150	None
PCC Level II	Certified PCC Technician	$600	$150	Aggregate Technician & PCC Level I
PCC Level III	PCC Mix Designer	$600	$150	Level II PCC
Prestress Technician	Prestress Technician	$450	$150	•PCC Level I or ACI Level I
Ride Quality	Ride Quality Technician	$300	$150	None
Soils Technician	Soils Technician	$300	$150	None
Nuclear Gauge	Nuclear Gauge Operator (DOT ONLY)	N/A	N/A	None

•If the Certified Prestress Technician will be running gradations, they will need to be Aggregate Technician certified.

COURSE SUMMARY

Non-Certification Courses

Courses, Fees, and Pre-Requisites

Course Title	Description	Fee		Prerequisite
		New	Recert	
HMA Paving Field Inspection	HMA Paving Inspection	--	--	None
Structures Field Inspection	Structural Inspection	--	--	None
PCC Paving Field Inspection	PCC Paving Inspection	--	--	None
Grading Field Inspection	Grade Inspection	--	--	None
Contract Administration Introduction	Introduction to Contract Administration	$150	N/A	None
Contract Administration Navigating Contractual Elements	Contract Administration Navigating Contractual Elements	$300	N/A	None
Contract Administration Understanding Davis-Bacon Payrolls & Compliances	Contract Administration Understanding Davis-Bacon Payrolls & Compliances	$150	N/A	None
Advanced Contract Administration: Understanding Materials & Closeout Compliance	Advanced Contract Administration: Understanding Materials & Closeout Compliance	$300	N/A	None

Financial Assistance.....

Construction Industry Training Funds

These funds are offered to contractors, producers, and suppliers that provide materials or construction services on Iowa DOT projects. Funding is limited this year, so enroll early for the best opportunity to receive CIT funds.

CIT funds may not be used by consultants or government agencies.

If you wish to use Construction Industry Training funds to pay for course registration fees, contact your employer for approval, then register. Cancellation of any class must be done at least two working-days prior to the class or the applicant may be billed the entire cost of the class. Any contractor with outstanding CIT bills will not be allowed to use CIT funds until those bills are paid.

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 re-certification exam and then would be required to take the full class. The full class would not be covered by CIT funds. CIT funds may not be used if the certification will not expire the year the re-certification is requested. An example would be someone who has an Aggregate Sampler certification that expires in 2028 and tries to register this upcoming season. To use CIT funds this training season to re-certify, your certification would need to expire in 2027.

Please call the Civil Rights Bureau at 515-239-1422, if you have questions regarding the use of Construction Industry Training Funds. For questions about the Technical Training and Certification Program (TTCP), please call the Construction & Materials Training office at 515-233-7915 or 515-509-8302.

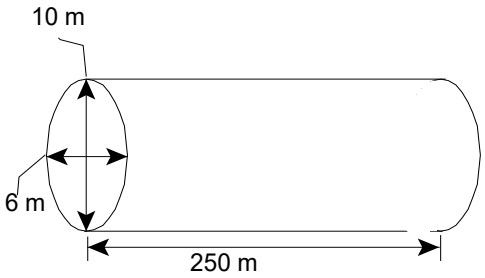




Know Your Math!

Math skills are required for most classes offered by the TTCP. Class time will not be spent teaching math so please be prepared before coming to class by enrolling in our web based training Math Basics Series for Highway Technicians! This course is available in Workday Learning, the DOT's new Learning Management System. You will also need to be able to operate the calculator you plan to use during class before attending class.

There is a FREE online based math course available through online training: Math Basics Series for Highway Technicians. Information on enrolling in Online Training courses is available here: https://iowadot.gov/consultants-contractors/construction-materials/training/online-training



Answering "percent of" questions

Type 3 - Question: Given an aggregate mix with 12 kg crushed limestone, 8 kg washed chips and 5 kg sand, what is the percentage of each component?

Answer:

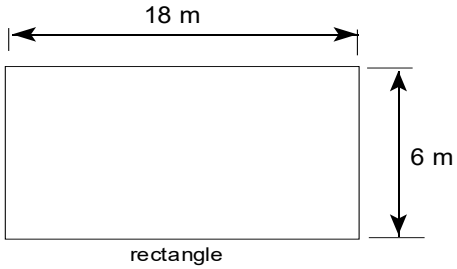
1. Add up the total mass 12 kg + 8 kg + 5 kg = 25 kg

2. Divide each component mass by the total mass.

$\frac{12}{25} = 0.48$ $\frac{08}{25} = 0.32$ $\frac{05}{25} = 0.20$

3 Convert the decimals to percents

0.48 = 48% Crushed Limestone
0.32 = 32% Washed Chips
0.20 = 20% Sand



rectangle
6 x 18 = 108 m²

CONTACTS

TECHNICAL TRAINING AND CERTIFICATION PROGRAM
CONTACT INFORMATION

CONTACT PERSON	ADDRESS	PHONE #
Brian Squier - TTCP Coordinator brian.squier@iowadot.us	Technical Training & Certification Program and District 1 Materials Construction and Materials Bureau 800 Lincoln Way Ames, Iowa 50010	515-233-7915
Kylie Sturtz - TTCP Coordinator kylie.sturtz@iowadot.us		515-509-8302
Jon Kleven jon.kleven@iowadot.us	District 2 Materials 428 43rd Street SW Mason City, Iowa 50401	641-422-9428
Alex Crosgrove alex.crosgrove@iowadot.us	District 3 Materials 6409 Gordon Drive Sioux City, Iowa 51106	712-239-4713
Mike Magers michael.magers@iowadot.us	District 4 Materials 2310 E. Seventh St. Atlantic, Iowa 50022	712-243-7649
Helen Bailey helen.bailey@iowadot.us	District 5 Materials 205 E. 227th St. Fairfield, Iowa 52556	319-759-5408
Tammy Siebert tammy.siebert@iowadot.us	District 6 Materials 5455 Kirkwood Blvd. SW Cedar Rapids, Iowa 52404	319-730-1501

Des Moines Area Community College (DMACC)
Boone Campus
1125 Hancock Drive
Boone, Iowa 50036

Dawn Walker
515-433-5232
dmwalker2@dmacc.edu

or

Gregg Durbin
515-433-5058
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DOT CONTACT INFORMATION

Scott Nixon	Construction & Materials Bureau Director	515-239-1843
Nathan Pohlen	Agronomist	515-233-7729
Vacant	Bituminous Materials Engineer	515-239-1547
Brian Johnson	Bituminous Field Engineer	515-290-3256
Tyler Helm	Chief Geologist	515-239-1339
John Hart	Contract Administration Engineer	515-239-1848
Melissa Serio	Earthwork Engineer	515-239-1280
Cedric Wilkinson	E-Construction Program Administrator	563-391-2750
Jennifer Strunk	Field Manager/Field Book/Doc Express	641-344-0044
Desiree McClain	Foundations Field Engineer	515-233-7906
Jeff DeVries	Materials Testing Engineer	515-239-1237
Chris Brakke	Pavement Design Engineer	515-239-1882
Todd Hanson	PCC Materials Engineer	515-239-1226
Elijah Gansen	PCC Field Engineer	515-233-7865
Mahbub Khoda	Prestressed & Precast Concrete Engineer	515-239-1649
Kyle Frame	Structures Group Engineer	515-239-1619
Micah Loesch	Senior Structures Field Engineer	515-239-1185
Jesse Peterson	Structures Field Engineer	515-239-1159
Brian Worrel	Traffic Safety Engineer	515-239-1471
Mike Lauritsen	District 1 Materials Engineer	515-357-4350
Mark Gaddam	District 2 Materials Engineer	641-423-8516
Vacant	District 3 Materials Engineer	712-251-0808
Timothy Hensley	District 4 Materials Engineer	712-243-7629
Allen Karimpour	District 5 Materials Engineer	515-815-1405
Shane Neuhaus	District 6 Materials Engineer	319-366-0446

ORGANIZATIONS CONTACT INFORMATION

Asphalt Paving Association of Iowa
1606 Golden Aspen Drive Suite 102
Ames, IA 50010
Mike Kvach 515-450-8166
www.apai.net

Iowa Limestone Producers Association
2211 Philadelphia St. #102
Ames, IA 50010
Randy Olson 515-262-8668
www.limestone.org

Iowa Concrete Paving Association
360 SE Delaware Ave.
Ankeny, IA 50021
Greg Mulder 515-963-0606
www.concretestate.org

Iowa Ready Mix Concrete Association
380 SE Delaware Ave.
Ankeny, IA 50021
Greg Mulder 515-963-0606
www.iowareadymix.org

Iowa Prestress Association
Dennis Drews 402-291-0733

IM 213

TECHNICAL TRAINING & CERTIFICATION PROGRAM

GENERAL

The purpose of the Technical Training & Certification Program is to ensure Quality Control (QC)/Quality Assurance (QA) and Acceptance of Aggregates, Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC), Soils, Erosion Control, Precast and Prestressed Concrete, and Pavement Profiles and to ensure proper documentation of quality control/quality assurance and acceptance procedures and test results by industry and Contracting Authority personnel.

This Instructional Memorandum (IM) explains the requirements to become certified and to remain certified to perform inspection and testing in the State of Iowa. This IM also describes the duties, responsibilities and the authority of persons assigned the position of Certified Technician in any of the above areas for construction or maintenance projects. Appendix C of this IM lists what tests and procedures the technician is qualified to perform for each level of certification they obtain.

Through a cooperative program of training, study, and examination, personnel of the construction industry, State DOT, and other Contracting Authorities will be able to provide quality management and certified inspection. Quality control/quality assurance and acceptance sampling, testing and inspection will be performed by certified personnel and documented in accordance with the IMs.

A technician who is qualified and holds a valid certification(s) shall perform quality control/quality assurance and acceptance at a production site, proportioning plant, or project site. Responsibilities cannot be delegated to non-certified technicians. The duties of a Certified Technician may be assigned to one or more additional Certified Technicians.

The Technical Training & Certification Program will be carried out in accordance with general policy guidelines established or approved by the Highway Division Director. A Board of Certification composed of the following members will advise the Director:

Director – Construction and Materials Bureau
Representative of District Materials Engineers**
Representative of District Construction Engineers**
Representative of Associated General Contractors (AGC of Iowa)
Representative of Iowa Concrete Paving Association (ICPA)
Representative of Asphalt Paving Association of Iowa (APAI)
Representative of Iowa Ready Mixed Concrete Association (IRMCA)
Representative of Iowa Limestone Producers Association (ILPA)
Representative of County Engineers
Representative of American Council of Engineering Companies (ACEC-Iowa)
Coordinator of Technical Training & Certification Program**

** Appointed by Program Director

The Director of the Construction and Materials Bureau will be the Program Director. Coordinators will be appointed by the Program Director to assist in administration of the program and to handle such planning, administration, and coordinating functions as may be needed.

TRAINING

The Iowa DOT will provide the training necessary to become certified. Producers/Contractors are encouraged to conduct their own pretraining program. A complete listing of training opportunities is available at the Technical Training & Certification Program website, https://iowadot.gov/training/technical-training-and-certification-program.

