

**CERTIFIED HMA
FIELD SUPERVISOR**



PROCEDURES and POLICIES

MANUAL

2012

**INDOT
CERTIFIED HMA
FIELD SUPERVISOR**

Objectives

The Indiana Department of Transportation (INDOT) has established a Quality Control/Quality Assurance Program for the purpose of properly assigning INDOT and Producer responsibilities for all aspects of the production of quality Hot Mix Asphalt. The QC/QA HMA Pavement specifications require that the Quality Control Plan Field Manager be a Certified HMA Field Supervisor.

The principal objective of the Certified HMA Field Supervisor Program is to provide the necessary training to field personnel so that they may administer quality control of the HMA. Knowledge of materials, HMA plants, mix delivery, compaction, smoothness, testing, specifications and other field HMA related topics are provided to enhance the Supervisor's ability to meet the program requirements.

Administration

The training program is administered by INDOT, the Asphalt Pavement Association of Indiana (APAI) and Purdue University. Specific duties of each agency include:

INDOT

1. Course Announcement
2. Writing and Maintenance of the Training Manual
3. Notification to Students of Examination Results
4. Mailing Certificates
5. Maintenance of Certified HMA Field Supervisor List
6. Retesting
7. Recertification

APAI

1. Training Facility Arrangements
2. Meal and Refreshment Arrangements
3. Providing Training Course Materials
4. Miscellaneous Administrative Tasks

Purdue University

1. Registration of Students
2. Manual Printing
3. Distribution of Funds
4. Grading the Examination
5. Certificate Preparation
6. Continuing Education Units
7. Miscellaneous Administrative Tasks

Program Committee

The Program Committee acts as the steering committee which establishes the needs for the certification program and provides technical assistance for course materials and examinations. The committee is composed of representatives from INDOT, FHWA, APAI, and Purdue University.

Certification Committee

The Certification Committee is responsible for revocation or suspension of certifications. Their tasks include reviewing the violations of standard policies, rendering judgement of the seriousness of the violation, and hearing any subsequent appeal. The committee is composed of the following members:

- Manager, Office of Materials Management
- 1 Representative of Purdue University
- 1 Representative appointed by the APAI Training Committee

Certification Requirements

An individual is required to pass a written examination to become certified. Participation in the certification training course is required to take the examination. Also, verification of attendance of the OSHA 10 or OSHA 30 training course on construction safety is required for certification.

Training Course Announcement

The announcement for the training course will be made by December 1 of each year that the course is offered.

Certification Examination

The certification examination is given upon completion of the training course. The examination time is limited to a maximum duration of three hours and the examination is open book/open note. There are two parts of the examination. Part I consists of multiple choice questions and Part II consists of word problems and other numerical calculations. A minimum score of 70 percent is required on each part to pass the examination. Notification of the examination results will be made within 10 days of the examination date.

A technician that has failed the certification examination will be allowed one retake of the examination. Only the part(s) failed are required to be retaken. A duration of 1 hour for Part I and 2 hours for Part II is allowed. The retake examination will be open book/open note and consist of a format similar to the original examination. The retake examination will be given at the INDOT Office of Materials Management within 30 days of notification of the technician's results of the original examination. A minimum score of 70 percent on each part is required to pass the retake examination. Technicians failing either part of the retake examination will be required to participate in the training course and pass the examination to become certified.

The examinations will be retained by Purdue University for a period of one year after such time the examinations will be destroyed. Examinations may be reviewed in the presence of an INDOT representative within one year of the examination date. Arrangements for review of the examination shall be made with INDOT.

Recertification Requirements

The certification is valid for three years as determined from the date of initial issuance. Recertification will require obtaining 12 credits and attending a recertification refresher course or by passing a written examination. The 12 credits may be obtained as follows:

QCP Field Manager of one or more INDOT contracts in one construction season	4 credits
Consultant Project Manager of one or more INDOT contracts in one construction season	4 credits

The recertification refresher course will include a condensed version of the certification training course. There will be no fee for the recertification refresher course.

If the certification is not renewed, the certification will expire. Renewal of the certification may be made within the subsequent year after expiration by passing the recertification examination or retake examination, if required. Renewal of the certification after one year from the expiration of the certification will require review by the Certification Committee to determine the certification requirements.

