

CHAPTER 1 CONSTRUCTION TRAINING AND QUALIFICATION PROGRAM ADMINISTRATION

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CHAPTER 1

CONSTRUCTION TRAINING AND QUALIFICATION PROGRAM ADMINISTRATION

PURPOSE

Due to the increase and changes in technology, the Florida Department of Transportation (Department) has a need for more Technicians and Engineers with special training in order to accomplish its construction duties. This manual identifies areas of highway and bridge construction requiring qualification training and the requirements for those qualifications. The Department representatives are identified in this procedure along with actions needed to assist a trainee in receiving construction training and qualification.

The roles and relationships of the "CTQP Training Course Provider" (hereinafter Provider) within the CTQP Program including the details of Provider services and responsibilities are defined herein.

AUTHORITY

Section 20.23(4)(a), Sections 334.044(2), and 334.048(3) Florida Statutes (F.S.)

REFERENCE

Construction Project Administration Manual (CPAM), Topic No. 700-000-000; and Florida Department of Transportation (Department) Specifications. Sections 5, 6-8, 105, 120, 125, 160, 200, 334, and 346, FDOT Standard Specifications for Road and Bridge Construction.

Florida Administrative Code Rule 14-15.010 and 14-46.001.

Code of Federal Regulations, Quality Assurance Procedures for Construction, 23 CFR 637, April 1, 2004.

SCOPE

This manual is intended to be used by Department personnel, Contractors, and Consultants involved in FDOT's roads and structures projects within the State of Florida and their employees.

This manual also provides guidance for CTQP Course Providers, Instructors and Proctors. This document provides instructions for receiving training and becoming qualified in the Department's Construction Training and Qualification Program (CTQP).

Only those Providers approved in accordance with this procedure shall conduct training leading to CTQP Qualifications.

DISTRIBUTION

The State Construction Office (also known as the Office of Construction) shall be the office responsible for updating and maintaining this manual. The manual may be viewed on the State Construction Office website and the CTQP website.

BACKGROUND

In June of 1995, the Federal Government issued **23 CFR 637** which states: "After June 29, 2000, all sampling and testing data to be used in the acceptance decision or the independent assurance program will be executed by *qualified* sampling and testing personnel."

In 1998, the Department decided to restructure the existing construction training and qualification programs, as well as create new training programs to meet the Federal rules. These changes incorporate the latest road and bridge construction technology into the Department's construction training program.

The constructing, supervising, inspecting and testing of the Department's transportation infrastructure construction contract work has evolved into a variety of specialized technical fields each requiring a high degree of competence in order to produce safe cost effective and durable transportation projects. In order to achieve this goal, proper training is necessary for all personnel involved in the constructing, supervising, inspecting and testing of the Department's construction contract work.

A series of courses and computer based training programs were developed to successfully lead trainees to the qualifications required to perform the work required by the Department's construction contracts. This system of training and qualifications is called the Construction Training and Qualification Program (CTQP)

In January 2005, a separate contractor was brought in to handle the administration of the program that multiple training providers were allowed to provide the required training at

competitive market prices set by those providers. This chapter of the Construction Qualification Training Manual (CTQM) was developed to address the administrative issues related to independent Providers who are granted an approved status to provide training by the Department.

In addition to the Qualification areas listed in this manual the Department also has training requirements in other areas of construction inspection.

DEFINITIONS

Applicant: A person in the process of applying for a course qualification as described in this procedure. An applicant may be a Department employee, contractor, consultant employee, or a private citizen and may be an inspector, engineer or manager.

Certification: For purposes of this training procedure, this term refers to a process whereby a national organization confers status for achieving and maintaining certain written or proficiency standards set by that national organization.

Challenge an Examination: This term is used when a trainee takes an examination without taking the course.

Construction Training Qualification Program (CTQP): The designation used to refer to the training program developed to meet **23 CFR 637**.

Construction Training Qualification Program Administrator: The entity which administers the CTQP for the Department. The CTQP program shall be administered by the Department's Office of Construction or a vendor under a contract or an agreement with the Department.

Construction Training Qualification Program Manager: The individual who is in charge of the CTQP Administrator (the entity which administers the CTQP for the Department).

Course Audits: Taking a course for information only and not for qualification. This term is further defined in the section "Course Audits".

Course Manual: Refers to the written text to which trainees refer during CTQP course presentations. It may be a bound book or loose leaf. All course manuals are available on the CTQP website: <http://www/ctqpfloida/com/>

Department: The State of Florida Department of Transportation.

Director: The Director, Office of Construction

District: Any one of the Department's administrative subdivisions that is headed by a District Secretary.

District Construction Training Administrator (DCTA): The individual designated by the District Construction Engineer to coordinate all construction training in that district. Some Districts use the job title "coordinator" instead of "administrator" while the State Materials Office uses the term Materials Office Training Administrator (MOTA). To simplify this procedure, the term "DCTA" refers to these positions/persons.

Instructor: CTQP approved instructors are individuals who have been recommended by the relevant Technical Review Team (TRT- see definition below) and notified of Department approval by the State Construction Training Administrator (SCTA – see definition below) to present specific CTQP training courses.

Prerequisite: This defines a Qualification requirement prerequisites (such as self-study courses) may be required of Department employees prior to attending courses. Compliance with such additional requirements is the responsibility of the DCTAs.

Proficiency Standard: Refers to a "hands-on" practical demonstration of a trainee's knowledge and ability to perform a physical test or procedure according to a specific standard.

Provider: CTQP Approved Providers are entities approved by the Department to provide specific CTQP training.

Qualification: A process whereby the Department shall confer status to an individual for achieving and maintaining certain written and/or practical standards.

Qualification Requirement: A condition that must be met prior to a Department qualification being granted. For construction training purposes, it could be job related experience, successful completion of a proficiency examination(s), a prior certification, or a prior qualification requirement.

Qualification Time Frame: After a trainee has successfully met all qualification requirements, the trainee's qualification date will be added to the Training and Qualification Database System. Qualification are typically issued for five (5) years (60 months). The date of qualification shall be from the date the last qualification requirement was satisfied. Any exceptions to the five (5) year period will be address in each of the individual chapters.

Quality Control: All contractor operational techniques and activities performed or conducted to fulfill the contract requirements and ensure the product or service delivered meets the specific standards required by the contract.

Revocation (or Suspension) of Qualification: Action taken by the State Construction Office to revoke or suspend Technician's qualification. Upon revocation, or suspension of qualification the affected person shall not be allowed to perform those testing, acceptance, and quality control activities where the Department requires CTQP qualified persons.

Standard CTQP Course Evaluation Survey: This is a survey available as a Word file on the CTQP Administrator's Website. This survey is to be given to all CTQP trainees who take an exam. While answering any questions on the survey is voluntary and will not affect the examination grade, signing and turning in the survey is mandatory for each trainee taking an examination. Providers shall not modify this survey.

State Construction Training Administrator (SCTA): The individual designated by the Director, Office of Construction, as the coordinator of all construction training for the Department.

Self-Study Course: A non-instructor led course designed for completion outside of an organized classroom. Note that self-study courses may be delivered via computer based training or paper study manual.

Technical Review Teams (TRT): The group that gives technical advice in each of the CTQP's training subject areas. The teams are made up of individuals who are considered experts in their fields. They are appointed or removed from their positions by the Department's Director, Office of Construction. **Note:** a list of TRT members including the Chairs of each TRT and their contact information is maintained on the Department's State Construction Office website.

Trainee: Refers to anyone who is taking CTQP courses or examinations. This includes persons who may already hold prior qualifications, certifications, and college degrees.

Training Identification Number (TIN): This number is the trainee's driver's license number or the trainee's Florida identification card number.

Training Qualification Database System (TQDBS): The electronic database system that contains the construction qualification training records that are administered through the Construction Training Qualification Program (CTQP) by the CTQP Administrator.

Training Records Evaluation and Scheduling System (TRESS): The Department's existing employee training and development computer system.

Verification: Sampling and Testing performed to validate the quality of the product.

CONSTRUCTION TRAINING AND QUALIFICATION MANUAL REVIEW

The **Construction Training and Qualification Manual (CTQM)**, Topic No. 700-000-001, is a dynamic document which will require periodic review. Each chapter of the **Manual** will be reviewed on a bi-yearly (every two years) basis. This review will be conducted by the SCTA. The SCTA will save comments received and make revisions as necessary, but no less frequently than every two (2) years.

The SCTA will ensure all comments received are reviewed, responded to and if appropriate, incorporated into any revision of the CTQM. The SCTA will also ensure any revisions to the CTQM are e-mailed to all District Construction Engineers, all District Materials and Research Engineers, and all District Construction Training Administrators.

REVISIONS AND ADDITIONS

Many of the recommendations for change to the CTQM will come from users. Comments from District personnel will be routed through the DCTAs for concurrence and/or comments before forwarding to the SCTA. Comments from contractors, consultants and other concerned parties shall be sent to the SCTA.

Typical Action to Be Taken

The action to be taken will usually fall into one of three categories:

- (1) Develop a new chapter
- (2) Revise existing chapter(s)
- (3) Write a Training Bulletin

New Chapter Development

When a new item appears which cannot be adequately addressed within the Manual's present chapters, then a new chapter will be written by the SCTA or designee. After drafting a proposed new chapter, the SCTA will process the proposed new chapter using the latest version of the **Standard Operating System, Procedure No. 025-020-002**. After the proposed chapter has

been properly reviewed by all affected offices, the SCTA will request it be placed on the Executive Committee Agenda for adoption.

Revised Chapter(s)

Drafts of revisions to existing chapter(s) will be sent to all District Construction Engineers, District Materials and Research Engineers, the Forms and Procedures Office, the Office of Administration, FHWA, DCTAs, TRT members and other known affected parties for comments. After all comments are received and resolved, the draft revision shall be included in the DCE/DMRE agenda for adoption. Adoption of revisions shall be by majority vote with each District Construction Engineer having one vote (8 votes), each District Materials and Research Engineer having one vote (6 votes), the State Materials Office having one vote (1 vote), and the Central Office having two votes (2 votes), for a total of 17 votes.

Training Bulletin (TB)

After concurrence by the Chief Engineer, **Training Bulletins (TBs)** may be issued by the Director, Office of Construction. This action should only be used when immediate implementation is needed, such as to implement a mandatory legislative change, FHWA directive, judicial court ruling, Department policy, or other time sensitive issue.

A **Training Bulletin (TB)** shall have temporary authority and shall expire at the next meeting of the District Construction Engineers and District Materials and Research Engineers. During periods of restricted travel or when more than 120 days pass prior to a District Construction Engineers' and District Materials and Research Engineers' meeting, teleconferences may be used for discussing and voting on **TBs**.