CERTIFICATION REQUIREMENTS

1. A candidate must attend Iowa DOT course instruction and pass the examination(s) for all levels of certification prepared and presented by the Program Director or someone designated by the Program Director. If the new candidate fails the examination, they will have one opportunity to retake the examination. The retake must be completed within six months of the original exam. If they fail the retake of the examination, they will need to attend the training again before taking the examination the third time. If an individual is recertifying they will have only one opportunity to take the examination. If they fail the examination they must take the applicable training before retaking the examination.

2. All prerequisites shall be met before the applicant may attend the next level of training for the certification desired. A listing of certification levels and prerequisites is located in Appendix A.

3. Once the candidate has met all the criteria and has received certification, it is recommended the Certified Technician work under the supervision of an experienced technician until they become efficient in the inspection and testing methods they will be performing.

   An individual requesting to become certified as a Precast/Prestress Concrete Technician is required to obtain forty hours of experience assisting in quality control inspection at an approved plant before certification will be issued. The experience must be documented and shall be approved by the District Materials Engineer. This experience must be completed within two years from the date the individual attended the training.

4. Registered Professional Engineers, engineering graduates, and geology graduates from accredited institutions will be exempt from the training requirement in the areas they have had instruction. It is, however, strongly recommended that they attend the certification classes. In order to obtain certification for any technical level, these persons must pass all applicable written examinations for the level of certification they wish to obtain. If the written examination attempt does not meet the required score, the candidate must take the certification class before another attempt can be made. All certificates issued in accordance with these requirements will be subject to the same regulations concerning expiration, recertification, etc., as applies to certificates obtained via training and examinations.

5. Technicians will be issued certifications by reciprocity when the following criteria are met:

   a. The applicant must be certified in another state or certification program determined equivalent by the Program Director or someone designated by the Program Director, in each level of certification they are requesting.

   b. The applicant must pass an examination for each level of certification desired, which will be administered by the Iowa Department of Transportation. Failure of the examination shall require the applicant to take the full certification class before they can retake the exam.

c. The applicant must follow the prerequisite requirements of the Technical Training & Certification Program.

Reciprocity requests should be made through the Technical Training and Certification office in Ames. Copies of all the applicant's certifications will be required.

CERTIFICATION

Upon successfully completing the requirements for certification, the Program Director will issue a pocket certification card. The certification is not transferable. A certification earned in a training season shall be valid until March 31st of the fifth succeeding training season. A training season is defined as October 1st, XXXX to September 30th, XXXX+1.

CERTIFICATION IDENTIFICATION

The certification card will identify the certificate holder, their certification number, the level(s) of certification, and the expiration date of each level.

RENEWAL OF CERTIFICATION

A certification shall be valid through March 31st of the fifth succeeding training season. If the individual has not renewed their certification by the certification expiration date, they are automatically decertified.

All certified technicians will be required to pass an examination before recertification will be issued. Failure of the examination shall require the applicant to retake the full certification class and pass the examination. If the individual does not take the examination within one year after their certification(s) expire-they must retake the full certification class and pass the examination.

If an applicant becomes decertified in any level of certification and that certification is a prerequisite for other levels of certification the applicant will also be decertified in those related levels of certification until the prerequisite certification has once again been obtained.

The certificate holder shall be responsible for applying for certification renewal and for maintaining a current address on file.

PROVISIONAL CERTIFICATION

Provisional certification will be allowed through a special request to the TTCP Director. The request can be mailed or emailed to the TTCP Director and must include the need for a provisional certification, such as, company technician quit and they need to replace, an unforeseen workload, etc. Provisional certifications will only be granted to contractors. If the request is granted the following requirements will apply.

1. The provisional certification applicant must work under the direct supervision of a certified technician until such time that the applicant is competent in the required skills of the certification and has taken the written exam. The applicant must also take the web based review offered by the TTCP in the area they are seeking provisional certification.
2. The applicant must take and pass the written exam for the provisional certification they are requesting. There will be a testing fee in the amount of the TTCP recertification fee due at the time of the exam. CIT funds may not be used for provisional certification testing. The exams will be offered at the District Materials offices or the TTCP office in Ames.
3. The technician must demonstrate proficiency to an Iowa DOT certified technician at the first available opportunity.

4. After the provisional certification applicant has successfully completed the steps in 1 and 2, they will become provisionally certified until the end of the calendar year in which they obtained certification.
5. If the provisional certified technician wishes to keep their certification they must attend the full class at the full class cost for the certification during the training season immediately following their provisional certification.
6. A provisional certification is not intended to be an annual request. The provisional certification will only be allowed for one construction season. Repeated requests for provisional certifications for the technician will be denied.
7. Any prerequisites for the certification must be met prior to number 2 above.
8. HMA Basic Tester is a new certification that may only be used as a provisional certification. This certification follows all the requirements previously listed and the technician will be required to take Level I HMA at the first available opportunity after the provisional expires.
9. Provisional Certification will be offered for:
    a. Aggregate Sampler
    b. Aggregate Technician
    c. Level I PCC
    d. HMA Sampler
    e. HMA Basic Tester

UNSATISFACTORY PERFORMANCE NOTICE

A certified technician failing to perform the required specified duties or inadequately performing these duties, will receive an Unsatisfactory Notice (Materials IM 213, Appendix B). The notice will be from the District Materials Engineer in the District where the failure occurred. This notice and all supporting documentation will be placed in the technician's record with the Iowa Department of Transportation's Technical Training & Certification Program (TTCP). The notice will remain in their file for five years. The notice may be removed prior to the five years upon the recommendation of the District Materials Engineer.

SUSPENSION

A technician receiving two Unsatisfactory Work Performance Notices for work performed under a specific certification will be given a three-month suspension of the applicable certification. Suspended technicians shall not perform any duties governed by the suspended certification, including any duties which require the suspended certification as a prerequisite.

Technicians are eligible to be reinstated after the three-month suspension and successful completion of the applicable recertification test(s).

Technicians are subject to decertification when they receive a third Unsatisfactory Performance Notice.

The suspension will be effective on the date the Program Director issues the suspension.

DECERTIFICATION

Certified Technicians will be decertified for any of the following reasons:

Certifications will be revoked for the following reasons:

1. Failure of the certificate holder to renew the certificate prior to regular expiration as described above.

2. Use of false or fraudulent information to secure or renew a certificate.

3. Use of false or fraudulent documentation by the certificate holder.

4. Use of misleading, deceptive, untrue or fraudulent representations by the certificate holder.

5. Cheating on certification exams or performance evaluations. This includes removing, or attempts to remove, exam questions, answers, or other exam materials from the testing location.

6. Receipt of 3 Unsatisfactory Performance notifications, as stated above under suspension.

The Program Director, or designee, will notify an individual in writing of the intent to suspend or revoke the individual's certification(s). Notice will also be sent to the technician's last known employer. For DOT employees, notice will also be sent to their immediate supervisor.

An individual's certifications will be suspended during the appeal process, and the individual can't perform any duties governed by the certification during this time, until the first day following the end of the appeal process described below.

Technicians that are decertified shall not perform any duties requiring certification.

APPEALS & REINSTATEMENT REQUESTS

An individual has 10 business days to respond to the revocation notice. If the individual fails to respond with an appeal within 10 days of receipt of the original revocation notice, the suspension or revocation becomes effective on the 10th day.

Appeal step 1: First step appeals will be heard by the program director and a representative panel. The individual will have an opportunity to present information to support their continued certification to the panel. The Program Director and representative panel will then render a written decision, taking into account the technician's actions or omissions, the existence of past infractions, and any mitigating factors. This step 1 appeal will become final if further action is not taken as described in appeal step 2 and the suspension or revocation will become effective on the day the decision is issued by the panel.

Appeal step 2: If the individual is not satisfied with the decision of the Program Director and representative panel, the individual shall, within 10 days of receipt of the written decision, submit a request for further review to the Program Director. This appeals request will be considered by the entire Certification Board. The decision of the Certification Board will be the final decision on behalf of Technical Training & Certification Program.

Any violation will remain on the violator's record for five years, at which time the violation will be removed from their record.

A technician may request reinstatement after one year of being decertified unless the Program Director authorized a shorter period of time, which shall not be less than three months. If a reinstatement is authorized, the individual must attend and successfully complete the applicable certification courses.

FUNCTIONS & RESPONSIBILITES

A certificate holder at each production site, project site, proportioning plant, or laboratory will perform duties. The certified technician shall perform quality control testing in accordance with specified frequencies and submit designated reports and records.

The specification requirement for materials testing by a certified technician does not change the supplier's responsibilities to furnish materials compliant with the specification requirements.

The District Materials Engineer and/or Project Engineer will be responsible for monitoring the sampling, testing, production inspection activities and quality control performed by the contractor. A monitor shall have satisfactorily completed the training and be certified for the level of technician they are monitoring.

The District Materials Engineer and/or Project Engineer will have authority and responsibility to question and, where necessary, require changes in operations and quality control to ensure specification requirements are met.

QUALITY CONTROL, TESTING, & DOCUMENTATION

The QC Technician shall be present whenever construction work related to production activity, such as stockpiling or other preparatory work, requires record development and/or documentation is in progress. The QC Technician's presence is normally required on a continuing basis beginning one or more days before plant operation begins and ending after plant shut down at the completion of the project. The work shall be performed in a timely manner and at the established frequencies.

The QC Technician's presence is not normally required during temporary plant shut downs caused by conditions, such as material shortages, equipment failures, or inclement weather.

All quality control activities and records shall be available and open for observation and review by representatives of the contracting authority.

Reports, records, and diaries developed during progress of construction activities will be filed as directed by the Contracting Authority and will become the property of the Contracting Authority.

Quality control activities, testing, and records will be monitored regularly by Contracting Authority representatives. The Project Engineer or District Materials Engineer will assign personnel for this function.

Monitor activities will be reported and filed at prescribed intervals with the Project Engineer, District Materials Engineer, producer, contractor, and the contractor's designated producer.

At no time will the monitor inspector issue directions to the contractor, or to the QC Technician. However, the monitor inspector will have the authority and responsibility to question, and where necessary, reject any operation or completed product, which is not in compliance with contract requirements.

ACCEPTANCE

Completed work will be accepted on the basis of specification compliance documented by acceptance test records, and monitor inspection records. Specification noncompliance will require corrective action by the producer, contractor, or by the contractor's designated producer, and review of events and results associated with noncompliance by the Project Engineer.

CERTIFICATION LEVELS

CERTIFICATION LEVEL	TITLE	PRE-REQUISITES
	AGGREGATE	
Aggregate Sampler	Certified Sampling Technician	None
Aggregate Technician	Certified Aggregate Technician	None
	EROSION CONTROL	
Erosion Control	Erosion Control Technician	None
	HOT MIX ASPHALT	
HMA Sampler	HMA Sampler	None
Level I HMA	HMA Technician	Aggregate Technician
Level II HMA	HMA Mix Design Technician	Level I HMA
	PORTLAND CEMENT CONCRETE	
Level I PCC**	PCC Testing Technician	None
Level II PCC	PCC Plant Technician	Agg. Technician & Level I PCC
Level III PCC	PCC Mix Design Technician	Level II PCC
	PRESTRESS	
Prestress	Prestress Technician	Level I PCC or ACI Grade I If the technician will be performing gradations, they will need to be Aggregate Technician certified.
	RIDE QUALITY	
Ride Quality	Ride Quality Technician	None
	SOILS	
Soils	Soils Technician	None

**American Concrete Institute (ACI) Grade I certification will be acceptable as a portion of the Level I PCC training.

UNSATISFACTORY PERFORMANCE NOTICE

Issued To: _____ Date: _____

_____

_____

This notice is to inform you that your performance as a Certified Inspector/Technician was unsatisfactory for the reason(s) listed below.

