



# MnDOT Technical Certification Program

## Student Resource Guide

In Partnership with LSC and ARM



Revised Feb. 2017



**The Code of Federal Regulations (CFR)**  
**“Construction Inspection and Approval”**  
**Title 23, Part 637 sections: 201,203,205, 207 and 209**

The Technical Certification Program is mandated by the CFR which states: ***“Each State Department of Transportation shall have a Quality Control/ Quality Assurance Program in place.”***

- The CFR prescribes policies, procedures, and guidelines to assure the quality of materials and construction in all Federal-aid highway projects on the National Highway System.
- A link to the CFR can be found on the TCP website:  
<http://www.dot.state.mn.us/const/tcp/>

**Materials Certification is the “Headwaters” of the CFR**

- Material Certification is making sure that the right people took the correct number of tests and resolved the tests that did not pass.

# Revocation of an Individual's Technical Certification

The MnDOT Technical Certification Program grants certification upon satisfactory completion and maintenance of certain conditions and may be revoked upon any breach of these conditions.

Generally, certifications may be revoked if in the opinion of the certifying authority, an individual has knowingly committed acts detrimental to the integrity of the Certification Program or transportation industry. Examples of situations that warrant revocation are:

Deliberate falsification of field or quality control test results or records.

Deliberate falsification of calculations, test results or materials to be used when submitting mix for verification or requesting 'Mix Design Reports.'

- Cheating on certification exams or performance evaluations.
- Submittal of false information on certification applications.
- Submitting trial mix mixture and/or calculations completed by someone other than the signatory, or knowingly supplying trial mix mixture and/or calculations for another individual's certification.

# Class Registration

- You must have a MnDOT Tech ID to be registered for a Tech Cert class
- You must be registered through LSC to attend a certification class or take an online class
- MnDOT employees are registered by the Employee Development Specialist in their district
- Registration for all Technical Certification classes starts on **Oct. 1** of every year on the LSC website.



# Certificate of Attendance

Professional Development Hours

Your Name and the class you just attended

## Professional Development Hours

The Division of Finance and Administration, Office of Workforce Development, Minnesota Department of Transportation, has determined that this education activity meets the State of Minnesota Board of Registration Continuing Education Requirements. The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, GeoScience and Interior Design (Board of AELSLAGID) has final authority to review and approve PDH's.

Please attach the following for your records:

- registration receipts
- agenda / syllabus
- course plan
- announcement / brochure information
- any other information or details
- the expected outcome of the education activity

Be sure to pick up your Certificate of Attendance before you leave class on the last day. It will show the PDH (Professional Development Hours) for the course that you have completed. Recertification classes do not award PDHs.

# Data Practices Act

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- Student's private data will only be used for sending grades, certification cards or other necessary information. Upon inquiry from others, we will not share student's data, we will only verify certification status.

# Completion of Technical Certification classes

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- To be certified, you must receive a score of 70% on the exam.
- Scores from 60-69% are allowed 1 retest free of charge but they must contact John Micheau at 651-366-4201 or email [john.micheau@state.mn.us](mailto:john.micheau@state.mn.us)
- Scores below 60% must register and repeat the class
- You will receive an email with your grade within 2 weeks following the class. Keep it for your records.

MnDOT Technical Certification Handbook  
available online on the Tech Cert website:

<http://www.dot.state.mn.us/const/tcp/>





# Certification Cards

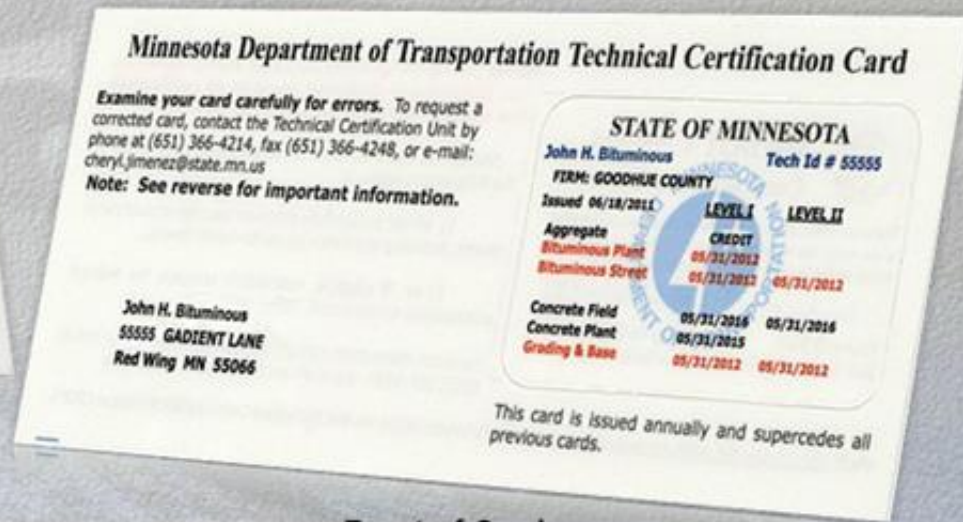
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- You will receive your annual certification card by mail the end of each training season (June)
- Your card will reflect all of your current certifications
- You need to recertify for the certifications listed in red
- Keep the card for your records
- Contact the Tech Cert office if you have any questions. The contact person is on the card.

# MnDOT Technical Certification card



Back of Card



Front of Card