TBs will be sequentially numbered followed by the last two digits of the year issued (i.e., 10-00, 11-00, 12-00, etc.) **TBs** shall be issued in memorandum format ending with a signature block for the Chief Engineer. Prior to review and signature by the Chief Engineer, a draft **TB** shall be given to the Forms and Procedures Office. Prior to being placed on the District Construction Engineers' and District Materials and Research Engineers' agenda, the **TB** must be put into the format for the **Construction Training and Qualification Manual**, Topic No. 700-000-001. This can be a page revision/insertion, or a chapter revision/insertion.

An e-mail notice will be issued through the Internet and Infonet using the Construction Office distribution list and the CTQP Administrator shall post the notice on the CTQP website. The DCTAs shall be responsible for developing their own distribution list and shall forward a copy of the notice as needed in order to ensure their areas of responsibility are in compliance.

FORMS

Forms will be addressed in each chapter of the manual as needed.

1.1 CTQP PROGRAM ADMINISTRATION RESPONSIBILITIES

These guidelines are to be used in administering the Department's **Construction Qualification Programs and Training Courses**. These courses consist of self-study courses (computer based or paper based) as well as subject specific (specialty) courses.

1.1.1 CTQP Administrator's Website

The CTQP Program Administrator shall maintain an internet website at the URL "CTQPFlorida.com" for CTQP including but not limited to:

- (1) A course catalog briefly listing the course objective, content, duration, required examinations and approved providers
- (2) A list of approved CTQP Providers, including a link to the Provider's contact information and registration. This list shall state the CTQP courses each Provider is approved to present
- (3) A list of approved CTQP Instructors. This list shall state the CTQP courses each Instructor is approved to present
- (4) A training history search page searchable by DLN or FICN
- (5) An examination test score reporting page searchable by DLN or FICN
- (6) Links to CTQP course manuals, study guides, tutorials and computer based self-study courses
- (7) Links to the requirements for CTQP qualifications
- (8) A list with contact information for the staff of the Administrator

1.1.2 Database

The Training and Qualification Data Base System (TQDBS) shall contain the training records of everyone who takes a Department recognized CTQP examination. The trainee's electronic file shall contain data about the examinations taken, including pass/fail results, percentage score, date and location of examination, qualifications held (if any) with expiration dates and other training data pertinent to the trainee's record of construction qualification training.

For proficiency examinations, the TQDBS may contain only a pass/fail result (i.e., a percentage score is not required). The CTQP Administrator has been tasked with maintaining the Department's TQDBS. All Department employee construction training records will be maintained in TRESS as well as the TQDBS.

Although access to the "qualification" information in the database shall be available to anyone, several fields of information will have limited access. Fields such as "pass/fail" information shall only be accessible to training coordinators with a need to know. A trainee's qualifications shall be readily accessible to anyone with Internet access. Trainees without Internet access can request training data information from their DCTA, Resident Training Coordinator or the SCTA.

1.1.2.1 Trainee Identification

Personal names are not unique in a database. The TQDBS will identify every trainee by a unique number. Applicants will be required to submit their **Driver's License Number (DLN)**.

If an applicant or a trainee does not have a **U.S. Driver License**, a **Florida Identification Card** must be obtained in order to pursue a CTQP qualification. **Florida Identification Cards** are issued by the same office that issues a **Florida Driver License**. This card includes a photograph and the Florida Identification Card Number (FICN), which is an unique identification number. The **DLN** or **FICN** will become the unique number that identifies a trainee. The **Driver License** or **Florida Identification Card** must be shown at the time of the examination. The trainee will need to use the **DLN or FICN** on all CTQP and Provider training documents.

1.1.2.2 Data Change

Should the trainee wish to update the name, address, employer name or employer address, the trainee shall complete the **Trainee Personal Data Sheet** (available on the CTQP website), check the space indicating a change of information and submit the form to the CTQP Administrator. There is no fee to update this information in the database.

When a trainee is no longer employed by the employer shown in the CTQP database, that employer may request the CTQP Administrator update the trainee's employer record to reflect that fact. In such cases, the employer shall send a letter on company letterhead or an email from the company e-

mail address stating the name and **DLN** or **FICN** of the employee requesting the CTQP database be changed to reflect that the trainee is no longer employed there. The CTQP Administrator will change the trainee's employer information to show "Unknown" if the trainee has not already updated the employer information. There is no fee to update this information in the database.

1.1.3 CTQP Administrator's Responsibilities with Approved Providers and Instructors

The duties listed in this section are generalized duties for information purposes only. The CTQP Administrator's contract Scope of Services lists in detail the services to be provided by the CTQP Administrator. The CTQP Administrator may elect to subcontract some of these duties.

- (1) Maintain the Department's Training Qualification Database System (TQDBS).
- (2) Enter a trainee's examination results (pass/fail), and qualification information (including entries related to required submittals) in the TQDBS.
- (3) Grade all CTQP, construction specialty training examinations. An electronic grading system similar to the SCANTRON system may be used.
- (4) Make periodic summary reports on the pass/fail rate for each CTQP examination. Provide copies of those reports to the SCTA, and the applicable TRT.
- (5) Post the examination grades (for CTQP examinations) for limited viewing within two (2) weeks of receiving the answer forms.
- (6) Process any examination appeals within 3 business days of receipt as follows: Review trainee's examination answer sheets for correct scoring, clearly mark on that answer sheet which answers are incorrect, and forward copies of exam and answer sheet to the SCTA and to the Chair of the relevant TRT. (Contact information for the TRT Chairs can be found on the SCO website.) Amend the score of the appealed exam if and when directed to do so by the SCTA. Where required by an appeal score amendment, amend the pass/fail information and the qualification information for the

trainee involved.

- (7) Retain all non-appealed examination answer sheets for three (3) years then destroy by shredding. Retain all appealed examination answer sheets for three (3) years from the date of the resolved of the appeal resolution by the SCTA, then destroy by shredding.
- (8) Review the course evaluations. Make periodic summary reports on the responses to those evaluations sorted by course and instructor.
- (9) Retain the original copy of completed course evaluation forms for three (3) years after the date of receipt from the provider.
- (10) Provide electronic reports on course attendance/non-attendance, pass/fail percentage, and other information stored in the CTQP databases as requested by the Departments' project manager.
- (11) Provide a daily website or file transfer protocol (FTP) site posting of an electronic file containing a list of all changes in trainee qualifications occurring that day in the TQDBS. This shall be in a file format specified by the State Materials Office (SMO), which can be read by the Department's current LIMS interface program for the TQDBS. Access to this file shall be restricted by requiring a specific user name and password. The password shall be changeable at any time by the SMO. Access by the SMO to this file shall be available 24 hours per day.
- (12) Include any resulting trainee qualification changes in the daily TQDBS qualification changes file posting Within 48 hours of posting examination grades.

1.2 DIRECTOR, OFFICE OF CONSTRUCTION RESPONSIBILITIES

The Director provides oversight and policy recommendations to the Department concerning CTQP issues.

Should any person wish to appeal any of the SCTA's approval or denial decisions that person may submit an appeal of the decision to the Director, Office of Construction within 30 calendar days of the decision. The SCTA's decision and any additional information the appealing individual believes necessary in reconsidering the decision being appealed must be included with the appeal submittal. Within 20 working days of receipt of such an

appeal the Director, Office of Construction will inform the appealing person and the SCTA if he or she upholds or reverses the SCTA's appealed decision.

1.3 TECHNICAL REVIEW TEAM RESPONSIBILITIES

The Technical Review Teams (TRT) were created to give technical advice in each subject area. The team consists of individuals who are considered experts in their fields. The TRTs provide valuable advice to the construction training program. These standing committees consist of personnel involved with the quality of the State's road and bridge construction. The team members may come from the State Materials Office, State Construction Office, District Materials Offices, and District Construction Offices. After consulting with the Director, Office of Materials, the TRT members are appointed by the Director, Office of Construction.

The TRT's will contact the State Construction Office, the State Materials Office, Providers and Instructors through the SCTA.

A list of TRT members and their contact information are published by the SCTA in the contacts section of the SCO website.

TRT duties are as follows:

- (1) Meet a minimum of once per calendar quarter.
- (2) Review and recommend to SCTA revisions to CTQP course materials and examinations. When recommending new courses or revisions to existing courses, the following shall be included in the recommendation:
 - a. The topics and subtopics to be covered: The Specifications, manuals, industry standards, new developments, or other subject matter deemed critical by the TRT.
 - b. The anticipated duration of the instructor led training and exam(s).
 - c. Specific goals and objectives of the training course.
 - d. The number of questions anticipated for the exam and, if appropriate, the distribution of questions among the topics covered.
 - e. Whether or not a proficiency examination will be required and, if so, the specific skill set to be demonstrated in the proficiency exam.
- (3) Review the qualifications of instructors to ensure they are knowledgeable experts

in the CTQP subject matter they wish to teach. Recommend approval of eligible instructors to the SCTA. Review the performance of the CTQP instructors and make recommendations for improvement(s) as necessary to the SCTA.

- (4) Recommend standards for qualification to the SCTA.
- (5) Review the technical facilities and capabilities of the CTQP Provider entities. Recommend approval to the SCTA of Provider entities which possess or have access to adequate technical facilities and capabilities.
- (6) Review and recommend to the SCTA revisions to self-study course materials and examinations.
- (7) Review and make recommendations to the SCTA on examination question appeals within five (5) working days of request by the SCTA.
- (8) Review and recommend to the SCTA revisions to Computer Based Training course materials and examinations.
- (9) Review and recommend to the SCTA action on requests for waivers of course prerequisites within two (2) weeks of request by the SCTA.
- (10) Review and recommend to the SCTA action on requests for waivers of qualification requirements, with such recommendation to be made within seven (7) days of the TRT meeting at which the waiver is considered.
- (11) As a matter of policy and to help assure TRT decisions and directives are consistent with CTQP policies, procedures, and standards, all communications with the Administrator and Providers should go through the SCTA.

1.3.1 TRT Responsibilities with Approved Providers and Instructors

- (1) Review the qualifications of instructors to ensure that they are knowledgeable experts in the CTQP subject matter they wish to teach. Recommend approval of eligible instructors to the SCTA.
- (2) Review the technical facilities and capabilities of the CTQP Provider entities. Recommend approval to the SCTA of Provider entities which possess or have access to adequate technical facilities and capabilities.

Periodically review the course delivery performance of the Providers and Instructors. Report adequate delivery performance or make recommendations for improvement(s) or removal of Provider and/or instructor approval as necessary to the SCTA.

(4)

When an examination appeal is made, the TRT Chair shall review the appeal and make the TRT's recommendations to the SCTA within five (5) working days. Where credit for the appealed question is granted, the TRT's recommendations shall also include a statement as to the advisability of using or deleting the appealed question from all future examinations.