This notice and all supporting documentation will be placed in your record with the Iowa Department of Transportation's Technical Training & Certification Program (TTCP).

The goal of the Technical Training and Certification Program (TTCP) is to work with contractors, producers, cities, counties, and consultants to continually improve the quality of Iowa's construction projects. We hope you will work with us to achieve this goal.

Unsatisfactory Performance:

_____

_____

_____

_____

_____

_____

_____

_____
District Materials Engineer

cc: Program Director –Construction and Materials Engineer, Ames
TTCP Coordinator
Resident Construction Engineer

_____

CERTIFIED TECHNICIANS QUALIFICATIONS

Tests and Procedures the Certified Technician is qualified to perform for each level of certification.

AGGREGATE SAMPLER

- IM 204 - Inspection of Construction Project Sampling & Testing (when material is incorporated)
- IM 209, App. C - Aggregate Specification Limits & Sampling & Testing Guide (when material is produced)
- IM 301 - Aggregate Sampling Methods
- IM 336 – Methods of Reducing Aggregate Field Samples to Test Samples

AGGREGATE TECHNICIAN

- IM 204 - Inspection of Construction Project Sampling & Testing (when material is incorporated)
- IM 209, App. C - Aggregate Specification Limits & Sampling & Testing Guide (when material is produced)
- IM 210 – Production of Certified Aggregate From Reclaimed Roadways
- IM 216 - Guidelines for Verifying Certified Testing Results
- IM 301 - Aggregate Sampling Methods
- IM 302 - Sieve Analysis of Aggregates
- IM 306 - Determining the Amount of Material Finer Than #200 (75µm) Sieve in Aggregate
- IM 307 - Determining Specific Gravity of Aggregate
- IM 308 - Determining Free Moisture & Absorption of Aggregate
- IM 336 - Methods of Reducing Aggregate Field Samples to Test Samples
- IM 344 - Determining the Amount of Shale in Fine Aggregate
- IM 345 - Determining the Amount of Shale in Coarse Aggregate
- IM 368 – Determining the Amount of Clay Lumps & Friable Particles in Coarse Aggregate
- IM 409 – Source Approvals for Aggregate

HMA BASIC TESTER (This is for Provisional Certification Only)

- IM 321 - Method of Test for Compacted Density of Hot Mix Asphalt (HMA) (Displacement Method)
- IM 322 - Method of Sampling Uncompacted Hot Mix Asphalt
- IM 323 - Method of Sampling Asphaltic Materials
- IM 325G - Method of Test for Determining the Density of Hot Mix Asphalt (HMA) Using the Superpave Gyratory Compactor (SGC)
- IM 350 - Maximum Specific Gravity of Hot Mix Asphalt (HMA) Mixtures
- IM 357 - Preparation of Hot Mix Asphalt (HMA) Mix Samples for Test Specimens
- All forms must be signed by an HMA I or HMA II certified technician

HMA SAMPLER

- IM 320 – Method of Sampling Compacted Asphalt Mixtures
- IM 321 – Method of Test for Compacted Density of Hot Mix Asphalt (HMA) (Displacement Method)
- IM 322 - Method of Sampling Uncompacted Hot Mix Asphalt

- IM 323 - Method of Sampling Asphaltic Materials

LEVEL I HMA

- IM 204 - Inspection of Construction Project Sampling & Testing
- IM 208 - Materials Laboratory Qualification Program
- IM 216 - Guidelines for Verifying Certified Testing Results
- IM 320 - Method of Sampling Compacted Asphalt Mixtures
- IM 321 - Method of Test for Compacted Density of Hot Mix Asphalt (HMA) (Displacement Method)
- IM 322 - Method of Sampling Uncompacted Hot Mix Asphalt
- IM 323 - Method of Sampling Asphaltic Materials
- IM 325G - Method of Test for Determining the Density of Hot Mix Asphalt (HMA) Using the Superpave Gyratory Compactor (SGC)
- IM 337 - Determining Thickness of Completed Courses of Base, Subbase, & Hot Mix Asphalt
- IM 350 - Maximum Specific Gravity of Hot Mix Asphalt (HMA) Mixtures
- IM 357 - Preparation of Hot Mix Asphalt (HMA) Mix Samples for Test Specimens
- IM 501 - Asphaltic Terminology, Equations & Example Calculations
- IM 508 - Hot Mix Asphalt (HMA) Plant Inspection
- IM 509 - Tank Measurement & Asphalt Cement Content Determination
- IM 511 - Control of Hot Mix Asphalt (HMA) Mixtures

LEVEL II HMA

- IM 380 - Vacuum-Saturated Specific Gravity & Absorption of Combined or Individual Aggregate Sources
- IM 510 - Method of Design of Hot Mix Asphalt (HMA) Mixes
- AASHTO T176 - Plastic Fines in Graded Aggregate & Soils by use of Sand Equivalent Test
- AASHTO T304 - Uncompacted Void Content of Fine Aggregate
- ASTM D 4791 - Flat Particles, Elongated Particles, or Flat & Elongated Particles in Coarse Aggregate
- AASHTO T283 Resistance of Compacted Hot Mix Asphalt (HMA) to Moisture-Induced Damage

LEVEL I PCC

- IM 204 - Inspection of Construction Project Sampling & Testing
- IM 208 - Materials Laboratory Qualification Program
- IM 216 - Guidelines for Verifying Certified Testing Results
- IM 315 - Method of Protecting, Curing, Making & Testing Concrete Cylinders
- IM 316 - Flexural Strength of Concrete
- IM 317 - Slump of Hydraulic Cement Concrete
- IM 318 - Air Content of Freshly-Mixed Concrete by Pressure
- IM 327 - Sampling Freshly-Mixed Concrete
- IM 328 - Making, Protecting, and Curing Concrete Flexural Specimens
- IM 340 - Weight Per Cubic Foot, Yield, & Air Content (Gravimetric) of Concrete
- IM 347 – Measuring Length of Drilled Concrete Cores
- IM 383 - Testing the Strength of PCC Using the Maturity Method
- IM 385 - Temperature of Freshly-Mixed Concrete

- IM 525 - Designing Flowable Mortar
- AASHTO T97 - Third Point Loading

LEVEL II PCC

- IM 527 - Paving Plant Inspection
- IM 528 - Structural Concrete Plant Inspection
- IM 529 - PC Concrete Proportions

LEVEL III PCC

- IM 530 - Quality Management & Acceptance of PC Concrete Pavement
- IM 531 - Test Method for Combining Aggregate Gradations
- IM 532 - Aggregate Proportioning Guide for Portland Cement Concrete Pavement

PRESTRESS

- IM 570 - Precast & Prestressed Concrete Bridge Units

RIDE QUALITY

- IM 341 - Determining Pavement & Bridge Ride Quality

SOILS

- IM 309 – Determining Standard Proctor Moisture Density Relationship of Soils
- IM 312 – Sampling of Soils for Construction Project
- IM 335 – Determining Moisture Content of Soils
- ASTM D-2937 – Field density by drive-cylinder method

AGGREGATE SAMPLING TECHNICIAN DUTIES

Duties of the Aggregate Sampling Technician are detailed in IM 209 and the IM 300 Series and consist of, but are not limited to the following:

A. Sampling

1. Obtain representative samples by approved method(s).
2. Sample at required frequencies.
3. Identify samples with pertinent information such as:
    a. Type of material
    b. Intended use
    c. Production beds working depth
    d. Sampling method
4. Reduce samples by approved method(s).

AGGREGATE TECHNICIAN DUTIES

Duties of the Aggregate Technician are detailed in IM 209 and the IM 300 Series and consist of, but are not limited to the following:

A. Sampling

1. Obtain representative samples by approved method(s).
2. Sample at required frequencies.
3. Identify samples with pertinent information such as:
    a. Type of material
    b. Intended use
    c. Production beds working depth
    d. Sampling method
4. Reduce samples by approved method(s).

B. Gradation Testing

1. Follow appropriate testing methods.
2. Maintain current applicable specifications.
3. Post test results within 24 hours of sampling.

C. Other Testing as required (specific gravity, moisture, deleterious material, etc.)

1. Follow appropriate testing methods.
2. Maintain current applicable specifications.
3. Complete required reports.

D. Sampling & Testing Equipment

1. Clean and check testing sieves for defects.
2. Assure scale accuracy.
3. Maintain sampling and testing equipment.

E. Communication

1. Notify the District Materials office for production start-up or changes.

2. Relay test results to appropriate production or supervisory personnel.

3. Report failing test results immediately to appropriate personnel (including District Materials office) and assure remedial actions are taken.

F. General

1. Monitor stockpiling procedures to avoid contamination and excess segregation.

2. Assure proper identification of stockpiles.

3. Assure specification requirements for intended use are met before shipment.

4. Assure sampling locations are safe.

5. Assure proper bedding planes or production depths are maintained.

G. Documentation

1. Report all production test results of certified aggregates on Form #821278 and distribute as required.

2. Assure “plant production log” is maintained.

EROSION CONTROL TECHNICIAN DUTIES

Duties of the Erosion Control Technician consist of, but are not limited to the following:

A. Carefully review and be familiar with the details in the contract documents.

B. Assign erosion and sediment control monitoring responsibilities to Erosion & Sediment Control (ESC) Basics trained field staff.

C. Review copies of storm water inspection reports.

D. Provide input on initial Erosion Control Implementation Plan (ECIP) submittal and ECIP updates.

E. Provide onsite reviews when requested by Contracting Authority or Contractor field staff.

HOT MIX ASPHALT (HMA) SAMPLING TECHNICIAN INSPECTION DUTIES

Duties of the Hot Mix Asphalt Sampling Technician consist of, but are not limited to the following:

A. Plant Sampling. (Article 2303.04, IM 204 & 511)

1. Obtain asphalt binder samples as directed by Contracting Authority personnel per IM 323 and IM 204.

B. Field Sampling (Article 2303.04, IM 204 & 511)

1. Obtain uncompacted mix random samples as directed by Contracting Authority personnel, and identify time, station, lift and side.

2. Obtain compacted mix core random samples as directed by Contracting Authority personnel.

HOT MIX ASPHALT (HMA) TECHNICIAN INSPECTION DUTIES

The following is a list of the duties that must be performed by the Certified Level I HMA Technicians doing quality control work for the Contractor on all projects where the Quality Management-Asphalt (QM-A) specification applies. The Quality Control Technician shall have no other duties while performing certified inspection duties.

These duties consist of, but are not limited to, the following:

A. Aggregate Stockpiles.

1. Assure proper stockpiling of aggregate deliveries. (stockpile build & additions) (IM 508)
    a. Prevent intermingling of aggregates.
    b. Check for and prevent contamination.
    c. Prevent segregation.
    d. Check for oversize material.

2. Document certified aggregate deliveries. (each delivery) (IM 508). When the aggregate supplier can provide a summary document of all deliveries, do not enter into Plant Book.

    a. Obtain truck tickets.
    b. Check for proper certification.
    c. Check for proper approved source.
    d. Enter deliveries in Plant Book Program when other documentation cannot be provided, Aggregate Certification page.

