



**Policy and Procedure Manual  
for  
The Certified Inspection and  
Testing Training (CIT) Program**

**Rev. 2016**

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## CIT TRAINING OVERVIEW

**a. Background Information.** The federal regulations for “Quality Assurance Procedures for Construction” were published as 23 CFR 637 on June 29, 1995. This regulation, among other things, established a deadline of June 29, 2000 for all state transportation departments to implement a program whereby “all sampling and testing data” used by state transportation agencies “shall be executed by qualified sampling and testing personnel.” 23 CFR 637.209(b) “Qualified sampling and testing personnel” are defined as “personnel who are capable as defined by appropriate programs established by each state transportation department.” 23 CFR 637.203 The referenced personnel include those engaged in sampling and testing of materials for acceptance and use in transportation infrastructure projects, such as employees of the Kansas Department of Transportation (KDOT), personnel of consultants and contractors working under contract with KDOT, as well as those of their subcontractors and sub-consultants.

Federal guidelines for technician qualification include: (a) formal training, including all sampling and testing procedures with instructions on the importance of proper procedures and the significance of test results; (b) hands-on training to demonstrate proficiency; (c) a period of on-the-job training with a qualified individual; (d) a written examination and demonstrated proficiency of the various sampling and testing methods; (e) requalification at pre-determined intervals; and (f) a documented process for retraining or removing personnel that perform the testing and sampling procedures incorrectly. (See FHWA “Quality Assurance”, Transmittal 36, dated 19 July 2006).

**b. Federal Funding.** This program has been created to comply with the federal rules and guidelines. Moreover, it is subject to ongoing federal review and approval and is an integral part of continuing eligibility for federal funding of roads, highways and bridges in Kansas.

**c. Rationale for Program.** The quality of a final product is only as good as the quality of the materials and workmanship that go into it. Quality control and quality assurance activities involve the routine sampling, testing and analysis of various materials to determine whether the quality of a given product meets the specific requirements (or specifications) of the contract for the particular project including, but not limited to, materials related to soils, aggregates, concrete and asphalt. Therefore, the purpose of this program is to educate, train, and test individuals so they may properly perform sampling and testing functions on KDOT projects.

**d. Why Quality Control/Quality Assurance?** The primary reason for inspection, sampling and testing requirements is to verify that workmanship and materials to be incorporated into a project meet the quality requirements of the contract documents, including the plans, specifications, and special provisions designated for that particular project. Therefore, technicians who perform inspection, sampling and testing fulfill a very important job.

Plans and specifications require use of certain materials with particular characteristics known or expected to perform satisfactorily for a number of years—in many cases decades—with a minimum of maintenance or repair costs. Any material or workmanship that deviates appreciably from the specification requirements will not perform as well as expected for as long as intended. The risk of premature failure as well as excessive costs of maintenance and repair may be dramatically minimized with proper quality control. The careful work of a competent technician can directly affect the useful life and long-term maintenance costs of a project.

Second, all contractors competitively bidding to furnish materials should be treated equally. That is, the contract documents define the requirements to be met--ideally with the least possible difference of interpretation. Contractors compete fairly on a level playing field when the materials specified can be measured, sampled and tested to demonstrate whether or not the quality standards are acceptable. After award and during performance of the contract, it is essential that quality control and quality assurance be correctly understood and applied uniformly by engineers, inspectors and technicians from project-to-project so that all contractors and their suppliers are treated consistently.

Third, responsible expenditure of public funds requires that taxpayers actually received the quantity and quality of materials specified in exchange for tax dollars spent. Whether or not to pay the costs invoiced by contractors is a decision which relies heavily upon sampling and testing results. In a fundamental way, technicians play a key role in serving the public--to justify the expenditure of public monies and the acceptance of any contractor's work. Through the work of knowledgeable, competent and skilled technicians, KDOT can verify and confirm whether or not the contractor has fulfilled its obligations to build the project as intended.

Fourth, unless samples are taken and tests are performed correctly at the right time, a contractor or supplier will not be able to make corrections to improve or maintain quality. For some materials, any "do-overs" are extremely costly, such as the incorporation of aggregate materials into concrete. It is therefore imperative that samples, tests and test reports are handled properly and expeditiously so substandard quality may be detected and improved, and good quality may be consistently maintained.

Finally, the specification requirements for materials constantly evolve, based on new developments, information learned from past performance of material in the field, research and technological innovations. Accurate recordkeeping of materials and test results using consistent practices provides a basis to compare results over time—an indispensable advantage for meaningful research. Data properly collected and recorded by technicians can confirm whether or not changes in material specifications and testing requirements have, in fact, resulted in a better product, state-wide or in a particular location or application.

All technicians should review the applicable clauses of the Standard Specifications for State Road and Bridge Construction as well as Part V of the KDOT Construction Manual at regular intervals to refresh their understanding of the subject and the particular sampling and testing requirements.