The TRT may opt to request a new approval request from an approved Provider or Instructor if the TRT finds the Provider or Instructor is no longer able to adequately perform the tasks and responsibilities described in this manual. In such cases, the Provider or Instructor shall have 30 days to submit an approval request package, and the TRT shall have 30 days to review this package and re-approve, or disapprove the Provider. The Provider will not be allowed to present any further training until its approval request is re-approved unless this restriction is waived by the TRT Chair.

1.4 TECHNICAL REVIEW TEAM CHAIR RESPONSIBILITIES

After consulting with the Director, Office of Materials, the chairpersons(Chair) of the TRTs are recommended by the Director, Office of Construction, and appointed by the Department's Chief Engineer.

The TRT Chair shall preside over TRT meetings and ensure these meetings comply with the **Florida Sunshine Laws FS 119 & 286**. The following procedural guidelines are intended to help ensure compliance:

- (1) The TRT Chair shall send an electronic copy of the notice of meeting to the SCTA for publication. Notice of meetings shall be posted on the State Construction Office Website of the time and location of such TRT meetings at least 30 days in advance of the meeting.
- (2) Notices shall contain an agenda of the meeting naming any issues on which decision making or recommendations will be made.
- (3) Notices shall also contain the advice to readers, that, if a person decides to appeal any decision made by the TRT with respect to any matter considered

at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

- (4) TRT meetings shall be held in handicapped accessible facilities with provision for attendance by interested members of the public.
- (5) Minutes of the TRT meetings shall be taken by the TRT Chair or designee, and such minutes shall subsequently be transmitted to the SCTA within 7 days and published on the State Construction Office Website for a period of three (3) years.
- (6) The TRT Chair shall consult with the members of the TRT, at a regularly scheduled TRT meeting, for issues needing a position recommendation, including the approval/denial of instructor qualifications when requested. The TRT Chair shall issue position recommendations on behalf of the TRT. The TRT positions and instructor approval recommendations mentioned in this paragraph shall be documented in the minutes of a TRT meeting.

Should course evaluations or examination pass/fail rates fall below acceptable levels, the SCTA shall notify the TRT chairperson for concurrence in remedial action. The Chair shall periodically review the Construction Training Evaluation forms, and examination pass/fail rates, for each course.

1.5 STATE CONSTRUCTION TRAINING ADMINISTRATOR RESPONSIBILITIES

- (1) Budget for a statewide qualification program for all Department employees needing construction qualifications.
- (2) Maintain, in both paper and electronic file format, the record set of master copies of the self-study manuals and examinations for both paper-based self-study and computer based self-study courses.
- (3) Maintain, in both paper and electronic file format, the record set of master copies of the CTQP course manuals for trainee and instructor, CTQP course examinations with answer keys and CTQP course presentation materials

- (4) Review reports of the course examination results and evaluations. Take corrective action to ensure the integrity of the Department's Construction Training Program.
- (5) Periodically review the structure of the Construction Training Qualification database. Make recommendations for improvement as necessary.
- (6) Prepare the letter for signature of the Director, Office of Construction when notified of a trainee completing all self-study courses.
- (7) Provide timely decision statements in the examination appeal process after coordination with the appropriate TRT.
- (8) Provide timely decision statements on requests for waiver of prerequisites after coordination with the appropriate TRT.
- (9) Update the qualification procedure including statewide review as necessary.
- (10) Conduct at least one statewide meeting per year, compliant with the **Chapters 119 and 286, F.S.**, to review the effectiveness of the Construction Training Qualification Program with Districts, Central Office and a CTQP Administrator staff representative. Selected CTQP Provider representatives may be invited to this meeting at the discretion of the SCTA.
- (11) The SCTA shall be responsible for initiating additional courses or updates. The need for such changes or updates may be identified by the SCTA, DCTA, the Director or the TRT.
- (12) Publish lists of current TRT members and their contact information on the SCO website.
- (13) Publish the following items on the SCO website:
 - (a) Notice of TRT meeting compliant with Sunshine Laws (**Chapters 119 and 286, F.S.**) including the agenda at least 30 days in advance of meeting.
 - (b) Copies of any TRT position recommendations memos or approval recommendations memos which are not documented in the minutes of a TRT meeting. Any such interim position or approval recommendations will be published by the SCTA in the same location as the TRT meeting

minutes. These items shall remain published for three (3) years from the date of publication on the SCO website.

- (15) The SCTA shall ensure minutes of TRT meetings are published on the SCO Website within one week following the meeting.
- (16) Obtain TRESS numbers for construction training and qualification courses.

1.6 DISTRICT CONSTRUCTION TRAINING ADMINISTRATOR RESPONSIBILITIES

Receive the applications for Department personnel only. Retain the original application on file for three (3) years after "Date of Application".

- (1) Register Department employees for CTQP courses with the selected provider. Act as liaison between the Department, providers, and the CTQP Administrator.
- (2) Publish the date, time and location for the self-study examinations.
- (3) Notify the SCTA when a trainee passes all the self-study examinations.
- (4) Assist the applicant with finding a suitable training location, when requested.
- (5) Ensure Department employee's self-study results are entered into TRESS.
- (6) Review Department employee's TRESS records to assure construction training data is entered.
- (7) Maintain an adequate supply of the Department's self-study examination answer forms.
- (8) Distribute Department employee CTQP qualification certificates.
- (9) Print and distribute self-study examination completion certificates.

- (10) In coordination with the District Materials Office, assist the District Construction Engineer to initiate and conclude disqualification and qualification suspension procedures when necessary.

1.7 STATE MATERIALS OFFICE RESPONSIBILITIES

- (1) Ensure the State Materials Office is represented on the Technical Review Teams.
- (2) Periodically review the qualification procedures and specified criteria for qualification.
- (3) Review course manuals, training aides, and examinations. Provide recommended updates to the SCTA as needed.
- (4) Provide IA support for the CTQP including possible qualification suspension/disqualification of technicians.

1.8 DISTRICT MATERIALS AND RESEARCH OFFICE RESPONSIBILITIES

- (1) Verify trainee's work-related experience when requested.
- (2) Conduct Independent Assurance (IA) testing on qualified technicians.
- (3) Coordinate with the District Construction Office on disqualification and qualification suspension procedures.

1.9 CONSULTANT PARTICIPATION RESPONSIBILITIES

Firms with active Consultant Construction Engineering and Inspection (CCEI) contracts are expected to maintain a group of qualified inspectors and Professional Engineers. These CCEI or material testing firms are expected to maintain the qualification requirements of the Inspectors and Engineers on their active projects with the Department. The costs associated with qualification of CCEI personnel are indirect costs and therefore are to be charged to general overhead, not to a specific project. This includes course fees, travel time and employee time. The exception is if the District **requires** the Consultant to attend training (which was not a requirement of the CCEI firm's project prior to contracting with the Department). The course fees and man hours spent traveling and attending these courses are billable directly to the project.

1.10 PROVIDER RESPONSIBILITIES

Providers requesting approval from the State Construction Office (SCO) must demonstrate they can perform the duties listed in this section. The Provider shall:

- (1) Provide the minimum course instruction duration required by this procedure for teaching the specific course subjects covered in the CTQP Administrator supplied course manual. Where available, follow the Instructors Course Manual recommendation on time devoted to teaching the specific course subjects.
- (2) Provide a qualified Instructor meeting the following minimum qualification requirements:
 - (a) Primary Instructor: Recognized by the TRT as a qualified expert in the subject matter being taught and possesses suitable presentation skills.
 - (b) Secondary Instructor: Recognized by the TRT as knowledgeable and competent to perform the operations which are the object of the training and possesses suitable presentation skills.
 - (c) All Instructors shall have taken a "Train the Trainer" workshop or shall show proof of having held a valid teaching certificate issued through a government agency or show proof of teaching experience in a technical field or be approved by the SCTA based on recognized expertise in their field and knowledge of course material.
- (3) Provide a suitable classroom to conduct the course. This shall include, as a minimum, adequate lighting and acoustical properties, adequate writing surface area (a minimum of six square feet per trainee is required), adequate temperature control, suitable ceiling height (so that all trainees can see all audio visual presentations), and state of the art audio visual equipment such that electronic, computer driven presentation programs can be readily used to enhance classroom instruction. DVDs with small (less than 27") screen televisions (TVs) are not considered adequate for classes larger than twelve (12) trainees.
- (4) Provide course/exam presentation fee amount and course schedules to the CTQP Administrator. Also, provide this information to the public and the Department through the contact listed in the "Provider Contacts" section of the CTQP Administrators website. This contact point should be functional at a minimum

timeframe from 8am to 5pm (Eastern Standard Time) Monday through Friday, except on State of Florida holidays.

- (5) Provider will include their trainee cancellation policy on their application. Each provider may have their own cancellation policy and deadline but in no case will the deadline for the trainee to cancel exceed seven (7) calendar days prior to the start of the session/exam in order to receive full refund.
- (6) Provider will post all training and exam session on the CTQP Combined Course Schedules, Examination Schedules no less than 21 days prior to the scheduled course or exam. Location in the schedule must include the street address of the class or exam.
- (7) Provider cannot cancel a course or exam within 7 days of the course or exam.
- (8) In the case of course or exam cancellation, the Provider is responsible for notifying any Trainees that have already registered for the course or exam.
- (9) Accept registration requests from the public and the Department through the contact listed in the "Provider Contacts" section of the CTQP Administrators website. Receive the applicant registrations and retain the original applicant registration on file for two (2) years after "Date of Application". Retain either the original or an electronic copy of the application for six (6) years after "Date of Application".
- (10) Furnish CTQP course material for each student. Note: the required course content and training materials are developed by the Department. A single electronic file copy and a single paper copy of those materials is given to the Provider by the CTQP Administrator for each CTQP course the Provider is approved to teach. The Provider is expected to make the appropriate number of copies of these materials to teach the course. The CTQP course materials to be furnished to each student include all necessary copies of the training materials (workbooks, study/reference information, examination, and Standard CTQP Course Evaluation Survey).
- (11) Prepare for and instruct the course, including the provision of any handouts deemed necessary for adequate communication of the subject matter. The Instructor shall follow the lesson plan that was submitted to and approved by the TRT.
- (12) Present the course and/or provide the appropriate CTQP examination to each

applicant. Administer examinations so as to provide assurance that each student's work represents his or her independent efforts. Proctor such examinations in accordance with the Proctor Responsibilities in Attachment 1-1.

