



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

**September  
2019**

## TABLE OF CONTENTS

<b>CIT TRAINING OVERVIEW .....</b>	<b>2</b>
<b>PROGRAM ADMINISTRATION .....</b>	<b>3</b>
<b>CERTIFICATION.....</b>	<b>5</b>
<b>REGISTRATION PROCESS.....</b>	<b>6</b>
<b>POST-CLASS NOTIFICATIONS .....</b>	<b>7</b>
<b>QUIZ OUT.....</b>	<b>7</b>
<b>RECERTIFICATION .....</b>	<b>8</b>
<b>BASIC INSPECTION RECERTIFICATION EXAMS.....</b>	<b>8</b>
<b>INFRACTIONS.....</b>	<b>8</b>
<b>REPORTING INFRACTIONS .....</b>	<b>9</b>
<b>INVESTIGATION.....</b>	<b>10</b>
<b>REVIEW COMMITTEE .....</b>	<b>10</b>
<b>DISQUALIFICATIONS.....</b>	<b>11</b>
<b>APPEALS COMMITTEE.....</b>	<b>12</b>
<b>APPENDIX A - ABBREVIATIONS .....</b>	<b>13</b>
<b>TABLE 1 – COURSE INFORMATION.....</b>	<b>14</b>
<b>COURSE SUMMARY of Optional Courses that DO NOT require Certification .....</b>	<b>15</b>

## 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 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 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 subcontractors and sub-consultants.

Federal guidelines for inspector 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.** KDOT’s Certified Inspector Program (CIT Program) was created to comply with federal rules and guidelines. 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 is to verify that workmanship and materials incorporated into a project meet the quality requirements of the contract documents, including the plans, specifications, and special provisions designated for a project. Technicians who perform inspection, sampling and testing fulfill a very important job.

Plans and specifications require use of certain materials with characteristics known or expected to perform satisfactorily for a number of years—in many cases decades—with minimum maintenance or repair. 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 minimized with proper quality control. The careful work of a competent inspector 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 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 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. Technicians play a key role in serving the public--to justify the acceptance of any contractor's work and the expenditure of public monies. Through the work of skilled inspectors, KDOT can verify and confirm whether 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 expeditiously so substandard quality may be detected and improved and good quality 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 inspectors can confirm changes in material specifications and testing requirements have resulted in a better product, state-wide or in a particular location or application.

All inspectors 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 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 inspectors;
- Achieve accuracy, uniformity, and consistency in sampling and testing practices; and
- Create and maintain complete, accurate and reliable records.

## **PROGRAM ADMINISTRATION**

**a. General.** KDOT works with Kansas State University-Polytechnic (KSU-P) and Kansas State University, Manhattan (KSU-M) to operate and maintain the CIT Program.

### **b. CIT Program Administrator Contact Info.**

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

**c. 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 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, KSU-P
- Bureau of Local Projects Representative
- ACEC Representative
- Local Government Representative

**d. Tracking Certified Personnel.** The CIT Program Administrator will maintain in KDOT'S Learning Management System (LMS) a listing of individuals by legal name, classes taken, addresses, and certifications held (including expiration dates). Additionally, the information will be kept in KDOT's Construction Management System (CMS). Each certified inspector is issued a unique identification number assigned by KSU-P for all non-KDOT inspectors and the KDOT districts for all 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 individual is responsible for giving notice of any changes, such as a change in address, name change, or change of employer, occurring during the certification period to the CIT Program Administrator. All certification cards returned by mail will be held until the CIT Program Administrator receives a current mailing address.

**e. Trainee Policy.** Uncertified trainees will be permitted to assist certified persons in the performance of sampling and testing activities subject to the following limitations. 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 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 in a field of activity for which certification is needed for 6 six months, or one construction season, whichever is less. 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.

**f. 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.

**g. 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 inspectors must make their own independent judgment of the overall competence level. KDOT makes no claims regarding the abilities or competence of certified inspectors. KDOT specifically disclaims all responsibility for the actions, or the failure to act, of individuals who have been certified through the CIT Program.

## CERTIFICATION

**a. General.** All sampling and testing required by the construction contract documents and consultant inspection agreements must be performed by *qualified* personnel. See Course Summaries in **TABLE 1**.

Students may become qualified 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.

Dates for KSU-P classes and examinations are listed at <https://polytechnic.k-state.edu/outreach/training/cit/index.html>. Dates for KSU-M classes and examinations are listed at <http://www.dce.k-state.edu/conf/superpave/>.

See registration process below. Many classes require a prerequisite.

Certified Inspectors 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. Certified Inspectors may lose their qualifications for the reasons and infractions listed in the “Disqualifications” section of this manual.

**b. American Concrete Institute Tests.** American Concrete Institute (ACI) tests provided by KSU-P will be administered in accorded with ACI rules, except any suspected cheating which will follow the procedure outlined in this manual.

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

### **c. Reciprocal Classes/Waivers.**

(1) General. Individuals seeking to become certified using reciprocal classes must submit information to the CIT Program Administrator.