**e. Objective.** The objective of this program is to improve the quality and workmanship of transportation infrastructure projects by training students to:

- Be skilled, competent and knowledgeable technicians;
- Achieve accuracy, uniformity, and consistency in sampling and testing practices; and
- Create and maintain complete, accurate and reliable records.

## REGISTRATION PROCESS

Register for classes through Kansas State University-Polytechnic, or Kansas State University, Manhattan.

### a. Class Contact Info.

Kansas State University  
DCE-Conference Registration  
142 College Court Building  
Manhattan, KS 66506

Phone (785) 532-2533

Fax (785) 532-5637

<http://www.dce.k-state.edu/conf/superpave/>

Kansas State University-Polytechnic  
Professional Education and Outreach  
SAC Building,  
2310 Centennial Road  
Salina, KS 67401

Phone (785) 826-2633

Fax (785) 826-2632

[www.citksu.com](http://www.citksu.com)

**b. Student Cancellation.** Whether a student may be reimbursed any enrollment fees or expenses when the student cancels from a certification class is as provided by Kansas State University-Polytechnic or Kansas State University, Manhattan.

**c. Class Cancellation.** Whether a student may be reimbursed any enrollment fees or expenses when the class is cancelled by the training provider is as provided by Kansas State University-Polytechnic or Kansas State University, Manhattan.

**d. Unpaid Accounts.** Both Kansas State University-Polytechnic and Kansas State University, Manhattan require classes to be paid for before attending. No-shows and cancellations that did not meet the cancellation deadline will be paid for in the same manner. If a no-show is unpaid from a previous class they will not be able to attend another class until payment is received in full.

If payment is submitted, but funds are insufficient, the individual will be decertified for that class, until full payment is made.

## CERTIFICATION PROCESS

**a. General.** All sampling and testing required by the construction contract documents and consultant inspection agreements must be performed by *qualified* technicians. See Course Summaries in Appendix B.

Students may become qualified technicians in individual classifications by successfully passing:

- written examination requirements for each such classification, some of which have prerequisites; and
- performance tests demonstrating skill and competence for such classification.

Technicians may maintain their qualifications by continuing to correctly perform their sampling, testing and recordkeeping obligations, and satisfying the requirements stated in this manual for periodic renewal of qualification. Technicians may lose their qualifications for the reasons and infractions listed in the “Disqualifications” section of this manual.

Dates for classes and examinations are listed on the websites in “Class Contact Information” see registration process. Many classes require math as a prerequisite.

Students may or may not wish to attend training sessions in advance of written examinations. Classes and training in advance of written examinations are offered at various times and locations in Kansas. Students must contact the appropriate training provider, submit a completed application and pay the applicable fee to attend regularly-scheduled training sessions.

ACI tests provided by Kansas State University-Polytechnic will be handled like the KDOT sponsored tests, except for ACI Examination Policy, ACI Written Examination, ACI Performance Examination, ACI Re-Examination, ACI Appeals and Recertification which will be as ACI stipulates.

ACI Concrete Field Technician Tester offers a review class and the written and performance exams.

**b. Reciprocal Classes/Waivers.** A person who has a current certification for testing Aggregates, Superpave materials from one of the regional reciprocal state’s (Iowa, Nebraska and Missouri) certification program within the last five (5) years may apply for certified status on a reciprocity basis. In order to achieve reciprocity in the above mentioned certifications, the individual requesting reciprocity must take and pass the basic math test, pass the written test and perform sampling and testing processes witnessed by KDOT District Personnel. In addition, KDOT will accept Profilograph certifications meeting the requirements of the California Type Profilograph only.

KDOT will accept all ACI Concrete Field Testing Technician certified inspectors, provided that a photocopy of the technicians ACI Concrete Field Testing Technician card is provided to the CIT Program Administrator.

Persons seeking to become certified using reciprocal classes must submit information to:

CIT Program Administrator  
KDOT, Bureau of Construction and Materials  
700 S.W. Harrison Street 6<sup>th</sup> Floor  
Topeka, KS 66603-3745

It is the responsibility of the individuals seeking certification to provide proof of satisfactory completion of training to the CIT Program Administrator, regardless of which entity sponsored the training.

Math exam requirements will be waived for individuals who are licensed Professional Engineers or Intern Engineers, or have passed the Engineer in Training Exam or the Fundamentals of Engineering Exam.

Individuals must provide a copy of their Professional Engineer license, Intern Engineer Certificate or certificates that they passed the Engineer in Training or Fundamentals of Engineering Exams to Kansas State University-Polytechnic in order to be granted the waiver.

Reciprocity Certifications that have been granted will follow renewal guidelines in this manual.

KDOT does not sponsor or certify the International Municipal Signal Association Course, but the course provides training on traffic signal inspection required to determine that proper/specified construction practices are followed during signal installation.

Questions about registrations should be directed to:

Sedgwick County  
IMSA Certification Chairman  
1144 S. Seneca  
Wichita, KS 67213

**c. Exam Notifications.** Once the applicable examinations have been passed, a letter, card, and a certificate will be issued to the technician.