- (13) Instruct all trainees taking a CTQP examination that the Standard CTQP Course Evaluation Survey is a required part of their exam and must be signed and turned in with their exam. Instruct all trainees to sign and date the Standard CTQP Course Evaluation Survey before the start of the exam and instruct them that while answering any questions on the survey is voluntary and will not affect their examination grade, signing and turning in the survey is mandatory.
- (14) Produce and maintain a class sign in sheet which is to be signed by each trainee at the completion of the training. This sheet shall contain the name of the Provider, the name of the Instructor(s), the name of the class being presented, the date and location of class presentation, the printed names and signatures of all class trainees and the TIN number of all trainees. The Provider shall retain the original copy of this record for two (2) years. If the Department has not requested the record the Provider shall destroy it by shredding at the conclusion of the 2- year period.
- (15) Produce and maintain an examination sign in sheet which is to be signed by each trainee taking an examination. This sheet shall contain the name of the Provider, the name of the proctor(s), the date and location of examination, the printed name, signature, TIN and name of the examination taken for all trainees taking an examination. The Provider shall retain the original copy of this record for two (2) years. If the Department has not requested the record the Provider shall destroy it by shredding at the conclusion of the 2-year period.
- (16) Within 48 hrs. of the completion of the Provider's presentation of CTQP training and/or examinations, transmit to the CTQP Administrator all examination booklets, answer sheets, course evaluation surveys, a copy of the class sign-in sheet, a copy of the examination sign-in sheet, and a course summary report including course title, course date, course location, provider name, Instructor(s) name(s) and a list of trainees with the following information for each trainee: name, TIN, employer, trainee status (audit only, course and exam, challenge exam only, or re-qualification exam).

1.10.1 Provider Approval Request

Provider approval requests may be mailed to the following address:

FDOT State Construction Training Administrator
605 Suwannee St., Mail Station 31
Tallahassee, Florida 32399-0450

Provider approval requests may also be emailed to the SCTA. This is the preferred method of transmission. The SCTA's email contact information may be found on the Department's State Construction Office Website.

Where approval requests are emailed, the written documents should be in PDF or Microsoft Word format. Photos should be in JPEG file format. Microsoft Power Point presentation files will also be acceptable files for transmitting photos and drawings with explanations. The current maximum file size for email to the SCTA is 25 megabytes. Multiple email messages to transmit the parts of a Provider approval request will be acceptable as long as the subject line of each separate email identifies the Provider approval request and the numbered part of the total number of parts. For example: (Provider Name) – CTQP Provider Approval request part X of Y parts

Prospective Providers wishing to be approved as such shall send a letter to that effect to the SCTA. If the prospective provider entity is a commercial enterprise, the letter shall be signed by a principal officer of the enterprise such as a President, Vice President, Chief Executive Officer or Owner. If the prospective provider entity is a learning institution or an Industry Trade Group, the letter shall be signed by a Department Head or Principal Officer.

The Provider approval request letter and its attachments shall include, at a minimum, the following information:

- (1) The prospective Provider entity's name, physical/mailling address, e-mail address and phone number.
- (2) The prospective Provider entity type, such as Member of the State of Florida University System, Vocational College, Community College, State Agencies, Transportation Industry Trade Organization, Professional Engineering Consulting Firm, Professional Training Firm or Sole Proprietor.
- (3) The following certification statement from the prospective Provider to the Department:

"As a condition of Provider approval: (insert Provider name here) agrees

that if (insert Provider name here) is approved by the Department as a CTQP Training Provider, then (insert Provider name here) will abide by and be bound by the requirements of the Department's CTQM and any updates thereto. (Insert Provider name here) further agrees that if it ceases to be or will cease to be an approved Provider for any reason, then the (insert Provider name here) will forward to the Department at the address shown below all the (insert Provider name here)'s CTQP training records which are required by the Departments' CTQM and for which the retention period is not yet expired.

I agree to be bound by and to comply with any conditions set forth by the State Construction Training Administrator (SCTA) and any conditions set forth in the CTQM. I agree that if my performance as a Provider is called into question for any reason the SCTA may upon written notice to my company, suspend my approval as a Provider for CTQP courses and examinations."

FDOT State Construction Training Administrator
605 Suwannee St., Mail Station 31
Tallahassee, Florida 32399-0450

- (4) The contact information the prospective Provider wishes to list on the CTQP Administrator's website.
- (5) The names and TIN numbers of the SCTA approved Instructors the prospective Provider intends to use to present each CTQP course it is applying for approval to provide.
- (6) The physical addresses of the classroom facilities the prospective Provider intends to use to present each CTQP course for which it is applying for approval of, including a description and/or photos of those facilities.
- (7) Any audio visual presentation equipment the prospective Provider intends to use to present each of the CTQP courses it is applying for approval to provide. Include a description of and/or photos of that equipment.
- (8) Any technical equipment the prospective Provider intends to use to present each CTQP course it is applying for approval to provide. Include a description of and/or photos of that equipment.

Any other information which the prospective Provider considers will assist the TRT and the SCTA in evaluating their approval request.

1.10.2 Provider Review and Evaluation

- (1) Upon receipt of a Provider approval request, the SCTA shall present the material to the appropriate TRT Chair within 14 calendar days. The TRT Chair shall confer with the other TRT members and together they shall review the Provider's approval request to the CTQP's standards and determine if the prospective Provider meets the facilities and capabilities requirements set forth in this manual to be a CTQP Provider. Such Provider approval reviews shall be held at regular TRT meetings. Provider approval reviews shall comply with the Florida Sunshine Laws, Sections 119 and 286 F.S. Notice shall be posted on the State Construction Office Website of the time and location of such TRT meetings at least 30 days in advance of the conference. The notices, agenda and meetings shall comply with the requirements in section 1.4 of this manual.
- (2) The TRT's Provider approval recommendation report shall be completed within seven (7) calendar days of the TRT meeting at which the Providers request for approval was reviewed. The TRT chair shall present a dated, written recommendation report to the SCTA, the Director, Office of Construction and other TRT members for approval or disapproval of the Provider approval request including the reasons for that recommendation. One or more written recommendation reports may be included in and presented as a part of the minutes of a regular TRT meeting.
- (3) IF the TRT's decision has been reached by consensus, the report shall state so. In the event there is a difference of opinion on the approval of the Provider among the TRT's members, the TRT Chair's opinion shall rule. In such cases, the TRT's recommendation report shall state the number of TRT members that held dissenting opinions.
- (4) It will be acceptable for the TRT Chair to email such reports to the SCTA and other TRT members in a Microsoft Word file format. Recommendation reports that are not a part of the minutes of a regular TRT meeting will be published by the SCTA on the State Construction Website in the same location as the regular TRT meeting minutes for a period of two years.
- (5) SCTA shall approve or disapprove the prospective Provider within five

working days of the receipt of the TRT's Provider recommendation report and inform the prospective Provider entity in writing of the approval or disapproval of its request.

- (6) Should the prospective Provider wish to appeal the SCTA's decision the prospective Provider may submit a new request for approval to the Director, Office of Construction within 30 calendar days of denial. The new request for approval shall include a copy of the original request for approval, a copy of the denial of that request, and any additional information the prospective Provider considers would be helpful in favorably reconsidering its request for approval. The Director, Office of Construction will inform the prospective Provider and the SCTA if he or she approves the Prospective Provider or confirms the previous denial within 20 working days of receipt of the new request for approval.
- (7) Approved Providers will be assigned a 4 digit Providers Number. The SCTA will notify the CTQP Administrator of all approved Providers including the appropriate Provider Number and their contact information.
- (8) Each Provider must be notified of their approval by the SCTA before that Provider is permitted to provide any training of personnel for the purpose of CTQP qualification.

The TRT may at its option request a new approval request from an approved Provider if the TRT finds that Provider is no longer able to adequately perform the tasks and responsibilities described for them in this manual. In such cases, the Provider shall have 30 days to submit an approval request package and the TRT shall have 30 days to review this package and re-approve or disapprove the Provider. The Provider will not be allowed to present any further training until its approval request is re-approved unless this restriction is waived by the TRT Chairperson.

1.10.3 Provider Examination Handling and Return Process

The CTQP Administrator shall maintain control of the distribution and grading of CTQP examinations. The Provider shall request examinations in writing (US mail or email) or via the CTQP Administrator website. This request shall include the following:

- (1) Provider identification number.

- (2) Exam title, date and location.
- (3) Primary Instructor/examiner.
- (4) Name of person to receive the package.
- (5) Requested delivery date.
- (6) Payment (refer to the CTQP Administrator website for fee schedule).

CTQP Providers shall handle and return CTQP examinations as stated in **Attachment 1-10, Proctor Responsibilities** section of this manual.

1.10.4 Provider Suspension Process

Letters of warning written to a Provider could lead to suspension of provider privileges in accordance with the following two (2) step system:

1st Letter - Documented letter of warning from the State Construction Training Administrator.

2nd Letter - Suspension of Provider approval.

The SCTA shall inform the Provider that its provider approval has been suspended in the TQDBS via certified letter or e-mail. The suspension shall be for one calendar year (365 days) or more as deemed by the severity of the offense. This decision may be appealed to the Director, Office of Construction. The Director, Office of Construction's decision is final.

One copy of the suspension letter shall be given to the Provider, one copy to the CTQP Administrator and the original shall be retained in the SCTA files.

Prior to being reinstated, the Provider must meet all initial requirements.

1.11 INSTRUCTOR RESPONSIBILITIES

1.11.1 Instructor Approval Request

Instructor approval requests may be mailed to the following address:

FDOT State Construction Training Administrator
605 Suwannee St., Mail Station 31
Tallahassee, Florida 32399-0450

Instructor Approval Requests may also be emailed to the SCTA and this is the preferred method of transmission. The SCTA's email contact information may be found on the Department's State Construction Office Website. Where approval requests are emailed the written documents should be in PDF or Microsoft Word file format.

Prospective Instructors wishing to be approved as such shall send a letter to that effect to the SCTA. This letter shall include, at a minimum, the following information and attachments:

- (1) Instructor's name, TIN number, physical/mailling address, e-mail address and phone number.
- (2) Contact information the instructor wishes to list on the CTQP Administrator's website.
- (3) The names of the CTQP courses the Instructor is applying for approval to present.
- (4) A statement by the prospective Instructor that the he/she has taken a "Train the Trainer" workshop, or has held a valid teaching certificate issued through a government agency (proof must be attached) or has teaching experience in a technical field (proof must be attached), or is a recognized expert in their field and knowledgeable on the subject area of the CTQP course the prospective Instructor is seeking approval to teach.
- (5) An attached copy of the prospective Instructor's resume.

Any other information the prospective Instructor considers will assist the TRT and the SCTA in evaluating the application, such as the courses the instructor has been involved in developing and teaching previously.