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.

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

(2) Math. Math exam requirements will be waived for individuals who are licensed Professional Engineers, licensed Professional Surveyors, 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, Professional Surveying license, Intern Engineer Certificate or certificates that they passed the Engineer in Training or Fundamentals of Engineering Exams to KSU-P in order to be granted the waiver.

(3) Aggregate and Superpave. An individual who has a current certification for testing Aggregates and Superpave materials from Iowa, Nebraska or Missouri's 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, unless it has been waived under c (2) above, and perform sampling and testing processes witnessed by KDOT District Personnel.

(4) Profilograph. KDOT will accept Profilograph certifications meeting the requirements of the California Type Profilograph only.

(5) ACI Concrete Field Testing Technician. KDOT will accept all ACI Concrete Field Testing Technician certified inspectors, provided that a photocopy of the inspector's ACI Concrete Field Testing Technician card is provided to the CIT Program Administrator.

## REGISTRATION PROCESS

**a. Registrant Info.** When registering for classes, use:

- the student's LEGAL NAME, **not** a nickname, and
- the student's CIT identification number, not the CIT number of another party that is registering the student for the class.

**b. Class Contact Info.** Register for classes through Kansas State University-Polytechnic (KSU-P), or Kansas State University, Manhattan (KSU-M).

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)

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/>

**c. 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.

**d. Student Cancellation.** Whether a student may be reimbursed any enrollment fees or expenses when the student cancels from a certification class is determined by KSU-P or KSU-M.

**e. Class Cancellation.** Whether a student may be reimbursed any enrollment fees or expenses when the class is cancelled by the training provider is determined by KSU-P or KSU-M.

**f. Unpaid Accounts.** Both KSU-P and KSU-M require classes to be paid for before attending. No-shows and cancellations that did not meet the cancellation deadline will require payment. 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 un-enrolled for that class, until full payment is made.

## **POST-CLASS NOTIFICATIONS**

**a. General.** CIT class notifications will be sent via email to the participant email address that was filled in during registration. The email will include an attached pass/fail letter and certification card.

Students who fail may make arrangements to retake the course and exams.

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

**b. Failed Exams.** Failure on any part of the written exam requires a full retake. Failure on any individual test of the performance exam requires a retake on only the failing part, unless 4 or more performance tests are failed, which requires a retake of 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 1-year time frame. Failure to pass both the written and performance test within a 1-year time frame requires both the written test and performance test to be retaken.

**c. Challenges.** If a student feels that a test question was unclear, incorrect, or unfair, 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 student is dissatisfied with the result, the student can appeal the dispute to KSU-P or KSU-M by sending a written explanation to KSU-P or KSU-M. The written explanation must specify the examination date, the instructor, and an in-depth explanation of the problem. KSU-P or KSU-M will forward the relevant information to the CIT Program Administrator for decision. The Administrator's decision is final. If the complaint is ruled valid, then the grades will be adjusted accordingly.

**d. Expired Certifications and Renewals.** Expiration dates are shown on the certification card issued to Certified Inspectors. Certifications are valid for 5 years from the date of issue with the following exceptions: Math and Statistics do not expire, and Construction Stormwater is valid for 4 years from the date of issue.

Certified Inspectors are required to renew current certifications on or before the expiration date of the certification classification.

**Renewal of a certification is the responsibility of the certification holder.** If a certified inspector 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 certified inspector allows any certification to lapse or expire.

## **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 shown in **TABLE 1**.

## RECERTIFICATION

Recertification is the process for individuals who currently hold a certification and want to take only the written and performance (if required) exams and not take the class to obtain certification. Recertification is offered for the classes as shown in **TABLE 1**. If recertification is not offered for the class, then individuals must attend the course.

## BASIC INSPECTION RECERTIFICATION EXAMS

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 KSU-P.

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

KSU-P  
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)

## INFRACTIONS

**a. Cheating on Any Examination or Performance Test.** 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. Cheating is considered an infraction.

**b. Other Infractions.**

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

**REPORTING INFRACTIONS**

**a. Instructors.** KSU-P Professional Education and Outreach or KSU-M 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 instructor suspects cheating, then the examiner should:

- Ask a KSU-P Professional Education and Outreach or KSU-M Global Campus staff member to witness the cheating incident, if possible.
- Allow the student(s) to finish the written or performance/proficiency test.
- Inform the student(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.

**b. General.** If any person suspects an infraction, that person 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 individual(s) involved in alleged infraction
- Name of individual's employer (if known)
- Description of the infraction at issue (with date or dates of occurrence)

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

Once an infraction (described above) is reported, the preparer of such report shall submit or forward it to the CIT Program Administrator. Place all mailed or hand delivered correspondence in a sealed envelope clearly marked as confidential.

Due to the need to maintain the integrity of an ongoing investigation, all information and documentation regarding infractions/disqualifications shall remain confidential to the extent possible.