Technicians who fail will be notified in writing by the training provider and may make arrangements to retake the course and exams.

Letters notifying technicians of test results will be sent to the individual and the employer designated by the individual.

Notifications will be sent within 2 to 4 weeks of the exam.

**d. Failed Exams.** Failure on any part of the written exam requires a full retest. Failure on any individual test of the performance exam requires a retest on only the failing part. However, if four or more performance tests are failed, the individual will be required to retake all performance tests.

When both a written test and a performance test are required, the written test and performance test must both be passed within a one year time frame. Failure to pass both the written and performance test within a one year time frame requires both the written test and performance test to be retaken.

**e. Challenges.** If a technician feels that a test question was unclear, incorrect, or unfair, then they may appeal. The first step is to take the appeal to the examiner issuing the test, immediately after the exam. If they are unable to resolve the differences, or if the technician is dissatisfied with the result, the technician can then appeal the dispute to Kansas State University-Polytechnic or Kansas State University, Manhattan. The technician must send an in-depth written explanation to Kansas State University-Polytechnic or Kansas State University, Manhattan. The written explanation must specify the examination date, the instructor, and the nature of the problem. Kansas State University-Polytechnic or Kansas State University, Manhattan will forward the relevant information to the CIT Program Administrator for decision, and the Administrator's decision is final. If the complaint is ruled valid, then the grades will be adjusted accordingly.

## QUIZ OUT

A Quiz Out is for individuals who:

- currently do not hold a certification, in area in which they wish to quiz out in:
- want to take only the written and performance (if one is required) exams, and
- do not want to attend the class to obtain certification.

The quiz out option is offered for the classes as specified in **TABLE 1**.

**RECERTIFICATION**

Most certifications will be valid for five years from date of issue. Certified personnel are required to renew current certifications on or before the expiration date of the certification classification. Expiration dates are shown on the certification card issued to certified persons. Follow KDOT specifications for EIT and EMT certifications renewals. **Renewal of certification is the responsibility of the certificate holder.** If a technician should fail to successfully complete certification renewal before the expiration date, they will be decertified (in that area only) once the certification expires.

Notice will **not** be sent when a technician allows any certification to lapse or expire.

Recertification is the process for individuals who currently hold a certification and want to take only the written and performance (if one is required) exams and not take the class to obtain certification. Recertification is offered for the following classes in **TABLE 1**. If the CIT Class is not listed in **TABLE 1**, then persons wishing to renew certification in that area must attend the course.

<b>TABLE 1: RECERTIFICATION AND QUIZ OUT OPTIONS</b>				
<b>COURSE</b>	<b>PRE-REQUISITES</b>	<b>SPECIAL REQUIREMENTS</b>	<b>QUIZ OUT</b>	<b>RECERTIFICATION</b>
ACI Concrete Field Testing Technician (CF)	Math		Yes	Yes
Aggregate Field Tester (AGF)	Math	Send CMS DTMT SCREEN 296 proving IA witnessed in last 2 years to Kansas State University-Polytechnic. Also, See <b>TABLE 2</b> .	Yes	Yes
Aggregate Laboratory Technician (AGL)	Math, AGF	Send CMS DTMT SCREEN 296 proving IA witnessed in last 2 years to Kansas State University-Polytechnic. Also, See <b>TABLE 2</b> .	Yes	Yes

COURSE	PRE-REQUISITES	SPECIAL REQUIREMENTS	QUIZ OUT	RECERTIFICATION
Nuclear Moisture Density Gauge Tester (NUC)	Proof of radiation safety training	Send CMS DTMT SCREEN 295 proving IA witnessed in last 2 years to Kansas State University-Polytechnic. Also, See <b>TABLE 2</b> .	Yes	Yes
Soils Field Tester (SOF)	Math		Yes	Yes
Hardened Concrete Properties(HCP)	Math		Yes	
Superpave Field (SF)	Math, AGF	Send CMS DTMT SCREEN 296 proving IA witnessed in last 2 years to Kansas State University-Polytechnic or Kansas State University, Manhattan. Also, See <b>TABLE 2</b> .	No	Yes
CMS Comprehensive(CMC)		Have a DT Number (KDOT Mainframe sign on)	No	Yes
Drilled Shaft Inspection (DSI)	Math, BI	Must have attended class to obtain original certification.	No	Yes
Pile Driving Inspection (PDI)	Math, BI		No	Yes
Profilograph (PO)			No	Yes
QC/QA Concrete/Cement Treated Base (QCS)	Math, Statistics		No	Yes
Basic Inspection (BI)	Math		No	Yes
Structures Inspection (STR)	Math, BI		No	Yes
Asphalt Paving Inspection (API)	Math, BI		No	Yes