Notification of the recertification procedures will be made prior to the expiration of the certification. Applying for certification renewal and verification of the required recertification credits using the form in Appendix A are the responsibility of each individual. A current address will be on file with INDOT. Any address revision or the recertification credit form is required to be sent to:

Asphalt Engineer
Indiana Department of Transportation
Office of Materials Management
120 S. Shortridge Rd.
Indianapolis, IN 46219
Fax: 317-356-9351

Recertification Examination

The recertification examination is limited to two hours, is open book/open note, and will consist of word problems and other numerical calculations. A minimum score of 70 percent is required to pass the examination. Notification of the examination results will be made within 10 days of the examination date.

One retake of the examination will be allowed if the recertification exam is failed. Two hours will be allowed for the retake examination. The examination will be open book/open note and consist of a format similar to the original recertification examination. The retake examination will be given at the INDOT Office of Materials Management within 30 days of notification of the results of the original recertification examination. A minimum score of 70 percent is required to pass the retake examination. A failure of the retake examination will require participation in the certification training course and passing the certification examination to become certified.

The recertification examinations will be retained by Purdue University for a period of one year. After that period the examinations will be destroyed. Examinations may be reviewed in the presence of an INDOT representative within one year of the examination date. Arrangements for review of the examination are required to be made with INDOT.

Fees

The fee for attending the certification training course will be established by the Program Committee. The fee will cover a training manual, course materials, refreshments, and several meals.

The refund policy for the certification course fee is as follows:

1. An administration fee of \$100 will be charged for cancellation within 7 days of the course.
2. Lack of attendance of the course will result in no refund of the fee.
3. Unforeseen emergencies that result in absences during the course will result in a refund of the course fee.

Failure to pay the training course or examination fees will result in suspension of the certification.

Cancellation Policy

If a scheduled certification or recertification refresher course is cancelled because of insufficient class size, notification will be sent one week prior to the start of the course. The course fee for the certification course will be reimbursed.

Continuing Education Units

Two continuing education units will be awarded for completion of the certification training course and passing the examination. Purdue University will maintain the necessary files for those individuals requesting that the continuing education units be recorded.

Revocation or Suspension of Certification

Certifications awarded may be revoked or suspended at any time by the Certification Committee for just cause. The procedure that will be taken to revoke or suspend a certification is as follows:

1. The individual will be sent written notification of the revocation or suspension of certification by a registered letter. A copy of the written notification will be sent to the individual's employer. The letter will state the grounds for the revocation or suspension, request a written response, and establish a hearing date.
2. Sixty days from the date of the notification will be allowed to respond and the response is required to be by letter. The response shall include an explanation of why the individual disagrees with the decision to revoke or suspend the certification.
3. After the 60 day time period has elapsed or upon receipt of the response, the case will be reviewed by the Certification Committee on the hearing date. The individual's response letter will be considered and the individual may appear before the Certification Committee.
4. The Certification Committee will issue a decision within one week of the hearing.
5. If the individual does not send a response letter or fails to appear before the Certification Committee, a default judgement will be issued by the Certification Committee based on the evidence available. The revocation or suspension may be affirmed, modified, or vacated following the hearing.

The reasons that a certification may be revoked or suspended include:

1. Cheating on recertification examinations
2. Falsification of quality control records

The Certification Committee may decide to revoke or suspend the certification depending upon the seriousness of the violation. Violations deemed as unintentional will result in a penalty of a letter of reprimand to the individual and the employer. Subsequent violations will result in suspension of certification for a designated period as determined by the Certification Committee. The certification will return to good standing after the period of suspension expires.

Intentional violations will result in a one year suspension of the certification. Subsequent violations will result in permanent revocation of the certification. If the individual wishes to become recertified after the period of suspension, participation in the certification training course and passing the certification examination will be required.

Appendix A

HMA Field Supervisor Recertification Credit Form

Name: _____

Year: _____

I verify that the above-noted person was identified as the Quality Control Plan Field Manager on HMA Pavement INDOT contract No.: _____.

Project Engineer/Supervisor

Send To: Asphalt Engineer
Indiana Department of Transportation
Office of Materials Management
120 S. Shortridge Rd.
Indianapolis, IN 46219
Fax: 317-356-9351