



MnDOT Technical Certification Program

Student Resource Guide

In Partnership with LSC and ARM



Revised Sept. 2019



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.

Suspension or Revocation of an Individual's Certification

The MnDOT Technical Certification Program grants certification to a technician who meets the requirements for certification.

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. MnDOT may suspend or revoke certification for reasons including, but not limited to, the following:

Knowingly or repeatedly failing to comply with the governing materials specifications.

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.

To read the entire document go to the online MnDOT Technical Certification Manual (page 15) at <http://www.dot.state.mn.us/constcp/docs/tcp-handbook.pdf>

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



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

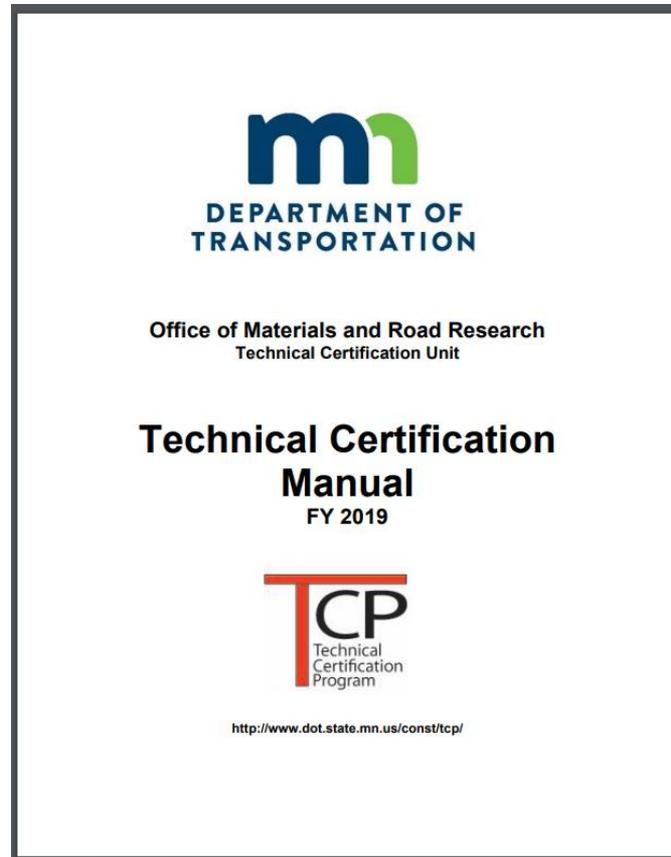
- Student's private data will only be used by the Technical Certification Program to contact individual regarding their certifications. Upon inquiry from others, we will not share student's data, we will only verify certification status.

Completion of Technical Certification classes

- To be certified, you must receive a score of 70% or higher 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
- Scores below 60% must register and repeat the class
- You must access the MnDOT Public Portal to receive your score. Scores should be available 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/>



Accessing Grades and Training Record From The Technical Certification Program Student Portal

1. Go to the login page at this web address:

<https://mnit.force.com/license/CommunitiesLoginPage?AgencyVar=DOT+Tech+Cert>

Register and complete the questions.

Once you are registered you can access the portal to

- receive scores

- print annual certification card

- edit personal information