<b>COURSE</b>	<b>PRE-REQUISITES</b>	<b>SPECIAL REQUIREMENTS</b>	<b>QUIZ OUT</b>	<b>RECERTIFICATION</b>
Concrete Paving Inspection (CPI)	Math, BI		No	Yes
Statistics (no renewal required) (Stats)	Math		Yes	No

<b>TABLE 2: INDEPENDENT ASSURANCE OPTIONS*</b>		
<b>COURSE</b>	<b>PRE-REQUISITES</b>	<b>SPECIAL REQUIREMENTS</b>
Aggregate Field Tester (AGF)		Requires validation of one of the following: <ul style="list-style-type: none"> <li>• Passing a written examination (arrangements made through Kansas State University-Polytechnic) and the satisfactory completion of an IA witness test performed within two years prior to the expiration date, or</li> <li>• Written test and performance test will be given at Kansas State University-Polytechnic.</li> </ul>
Aggregate Laboratory Technician (AGL) requires AGF certifications		
Nuclear Moisture Density Gauge Tester (NUC)		
Superpave Field (SF)		Requires validation of AGF certifications, and one of the following: <ul style="list-style-type: none"> <li>• Passing a written examination (arrangements made through Kansas State University, Manhattan or Kansas State University-Polytechnic) and the satisfactory completion of an IA witness test performed within two years prior to the expiration date, or</li> <li>• Written test and performance test will be given at Kansas State University, Manhattan.</li> </ul>

\*The IA witness test will cover the grouping of tests covered in KDOT Construction Manual Part V Appendix C.

## **BASIC INSPECTION COURSE, EXAMS AND RECERTIFICATION EXAMS**

Any person wanting to become certified (STR, API, CPI) for the **first time** is required to take the corresponding course module and the 1-1/2 day Basic Inspection (BI) module.

Recertification exams (Basic Inspection, Structures, Asphalt Paving Inspection, Concrete Paving Inspection and Basic Math) may be taken at the District Headquarters mentioned below.

Individuals will need to register with Kansas State University-Polytechnic.

District One  
121 W. 21 St.  
Topeka, KS 66612-1429  
(785) 296-3881

District Three  
312 S. Second  
P.O. Box 350  
Norton, KS 67654  
(785) 877-3315

District Four  
411 W. Fourteenth  
Chanute, KS 66720-2894  
(620) 431-1000

District Five  
500 N. Hendricks  
P.O. Box 769  
Hutchinson, KS 67504-0769  
(620) 663-3361

District Six  
121 N. Campus Drive  
Garden City, KS 67846-6603  
(620) 276-3241

Kansas State University-Polytechnic  
Professional Education and Outreach  
SAC Building,  
2310 Centennial Road  
Salina, KS 67401  
Phone (785) 826-2633  
Fax (785) 826-2632  
[www.citksu.com](http://www.citksu.com)

## **DISQUALIFICATIONS**

Technicians may be disqualified and/or lose their certification status for any one of the following circumstances described in subparagraphs A, B and C below. Disqualifications include denial, suspension and revocations of certification.

**a. Immediate Disqualification.** Immediate disqualification may occur in cases where, in the sole discretion of the KDOT Bureau Chief of Construction and Materials, an alleged infraction poses an imminent danger to public health, safety or welfare. Regardless of whether review is requested of the Review Committee or a hearing is requested before the Appeals Committee, an immediate disqualification results in immediate revocation of the subject technician's certification(s), until further notice of reinstatement is given by KDOT.

**b. Cheating on Any Examination.** Cheating occurring in connection with any examination will result in disqualification. Cheating includes, but is not limited to, improper attempts to influence an examiner for a passing grade, inducing or participating in the presentation of a false identity at the time of examination, obtaining or creating copies of exam questions for improper use, failure to comply with instructions of the examiner, plagiarism,

improper communication during an examination, or any other action which negatively affects the integrity of an examination.

Kansas State University-Polytechnic Professional Education and Outreach or Kansas State University, Manhattan Global Campus, when providing training and examinations, assumes responsibility to maintain quality instruction and training materials as well as preserve the integrity of the examination process. If an examiner suspects cheating, then the examiner should:

- Kansas State University-Polytechnic Professional Education and Outreach or Kansas State University, Manhattan Global Campus staff member to witness the cheating incident, if possible.
- Allow the technician(s) to finish the written or performance/proficiency test.
- Inform the technician(s) involved that cheating is suspected.
- Gather and preserve any evidence of such cheating, including names and statements of witnesses.
- Document the circumstances of alleged or suspected cheating in writing.
- Contact and forward such evidence to the CIT Program Administrator.

The CIT Program Administrator will review the evidence provided by the examiner and if the Administrator determines the evidence presented demonstrates cheating has occurred, then the technician(s) involved (and their last known employer) will be notified in writing of disqualification due to cheating. For KDOT employees, the notification will be sent to the individual and District Engineer and HRP representative, as appropriate.

If a technician holds a valid certification but is seeking renewal of it at the time of examination for which cheating is alleged, then such otherwise valid certification will not be disqualified, suspended or revoked while any investigation, review or appeal is pending regarding the renewal. If the certification expires while investigation, review, or appeal is pending, the certification will not be renewed until, and if allowed by, the results of the investigation, review or appeal.