3. Observe loader operation. (daily) (IM 508)

    a. Check for proper stockpile to bin match-up.
    b. Check that loader does not get stockpile base material in load.
    c. Check that loader does not intermingle aggregate by overloading bins.

B. Asphalt Binder Delivery. (each delivery) (IM 508 & 509)

1. Check that material is pumped into correct tank.

2. Document Deliveries.

    a. Obtain truck tickets.
    b. Check for proper approved source.
    c. Check for proper certification.
    d. Check for proper grade.
    e. Check for addition of liquid anti-strip if required.
    f. Check if weight per gallon or specific gravity has changed.
    g. Enter deliveries into Plant Report Program.

C. Plant Operations. (daily)

1. Prepare Plant Report Program for daily entries. (IM 511)

    a. Enter Date.
    b. Enter Report Number.
    c. Enter expected tonnage for the day.
    d. Enter any proportion or target changes that apply.

2. Aggregate Delivery System. (IM 508)

    a. Check for proper cold feed gate settings.
    b. Check for proper cold feed belt speed settings.
    c. Check for proper moisture setting (drum plants).
    d. Monitor RAP proportions.

3. Mixing System. (Article 2303.03, IM 508)

    a. Check for proper asphalt binder delivery setting.
    b. Check for proper interlock operation.
    c. Monitor coating of aggregates.
    d. Monitor mixing time (batch plants).

4. Loading System. (Article 2303.03 & 2001.01, IM 508)

    a. Check hopper/silo gates for proper open/close
    b. Check trucks for proper loading and possible segregation.
    c. Check trucks for diesel fuel contamination in box and remove contaminated trucks from service (5 hrs with box raised).

5. Asphalt Binder Quantity Determination.

    a. Obtain totalizer printout readings and periodically check against tank stick readings.
    b. If using batch count for quantity, obtain printouts of each batch and add up the asphalt binder used for total quantity.

D. Plant Operations. (2 hour intervals) (IM 508)

1. Temperatures.

    a. Monitor and record mix temperature at discharge into truck box.
    b. Monitor and record asphalt binder temperature.
    c. Monitor and record air temperature.

2. Observe plant operation for any irregularities.

E. Weighing Equipment.

1. Proportioning scales (batch plants). (min. 1/day) (Articles 2001.07 & 2001.20) (IM 508)
   a. Perform sensitivity checks of scales.
   b. Check for interference at scale pivot points.

2. Pay Quantity Scales. (min. 1/day) (Articles 2001.07 & 2001.20, IM 508)
   a. Regularly perform check weighing comparisons with a certified scale as necessary. (min. 1st day and one additional if >5000 tons, and as directed by Engineer)
   b. Perform sensitivity checks of scales.
   c. Check for interference at scale pivot points.
   d. Perform verification weighing (truck platform scales).

3. Weigh Belts. (daily)

   a. Check weigh belt for excess clinging fines that effects speed reading.
   b. Check weigh belt for interference at bridge pivot points.
   c. Check for proper span setting.

4. Enter scale checks in Plant Report Program. (daily)

F. Plant Sampling. (daily) (Article 2303.04, IM 204 & 511)

1. Obtain cold-feed gradation samples as directed by Contracting Authority personnel per IM 301 and IM 204.

2. Obtain asphalt binder samples as directed by Contracting Authority personnel per IM 323 and IM 204.

3. Obtain cold-feed moisture samples at a minimum of every ½ day (drum mix plants).

G. Field Sampling (if not performed by others). (daily) (Article 2303.04, IM 204 & 511)

1. Obtain uncompacted mix random samples as directed by Contracting Authority personnel, and identify time, station, lift and side.

2. Obtain compacted mix core random samples as directed by Contracting Authority personnel.

H. Testing. (daily) (Article 2303.04, IM 204 & 511)

1. Field cores.

   a. Provide properly calibrated equipment for Contracting Authority technician's use.
   b. Obtain and record core location station and offset information.

c. Obtain copy of core thickness measurements from Contracting Authority Technician.
d. Obtain copy of core weights from Contracting Authority technician.
e. Record weights and thickness in Plant Report Program.

2. Uncompacted mix.

a. Properly store Contracting Authority secured portion of paired sample.
b. Split Contractor half of paired sample into test portions as per IM 357.
c. Perform gyratory compaction as per IM 325G.
d. Perform bulk specific gravity test of laboratory-compacted specimen as per IM 321.
e. Perform maximum specific gravity test as per IM 350.
f. Enter test data into Plant Report Program.
g. Submit secured samples to DOT District Lab.

3. Aggregate.

a. Split one sample each day as directed by Contracting Authority personnel and provide half for testing by Contracting Authority.
b. Perform gradation analysis as per IM 302 and enter weights into Plant Report Program.
c. Perform moisture tests and produce results upon request.

4. Testing Lab Qualification. (as needed) (IM 208 & 511)

a. Record all HMA sample validations with DOT on form 235.
b. Document corrective actions taken when not correlating.
c. Document all test equipment calibrations.
d. Update IM's, test procedures and specs as required.

I. Documentation. (daily) (Article 2303.04, IM 204, 511 & 508)
The Plant Report, Chart, Plant Book, and other HMA worksheets are available on the following website: https://iowadot.gov/construction_materials/Hot-mix-asphalt-HMA

1. Prepare computerized Daily Plant Report.
   a. Check that all data is correct.
   b. Check that all data is complete.
   c. Compute tons of mix used to date.
   d. Enter mix adjustment data on report.
   e. Check for spec compliance.
   f. Immediately report non-complying results.
   g. Obtain and record mat temperatures and stationing.
   h. Provide electronic daily Plant Report to DME.

2. Maintain a daily diary of work activity in Plant Report Program.

a. Record weather conditions.

b. Record daily high and low temperatures.
c. Record sunrise and sunset times.
d. Record any interruptions to plant production.
e. Record any other significant events.

3. Import daily data into charting program.

4. Enter tack shipment quantities in Plant Report Program.

5. Total all truck tickets delivered to project and deduct any waste to determine HMA pay quantity.

6. Complete Daily Check List

J. Miscellaneous. (daily) (IM 208 & 511)

1. Clean lab.

2. Back-up computer files.

3. Dispose of samples as directed by District Lab.

4. Clean and maintain lab equipment.

K. Independent Assurance Duties. (Every 3 months) (IM 205 & 216)

1. Pick up HMA and aggregate proficiency sample from District Lab.

2. Test aggregate proficiency sample for gradation per IM 302.

3. Test HMA proficiency sample per IM 357, 325G, 321 & 350.

4. Report test results on proficiency samples to Construction Materials Bureau per IM 205.

L. Project Duties. (1/project) (IM 508 & 511)

1. Be in possession of appropriate mix design.

2. Be present during plant calibration.

3. Observe scale calibrations.

4. Perform plant site and set-up inspection and fill out Plant Site Inspection List.

5. Set up Plant Report Program and enter all project information to create Project Master files at beginning of project.

6. Check that release agents used in truck boxes are on the approved list in MAPLE.

7. Copy all computer files and provide to the Contracting Authority at completion of project.

8. Copy all paperwork and control charts and provide to the Contracting Authority at completion of project.

PORTLAND CEMENT CONCRETE (PCC) LEVEL I TECHNICIAN DUTIES

Many of the duties of the PCC Level I Technician are detailed in IM 327 and IM 204 and consist of, but are not limited to the following:

A. Sample Fresh Portland Cement Concrete, (IM 327)

1. Secure a representative sample by 1 of 5 methods. (IM 327)
2. Sample at required frequencies (IM 204)

B. Perform required tests

1. Obtain temperature (IM 385)
2. Perform slump test (IM317)
3. Perform air content of freshly mixed concrete by pressure (IM 318)
4. Calculate Unit Weight and perform Yield Checks
5. Flexural Strength Specimens
    a. Making/Protecting/Curing (IM 328)
    b. Testing flexural strength specimens (IM 316)
6. Cylinders
    a. Making/Protecting/ Curing/Testing (IM 315)

C. Maturity Method (IM 383)

1. Establish maturity curve at concrete batch plant.
    a. monitor age and temperature
    b. maturity curve validation
2. Field Maturity
    a. probe placement
    b. probe monitoring

D. Determine Pavement Thickness

1. Determine thickness of plastic concrete
2. Determine thickness of hardened concrete (IM 346)
    a. Method A (MIT Scan)
        1. Placing steel targets
        2. Scanning of steel targets
    b. Method B (Coring/9 Point)
        1. Drill cores
        2. Measure cores (IM 347)

PORTLAND CEMENT CONCRETE (PCC) LEVEL II TECHNICIAN DUTIES PAVING & STRUCTURAL CONCRETE

The Quality Control Technician shall have no other duties while performing certified inspection duties. Refer to IM 528 for exceptions. The District Materials Engineer may approve all quality control activities be performed by a single certified technician for low production situations.

Many of the duties of the PCC Level II Technician are detailed in IM 527 (Paving) and IM 528 (Structural) and consist of, but are not limited to the following:

A. Stockpiles

1. Assure proper stockpiling procedures.
2. Prevent intermingling of aggregates.
3. Prevent contamination.
4. Prevent segregation.

B. Plant Facilities

1. Assure safe sampling locations.
2. Check for equipment compliance.
3. Assure proper laboratory location and facilities.

C. Calibration

1. Be present during calibration (paving).
2. Check plant calibration (structural).
3. Assure proper batch weights.

D. Cement (Fly Ash) & Aggregate Delivery

1. Check for proper sources and certification.
2. Document quantities delivered.
3. Monitor condition of shipments.

E. Plant Sampling

1. Check aggregate gradations by obtaining, splitting, and testing samples.

2. Check aggregate moistures and specific gravity.

F. Proportion Control

1. Check scale weights and operation.
2. Check admixture dispensers.
3. Check mixing time and revolutions.
4. Check cement yield. (Paving plant only, unless over 10,000 cu. yds.)

G. Concrete Tests

1. Cure flexural test specimens.
2. Test flexural specimens (Contract agency will perform test in structural plant).
3. Conduct maturity testing.

H. Test Equipment

1. Clean and maintain scales, screens, pycnometers and beam molds, and laboratory facility.

I. Documentation

1. Prepare daily plant reports (paving), weekly plant reports (structures).
2. Document all checks and test results in the field book.
3. Maintain daily diary of work activity.

PRESTRESS TECHNICIAN DUTIES

Duties of the Prestress Technician are detailed in IM 570 and consist of, but are not limited to the following:

A. Pre-pour

1. Identify and document materials requiring outside fabrication inspection.
2. Identify potential fabrication or production problems and notify Iowa DOT inspectors.
3. Verify that all materials incorporated meet the requirements of the contract documents.
4. Review concrete placement documents for strand locations.
5. Check tension calculations.
6. Measure elongation and gauge pressure during tensioning.
7. Check hold down and insert locations.
8. Check stress distributions.
9. Check steel reinforcement and placement.
10. Check strand position.
11. Check condition of pallet.
    a. Level
    b. Holes
    c. Gaps
    d. Other deformities
12. Determine moisture of aggregates.
13. Check form condition and placement.
    a. Oil
    b. Line alignment level
    c. Tightness

B. Concrete Placement

1. Check on use of an approved mix design and batching operations (sequence).
2. Assure appropriate placement and proper vibration techniques.
3. Measure and record concrete temperature.
4. Assure test cylinders are properly made.
5. Assure appropriate finish.
6. Assure appropriate curing operations.