~~Refer to CTQM, Section 6.5 for the PDIT/DSIT Course Instructor Qualifications~~

1.11.1.1 Requirements for Instructors requesting Pile Driving Inspector (PDI) and Drilled Shaft Inspector (DSI) Instructor approval

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In order to be qualified as instructors for Pile Driving Inspector (PDI) and Drilled Shaft Inspector (DSI) courses the following requirements must be met for each course:

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- (1) Professional Engineering (P.E.) license is required plus three (3) years of verifiable field experience in Pile Driving / Drilled Shaft installation.
- (2) P.E. license not required, but must have an Engineering Degree, plus five (5) years of verifiable field experience in Pile Driving / Drilled Shaft installation.
- (3) Technical Review Team (TRT) decides whether any of the TRT members should attend the course and evaluate the first time instructor.

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1.11.1.2 Requirements for Resume for Instructors requesting PDI or DSI Instructor approval

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Individuals applying to be qualified PDI and DSI instructors must submit a resume that includes a list of individual projects in which the applicant is claiming experience. The resume must be presented in such a way to allow the TRT members verify whether the requirements have been met. The following minimum information must be included in the resume:

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(1) When applying for PDI Instructor:

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Individual projects and specific pile installation related activities in which the applicant was involved. Examples of valid construction activities are pile construction inspection as an inspector or as engineer responsible for the inspection, installation plan preparation or review, load dynamic testing and dynamic data evaluation, pile load testing interpretation and report, preparation of production lengths and pile driving criteria letters, certification packages preparation, pile documentation review and acceptance, pile set-check verification testing. Examples of not valid experience will be

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Foundation Design work, Soil Boring supervision and classification, Materials QC testing and Materials VT activities. For every project listed, indicate a reference that can corroborate the experience claimed and contact information, the period of time (number of days) worked only on the pile installation activities.

(2) When applying for DSI Instructor:

Individual projects and specific pile installation related activities in which the applicant was involved. Examples of valid construction activities are pile construction inspection as an inspector or as engineer responsible for the inspection, installation plan preparation or review, load dynamic testing and dynamic data evaluation, pile load testing interpretation and report, preparation of production lengths and pile driving criteria letters, certification packages preparation, pile documentation review and acceptance, pile set-check verification testing. Examples of not valid experience will be Foundation Design work, Soil Boring supervision and classification, Materials QC testing and Materials VT activities. For every project listed, indicate a reference that can corroborate the experience claimed and contact information, the period of time (number of days) worked only on the pile installation activities.

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1.11.2 Instructor Review and Evaluation

- (1) Upon receipt of an Instructor approval request, the SCTA shall present the material to the appropriate TRT Chair within 10 working days. The TRT Chair shall confer with the other TRT members and together they shall review the Instructor's approval request and determine if, in their opinions, the prospective Instructor is sufficiently knowledgeable and has met the requirements set forth in this manual to be a CTQP Instructor. Such Instructor approval reviews shall be held at regular TRT meetings. Instructor approval reviews shall comply with the Florida Sunshine Laws, Sections 119 & 286, F.S. The notices, agenda and meetings shall comply with the requirements in Section 1.4 of this manual.
- (2) The prospective Instructor's approval review and the TRT's recommendation report should be completed within seven (7) calendar

days of the TRT meeting at which the prospective Instructor's request for approval was reviewed. The TRT chair shall present a dated, written recommendation report to the SCTA, the Director, Office of Construction and other TRT members for approval or disapproval of the prospective Instructor approval request including the reasons for that recommendation. One or more written recommendation reports may be included and presented as part of the minutes of a regular TRT meeting.

- (3) TRT's decision shall state whether the decision was reached by consensus. Otherwise, the report shall state the number of TRT members that held dissenting opinions. In this case, the TRT Chair's opinion shall rule and shall be documented in the report.
- (4) It will be acceptable for the TRT Chair to email such reports to the SCTA and other TRT members in a Microsoft Word file. Any such recommendation reports which are not a part of the minutes of a regular TRT meeting will be published, for a period of two (2) years, by the SCTA on the State Construction Website in the same location as the regular TRT meeting minutes.
- (5) SCTA shall approve or disapprove the prospective Instructor within five working days of receipt of the TRT's recommendation report and inform the prospective Instructor in writing of the approval or disapproval of the approval request.
- (6) Should the prospective Instructor wish to appeal the SCTA's decision, he/she may submit a new request for approval to the Director, Office of Construction within 30 calendar days of denial. The new request for approval shall include a copy of the original request for approval, a copy of the denial of that request, and any additional information the prospective Instructor considers would be helpful in favorably reconsidering his or her request for approval. The Director, Office of Construction will inform the prospective Instructor and the SCTA whether he or she approves the Prospective Provider or confirms the previous denial within 20 working days of receipt of the appeal.
- (7) The SCTA will inform the prospective Instructor in writing of the Director's decision on the appeal within five working days of the Director's decision.
- (8) The prospective instructor is entitled to an administrative hearing if there is

disputed issue(s). See Attachment 1-2.

- (9) The SCTA will also notify the CTQP Administrator of all approved Instructors including the appropriate contact information for those Instructors.
- (10) Each Instructor must be approved by the SCTA before being able to provide any training of personnel for the purpose of CTQP qualification.

The TRT may at its option request a new approval request from an approved Instructor if the TRT finds that the Instructor is no longer able to adequately perform the tasks and responsibilities described for them in this manual. In such cases, the Instructor shall have 30 days to submit an approval request package and the TRT shall have 30 days to review this package and re-approve or disapprove the Instructor. The Instructor will not be allowed to present any further training until its approval request is re-approved unless this restriction is waived by the TRT Chairperson.

1.12 PROCTOR RESPONSIBILITIES

Proctors are responsible for providing adequate accommodations in which Trainees are to test and ensure that Trainees abide by established rules and guidelines during exams. In addition there are Administrative Responsibilities to which the Proctor must adhere.

These responsibilities and rules can be found in **Attachment 1-1** of this chapter.

Eligibility to proctor CTQP exam can occur in two circumstances:

- (1) Approved CTQP Instructors are eligible to proctor exams upon approval as an Instructor. Only an Instructor can proctor a proficiency exams in the course in which they are approved.
- (2) Applicant as Proctor submits and receives approval from FDOT.

1.12.1 Proctor Application Procedure

Applicants seeking to become Proctors for CTQP exams must be associated with an approved CTQP Provider. A Proctor Approval Request (form 700-010-50) may be mailed to the following address:

FDOT State Construction Training Administrator
605 Suwannee St., Mail Station 31
Tallahassee, Florida 32399-0450

Provider approval requests may also be emailed to the SCTA.
This is the preferred method of transmission. The SCTA's email contact information may be found on the Department's State Construction Office Website.

The request form must be signed by the approved CTQP Provider who will be fully responsible for the Proctors actions as their agent in administering CTQP exams.

1.13 TRAINEE RESPONSIBILITIES

1.13.1 Trainee Application Procedure

Each Provider's preferred application form will be available from that provider. If more information about applying for a CTQP course is needed, contact the Provider by e-mail or contact the respective DCTA.

The Department's In-House CEI personnel shall submit applications for CTQP courses through the appropriate DCTA, SCTA or MOTA.

Contractor and Consultant CEI personnel shall submit the Provider's preferred application form directly to the Provider. A link to the course Provider where applicants can obtain a copy of the Provider's preferred application form is available on the **CTQP website**.

Providers will store applications electronically or physically and keep them on file for three (3) years. Providers will surrender any stored applications to the SCTA upon request. At the conclusion of the three (3) year retention period Providers will be responsible to destroy any physically stored applications by shredding.

1.13.2 Department Employee Performance Standards

Department employees in District Construction, District Resident Construction, and District Materials and Research Offices are required to achieve and maintain a working knowledge of basic transportation principles. These knowledge requirements include passing certain self-study examinations and passing certain CTQP examinations. This section of the training manual gives guidance for listing these examination requirements in a position description and the action to be taken when an employee fails to pass these examinations.

1.14 QUALIFICATIONS

There are currently several construction related inspection programs that lead to Department qualification. They are: aggregate, asphalt, concrete, earthwork, geotechnical, quality management, structures inspection, final estimates and maintenance of traffic. Maintenance of traffic (MOT) qualification requirements are not a part of CTQP and are discussed in the latest version of **Procedure No. 625-010-010, Maintenance of Traffic Training**. All other qualification processes are detailed in this procedure.

1.14.1 CTQP Qualification Standards

Any "Architectural, Surveyors, Cartographers and Engineers, All Others" position in the Department's Construction Offices or District Materials and Research Offices is subject to having a CTQP qualification(s) added as a job requirement. Additionally, Department management may add or delete CTQP qualifications to or from any position description when it becomes a necessary job requirement to carry out the work activities of the unit. Employees who are appointed to or are current incumbents in one of these Department positions that require a CTQP qualification(s) must understand the obligations. CTQP qualifications require passing an examination as well as requalification after a fixed period of time.

Management shall determine which positions require CTQP qualifications.

When a CTQP qualification is a job position requirement a non-CTQP qualified person may be appointed to or reassigned into the position with trainee conditional status. The "trainee conditional" status employee will be required to achieve the CTQP qualification within 120 days of their appointment. Department positions that have been upgraded or updated to include a CTQP qualification requirement shall also afford the incumbent of such a position 120 days to pass the CTQP

qualification examination.

The new CTQP qualification requirement and 120 day time period shall be explained to the employee and listed in the appointment letter for new employees and in an update letter to current incumbents in said positions. This type of update letter will be used each time a new requirement is added to a position.

The employee shall be allowed up to three attempts to pass a CTQP exam at the Department's expense. A fourth or greater attempt of the same CTQP exam shall be at the employee's expense, including any associated travel expenses and personal time. If the employee is unable to pass the CTQP exam within the 120 day time period, the employee shall be removed from the position or the Department as appropriate.

Any individual who has failed the same CTQP qualification examination three times and has been removed from a Department position will not be barred from applying for another position with similar CTQP qualification requirements. However, in no case shall the Department pay for more than three attempts to pass the same CTQP qualification examination regardless of the position description or the length of time between attempts.

1.14.2 CTQP Qualification and Requalification

CTQP qualification and requalification details will be addressed in each specialty area chapter of this manual.

1.14.3 CTQP Requalification and Extension of Qualification Duration

Due to frequent changes in specifications, materials and processes, most qualifications are issued for 60-month durations. The Department reserves the right to extend the duration of any qualification for a specific period or indefinitely should this be in the Department's best interest. The decision to extend the duration of any specific CTQP qualification shall be made by the Department's Director, Office of Construction. In such cases, the Director will notify the SCTA.