Technicians disqualified for cheating may be prohibited to re-apply for training and examination for a prohibition period of one year or longer. Due to the reprehensible nature of cheating, the CIT Program Administrator may also inform the technician(s) involved that any other certifications held by the technician(s) that expire during the prohibition period are not renewable during the prohibition period.

The technician may appeal the decision of the CIT Program Administrator to the Review Committee within ten (10) days of receiving notice of the CIT Program Administrator's determination. The request for review by the Review Committee shall be in writing and addressed to:

Kansas Department of Transportation  
**ATTN:** CIT Program Administrator  
Notice of Appeal  
KDOT, Bureau of Construction and Materials  
700 S.W. Harrison Street 6<sup>th</sup> Floor  
Topeka, KS 66603-3745

**c. Disqualification for Other Infractions.** Technicians may also be disqualified and/or lose their certification status for any one of the following infractions.

1. Using incorrect test equipment.
2. Using test equipment which is damaged or in otherwise unsatisfactory condition.
3. Using incorrect sampling or incorrect testing procedures.
4. Failing to correctly perform calculations.
5. Failure to correctly perform any sampling or testing procedure.
6. Failing to correctly complete and maintain paperwork or recordkeeping.
7. Performing sampling or testing in a classification without valid and current certification.
8. Submitting fraudulent test results.
9. Engaging in any other conduct which negatively reflects on the integrity of the CIT Program or QC/QA program.
10. Failing to cooperate in an investigation concerning any infraction allegation.
11. Submitting test reports that are not signed by personnel who are properly certified.

**d. Notice of Action, Appeal of Determinations Regarding Disqualification.** The CIT Program Administrator will notify technician(s), in writing (sent to the last known address of the technician and the technician's employer) of action taken or to be taken to disqualify the technician. The notice will advise the technician the date disqualification is effective, and the conditions, if any, of eligibility for reinstatement, as well as the right to appeal such decision. If the technician wishes to appeal, then the technician must do so in writing within ten (10) days of receipt of the notice. Unless shown otherwise in the notice of action, technician requests for appeal shall be addressed to:

Kansas Department of Transportation  
**ATTN:** CIT Program Administrator  
Notice of Appeal  
KDOT, Bureau of Construction and Materials  
700 S.W. Harrison Street 6<sup>th</sup> Floor  
Topeka, KS 66603-3745

**e. Status of Certifications While Investigation, Review or Appeal Pending.** Except for disqualifications due to (1) imminent danger to public health, safety or welfare and (2) cheating on examinations, the certification(s) at issue and subject to review will not be revoked or suspended while investigation, review, or appeal is pending, unless the technician allows an otherwise valid certification to expire.

## **REPORTING INFRACTIONS**

Any person possessing knowledge, facts or evidence of suspected infractions should report it by providing the following information to the CIT Program Administrator:

- Name of individual reporting the infraction (with address and phone number)
- Name of technician(s) involved in alleged infraction
- Name of technician employer (if known)
- Description of the infraction at issue (with date or dates of occurrence)

In addition to the above, reviews of technician performance in completed KDOT “Certified Inspector Review Questionnaire” Form 276 may initiate inquiry and investigation of potential infractions.

Once an infraction (described in A or C (1-9) above) is reported, the preparer or recipient of such report shall submit or forward it to the CIT Program Administrator at the following address:

Kansas Department of Transportation  
ATTN: CIT Program Administrator  
KDOT, Bureau of Construction and Materials  
700 S.W. Harrison Street 6<sup>th</sup> Floor  
Topeka, KS 66603-3745

## **INVESTIGATION**

The CIT Program Administrator shall review the allegation(s) of infraction and confer with the KDOT Bureau Chief of Construction and Materials. If, in the sole discretion of the Bureau Chief, further investigation is warranted, then

- The CIT Program Administrator shall select one or more investigators to work independently to investigate allegation(s) that may warrant disqualification. Investigators will conduct interviews, obtain documents and otherwise gather facts relevant to the allegations.
- A three-member Review Committee will be appointed by the Bureau Chief to review the allegation(s) and the results of the investigation. The Review Committee members are: either a District Construction Engineer or a District Materials Engineer (from a District other than the District where the alleged infraction(s) occurred) and two representatives from the Bureau of Construction and Materials.
- The CIT Program Administrator shall send a letter giving written notice to the technician(s) under review, as well as their last known employer, of the allegations lodged and the investigation. For KDOT employees the notice shall be sent to the relevant District Engineer and HRP Representative.

Investigations will be concluded within twenty-one (21) days. If the complexity of the investigation, scheduling conflicts and the other factors require more time to conclude the investigation, then the Bureau Chief must approve or deny any extension of time. At the conclusion of the investigation, the investigator(s) shall provide to the Review Committee, through the CIT Program Administrator, a report on the results of the investigation, as well as the documentation relevant to the investigation.

