



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**. Please read the **Testout Process Instructions** from the link provided before filling out the application.
2. Mail or fax 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.