C. Post-pour

1. Check temperature and record during curing process.
2. Assure concrete strength has been met prior to releasing the line.
3. Assure proper detensioning procedure.
4. Check unit for defects and obtain approval for repairs.
5. Identify and store cylinders with the respective units.
6. Check beam ends for fabrication in accordance with the plans.
7. Assure exterior sides of facia beams are grouted.
8. Inspect after patching and desired surfacing.
9. Measure and record overall dimensions of beam.
10. Measure and record camber at release and compare to design camber.
11. Check and/or measure and record lateral sweep before shipping.
12. Assure proper cylinder cure.

RIDE QUALITY TECHNICIAN DUTIES

Duties of the Ride Quality Technician are detailed in IM 341 and consist of, but are not limited to the following:

A. Test pavement and bridge surfaces for ride quality.

B. Evaluate the test data.

1. Indentify bumps and dips.

2. Summarize the roughness into segments and sections.

3. Identify the segments for incentive, disincentive, or grind.

4. Retest and evaluate bumps, dips, and must grid segments for specification compliance.

C. Documentation

1. Document the evaluation on a test report. A copy is sent to the Project Engineer, District Materials Engineer, and Central Materials.

2. Notify the Project Engineer if the daily average profile index exceeds the specification tolerance.

3. Submit the profilograms to the Project Engineer for all areas tested.

SOILS TECHNICIAN DUTIES

A certified Soils Technician is required for all projects with Compaction with Moisture Control, Compaction with Moisture and Density Control, or Special Compaction of Subgrade (including for Recreation Trails). Refer to contract documents for Contractor QC testing requirements. Duties of the Soils Technician consist of, but are not limited to the following:

A. Sampling: Obtain samples at required frequencies per IM 204.

B. Proctor Testing

C. Other Testing as Required

1. For projects with Compaction with Moisture Control: Determine moisture content per frequencies in IM 204.

2. For projects with Compaction with Moisture and Density Control or Special Compaction of Subgrade: Determine moisture content and in-place density per frequencies in IM 204.

D. Sampling & Testing Equipment

1. Clean and check testing sieves for defects.

2. Assure scale accuracy.

3. Check and maintain other testing equipment.

E. Evaluate the test data.

1. For projects with Compaction with Moisture Control: Confirm soils are being placed within required moisture content range.

2. For projects with Compaction with Moisture and Density Control or Special Compaction of Subgrade: Confirm soils are being placed within required moisture content range and soil is compacted to density equal to or greater than density requirement.

F. Documentation and Communication

1. Document test data. A copy is sent to the Project Engineer.

2. Relay test results to appropriate supervisory personnel.

3. Notify the Project Engineer if any test results do not meet contract requirements and assure corrective actions are taken.

CERTIFICATION CLASSES

COURSE SUMMARY

Below is a list of supplies that are necessary for the certification courses:

- Pencils and paper
- Calculator - No computers or programmable calculators are allowed. Prestress Technician class students need a scientific calculator that shows a MINIMUM of 10 digits.
- 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.

Cell phones are to be shut-off or put on vibratory mode when entering the classroom. All cell phones will be shut-off completely during examinations.

Weather-related cancellations

If the weather conditions cause a class delay or cancellation:

For all classes at DMACC - Boone: If DMACC cancels classes, the TTCP classes are also cancelled for that day. If DMACC classes are delayed, TTCP classes scheduled in Boone will also be delayed. The decision to cancel DMACC classes should be made by 7:00 am and a recording will be placed on Dawn Walker's voice mail at 515-433-5232. You can also visit DMACC's website at www.dmacc.edu. Late starts, early closures and cancellations are listed at the top of the page.

For all other classes: Call the contact person for the location that your class is being held. Contact information is available here. If a large, weather event is forecasted and classes are cancelled for the following day, efforts will be made to contact you by telephone and email.

AGGREGATE SAMPLER

Certification and Recertification



This level of certification is for an aggregate sampling technician.

Topics covered include:

- Obtaining representative samples by approved methods.
- Frequency of sampling.
- Correctly labeling samples.
- Reducing field sample size to test sample size.

Prerequisite: None
Course Length: 1/2 day (in person)
Cost: $75.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

YOU DO NOT NEED AGGREGATE SAMPLER IF YOU ARE TAKING AGGREGATE TECHNICIAN

Date/Time	Location	Max #
3/19/27 1:00 pm - 4:00 pm	District 3 Materials - Sioux City	20
3/19/27 1:00 pm - 4:00 pm	District 5 Materials - Fairfield	16
3/19/27 1:00 pm - 4:00 pm	DMACC - Boone	32
3/26/27 1:00 pm - 4:00 pm	District 2 Materials - Mason City	20
3/26/27 1:00 pm - 4:00 pm	District 4 Lab - Atlantic	14
3/26/27 1:00 pm - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
5/18/27 1:00 pm - 4:00 pm	DMACC - Boone	32
5/25/27 1:00 pm - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

AGGREGATE TECHNICIAN



This level of certification is for an aggregate technician.
Topics covered include:

- Aggregate classification and testing.
- Maintaining sampling and testing equipment.
- Documentation and reporting.

Prerequisite: None
Course Length: 4 days (in person)
Cost: $600.00
Exam: Students must pass the exam with a minimum score of 80% and demonstrate practical proficiency in front of an instructor.
To enroll: Click here

Date/Time	Location	Max #
12/1/26 thru 12/04/26 9:00 am - 4:00 pm each day	DMACC - Boone	20
12/14/26 thru 12/17/26 9:00 am - 4:00 pm each day	DMACC - Boone	20
12/14/26 thru 12/17/26 9:00 am - 4:00 pm each day	District 3 Materials - Sioux City	9
12/15/26 thru 12/18/26 9:00 am - 4:00 pm each day	District 6 Conf Rm A - Cedar Rapids	16
1/4/27 thru 1/7/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
1/4/27 thru 1/7/27 9:00 am - 4:00 pm each day	District 3 Materials - Sioux City	9
1/4/27 thru 1/7/27 9:00 am - 4:00 pm each day	District 4 Lab - Atlantic	10
1/4/27 thru 1/7/27 9:00 am - 4:00 pm each day	District 6 Conf Rm A - Cedar Rapids	16
1/25/27 thru 1/28/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
1/25/27 thru 1/28/27 9:00 am - 4:00 pm each day	District 5 Materials - Fairfield	8
1/25/27 thru 1/28/27 9:00 am - 4:00 pm each day	District 6 Conf Rm A - Cedar Rapids	16
2/8/27 thru 2/11/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
2/8/27 thru 2/11/27 9:00 am - 4:00 pm each day	District 3 Materials - Sioux City	9
2/8/27 thru 2/11/27 9:00 am - 4:00 pm each day	District 4 Lab - Atlantic	10
2/8/27 thru 2/11/27 9:00 am - 4:00 pm each day	District 5 Materials - Fairfield	8
2/8/27 thru 2/11/27 9:00 am - 4:00 pm each day	District 6 Conf Rm A - Cedar Rapids	16

See next page for additional sessions.

AGGREGATE TECHNICIAN continued...

Date/Time	Location	Max #
2/22/27 thru 2/25/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
2/22/27 thru 2/25/27 9:00 am - 4:00 pm each day	District 5 Materials - Fairfield	8
2/22/27 thru 2/25/27 9:00 am - 4:00 pm each day	District 6 Conf Rm A - Cedar Rapids	16
3/29/27 thru 4/1/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
3/29/27 thru 4/1/27 9:00 am - 4:00 pm each day	District 4 Lab - Atlantic	10
3/29/27 thru 4/1/27 9:00 am - 4:00 pm each day	District 6 Conf Rm A - Cedar Rapids	16
4/26/27 thru 4/29/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
5/24/27 thru 5/27/27 9:00 am - 4:00 pm each day	DMACC - Boone	20

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

EROSION CONTROL

This level of certification is for an erosion control technician.



Topics covered include:

- Storm water permit requirements.
- Erosion & sediment control measures.
- Storm Water Pollution Prevention Plan requirements.

Prerequisite: None
Course Length: 2.5 days (in person)
Cost: $375.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Date/Time	Exam Location	Max #
2/1/27 thru 2/2/27 9:00 am - 4:00 pm each day AND 2/3/26 9:00 am - 12:00 pm	DMACC - Boone	32
3/8/27 thru 3/9/27 9:00 am - 4:00 pm each day AND 3/10/26 9:00 am - 12:00 pm	DMACC - Boone	32
3/8/27 thru 3/9/27 9:00 am - 4:00 pm each day AND 3/10/26 9:00 am - 12:00 pm	District 2 Materials - Mason City	20
3/8/27 thru 3/9/27 9:00 am - 4:00 pm each day AND 3/10/26 9:00 am - 12:00 pm	District 3 Materials - Sioux City	20
3/8/27 thru 3/9/27 9:00 am - 4:00 pm each day AND 3/10/26 9:00 am - 12:00 pm	District 4 Lab - Atlantic	14
3/8/27 thru 3/9/27 9:00 am - 4:00 pm each day AND 3/10/26 9:00 am - 12:00 pm	District 5 Materials - Fairfield	16
3/8/27 thru 3/9/27 9:00 am - 4:00 pm each day AND 3/10/26 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	20
4/20/27 thru 4/21/27 9:00 am - 4:00 pm each day AND 4/22/26 9:00 am - 12:00 pm	DMACC - Boone	32

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

HOT MIX ASPHALT (HMA) SAMPLER

Certification and Recertification



This level of certification is for a hot mix asphalt sampling technician. This class is not necessary for individuals who are Level I Hot Mix Asphalt certified.

Topics covered include:

- Obtaining representative samples by approved methods.
- Frequency of sampling.
- Correctly labeling and securing samples.
- Performing core densities (agency only).

Prerequisite: None
Course Length: 1/2 day (in person)
Cost: $75
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

YOU DO NOT NEED HMA SAMPLER IF YOU ARE TAKING LEVEL I HMA

Date/Time	Location	Max #
3/19/27 9:00 am - 12:00 pm	DMACC - Boone	32
3/19/27 9:00 am - 12:00 pm	District 3 Materials - Sioux City	20
3/19/27 9:00 am - 12:00 pm	District 5 Materials - Fairfield	16
3/26/27 9:00 am - 12:00 pm	District 2 Materials - Mason City	20
3/26/27 9:00 am - 12:00 pm	District 4 Lab - Atlantic	16
3/26/27 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	20
5/18/27 9:00 am - 12:00 pm	DMACC - Boone	32
5/25/27 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	20

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

HOT MIX ASPHALT (HMA) LEVEL I

This level of certification is for an HMA technician.



Topics covered include:

- Production materials.
- Plants and equipment.
- HMA sampling and testing.
- Plant inspection.
- Documentation and reporting.

Prerequisite: Aggregate Technician
Course Length: 4 days (in person)
Cost: $600.00
Exam: Students must pass the exam with a minimum score of 80% and demonstrate practical proficiency in front of an instructor.
To enroll: Click here

Date/Time	Location	Max #
1/11/27 thru 1/14/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
2/1/27 thru 2/4/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
2/15/27 thru 2/18/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
3/8/27 thru 3/11/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
4/5/27 thru 4/8/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
4/19/27 thru 4/22/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
6/7/27 thru 6/10/27 9:00 am - 4:00 pm each day	DMACC - Boone	20

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

HOT MIX ASPHALT (HMA) LEVEL II

This level of certification is for an HMA mix design technician.