## **REVIEW COMMITTEE**

The Review Committee will consider the evidence of infractions, including the results of the investigation and any written statements provided by the technician(s) under review. (The

Review Committee will not, however, review disqualifications due to failure to renew certifications prior to expiration.)

The Review Committee shall make findings and render a decision. If finding infractions have occurred but disqualification is not warranted, then the Review Committee may require the technician to undergo a probationary period, demonstrate proficiency through performance tests, and/or obtain further instruction, training or supervision to retain valid certification status. When finding disqualification is appropriate, and depending on the circumstances of the particular infraction(s), the Review Committee may determine the conditions, extent, and term of the disqualification as well as the conditions of eligibility for reinstatement. If a decision is made to disqualify one or more certifications, then the decision will also advise the technician of the effective date of disqualification and the right to appeal the decision to the Appeals Committee by submitting a written request for appeal within ten (10) days of receipt of the Review Committee decision.

The decision of the Review Committee will be sent to the last known address of the technician under review and the technician's employer as well as any individual who reported the infraction. If the technician being reviewed is a KDOT employee, the decision of the Review Committee will be sent to the KDOT technician, the applicable KDOT District Engineer, and the HRP representative in the District.

## **APPEALS COMMITTEE**

**a. Request for Hearing.** If a technician wishes to appeal a decision of the Review Committee, then the technician must request a hearing before the Appeals Committee in writing within ten (10) days of receipt of the Review Committee decision. The written request for hearing must be addressed to:

Kansas Department of Transportation  
**ATTN:** CIT Program Administrator  
Notice of Appeal  
KDOT, Bureau of Construction and Materials  
700 S.W. Harrison Street 6<sup>th</sup> Floor  
Topeka, KS 66603-3745

**b. Appointment of Appeals Committee Members.** The Appeals Committee shall have three members, composed of individuals from among one or more of the following groups: KDOT Materials Engineer, KDOT Construction Engineer (from a KDOT District other than the District where the alleged infraction(s) occurred), KDOT Bureau of Construction and Materials, and a Local Public Authority. The Bureau Chief of Construction and Materials shall appoint the members. Each individual shall have some experience, education or training in QC/QA programs.

**c. Hearing before Appeals Committee.** A hearing before the Appeals Committee will be informal. The rules of evidence shall not apply; for example, hearsay will be allowed. The hearing will allow for submission of evidence, including testimony by the technician under review and relevant witnesses. Each side will have the opportunity to file briefs and make motions. The decision of the Review Committee is not binding on the Appeals Committee, which will make its own determination(s).

**d. Decision of the Appeals Committee.** Subsequent to the hearing, the Appeals Committee shall reach a decision, such decision requiring at least two of the three members to concur in it. If finding infractions have occurred but disqualification is not warranted, then the Appeals Committee may require the technician to undergo a probationary period, demonstrate proficiency through performance tests, and/or obtain further instruction, training or supervision to retain valid certification status. When finding disqualification is appropriate, and depending on the circumstances of the particular infraction(s), the Appeals Committee may determine the conditions, extent, and term of the disqualification as well as the conditions of eligibility for reinstatement. If a decision is made to disqualify one or more certifications, then the decision will also advise the technician of the effective date of disqualification and the right to further appeal the decision.

A staff attorney from the KDOT Office of Chief Counsel will notify, in writing, the technician and its last known employer of the Appeals Committee decision. For KDOT employees, the written notification will be sent to the technician and the applicable District Engineer and the HRP representative, as appropriate.

The decision of the Appeals Committee is “final agency action” under KSA 77-601 *et seq.* (the Kansas Judicial Review Act) and will be noted as such in the decision delivered.

## **PROGRAM ADMINISTRATION**

### **a. CIT Program Advisory Committee.**

The CIT Program Advisory Committee provides guidance to KDOT’s Director of Operations on the CIT Program’s content and administration. The Advisory Committee typically consists of the following members:

- ACI Certification Coordinator
- Executive Director Kansas Asphalt Paving Association
- Representative of the KDOT Bureau of Construction and Materials
- CIT Program Administrator
- Managing Director, Kansas Aggregate Producers Association
- Representative of the Federal Highway Administration
- Executive Director KS/MO Chapter American Concrete Pavement Association
- Continuing Education Coordinator, Kansas State University-Polytechnic
- Bureau of Local Projects Representative
- ACEC Representative
- Local Government Representative

**b. Tracking Certified Personnel.** The CIT Program Administrator will maintain in KDOT’S Learning Management System (LMS) a listing of technicians, classes taken by technicians, their addresses, and certifications held (including expiration dates) by technicians. Additionally, the information will be kept in KDOT’S Construction Management System (CMS). Each certified technician is issued a unique identification number. Kansas State University-Polytechnic will assign the identification number for all non-KDOT technicians and the KDOT districts will supply the CIT Program Administrator with the identification number for KDOT employees. Certification cards will show the expiration date of the certification. LMS and CMS

will be updated, as information is made available to the CIT Program Administrator. Each technician is responsible for giving notice of any changes occurring during the certification period to their employer and the CIT Program Administrator. Such changes may be a change in address, a name change, or change of employer. All certification cards returned by mail will be held until the CIT Program Administrator receives a current mailing address.

