



Mn/DOT Technical Certification Office

Testout Application Process

You may apply for certification through testout in one or more areas. A testout presumes you have a broad knowledge of the material and are proficient in that area. Testouts are not for the convenience of the applicant, all efforts should be made to certify/recertify while classes are held during the training season. **For testouts, all prerequisites must be kept current.**

Instructions

The Testout for Certification process involves a series of steps that must be completed in the order listed below:

1. Go to the MnDOT Technical Certification website: <http://www.dot.state.mn.us/const/tcp/> click on **Forms and Publications** in the top navigation bar and download the **Testout Application and Instructions**. Please read the **Instructions** before filling out the application.
2. Mail, fax or email your application to the Technical Certification office at the address or fax number on the application.
3. Upon receiving your application, the Technical Certification office will contact you by letter and provide further instructions on how to proceed.
4. If the Testout application is approved, you will be instructed on how to remit the appropriate fee(s).
5. When payment is approved, you will be mailed the relevant study manual(s) to your home address written on the application. The letter will also include instructions on the length of the test, whether it is open or closed book and how to contact the exam proctor once you feel you have reviewed the study materials.
6. It will be your responsibility to schedule the exam directly with the exam proctor. You should make every effort to adhere to the agreed schedule with the exam proctor.
7. **You must complete the written examination and any related performance review within 1 year from the date of application or you will forfeit the testout fees. You will need to reapply and pay the testout fee(s) if you want to pursue the testout process again.**
8. After testing, you will be notified by letter of your test results. You must score at least 70% to pass the exam. Scores 69% and below are considered a failing grade and will require you to attend the original course to gain your certification. **There are no retests allowed for testouts.**
9. You can get a further explanation of the testout process from the **Technical Certification Handbook** on the Forms and Publications page.

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This form replaces all previous editions of the Application for Mn/DOT Certification, which are obsolete.

TEST-OUT APPLICATION FOR Mn/DOT TECHNICAL CERTIFICATION

Use this form to apply for Mn/DOT Technical Certification through a test-out examination.
This application expires one year from application date. All test-outs must be completed within that time.

Mn/DOT Tech ID #: _____ **Date:** _____

Last: _____ First _____ MI: _____

Home Address: _____

City : _____ State: _____ Zip: _____

Current job position: _____

Employer: _____ Phone: (____) _____

Employer Address: _____

City, State, Zip: _____

Check the appropriate box(es) below:

| | Certification | Level 1 | Level 2 |
|---|--|--------------------------|--------------------------|
| * | Aggregate Production <small>see note 1</small> | <input type="checkbox"/> | NA |
| * | Bituminous Plant <small>see note 2</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Bituminous Street | NA | <input type="checkbox"/> |
| * | Concrete Field <small>see note 3</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Concrete Plant | <input type="checkbox"/> | <input type="checkbox"/> |
| * | Grading and Base <small>see note 4</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Bridge Construction | NA | <input type="checkbox"/> |

* Requires a hands-on performance review. See notes on page 2 of this form

All testout applicants must take the full course exam at the level you are applying for; not the recertification exam.

- Check this box if you have ever been provisionally certified in Minnesota.
- Check this box if you are a Registered Professional Engineer (P.E.).
- Check this box if applying for re-certification through test-out.
- Check this box if you want training materials mailed to your home address.

Do you currently hold technical certification in another State(s)? Yes No
If so, which State(s)? _____

Number of years you have worked in the highway construction industry: _____

Number of years you have worked in a testing and/or sampling lab: _____

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Training

| <u>List training other than Mn/DOT Technical Certification classes</u> | <u>Completed</u> |
|--|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Recent 5 Years Experience

| <u>Location</u> | <u>Dates From – To:</u> | <u>Your job:</u> |
|-----------------|-------------------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Use blank sheets to continue. For more information, refer to the Technical Certification Handbook at <http://www.dot.state.mn.us/const/tcp/docs/tcp-handbook.pdf> or call (651) 366-4201

I understand the entries on this form, and any continuation sheets as applicable, pertaining to my training and experience will be used to determine my eligibility for certification through test-out, and that they are true to the best of my knowledge.

Applicant's signature

Mail this completed form to:

Minnesota Dept. of Transportation
Mailstop 645 (Attn: John Micheau)
1400 Gervais Ave.
Maplewood, MN 55109

Or, fax to:

(651) 366-5461

Or, email to:

john.micheau@state.mn.us

Notes Explanation:

- ¹ Requires aggregate lab work. Test-out involves substantial extra cost over attending the class.
- ² Bituminous Plant Level 1 requires hands on performance evaluation at local Mn/DOT District Lab. Level 2 requires submittal of a successful 2360 mix.
- ³ Concrete Field Level 1 requires actual concrete testing. Test-out involves substantial extra cost over attending the class.
- ⁴ Requires aggregate lab work and performance of density-moisture tests. Test-out involves substantial extra cost over attending the class.