Topics covered include:

- Materials proportioning in mix design.
- Designing and testing mixes.
- Mix design formulas and calculations.
- Mix design documentation and reporting.
- Troubleshooting mix designs.

Prerequisite: Level I Hot Mix Asphalt
Course Length: 5 days (in person)
Cost: $750.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Date/Time	Location	Max #
3/15/27 thru 3/19/27 9:00 am - 4:00 pm each day	DMACC - Boone	12
3/22/27 thru 3/26/27 9:00 am - 4:00 pm each day	DMACC - Boone	12

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

NUCLEAR GAUGE

This level of certification is for a Nuclear Gauge technician.



Topics covered include:

- Radiological fundamentals.
- Safe operation, transportation and storage of nuclear gauges.
- Hands on gauge instruction.

Prerequisite: This class is only available to Iowa DOT employees.
Course Length: 1 day (in person)

Cost: There is no fee for this course.
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Date/Time	Location	Max #
3/30/27 9:00 am - 4:00 pm	EMCR - Ames	20

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

PORTLAND CEMENT CONCRETE (PCC) LEVEL I

This level of certification is for a PCC testing technician.



Topics covered include:

- Obtaining representative samples by approved methods.
- Sampling and testing frequencies.
- Performing tests on PCC.
- Documentation and reporting.

Prerequisite: None. If you are ACI certified, please refer to the Program Requirements section.
Course Length: 2.5 days (in person)
Cost: $375.00
Exam: Students must pass the exam with a minimum score of 80% and demonstrate practical proficiency in front of an instructor.
To enroll: Click here

Date/Time	Location	Max #
12/7/26 thru 12/8/26 9:00 am - 4:00 pm each day AND 12/9/26 9:00 am - 12:00 pm	DMACC - Boone	32
12/7/26 thru 12/8/26 9:00 am - 4:00 pm each day AND 12/9/25 9:00 am - 12:00 pm	District 2 Materials - Mason City	12
12/7/26 thru 12/8/26 9:00 am - 4:00 pm each day AND 12/9/26 9:00 am - 12:00 pm	District 3 Materials - Sioux City	9
12/7/26 thru 12/8/26 9:00 am - 4:00 pm each day AND 12/9/26 9:00 am - 12:00 pm	District 4 Lab - Atlantic	10
12/7/26 thru 12/8/26 9:00 am - 4:00 pm each day AND 12/9/26 9:00 am - 12:00 pm	District 5 Materials - Fairfield	8
12/7/26 thru 12/8/26 9:00 am - 4:00 pm each day AND 12/9/26 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	16
1/11/27 thru 1/12/27 9:00 am - 4:00 pm each day AND 1/13/27 9:00 am - 12:00 pm	DMACC - Boone	32
1/11/27 thru 1/12/27 9:00 am - 4:00 pm each day AND 1/13/27 9:00 am - 12:00 pm	District 2 Materials - Mason City	12
1/11/27 thru 1/12/27 9:00 am - 4:00 pm each day AND 1/13/27 9:00 am - 12:00 pm	District 4 Lab - Atlantic	10
1/11/27 thru 1/12/27 9:00 am - 4:00 pm each day AND 1/13/27 9:00 am - 12:00 pm	District 5 Materials - Fairfield	8
1/11/27 thru 1/12/27 9:00 am - 4:00 pm each day AND 1/13/27 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	16
2/16/27 thru 2/17/27 9:00 am - 4:00 pm each day AND 2/18/27 9:00 am - 12:00 pm	DMACC - Boone	32
2/16/27 thru 2/17/27 9:00 am - 4:00 pm each day AND 2/18/27 9:00 am - 12:00 pm	District 2 Materials - Mason City	12
2/16/27 thru 2/17/27 9:00 am - 4:00 pm each day AND 2/18/27 9:00 am - 12:00 pm	District 3 Materials - Sioux City	9

See next page for additional sessions.

PCC LEVEL I continued...

2/16/27 thru 2/17/27 9:00 am - 4:00 pm each day AND 2/18/27 9:00 am - 12:00 pm	District 4 Lab - Atlantic	10
2/16/27 thru 2/17/27 9:00 am - 4:00 pm each day AND 2/18/27 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	16
3/16/27 thru 3/17/27 9:00 am - 4:00 pm each day AND 3/18/27 9:00 am - 12:00 pm	DMACC - Boone	32
3/16/27 thru 3/17/27 9:00 am - 4:00 pm each day AND 3/18/27 9:00 am - 12:00 pm	District 5 Materials - Fairfield	8
3/16/27 thru 3/17/27 9:00 am - 4:00 pm each day AND 3/18/27 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	16
4/5/27 thru 4/6/27 9:00 am - 4:00 pm each day AND 4/7/27 9:00 am - 12:00 pm	DMACC - Boone	32
5/19/27 thru 5/20/27 9:00 am - 4:00 pm each day AND 5/21/27 9:00 am - 12:00 pm	DMACC - Boone	32
5/26/27 thru 5/27/27 9:00 am - 4:00 pm each day AND 5/28/27 9:00 am - 12:00 pm	District 6 Conf Rm A - Cedar Rapids	16

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

PORTLAND CEMENT CONCRETE (PCC) LEVEL II

This level of certification is for a PCC technician.



Topics covered include:

- Plants and equipment.
- Plant inspection.
- Batch proportioning.
- Scale tolerances.
- Documentation and reporting.

Prerequisites: Level I Portland Cement Concrete Aggregate Technician
Course Length: 4 days (in person)
Cost: $600.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Date/Time	Location	Max #
1/4/27 thru 1/7/27 9:00 am - 4:00 pm each day	DMACC - Boone	32
1/25/27 thru 1/28/27 9:00 am - 4:00 pm each day	DMACC - Boone	32
2/8/27 thru 2/11/27 9:00 am - 4:00 pm each day	DMACC - Boone	32
2/22/27 thru 2/25/27 9:00 am - 4:00 pm each day	DMACC - Boone	32
3/22/27 thru 3/25/27 9:00 am - 4:00 pm each day	DMACC - Boone	32
4/12/27 thru 4/15/27 9:00 am - 4:00 pm each day	DMACC - Boone	32
6/1/27 thru 6/4/27 9:00 am - 4:00 pm each day	DMACC - Boone	32

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

PORTLAND CEMENT CONCRETE (PCC) LEVEL III

This level of certification is for a PCC mix design technician.



Topics covered include:

- Materials proportioning in mix design.
- Designing and testing mixes.
- Mix design formulas and calculations.
- Mix design documentation and reporting.
- Troubleshooting mix designs.

Prerequisite: Level II Portland Cement Concrete
Course Length: 4 days (in person)
Cost: $600.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Date/Time	Location	Max #
3/8/27 thru 3/11/27 9:00 am - 4:00 pm each day	DMACC - Boone	20

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

PRESTRESS



This level of certification is for a prestress technician.

Topics covered include:

- Materials and proportioning of PCC used in prestress/precast fabrication.
- Checking specifications and tolerances during production.
- Calculations.
- Documentation and reporting.

Prerequisite: Level I Portland Cement Concrete or ACI Level I (Also Aggregate Technician if the QC/QA person will be performing gradations)
Course Length: 3 days (in person)
Cost: $450.00
Exam: Students must pass the exam with a minimum score of 80% and obtain 40 hours of work experience.
To enroll: Click here

Date/Time	Location	Max #
2/9/27 thru 2/11/27 9:00 am - 4:00 pm each day	DMACC - Boone	19

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

RIDE QUALITY

This level of certification is for a ride quality technician. Formerly profilograph.



Topics covered include:

- Equipment used for ride quality testing.
- Testing pavement and bridge surfaces for ride quality.
- Evaluating the test data.
- Documentation.

Prerequisite: None
Course Length: 2 days (in person)
Cost: $300.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Date/Time	Location	Max #
2/9/27 thru 2/10/27 9:00 am - 4:00 pm each day	DMACC - Boone	32
3/1/27 thru 3/2/27 9:00 am - 4:00 pm each day	DMACC - Boone	32

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

SOILS



This level of certification is for a soils technician.

Topics covered include:

- How to determine moisture content of soil.
- How to determine moisture-density relationship of soil using Standard Proctor Test.
- How to read a soil plan sheet.

Prerequisite: None
Course Length: 2 days (in person)
Cost: $300.00
Exam: Students must pass the exam with a minimum score of 80% and demonstrate practical proficiency in front of an instructor.
To enroll: Click here

Date/Time	Location	Max #
1/19/27 thru 1/20/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
1/21/27 thru 1/22/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
3/1/27 thru 3/2/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
3/4/27 thru 3/5/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
4/12/27 thru 4/13/27 9:00 am - 4:00 pm each day	DMACC - Boone	20
4/15/27 thru 4/16/27 9:00 am - 4:00 pm each day	DMACC - Boone	20

The TTCP will schedule additional class sessions if there is a demand. We must have a minimum of six enrollments to hold an additional class. To be placed on a waiting list, please e-mail dot.ttcp@iowadot.us with the name of the certification course in which you are interested.

RECERTIFICATION CLASSES

COURSE SUMMARY

Below is a list of supplies that are necessary for the recertification courses:

- Pencils and paper
- Calculator - No computers or programmable calculators are allowed. Prestress Technician class students need a scientific calculator that shows a MINIMUM of 10 digits.

All cell phones will be shut-off completely during examinations.

Weather-related cancellations

If the weather conditions cause a class delay or cancellation:

For all classes at DMACC - Boone: If DMACC cancels classes, the TTCP classes are also cancelled for that day. If DMACC classes are delayed, TTCP classes scheduled in Boone will also be delayed. The decision to cancel DMACC classes should be made by 7:00 am and a recording will be placed on Dawn Walker's voice mail at 515-433-5232. You can also visit DMACC's website at www.dmacc.edu. Late starts, early closures and cancellations are listed at the top of the page.

For all other classes: Call the contact person for the location that your class is being held. Contact information is available here. If a large, weather event is forecasted and classes are cancelled for the following day, efforts will be made to contact you by telephone and email.

AGGREGATE SAMPLER RECERTIFICATION

This level of certification is for an aggregate sampling technician.



Aggregate Sampler and Aggregate Sampler Recertification have been combined, so please enroll in an Aggregate Sampler course to recertify.

AGGREGATE TECHNICIAN RECERTIFICATION



This level of certification is for an aggregate technician.

Topics covered include:
Aggregate classification.
Aggregate testing.
Maintaining sampling and testing equipment.
Documentation and reporting.

Prerequisite: None
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
11/30/26 9:00 am - 4:00 pm	DMACC - Boone	32
12/1/26 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
12/1/26 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
12/2/26 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
12/2/26 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
12/3/26 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
12/4/26 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
12/18/26 9:00 am - 4:00 pm	DMACC - Boone	32
12/21/26 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
12/22/26 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
12/22/26 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
1/14/27 9:00 am - 4:00 pm	DMACC - Boone	32
1/14/27 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
1/14/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
1/14/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
1/15/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
1/19/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20

See next page for additional sessions.