**c. Trainee Policy.** Uncertified trainees will be permitted to assist certified persons in the performance of sampling and testing activities subject to the limitations that follow. The trainee must demonstrate satisfactory performance of all tests they will perform on projects to District Independent Assurance (IA) Staff prior to working on such projects. The District IA Staff has complete discretion to determine the number of times IA staff will witness a trainee perform tests to demonstrate satisfactory performance. The trainee will only be permitted to perform the approved tests in the presence of a supervising individual certified to perform the same tests. A trainee will only be allowed to perform tests for 6 six months or one construction season whichever is less. A trainee will not be allowed to work as a trainee in any subsequent season within the same role. Example: If the trainee is running aggregate tests in the concrete lab during the current construction season, then the same trainee cannot work in the same lab or any other lab running aggregate tests in the next construction season without the proper certifications.

**d. Equal Opportunity.** No individual may be denied qualification, or be disqualified because of age, race, creed, color, sex, disability, national origin ancestry, political affiliation or marital status.

**e. Disclaimer.** Certification by KDOT indicates that the individual has demonstrated a certain level of competence in a written and performance examination in a selected field of activity. Each individual or organization utilizing certified technicians must make their own independent judgment of the overall competence level. KDOT makes no claims regarding the abilities or competence of certified technicians. KDOT specifically disclaims all responsibility for the actions, or the failure to act, of individuals who have been certified through the CIT Program.

**f. Students with Learning and Physical Disabilities.** Students with disabilities requesting an accommodation to participate in a certification class or test must contact the training provider.

## APPENDIX A - ABBREVIATIONS

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACI	AMERICAN CONCRETE INSTITUTE
AGF	AGGREGATE FIELD TESTER
AGL	AGGREGATE LAB TECHNICIAN
API	ASPHALT PAVING INSPECTION
ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS
BI	BASIC INSPECTION
CF	ACI CONCRETE FIELD TESTING TECHNICIAN
CIT	CERTIFIED INSPECTION AND TESTING TRAINING PROGRAM
CMC	CMS COMPREHENSIVE
CMF	CMS FINALS
CMS	CONSTRUCTION MANAGEMENT SYSTEM
CPI	CONCRETE PAVING INSPECTION
DSI	DRILLED SHAFT INSPECTION
EIT	ENVIRONMENTAL INSPECTOR TRAINING
EMT	ENVIRONMENTAL MANAGER TRAINING
HCP	HARDENED CONCRETE PROPERTIES
IA	INDEPENDENT ASSURANCE
ICS	INTRODUCTION TO CONSTRUCTION STAKING
KDOT	KANSAS DEPARTMENT OF TRANSPORTATION
KT	KANSAS TEST METHOD
LMS	LEARNING MANAGEMENT SYSTEM
MSA	INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION
NUC	NUCLEAR MOISTURE DENSITY GAUGE TESTER
PDI	PILE DRIVING INSPECTION
PM	PROJECT MANAGEMENT
PMA	PAINT, MISCELLANEOUS AND ASPHALT SAMPLING
PO	PROFILOGRAPH
QCA	QC/QA ASPHALT SPECS
QC/QA	QUALITY CONTROL/QUALITY ASSURANCE
QCS	QC/QA CONCRETE SPECS/CEMENT TREATED BASE SPECS
QIC	QUARRY INSPECTION CLASS
SF	SUPERPAVE FIELD
SOF	SOILS FIELD TESTER
STR	STRUCTURES INSPECTION
TCI	TRAFFIC CONTROL INSPECTION

## APPENDIX B – COURSE SUMMARIES

### COURSE SUMMARIES

#### Courses that require Certification

\* Math exam requirements will be waived for individuals who are licensed Professional Engineers or Intern Engineers, or have passed the Engineer in Training Exam or the Fundamentals of Engineering Exam. Individuals must provide a copy of their Professional Engineer license, Intern Engineer Certificate or certificates that they passed the Engineer in Training or Fundamentals of Engineering Exams to Kansas State University- Polytechnic in order to be granted the waiver. Math exam requirements will also be waived for Quiz Out and Recertification. Options.