The SCTA will post notice on the SCO website of such qualification duration extensions including the specific time period when the extension is to be in effect and request a similar posting from the CTQP Administrator on its website. The CTQP Administrator will also post notice on the CTQP website of such qualification

duration extensions including the specific time period when the extension is to be in effect.

In order to maintain qualifications for CTQP qualifications with an expiration date, all trainees must be requalified. It is the responsibility of each trainee to monitor qualification expiration dates. In addition to referring to the policies outlined in this section, it is recommended that a trainee refer to the **"Requalification"** section of each specialty area for requirements.

Anyone with a current qualification may take the CTQP exam (or exams) necessary for requalification as early as (but no earlier than) the 49th month of their current qualification. Upon successful completion of all requirements, their new qualification expiration date will be 5 years (60 months) from their current expiration date.

Qualifications utilizing non-FDOT certifications are subject to the requirements of the entities issuing the certifications. These certifications are not subject to the CTQP course requalification guidelines.

Anyone requalifying prior to the 49th month of their current qualification will not have the 5 year (60 month) qualification period added to their original qualification expiration date, but instead the new 5 year (60 month) qualification period will begin the date the exam was passed.

In extreme cases, (ex. medical emergency, death in family, or natural disaster), an extension of a person's qualification expiration date may be granted. The request for extension must be submitted through the DCTA of the district in which the Technician is working prior to the expiration date. The request will be routed to the District Construction Engineer (DCE) for review. If approved by the DCE the request will be forwarded to the FDOT Director of Construction (Director). If the Director concurs with the DCEs recommendation the SCTA will be notified and implement the qualification extension.

1.14.4 Waiver of Requirements of Qualification

Requirements for qualification are recommended by the various TRTs and approved by the SCTA. An applicant may request a waiver of requirements for qualification. The waiver request must be in writing and addressed to the SCTA.

The SCTA shall forward a copy of the written request to the respective TRT chairperson. The TRT chairperson shall review the request at a regular TRT meeting and recommend approval/denial to the SCTA.

- (1) The TRT's recommendation report shall be completed within seven (7) calendar days of the TRT meeting at which waiver request was reviewed. The TRT chair shall present a dated, written recommendation report to the SCTA, the Director, Office of Construction, and other TRT members advocating approval or denial of the waiver of qualifications request including the reasons for that recommendation. One or more written recommendation reports may be included and presented as a part of the minutes of a regular TRT meeting.
- (2) If the TRT's decision has been reached by consensus, the report shall state so. In the event there is a difference of opinion on the approval of the waiver of qualifications request among the TRT members, the TRT Chair's opinion shall rule. In such cases, the TRT's recommendation report shall state the number of TRT members that held dissenting opinions on the TRT's recommendation report.
- (3) It will be acceptable for the TRT Chair to email such reports to the SCTA and other TRT members in a Microsoft Word file. The SCTA will make available the recommendation reports for a period of three (3) years on the State Construction Website in the same location as the regular TRT meeting minutes.

The SCTA shall uphold or reverse the TRT's decision on the appeal and inform the applicant requesting a waiver of qualifications in writing of the approval or disapproval of that request within five (5) working days of the receipt of the TRT's recommendation report.

Should the applicant requesting a waiver of qualification requirements wish to appeal the SCTA's decision, he/she may submit a new request for waiver of qualification requirements to the Director, Office of Construction, within 30 calendar days of receipt of the denial. The new request for waiver of qualification requirements shall include a copy of the original request, a copy of the denial of that request, and any additional information the applicant considers would be helpful in favorably reconsidering the request for waiver of qualification requirements. The Director, Office of Construction, will approve or deny the waiver of qualification requirements and inform the applicant requesting a waiver and the

SCTA within 20 working days of receipt of the appeal. The Director's decision shall be final.

The SCTA will also notify the CTQP Administrator of all approved waivers of qualification requirements. A minimum of 30 days should be allowed by anyone making an appeal from the time the appeal is made until receiving a waiver decision notification by the Department.

The qualification requirement for prior job related experience shall **not** be waived.

1.14.5 CTQP Certificates of Qualification

After completing all requirements for a particular qualification, an electronic qualification certificate will be available on the CTQP website. Trainees may print a copy of the certificate if desired. This qualification and training program does not issue certificates for class attendance.

1.14.6 Reciprocity

Qualifications and certifications from other states are not recognized by the State of Florida at this time. National certifications, such as ACI certifications, are recognized and may meet certain qualification requirements for a portion of the qualification training. Other State qualifications/certifications may assist the trainee to "challenge an examination" but **will not** substitute the Florida qualification. "Challenging an examination" is further explained in another subsection of this procedure.

1.14.7 CTQP Qualification Revocation Based on Lack of Proficiency

In order to maintain a qualified status, active technicians will be evaluated by District Independent Assurance (IA) personnel in accordance with the procedure specified in **Section 5.5 of the Materials Manual (Topic 675-000-000)**. Qualified technicians who demonstrate erroneous field sampling, testing or reporting techniques shall be subject to additional review by a Department qualified IA inspector. If the Department's qualified IA inspector files an **FDOT Qualification Performance Report (QPR), Form No. 675-000-01**, stating he/she has witnessed

a qualified technician perform sampling, testing or reporting in an erroneous manner, then the qualified technician shall be subject to the process below per individual qualification. One copy of the form shall be given to the employee, one copy to the employee's supervisor (or contractor's representative), one copy retained in the Project records, one copy sent to the CTQP Administrator, and the original sent to the SCTA. Test results from a suspended technician will not be allowed for acceptance decisions. A strike designates an unsatisfactory IA evaluation. It is given to a Technician's qualification by an IA inspector when a Qualification Performance Report (QPR) described the IA evaluation as unsatisfactory.

1st Strike- A QPR is filed by the Department IA personnel.

If no other errors are witnessed by a qualified Department IA inspector during the reevaluation within one year (365 days) of the first strike, then the strike will be cleared and shall not be the basis for further Department action.

2nd Strike- A QPR is filed by the Department IA personnel. This strike must be filed by a different IA than who previously issued the previous strike.)

If no other errors are witnessed by a qualified Department IA person during the reevaluation within one year (365 days) of the first strike, then the strikes will be cleared and shall not be the basis for further Department action.

3rd Strike- Revocation of qualification in the TQDBS by the SCTA.

Should the 3rd strike be determined valid, the District Materials and Research Engineer will discuss the matter with the District Construction Engineer, and recommend action to the SCTA. The SCTA may revoke the technician's qualification for up to one year in the TQDBS. The SCTA shall also notify the CTQP Administrator and the technician's qualification shall be removed from the TQDBS.

This decision may be appealed to the Director, Office of Construction, whose decision is final.

Prior to having the qualification reinstated, the technician must pass any applicable

written examination and proficiency examination. This includes meeting all initial, conditional requirements.

1.14.8 CTQP Qualification Revocation Based on Falsification of Records

Active, qualified technicians must conform to the Department's practices with regard to testing, acceptance and quality control activities. Should any qualified technician falsify Department records, his/her qualification will be subject to revocation for up to two years by the SCTA. Falsification of project related documentation may be subject to further investigation and penalty under State Statutes and Federal Law.

Some of the CTQP qualifications list "a certain number of days work experience" as a qualification requirement. The applicant shall certify as meeting/not meeting any work experience requirements on the signed certification page of the **CTQP Exam Booklet**. Should the IA process bring a trainee's required work experience into question, proof of required work experience will be requested. Failure to furnish proof of required work experience could result in revocation.

The SCTA shall be the authority to revoke a qualification. Notification that a qualification has been revoked shall be sent to the technician by certified mail. A copy of the notification shall be sent to the employee's supervisor (or contractor's representative), SCTA, and the CTQP Administrator for TQDBS update. This decision may be appealed to the Director, Office of Construction. The technician has 90 days from receipt of notice to appeal this decision. The Director's decision regarding revocation is final. Anyone with a revoked qualification shall be eligible to apply for new qualification after the specified period of revocation. Prior to having the qualification reinstated, the technician must pass any applicable written examination and any proficiency examination. This includes meeting all initial, conditional requirements, as well as passing the written examination and proficiency examination.

1.15 COURSES

CTQP utilizes both CTQP Courses and other nationally recognized industry training courses in our qualification requirements. Please note that some qualifications also have mandatory experience requirements. Refer to the specialty area chapters for details of these requirements.

1.15.1 CTQP Courses

CTQP Courses have been developed for the Florida Department of Transportation's CTQP, most of these courses are FDOT Specification specific. Listed below are the CTQP Courses.

- Qualified Sampler Technician course
- LBR Technician course
- Asphalt Paving Level 1 course
- Asphalt Paving Level 2 course
- Asphalt Plant Level 1 course
- Asphalt Plant Level 2 course
- Asphalt Mix Design course
- Final Estimates Level 1 course (CBT)
- Final Estimates Level 2 course
- FDOT Concrete Field Inspector Specifications course
- FDOT Concrete Laboratory Inspectors Specifications course
- Concrete Batch Plant Operator course
- Earthwork Construction Inspection Level 1 course
- Earthwork Construction Inspection Level 1 course
- QC Manager Course
- Pile Driving Inspection Training course
- Drilled Shaft Inspection Training course

1.15.2 CTQP Course Fees

Fees for Department employees will be funded by the State Construction Office training budget. The District is responsible for any travel expenses associated with training for Department personnel. Central Office funds may also be used for this purpose. The SCTA, the DCTAs, Contractors and Consultants will find links to the Providers' contact information on the CTQP Administrator's web site. Providers should be contacted for instructions on submitting fees to them. Payments shall be made to the Provider. No payments shall be made to the Department.

Links to the Providers contact information are provided on the **CTQP Administrator's website**. Contact the providers for a listing of their fees associated with courses and examinations.

1.15.3 CTQP Training Manuals

Manuals for CTQP courses developed specifically for Department qualifications are available on the CTQP Administrator's website.

Training course manuals are provided as a part of the course fees. Applicants who wish to obtain a copy of the training course manual prior to the training course may contact the Provider's office for the latest charges for such copies of the training course manuals. Applicants may also review the contents of the CTQP training course manuals on line at the CTQP Administrator's Web site.

1.15.4 CTQP Course Audits

Typical reasons for auditing a course are:

- (1) Taking the course for general knowledge (usually someone from Management), or
- (2) Reviewing the course's technical applicability and quality.

Individuals who wish to audit a course should contact the SCTA for arrangements. Technical experts who wish to monitor the quality of the course are required to make course attendance arrangements at least two weeks prior to the beginning of the class, sit in the rear of the class as space allows, refrain from asking

questions or making comments during class, only take handouts/manuals if extra are available and submit an informal written report of their observations within five working days of class attendance to the SCTA.