AGGREGATE TECHNICIAN RECERTIFICATION CONTINUED

Start Date/Time	Location	Max #
3/2/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
3/2/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
3/2/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
3/11/27 9:00 am - 4:00 pm	DMACC - Boone	32
3/11/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
3/12/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
3/12/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
3/12/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20

EROSION CONTROL RECERTIFICATION



This level of certification is for a certified erosion control technician.

Topics covered include:

- Storm water permit requirements.
- Erosion & sediment control measures.
- Storm Water Pollution Prevention Plan requirements.

Prerequisite: None
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
1/8/27 9:00 am - 4:00 pm	DMACC - Boone	32
1/8/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
1/8/27 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
1/8/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
1/8/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
1/8/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
3/25/27 9:00 am - 4:00 pm	DMACC - Boone	32
3/25/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
3/25/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
3/25/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20

HOT MIX ASPHALT SAMPLER RECERTIFICATION

This level of certification is for a hot mix asphalt sampling technician.

This class is not necessary for individuals who are Level I Hot Mix Asphalt certified.



HMA Sampler and HMA Sampler Recertification have been combined, so please enroll in a HMA Sampler course to recertify.

HOT MIX ASPHALT LEVEL I RECERTIFICATION



This level of certification is for an HMA technician.

Topics covered include:

- Production materials.
- Plants and equipment.
- HMA sampling and testing.
- Plant inspection.
- Documentation and reporting.

Prerequisite: Aggregate Technician
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
12/10/26 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
12/10/26 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
12/11/26 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
12/11/26 9:00 am - 4:00 pm	District 4 Lab - Atlantic	16
12/11/26 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
1/20/27 9:00 am - 4:00 pm	DMACC - Boone	32
1/20/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
1/21/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	16
1/21/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
3/24/27 9:00 am - 4:00 pm	DMACC - Boone	32
3/24/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
3/24/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20

HOT MIX ASPHALT LEVEL II RECERTIFICATION

This level of certification is for an HMA mix design technician.



Topics covered include:

- Materials proportioning in mix design.
- Designing and testing mixes.
- Mix design formulas and calculations.
- Mix design documentation and reporting.
- Troubleshooting mix designs.

Prerequisite: Level I Hot Mix Asphalt
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
1/29/27 9:00 am - 4:00 pm	DMACC - Boone	32
2/11/27 9:00 am - 4:00 pm	DMACC - Boone	32

NUCLEAR GAUGE RECERTIFICATION

This level of certification is for a Nuclear Gauge technician.



Topics covered include:

- Radiation safety.
- TLD badge review.
- Transportation and storing gauges safely.
- Gauge operation.

Prerequisite: This class is only available to Iowa DOT employees.
Course Length: This class is now an online class.
Cost: There is no fee for this course.
To enroll: Click here

This training is only available January 1st to March 31st.

PCC LEVEL I RECERTIFICATION



This level of certification is for a PCC testing technician.

Topics covered include:

- Obtaining representative samples by approved methods.
- Sampling and testing frequencies.
- Performing tests on PCC.
- Maturity and strength testing.
- Documentation and reporting.

Prerequisite: None
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
12/1/26 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
12/1/26 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
12/2/26 9:00 am - 4:00 pm	DMACC - Boone	32
12/2/26 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
12/2/26 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
12/3/26 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
12/3/26 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
12/3/26 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
12/4/26 9:00 am - 4:00 pm	DMACC - Boone	32
12/4/26 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
12/21/26 9:00AM - 4:00PM	District 2 Materials - Mason City	20
12/21/26 9:00AM - 4:00PM	District 4 Lab - Atlantic	14
12/21/26 9:00AM - 4:00PM	District 6 Conf Rm A - Cedar Rapids	20
12/22/26 9:00AM - 4:00PM	District 3 Materials - Sioux City	20
1/14/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
1/14/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
1/15/27 9:00 am - 4:00 pm	DMACC - Boone	32
1/15/27 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
1/15/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
1/15/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
1/19/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20

See next page for additional sessions.

PCC LEVEL I RECERTIFICATION CONTINUED

Start Date/Time	Location	Max #
2/10/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
3/1/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
3/2/27 9:00 am - 4:00 pm	DMACC - Boone	32
3/2/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
3/3/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
3/11/27 9:00AM - 4:00PM	District 4 Lab - Atlantic	14
3/11/27 9:00AM - 4:00PM	District 6 Conf Rm A - Cedar Rapids	20
3/12/27 9:00 am - 4:00 pm	DMACC - Boone	32
3/12/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16

PCC LEVEL II RECERTIFICATION

This level of certification is for a PCC technician.



Topics covered include:

- Plants and equipment.
- Plant inspection.
- Batch proportioning.
- Scale tolerances.
- Documentation and reporting.

Prerequisites: Level I Portland Cement Concrete Aggregate Technician

Course Length: 1 day in person

Cost: $150.00

Exam: Students must pass the exam with a minimum score of 80%.

To enroll: Click here

Start Date/Time	Location	Max #
12/10/26 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
12/10/26 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
12/10/26 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
12/11/26 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
12/11/26 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
1/20/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
1/20/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	14
1/20/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
1/21/27 9:00 am - 4:00 pm	DMACC - Boone	32
1/21/27 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
1/21/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
3/9/27 9:00 am - 4:00 pm	DMACC - Boone	32
3/9/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	8
3/19/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20

PCC LEVEL III RECERTIFICATION



This level of certification is for a PCC mix design technician.

Topics covered include:

- Materials proportioning in mix design.
- Designing and testing mixes.
- Mix design formulas and calculations.
- Mix design documentation and reporting.
- Troubleshooting mix designs.

Prerequisite: Level II Portland Cement Concrete
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
1/11/27 9:00 am - 4:00 pm	DMACC - Boone	32
1/22/27 9:00 am - 4:00 pm	DMACC - Boone	32

PRESTRESS RECERTIFICATION

This level of certification is for a prestress technician.



Topics covered include:

- Materials and proportioning of PCC used in prestress/precast fabrication.
- Checking specifications and tolerances during production.
- Calculations.
- Documentation and reporting.

Prerequisite: Level I Portland Cement Concrete
or ACI Level I
(Also Aggregate Technician if the QC/QA person will be performing gradations)

Course Length: 1 day in person

Cost: $150.00

Exam: Students must pass the exam with a minimum score of 80%.

To enroll: Click here

Start Date/Time	Location	Max #
1/28/27 9:00 am - 4:00 pm	DMACC - Boone	19

RIDE QUALITY RECERTIFICATION

This level of certification is for a ride quality operator.



Topics covered include:

- Equipment used for ride quality testing.
- Testing pavement and bridge surfaces for ride quality.
- Evaluating the test data.
- Documentation.

Prerequisite: None
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
1/7/27 9:00 am - 4:00 pm	DMACC - Boone	32
1/28/27 9:00 am - 4:00 pm	DMACC - Boone	32

SOILS RECERTIFICATION

This level of certification is for a soils technician.



Topics covered include:

- How to determine moisture content of soil.
- How to determine moisture-density relationship of soil using Standard Proctor Test.
- How to read a soil plan sheet.

Prerequisite: None
Course Length: 1 day in person
Cost: $150.00
Exam: Students must pass the exam with a minimum score of 80%.
To enroll: Click here

Start Date/Time	Location	Max #
2/12/27 9:00 am - 4:00 pm	DMACC - Boone	32
2/12/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
2/12/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	16
2/12/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20
3/15/27 9:00 am - 4:00 pm	DMACC - Boone	32
3/15/27 9:00 am - 4:00 pm	District 2 Materials - Mason City	20
3/15/27 9:00 am - 4:00 pm	District 3 Materials - Sioux City	20
3/15/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic	16
3/15/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield	16
3/15/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids	20

TEST ONLY
RECERTIFICATION

Introducing...an alternate way to recertify!

"Test-only day"

Do you have multiple certifications expiring this year, but a limited amount of time and travel budget? Are you an experienced technician who doesn't want to sit through a review session? If so, you may be interested in another recertification option.

There are "test-only" days scheduled when an eligible technician may come into a testing location and take as many different recertification exams as they wish, in any order they wish. Exams will begin at 9:00 am. No exams will be started after 3:00 pm. The exams will be proctored.

There will be no review given and no questions answered during the test only days!



Review Online

A free review is available online for the following certifications:

Aggregate Sampler
Aggregate Technician
Erosion Control
HMA Sampler
HMA Level I
HMA Level II
PCC Level I
PCC Level II
PCC Level III
Ride Qualilty
Soils

Review at your own pace on your own computer and come prepared to take the exam(s) on the date you enrolled in. Manuals will be available at the test site, but if you prefer to have them ahead of time they will be available here or at any Iowa DOT District Materials location and DMACC-Boone Campus.

What does it cost?

The cost for this option is significantly lower than for a regular re-certification class. **These prices are ONLY for exams given on the test-only dates listed below.**

COURSE	TEST-ONLY COST	REGULAR RE-CERTIFICATION COST
Aggregate Sampler	$50.00	$75.00
Aggregate Technician	$50.00	$150.00
Erosion Control	$50.00	$150.00
HMA Sampler	$50.00	$75.00
HMA Level I	$50.00	$150.00
HMA Level II	$50.00	$150.00
PCC Level I	$50.00	$150.00
PCC Level II	$50.00	$150.00
PCC Level III	$50.00	$150.00
Prestress	$50.00	$150.00
Ride Quality	$50.00	$150.00
Soils	$50.00	$150.00

TEST ONLY DAYS

Start Date/Time	Location
1/29/27 9:00 am - 4:00 pm	DMACC - Boone
1/29/27 9:00 am - 4:00 pm	District 2 Materials - Mason City
1/29/27 9:00 am - 4:00 pm	District 3 Materials - Sioux City
1/29/27 9:00 am - 4:00 pm	District 4 Lab - Atlantic
1/29/27 9:00 am - 4:00 pm	District 5 Materials - Fairfield
1/29/27 9:00 am - 4:00 pm	District 6 Conf Rm A - Cedar Rapids
3/8/26 9:00 am - 4:00 pm	DMACC - Boone

How do I enroll in a Test Only Day?

To enroll, send an email to dot.ttcp@iowadot.us

Please be sure to include the following information in your email:

- Your name
- Company name
- Type of payment you will be using (Check, CIT funds, DOT employee)
- Date you will be attending
- Location of where you will be taking the exams
- What exams you will be taking

You do not need to do anyting in Workday Learning to enroll in a Test Only Day.

UPDATE CLASSES

HMA I, PCC II and Erosion Control Updates

HMA Level I, PCC Level II and Erosion Control Updates **will no longer be required for recertifcation.** Update classes will continue to be offered online, but are for information only.

We strongly encourage taking update classes every year, if possible. Changes and important new information are presented that could affect how you do your job.

Updates will be offered online. If an individual plans on taking the HMA I, PCC II, or the Erosion Control update online, they will need to visit here.

OTHER CLASSES

COURSE SUMMARY

Below is a list of supplies that are necessary for the courses:

- **Pencils and paper**
- **Calculator**

Cell Phones are to be shut-off or put on vibratory mode when entering the classroom.

Weather related cancellations

If the weather conditions cause a class delay or cancellation:

For all classes at DMACC - Boone: If DMACC cancels classes, the TTCP classes are also cancelled for that day. If DMACC classes are delayed, TTCP classes scheduled in Boone will also be delayed. The decision to cancel DMACC classes should be made by 7:00 am and a recording will be placed on Dawn Walker's voice mail at 515-433-5232. You can also visit DMACC's website at www.dmacc.edu. Late starts, early closures and cancellations are listed at the top of the page.