<b>Course Title Description of Course/Required Certification</b>	<b>Quiz Out Option *</b>	<b>Recert. Option *</b>	<b>Pre- Requisite *</b>	<b>Special Requirements</b>	<b>Independent Witnessing Offered for Recert.</b>
Aggregate Field Tester  Certification required for individuals performing aggregate field testing	Yes	Yes	Math required if attending class	Send CMS DTMT SCREEN 296 proving IA witnessed in last 2 years to Kansas State University- Polytechnic.	Yes
Aggregate Laboratory Technician  Certification required for individuals testing aggregate for asphalt and concrete mix design to decide on quality and acceptability the field	Yes	Yes	Math required if attending class and Aggregate Field Tester	Send CMS DTMT SCREEN 296 proving IA witnessed in last 2 years to Kansas State University- Polytechnic.	Yes
Superpave Field  Certification required for individuals working on superpave projects	No	Yes	Aggregate Field Tester	Send CMS DTMT SCREEN 296 proving IA witnessed in last 2 years to Kansas State University- Polytechnic or Kansas State University, Manhattan.	Yes

<b>Course Title Description of Course/Required Certification</b>	<b>Quiz Out Option *</b>	<b>Recert. Option *</b>	<b>Pre- Requisite *</b>	<b>Special Requirements</b>	<b>Independent Witnessing Offered for Recert.</b>
Hardened Concrete Properties  Certification required for individuals who are sampling and testing hardened concrete cores, cylinders or beams	Yes		Math required if attending class		No
Soils Field Tester  Certification required for individuals testing soils to determine quality and acceptability	Yes	Yes	Math required if attending class		No
Profilograph Operator  Certification required for individuals operating manual and computerized profilographs on roadway surfaces	No	Yes			No
Traffic Control Inspection  Certification required for individuals doing traffic control inspection on KDOT projects	No	No	Math		No
Basic Inspection  Certification required for individuals inspecting various KDOT projects	No	Yes	Math		No

<b>Course Title Description of Course/Required Certification</b>	<b>Quiz Out Option</b>	<b>Recert. Option</b>	<b>Pre- Requisite</b>	<b>Special Requirements</b>	<b>Independent Witnessing Offered for Recert.</b>
Structures Inspection  Certification required for individuals inspecting various KDOT projects	No	Yes	BI		No
Asphalt Paving Inspection  Certification required for individuals inspecting various KDOT projects	No	Yes	BI		No
Concrete Paving Inspection  Certification required for individuals inspecting various KDOT projects	No	Yes	BI		No
Drilled Shaft Inspection  Certification required for individuals on KDOT projects inspecting drilled shafts	No	Yes	BI		No
Pile Driving Inspection  Certification required for individuals on KDOT projects with piling installation	No	Yes	BI		No
CMS Comprehensive Class  Introduces inspectors to the Construction Management System (CMS)	No	Yes	BI		No

<b>Course Title Description of Course/Required Certification</b>	<b>Quiz Out Option</b>	<b>Recert. Option</b>	<b>Pre-Requisite</b>	<b>Special Requirements</b>	<b>Independent Witnessing Offered for Recert.</b>
<p>CMS Final</p> <p>This course focuses on how to “final” the material side of a CMS project</p>	No	Yes	CMS Comprehensive		No
<p>Statistics</p> <p>This course covers information in Part V and is key component of the KDOT QC/QA Assurance Program</p>	Yes	No	Math		No
<p>QC/QA Asphalt Specs</p> <p>Certification required for individuals involved in the construction of Superpave HMA pavements using QC/QA Specifications in Kansas It is required for one person working for KDOT and one for the contactor on superpave project to be certified</p>	No	No	Stats		No

<b>Course Title Description of Course/Required Certification</b>	<b>Quiz Out Option</b>	<b>Recert. Option</b>	<b>Pre-Requisite</b>	<b>Special Requirements</b>	<b>Independent Witnessing Offered for Recert.</b>
QC/QA Concrete/Cement Treated Base  Certification required for project managers and persons performing inspection functions on QC/QA Concrete and Cement Treated base projects	No	Yes	Stats		No
Nuclear Gauge  Certification required for individuals on KDOT projects running the nuclear gauge.	Yes	Yes		Send CMS DTMT SCREEN 295 proving IA witnessed in last 2 years to Kansas State University-Polytechnic.	Yes
Environmental Inspection Training  Certification required for individuals conducting site inspections for compliance with KDHE general permit	No	No			
Environmental Manager Training  Certification required for contractor personnel designated as project Water Pollution Control Managers. Also required for KDOT Personnel with responsibility for SWPPP review and approval	No	No	Environmental Inspection Training		No

**COURSE SUMMARY**  
**Courses that DO NOT require Certification**

<b>Course Title Description of Course/Required Certification</b>	<b>Quiz Out Option</b>	<b>Recert. Option</b>	<b>Pre- Requisite</b>	<b>Special Requirements</b>	<b>Independent Witnessing Offered for Recert.</b>
Intro to Construction Staking  Informational class offered for individuals with responsibility for basic construction staking or any person dealing with basic surveying	No	No	Math		No
Paint, Miscellaneous & Asphalt Sampling  Informational class offered for individuals sampling asphalt materials, pavement marking materials and reflective sheeting and traffic paints	No	No		Study information is online and test is at districts	
Project Management Class  Informational class offered for individuals managing a construction project	No	No			No