1.15.5 CTQP Refresher Course Training

Due to frequent changes in technology, mandatory refresher course training may be necessary to maintain CTQP qualifications. The Department reserves the right to conduct mandatory refresher course training at any time. The Department also reserves the right to disqualify a trainee who fails to attend mandatory refresher course training or fails a mandatory refresher course examination.

1.15.6 Non-CTQP Courses Required in CTQP Qualifications

CTQP utilizes nationally recognized industry training courses in our many of our qualification requirements. Below are the non CTQP courses required for qualifications by specialty area:

1.15.6.1 Aggregates

Details of the CTQP Qualification requirements for Aggregate can be found in chapter two of this Manual.

- ACI Aggregate Testing Technician-Level 1
- ACI Concrete Laboratory Technician-Level 1
- ACI Aggregate Base Testing Technician

1.15.6.2 Concrete

Details of the CTQP Qualification requirements for Concrete can be found in chapter four of this Manual.

- ACI Concrete Field Testing Technician-Grade 1
- ACI Concrete Transportation Construction Inspector (CTCI)
- ACI Concrete Strength Testing Technician
- ACI Concrete Laboratory Testing Technician-Level 1

1.15.6.3 Structures

Details of the CTQP Qualification requirements for Structures can be found in chapter eight of this Manual.

FDOT accredited ASBI Grouting Certification Training course
FDOT accredited Bonded Post-Tensioning Inspector course

Courses accredited by the Department must provide at least sixteen hours of combined classroom and laboratory demonstration instruction, provide a comprehensive hard copy manual for each student, and require a final examination. Requalification courses must be at least four (4) hours if offered as a classroom course with an in person instructor or they may be offered as a Computer Based Training (CBT) course by the accredited provider.

The Department must approve the course content and final examination and observe a live presentation of the material prior to approving accreditation. Course providers seeking accreditation must contact the Department's State Construction Structures Engineer in the Office of Construction, to arrange for Department review of the course.

1.15.7 Standards and Guidelines for Course Development

As specifications and processes change, new courses or updates to existing training materials will be necessary. While these changes may be identified either by industry or Department employees, the TRT is responsible for determining and communicating to the SCTA the need for a new or updated course.

All requests for courses to be developed for the CTQP, whether a new course or an update to an existing course, shall be submitted to the SCTA in accordance with the following standards and guidelines. The SCTA is responsible for approval of the course materials and exams based on the review and recommendation of the TRT. A course shall not be considered final or a part of the CTQP curriculum until it has been formally accepted by the SCTA.

- (1) Submittals shall be on CD or DVD and shall utilize Microsoft Office Suite software (Word, Excel, Power Point or Access) and/or PDF files. To preserve the integrity of exams, the exams and answer keys shall be

transmitted by mail on CD or DVD, and not through e-mails.

- (2) The course developer's final submissions should be fully formatted and ready for use. This includes integration of the cover sheets, notebook spines and print instructions (the standard CTQP cover sheet will be provided to the developer for this purpose). Final acceptance of new and revised course materials will be at the sole discretion of the SCTA based on the review and recommendation of the TRT.
- (3) Course materials shall contain frequent references to the Department's **Specifications**, **Indexes**, or other authoritative materials relating to the subject matter.
- (4) Unless advance approval is given by the SCTA, exams shall be comprised of multiple choice and true/false questions, with no more than 20% of the questions being true/false. Multiple choice questions shall have 5 possible answers listed "a" through "e".
- (5) Unless advance approval is given by the SCTA, exams are to be designed and created to be "self-contained"; all necessary reference materials (tables, charts, etc.) shall be included in the exam booklet. In addition, the exams should not require the use of computers (unless directed otherwise).
- (6) The TRT and the SCTA will jointly determine the appropriate number of questions for each exam and the number of exams required. The SCTA may specify the percentage distribution of questions between various topics in the subject matter.
- (7) Answer keys will be provided for the exams in an Excel format. A spreadsheet format with headings and Exam ID numbers will be provided to the course developer.
- (8) If a proficiency exam is required, it should be designed to demonstrate not only the trainee's knowledge of the subject matter, but also their ability to actually perform required tasks. Accordingly, proficiency exams should be designed to be scored by the instructor based on criteria related to the trainee's performance of the prescribed task. In this regard, multiple choice and true/false questions will generally not be appropriate.

When the SCTA has approved new or updated CTQP course materials, the SCTA will send these materials to the administrator for distribution to those providers approved to present that course. The SCTA will include in the notice the effective date of the new materials.

Within forty-eight (48) hours of receiving the new or revised materials, the administrator will publish a notice of the new or revised materials on the CTQP Administrator's web site. This notice will include the effective date of the new materials and the date the existing materials are to be obsolete (no longer allowed to be taught by providers).

Within seven (7) calendar days of receiving the new or revised materials, the administrator will ship digital copies of these materials, print instructions and a sample hard copy of the student manual to all providers approved to teach the course.

1.16 CTQP EXAMINATIONS

Although examinations are discussed in detail in each specialty training course section, some guidelines apply to all specialty training course examinations. CTQP qualification exams must be proctored by a designated representative of the Provider. Such designated representatives must be approved by the SCTA. A list of rules to be followed while proctoring a CTQP exam is contained in **Attachment 1-1** found at the end of this chapter of this manual. All approved proctors for CTQP exams must read and follow the instructions contained in **Attachment 1-1**. Locations for examinations are scheduled by the Providers and are available through links to Provider information on the CTQP Administrator's web site.

For trainees with special needs, oral examinations will be allowed for all Level I courses. It is expected that a trainee applying for Level II qualification training is able to read, write, and interpret specifications, contract documents and procedures, all written in the English language. For this reason, oral examination will not be allowed for any Level II examinations. All CTQP written and proficiency examinations will be administered using the English language.

Anyone needing a disability accommodation to attend class or take examinations should submit a request for accommodation to their provider outlining their needs.

After an examination, the trainee may want to reflect back on questions that were difficult to answer. The trainee must not write down examination questions. This might give future examinees an unfair advantage and is considered a form of cheating.

During the waiting period between examination attempts, all applicants are encouraged to study the appropriate course manual(s), the **Department Standard Specifications**, **Test Methods** and gain additional hands-on experience.

The CTQP Administrator will keep trainee examination answer sheets on file at the CTQP Administrator's office for three (3) years. These answer sheets will then be destroyed. Results will be available on the CTQP website within 10 working days of the examination. An analysis of the trainee's answers may be obtained from the CTQP Administrator upon request until the answer sheet is destroyed.

1.16.1 Examination Security

The integrity of the CTQP system is dependent on secure examinations. The Department has taken several measures to guard against the compromising of examinations by providing multiple versions of every examination, using different examination questions, a different order for examination questions and changing the location of the correct answer blanks.

The CTQP Administrator will ensure that the qualification examinations held at his/her office are secured in locked cabinets until they are shipped to the different CTQP Providers. The CTQP Administrator will ensure that returned examinations are secured in locked cabinets until destroyed by shredding.

The CTQP Providers will ensure that the qualification examinations they administer are secured in locked cabinets until properly administered and returned to the CTQP Administrator. The CTQP Providers must also ensure these examinations are diligently proctored when administered. Trainees will need to follow the instructions given during the beginning of an examination. Failure to follow the instructions of the examination proctor could result in the trainee's examination being nullified.

The security of the self-study examination booklets rests with the DCTAs. The

self-study examination booklets must be stored in locked file cabinets. If copies of the self-study examination booklets are left with a resident training specialist, this person must abide by these same instructions and maintain the security of the examination booklets.

Electronic banks of examination questions and electronic versions of the examinations must not be saved on Department computer permanent memories or "hard drives". This data should be stored on CD's or other removable media, and physically stored in locked file cabinets in Department facilities. Test questions and/or answer keys shall not be transmitted via e-mail; if it is necessary to transmit these items, it shall be done by mail on CDs or DVDs. The CTQP Administrator is permitted to store these materials on a secured computer even if it is connected to a network or the internet.

1.16.2 Challenging an Examination

Some trainees already possess a wealth of experience and knowledge of a particular subject. These trainees may elect to skip the qualification course and take the examination. This process is referred to as "challenging the examination", and is allowed by the Department. A trainee desiring to challenge an examination will still need to register with a provider and pay the appropriate fee to take the examination.

1.16.2.1 Providers of CTQP Examinations

Providers are only to provide and proctor exams for courses in which they are approved to provide.

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Final Estimates Level 1: Final Estimates Level 1 is available only as a Computer Based Training. Providers approved to provide Final Estimates Level 2 will be authorized to provide exams for Final Estimates Level 1.

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Concrete Batch Plant Operator: Concrete Batch Plant Operator currently does not have approved course material. Providers approved to provide FDOT Concrete Field inspector Specification or FDOT Concrete Laboratory Specification courses will be authorized to provide exams for Concrete Batch Plant Operator.

Providers are to provide proficiency exams in addition to written exams if it is required for the qualification.

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Proctoring oversight of proficiency exams must be by an approved Instructor in the Specialty Area of the exam.

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1.16.3 CTQP Examination Fees

Fees for exams are established by competitive market prices set by approved CTQP providers.

These fees can be found on the CTQP Course/Exam Schedule:

[CTQP Course Catalog](#)

Or it can be found on the Provider's website.

1.16.4 Examination Dispute

The Department has made every effort to ensure all examination questions are clear, relate to the study materials, and contain no ambiguities. If a trainee believes that a question in an exam is confusing or misleading, a written appeal of the test question(s) may be made. The appeal must be made within five (5) working days after taking the examination and addressed to the SCTA.

The SCTA shall forward the appeal to the appropriate TRT Chairperson within five (5) working days. The TRT Chairperson shall review and make recommendations to the SCTA within five (5) working days. Where credit for the appealed question is granted, the TRT's recommendations shall also include a statement as to the advisability of using or deleting the appealed question from all future examinations. The SCTA shall determine if the question is to be eliminated from the examination within five working days from receipt of the appeal. The trainee shall be notified in writing (or e-mail) of the SCTA's decision within twenty (20) working days of the appeal. The SCTA will notify the CTQP Administrator on the decision.

1.17 Self-Study courses (FDOT employees only)

The Construction self-study courses are a part of the Department's "distance learning" program. Each self-study course consists of a manual and a written examination. These courses provide the trainee basic knowledge in a specific technical area particular to a

road and/or bridge construction activity. For Department employees, many of the self-study course examinations are a prerequisite to other Department construction training qualification programs. Self-study courses are not mandatory for contractor and consultant employees; however, they are strongly encouraged to use them to learn the information contained therein. Note that self-study written examinations will only be given to Department employees. In order to obtain credit for the self-study course, Department employees must take and pass the self-study course examination.