For all other classes: Call the contact person for the location that your class is being held. Contact information is available here. If a large, weather event is forecasted and classes are cancelled for the following day, efforts will be made to contact you by telephone and email.

ADVANCED CONTRACT ADMINISTRATION: CONSTRUCTION MATERIALS CLOSEOUT

Designed for experienced consultants and government employees.

Topics covered include:

- Purpose and structure of IM 101 forms
- Audit preparation steps, Materials Acceptance Report (MAR)
- Submitting IM 101s and final quantities
- IM 107 - Build America, Buy America
- IM 204 - Inspection of Construction Project Sampling and Testing
- Materials and regional audit preparation
- Required documentation per specification
- Record retention and audit follow-up



Prerequisite: None
Course Length: 2 days (in person)
Cost: $300.00
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
12/16/26 thru 12/17/26 9:00 am - 4:00 pm each day	DMACC - Boone	40
3/31/27 thru 4/1/27 9:00 am - 4:00 pm each day	DMACC - Boone	40

CONTRACT ADMINISTRATION AASHTOWARE PROJECT (AWP) INSPECTOR TRAINING

Designed for consultants and government employees.



This training is designed for new AWP Inspector users or current users looking for a refresher. The course will cover the essential processes inspectors need to confidently navigate and use AWP in their day-to-day work.

Topics covered include:

- Daily work report
- Charging working days
- Creating postings
- Review reports

Prerequisite: None
Course Length: 1 day (in person)
Cost: $0.00
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
12/2/26 9:00 am - 4:00 pm	DMACC - Boone	19
1/20/27 9:00 am - 4:00 pm	DMACC - Boone	19
3/3/27 9:00 am - 4:00 pm	DMACC - Boone	19

CONTRACT ADMINISTRATION INTRODUCTION

Designed for consultants and government employees.

Topics covered include:

- Structure of the Iowa DOT and references
- Contract documentation overview/structure
- Roles and Responsibilities of Contract Administration
- Discussions on contract software and programs
- Resources on how to find Contract Administration topics.
- Basic Plan Reading



Prerequisite: None
Course Length: 1 day (in person)
Cost: $150.00
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
11/10/26 9:00 am - 4:00 pm	DMACC - Boone	40
2/22/27 9:00 am - 4:00 pm	DMACC - Boone	40
3/23/27 9:00 am - 4:00 pm	DMACC - Boone	40

CONTRACT ADMINISTRATION: NAVIGATING CONTRACTUAL ELEMENTS

Designed for consultants and government employees.



Topics covered include:

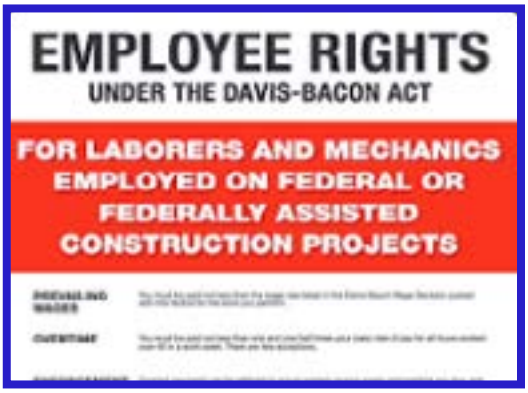
- Material Acceptance Report
- Subcontractors
- Payments
- Forms
- Bulletin Boards
- Davis Bacon Wages
- DBE
- Fraud
- Contract Period
- Change Order
- Noncomplying
- Traffic Control

Prerequisite: None
Course Length: 2 days (in person)
Cost: $300.00
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
11/18/26 thru 11/19/26 9:00 am - 4:00 pm each day	DMACC - Boone	40
3/29/27 thru 3/30/27 9:00 am - 4:00 pm each day	DMACC - Boone	40

CONTRACT ADMINISTRATION: UNDERSTANDING DAVIS-BACON PAYROLLS & COMPLIANCE

Designed for consultants and government employees.



Topics covered include:

- The historical context and legal foundation of the Davis-Bacon Act
- Roles and responsibilities of engineers, contractors, and subcontractors
- How to locate and apply predetermined wage rates
- Certified payroll submittal and review procedures
- Wage rate interviews and documentation requirements
- Fringe benefits, exemptions, and apprentice wage rules
- Fraud prevention, reporting, and regulatory updates

Prerequisite: None
Course Length: 1 day (in person)
Cost: $150.00
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
2/8/27 9:00 am - 4:00 pm	DMACC - Boone	40
3/22/27 9:00 am - 4:00 pm	DMACC - Boone	40

GRADING FIELD INSPECTION



Topics covered include:

- Soils classifications and properties.
- Soil compaction.
- Erosion and sediment control.
- Drainage.
- Stabilization methods.

Prerequisite: This course is only open to government agencies and consultants.
Course Length: 2 days (in person)
Cost: There is no fee for this course.
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
1/5/27 thru 1/6/27 9:00 am - 4:00 pm each day	DMACC - Boone	40

HMA PAVING FIELD INSPECTION



Topics covered include:

- Inspector's role in the construction of HMA pavements.
- Equipment and processes used in HMA delivery, placement and compaction operations.
- Identify specification requirements and recommended practices to ensure quality and minimize problems during construction.
- Recognizing problems and offering possible solutions.

Prerequisite: This course is only open to government agencies and consultants.
Course Length: 2 days (in person)
Cost: There is no fee for this course.
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
1/20/27 thru 1/21/27 9:00 am - 4:00 pm each day	DMACC - Boone	40

PCC PAVING FIELD INSPECTION

Topics covered include:

- Basics of PCC paving mixtures.
- Introduction to design of PCC paving projects.
- Introduction to PCC paving equipment and processes.
- Introduction to PCC paving inspection and documentation.



Prerequisite: This course is only open to government agencies and consultants.
Course Length: 2 days (in person)
Cost: There is no fee for this course.
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
1/12/27 thru 1/13/27 9:00 am - 4:00 pm each day	DMACC - Boone	40

STRUCTURAL FIELD INSPECTION

Topics covered include:

- Roles of inspector and contractor in the construction process.
- Bridge & culvert components, function, and design intent.
- Bridge & culvert types and structural elements.
- Bridge & culvert survey, foundations, forming, reinforcing steel, concrete testing/placement/curing, and important dimensional checks.



Prerequisite: None
Course Length: 2 days (in person)
Cost: There is no fee for this course.
Exam: There is no exam for this course.
To enroll: Click here

Date/Time	Location	Max #
1/26/27 thru 1/27/27 9:00 am - 4:00 pm each day	DMACC - Boone	40

OTHER TRAINING SESSIONS AND SEMINARS AVAILABLE

APAI Workshop
Information and registration are available through the APAI. March 3-5, 2027

ICPA Workshop
Information and registration are available through the ICPA. February 3-5, 2027

IRMCA Workshop
Information and registration are available through the IRMCA. February 28-March 2, 2027

WEB-BASED TRAINING

Online Training

Web-based training is available in a variety of subject areas. Visit the here to learn more. These courses are available at no-charge.

LOCATIONS AND MAPS

DMACC - BOONE CAMPUS

1125 Hancock Drive
Boone, IA 50036







Directions

From US Hwy 30, turn north onto South Story St. Proceed north approximately one mile to Park Avenue and then turn right (East). Park Avenue will take you into the DMACC parking lot. Parking and entrance are located on the north side of the building. Come in Door 11.

Contact Information

Telephone: 515-433-5232 or
515-433-5058

Contact Person: Gregg Durbin
E-mail: gsdurbin@dmacc.edu

Hotels

AmericInn & Suites	515-432-4322
Baymont Inn	515-432-8168
Cobblestone Inn & Suites	515-212-8823
Super 8	515-432-8890



DMACC - BOONE CAMPUS

Park on the north side of the building and enter Door 11, as shown below.





DISTRICT 2 - MASON CITY

428 43rd Street SW
Mason City, IA 50401







Directions

From Hwy 18 take the US 65 Exit –Turn North.
In approx. half mile turn West on 43rd St. S.W.
The IA DOT office is by the water tower, past the State Patrol . Turn in the 428 43rd Street driveway.
Parking is to the south or the west of the building.
Enter in the south door.

Contact Information

Telephone: 641-422-9428

Contact Person: Jon Kleven
E-mail: jon.kleven@iowadot.us

Hotels

Super 8 by Wyndham	641-423-8855
Comfort Inn & Suites	641-243-4222
Days Inn by Wyndham	641-424-0210



DISTRICT 3 - SIOUX CITY

6409 Gordon Drive
Sioux City, IA 51106







Directions

From US Hwy 20, just east of the US 20/US 75 interchange, turn north into the DOT facility. The building is to the east. Parking is on the north side of the building. Entrance is in the center door on the north side of the building.

Contact Information

Telephone: 712-239-4713

Contact Person: Alex Crosgrove
E-mail: alex.crosgrove@iowadot.us

Hotels

AmericInn	712-255-1800
Avid Hotel	712-522-3640
Comfort Inn Sioux City	712-274-1300
Courtyard by Marriot Downtown	712-569-1972
Days Inn	712-258-8000
Wingate by Wyndham Sioux City	712-276-5600



DISTRICT 4 - ATLANTIC

2210 E. Seventh St.
Atlantic, IA 50022







Directions

Located on US 71/US 6 on the East side of Atlantic. The facility is on the North side of the highway across from the cemetary. The conference room is in the brick building, the lab is in the tan metal building. Parking is available on the south side.

Contact Information

Telephone: 712-243-7649

Contact Person: Mike Magers
E-mail: michael.magers@iowadot.us

Hotels

Days Inn	712-243-4067
Americas Best Value	712-243-4723
Rock Island Inn & Suites	712-243-1600



DISTRICT 5 - FAIRFIELD

205 E. 227th Street
Fairfield, IA 52556







Directions

Take US 34 to IA HWY 1 exit. Go South on Iowa HWY 1 to 227th street. Go East on 227th street. Building is on the north side of the street.

Contact Information

Telephone: 319-759-5408

Contact Person: Helen Bailey
E-mail: helen.bailey@iowadot.us

Hotels

AmericInn	641-451-6600
Super 8 Motel	641-469-2000
Quality Inn Fairfield	641-472-0232



DISTRICT 6 - CEDAR RAPIDS

5455 Kirkwood Blvd. SW
Cedar Rapids, IA 52404







Directions

Take US 30 to Kirkwood Blvd. exit. Go South on Kirkwood Blvd. The DOT is on the East side of the street. Conference room is in the south building. Lab is in the north building. Parking is South of the south building.

Contact Information

Telephone: 319-364-0235

Contact Person: Tammy Siebert
E-mail: tammy.siebert@iowadot.us

Hotels

AmericInn Cedar Rapids, North	319-393-8800
Baymont By Wyndham	319-362-6002
Comfort Inn & Suites, Airport	319-632-2000
Country Inn & Suites, Airport	319-363-3789
MainStay Suites - Cedar Rapids North	319-363-7829
Quality Inn	319-363-7934
Quality Inn Collins Road	319-393-8247
Super 8 By Wyndham	319-363-1755
Tru by Hilton	319-238-7300