1.17.1 Self-Study Standards

Every new hire or promoted Department employee in any District Construction Office, Resident Construction Office, or District Materials and Research Office is required to pass the **Construction Math** and **Contract Plans Reading** self-study exams if they occupy one of the following position types.

- (1) Architectural, Surveyors, Cartographers and Engineers, All Others Level 1 (formerly Engineering and Architectural Surveying (EAS) I)
- (2) Architectural, Surveyors, Cartographers and Engineers, All Others Level 2 (formerly Engineering and Architectural Surveying (EAS) II)

FDOT personnel occupying these positions shall have this knowledge requirement as a "condition of employment." The "condition of employment requirement" will be passing the **Construction Math** and **Contract Plans Reading** self-study examinations within 120 days. The **Construction Math** and **Contract Plans Reading Self-Study Examination** requirement as well as the initial 120 day time period shall be explained to the employee and listed in the appointment letter. In the event the employee does not satisfy this requirement, they shall be removed from the position or the Department as appropriate.

When an employee fails a **Construction Math** or **Contract Plans Reading Self-Study Examination** for the first time, the supervisor shall counsel the employee. This counseling session shall include suggestions for attaining/retaining more knowledge as well as reminding the employee that failing to satisfy this job requirement will place their continued employment in jeopardy.

The employee is expected to study and prepare for a second examination attempt. Prior to the end of the 120 day time period, the employee must pass the Contract

Plans Reading and Construction Math Self-Study Examinations. Failure to pass either the Contract Plans Reading or the Construction Math Self-Study Examination a within the 120 day period will cause the employee to be removed from the position or the Department as appropriate.

1.17.2 Self-Study Training Manuals

Each self-study manual is divided into chapters by subject area. At the end of each chapter there is a review quiz. By reading the chapter and passing the review quiz, the trainee should obtain the knowledge needed to understand basic technical principles necessary for Department construction inspection or materials acceptance.

Self-study manuals are available from the **CTQP website** and from the **Department's Maps and Publications Office**:

<http://www.dot.state.fl.us/mapsandpublications/>

The SCTA is responsible for updating the manuals. The various Technical Review Teams, i.e. asphalt, concrete, earthwork, etc., shall act as technical advisors for the technical content of the respective subjects. The SCTA shall maintain the master copy of each manual.

For the latest prices on remaining available mail out paper copies of self-study manuals, go to the Department's Maps and Publications Office website at the following URL:

<http://www.dot.state.fl.us/mapsandpublications/>

Note: The Department is transitioning to a free delivery by making printable copies available on the **CTQP Administrator's Web site**. Therefore, not all self-study manuals may be available from the Maps and Publications Office.

1.17.3 Self-Study Examinations

Every self-study manual has a corresponding examination. Department employees can request an examination through the District Construction Training Administrator (DCTA), Materials and Research Office Training Administrator

(MOTA) or the State Construction Training Administrator (SCTA). The DCTA will schedule a time and location for giving the examination that is mutually convenient for both parties. All self-study examinations are "closed book". Department employees should consult with the DCTA as to which training materials may be brought to the examination. If an oral examination is needed, contact the DCTA for arrangements. Trainees needing disability accommodation to complete an examination should contact the DCTA.

Self-study examinations for Department employees are graded by the DCTAs. The DCTAs are responsible for making sure Department employee self-study data is entered in the Department's TRESS. A score of 70% is needed to pass a self-study examination.

Self-study examinations are only given to Department employees and there are no fees associated with them.

1.17.4 Self-Study Course Completion Certificates

Certificates for successfully passing a construction self-study examination will be issued by the respective DCTA.

1.17.5 Self-Study Special Recognition

When a Department employee passes all available self-study course examinations, the Director, Office of Construction, will send a letter of congratulation to the trainee. The DCTA shall request this letter be sent upon notification of the passing of the last self-study examination. This request should be sent to the attention of the SCTA who shall prepare the appropriate congratulatory letter for the Director, Office of Construction's signature.

Attachment 1-1

Proctoring Responsibilities

- Provide quiet room without disturbances, and adequate writing space for each Trainee (minimum 6 square feet, required).
- Before the exam begins, read the "instructions" page to the examinees.
- Do not allow Trainees to write in books or other paper that will not be collected at the end of the exam.
- Do not allow Trainees to use their own calculators or any other electronic device.
- Ensure that all exam booklets, scratch papers, and other test papers are placed back into the Trainee envelope and sealed.
- Check answer sheet to ensure that:
 - Name is filled in and the correct letters are bubbled in.
 - TIN is filled in and the numbers below it are bubbled in.
 - Exam code is correct.
 - **Name, photo and TIN match information on the Florida Driver License or Florida Identity Card.**
- Ensure that the Trainees are not disturbed by any distractions.
- Remain in the exam room during entire exam.
- Ensure that no examinations will be read by anyone other than the Trainee during exam time.
- Ensure that the exam submitted by each Trainee represents the individual's own work.
- Ensure that only one Trainee is allowed out of the room at a time.

Administrative Responsibilities

- Ensure that all examinations are secured in a locked area until exam time.
- Ensure that no examinations will be copied for any reason.
- Place all class materials, including Trainee packets, in a FedEx envelope, contact FedEx for pick-up, and send out the envelope to the CTQP Administrator by the next working day. Return any unused test packets in the same FedEx package. (FedEx or other appropriate carrier packaging will be provided).
- Sign and return this document in the packet to be returned to the CTQP Administrator.
- When sending the exam materials back to the CTQP Administrator, do not leave them in an open "pick-up" type mail collection box. Personally hand-deliver the packet to your District's mailroom or the FedEx representative.

General Rules

- Once examinations have begun, do not allow anyone to enter the exam room; including those individuals who were scheduled to take the exam but who have arrived after the exam has begun.
- All correspondence must be in a sealed envelope marked confidential.
- No phone calls are allowed for Trainees or Proctor during exam.
- Trainees are not permitted to answer/return phone calls prior to turning their answer sheet.

By my signature, I verify that I have followed all of the proctoring responsibilities on this page.

Name Title Date ____/____/____

Attachment 1-1
Page 2 of 2

Proctor needs to read this to the examinees:

INSTRUCTIONS

- Turn off any cell phones, beepers, or other electronic devices. Trainees are not permitted to use cell phones, personal calculators or other electronic devices during an exam. Electronic devices with a "vibration" feature may be left on. If expecting an emergency call, notify the proctor prior to the beginning of the examination. Returning phone calls prior to turning in your answer sheet is not permitted.
- All tests are on a time constraint and are graded on the percent answered correctly. So, if having problems on any one question, skip it and return to it. When skipping a question, make sure to skip the appropriate number on the answer sheet.
- For security reasons, only one person at a time will be allowed to leave the examination room to visit the restroom. If you are unsure if anyone is out of the room, please ask the proctor for information.
- Close all books and move all your belongings away, so there is no question whether any of the material brought in was being used.
- As you can see on the cover sheet of your exam:
 - The open/closed book status is listed
 - The duration of the exam is listed
 - Again, you should answer all the questions
 - You shouldn't write in this booklet, any answer marked in the test booklet will not count if you do not transfer it correctly to the answer sheet.
 - Mark all your answers on the answer sheet provided.
 - Use only a #2 pencil
 - Use only the calculator provided
 - Use only the scratch paper provided
- Turn to the second page of your test booklet and pull out the answer sheet. Make sure to follow these directions:
 - Write your last name, first initial and middle initial in the spaces provided. Bubble in the correct letters below.
 - Write the number of your TIN in the spaces provided, beginning with the letter in the first block. Leave blank the bubbles underneath the letter. Bubble in numbers below the boxes containing your TIN.
 - Bubble in the Test Form Code found in the upper right hand corner of this test booklet.
 - Bubble in the answers to the corresponding questions.
- If you have any questions, raise your hand and I will come to you. I will not be able to answer any technical questions.
- When you are finished with the exam:
 - Collect all your test materials and turn them into the proctor.
 - Make sure to return all scratch paper with the completed exam.
 - Collect all your belongings as quietly as possible, so as to not disturb the other examinees, and leave the room.
 - You will be required to show your Florida Driver License (FDL) or your Florida ID card when you turn in your answer sheet. Your FDL will be needed to verify your name, photo, and TIN.

Attachment 1-2

NOTICE OF ADMINISTRATIVE HEARING RIGHTS

You may petition for an administrative hearing pursuant to **Section 120.569 and 120.57, Florida Statutes**. If you dispute the facts stated in the foregoing Notice of Intended Department Action (hereinafter Notice), you may petition for a **formal** administrative hearing pursuant to **Section 120.57(1), Florida Statutes**. If you agree with the facts stated in the Notice, you may petition for an **informal** administrative hearing pursuant to **Section 120.57(2), Florida Statutes**. You must file the petition with:

Clerk of Agency Proceedings
Department of Transportation
Haydon Burns Building
605 Suwannee Street, MS 58
Tallahassee, Florida 32399-0458

The petition for an administrative hearing must conform to the requirements of **Rule 28-106.201(2) or Rule 28-106.301(2), Florida Administrative Code**, and be filed with the Clerk of Agency Proceedings by 5:00 p.m. no later than _____ days after you received the Notice. The petition must include a copy of the Notice, be legible, on 8½ by 11 inch white paper, and contain:

1. Your name, address, telephone number, any Department of Transportation identifying number on the notice, if known, the name and identification number of each agency affected, if known, and the name, address, and telephone number of your representative, if any, which shall be the address for service purposes during the course of the proceeding
2. An explanation of how your substantial interests will be affected by the action described in the Notice;
3. A statement of when and how you received the Notice;
4. A statement of all disputed issues of material fact. If there are none, you must so indicate;
5. A concise statement of the ultimate facts alleged, including the specific facts you contend warrant reversal or modification of the agency's proposed action, as well as an explanation of how the alleged facts relate to the specific rules and statutes you contend require reversal or modification of the agency's proposed action.

If there are disputed issues of material facts a **formal** hearing will be held, where you may present evidence and argument on all issues involved and conduct cross-examination. If there are no disputed issues of material fact an **informal** hearing will be held, where you may present evidence of a written statement for consideration by the Department.

Mediation, pursuant to **Section 120.573, Florida Statutes**, may be available if agreed to by all parties, and on such terms as may be agreed upon by all parties. The right to an administrative hearing is not affected when mediation does not result in a settlement.

Your petition for an administrative hearing shall be dismissed if it is not in substantial compliance with the above requirements of **Rule 28-106.201(2) or Rule 28-106.301(2), Florida Administrative Code**. If you fail to timely file your petition in accordance with the above requirements, you will have waived your right to have the intended action reviewed pursuant to chapter 120, Florida Statutes, and the action set forth in the Notice shall be conclusive and final.