## **INVESTIGATION**

The CIT Program Administrator shall review the allegation(s) of an 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 consists of a District Construction/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 individual(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 individual(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 it finds an infraction has occurred but disqualification is not warranted, the Review Committee may require the individual 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 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 individual 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 individual under review and the individual's employer. If the individual being reviewed is a KDOT employee, the decision of the Review Committee will be sent to the KDOT individual, the applicable KDOT District Engineer, and the HRP representative in the District.

## **DISQUALIFICATIONS**

**a. General.** Individuals may be disqualified and/or lose their certification status for any of the infractions listed above. Disqualifications include denial, suspension and revocations of certification.

**b. 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 a 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 individual's certification(s), until further notice of reinstatement is given by KDOT.

**c. Notice of Action.** Students disqualified for cheating may be prohibited to re-apply for training and examination for a prohibition period of one year or longer.

The CIT Program Administrator will notify individual(s), in writing (sent to the last known address of the individual and the individual's employer) of action taken or to be taken to disqualify the individual. The notice will advise the individual 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 individual wishes to appeal, then the individual must do so in writing within ten (10) days of receipt of the notice. Unless shown otherwise in the notice of action, individual requests for appeal shall be sent to the CIT Program Administrator. Place all mailed or hand delivered correspondence in a sealed envelope clearly marked as confidential.

**d. 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 an investigation, review, or appeal is pending, unless the individual allows an otherwise valid certification to expire.

If the certification expires while an investigation, review, or appeal is pending, the certification will not be renewed until the results of the investigation, review or appeal. The KDOT Bureau Chief of Construction and Materials may revoke other certifications during the investigation, review, or appeal at their discretion. Such decision is appealable.

## APPEALS COMMITTEE

**a. Request for Hearing.** To appeal a decision of the Review Committee or KDOT Bureau Chief of Construction and Materials, the student or certified inspector 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 sent to the CIT Program Administrator. Place all mailed or hand delivered correspondence in a sealed envelope clearly marked as confidential.

**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 representative, 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 individual 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 individual 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 individual of the effective date of disqualification and the right to further appeal the decision.

KDOT will notify, in writing, the individual and its last known employer of the Appeals Committee decision. For KDOT employees, the written notification will be sent to the individual 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.

## 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
CSW	CONSTRUCTION STORMWATER
DSI	DRILLED SHAFT INSPECTION
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
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

**TABLE 1 – COURSE INFORMATION**

<b>Course Title</b> <b>Description of Course/Required Certification</b>	<b>Pre-Requisite</b>	<b>Recert</b>	<b>Quiz Out</b>
<b>Aggregate Field Technician (AGF):</b> Required for individuals performing aggregate field testing	Math if attending class	Yes*	Yes
<b>Aggregate Laboratory Technician (AGL):</b> Required for individuals testing aggregate for asphalt and concrete mix design to decide on quality and acceptability the field	Math if attending class	Yes*	Yes
<b>Asphalt Paving Inspection (API):</b> Required for individuals inspecting various KDOT projects	BI	Yes	No
<b>Basic Inspection (BI):</b> Required for individuals inspecting various KDOT projects	Math	Yes	No
<b>Basic Math (MA)</b>		NA	Yes
<b>ACI Concrete Field Testing Technician (CF)</b>	Math if attending class	Yes	Yes
<b>CMS Comprehensive (CMC):</b> Introduces inspectors to the Construction Management System (CMS)	BI	Yes	No
<b>CMS Final (CMF):</b> This course focuses on how to “final” the material side of a CMS project	CMC	No	No
<b>Concrete Paving Inspection (CPI):</b> Required for individuals inspecting various KDOT projects	BI	Yes	No
<b>Construction Stormwater (CSW):</b> Required for Water Pollution Control Manager and Contractor’s Environmental Inspector as per specifications.		No	No
<b>Drilled Shaft Inspection (DSI):</b> Required for individuals on KDOT projects inspecting drilled shafts	BI	Yes	No
<b>Hardened Concrete Properties (HCP):</b> Required for individuals who are sampling and testing hardened concrete cores, cylinders or beams	Math if attending class	Yes	Yes
<b>Nuclear Gauge (NUC):</b> Required for individuals on KDOT projects running the nuclear gauge.		Yes*	Yes
<b>Pile Driving Inspection (PDI):</b> Required for individuals on KDOT projects with piling installation	BI	Yes	No
<b>Profilograph Operator (PO):</b> Required for individuals operating manual and computerized profilographs on roadway surfaces		Yes	No
<b>QC/QA Asphalt Specs (QCA):</b> Required for individuals involved in the construction of Superpave HMA pavements using QC/QA specifications in Kansas. Required for one person working for KDOT and one for the Contractor on superpave to be certified.	STA	No	No
<b>QC/QA Concrete/Cement Treated Base (QCS):</b> Required for project managers and persons performing inspection and QC/QA functions on QC/QA Concrete and Cement Treated base projects	STA	Yes	Yes
<b>Soils Field Tester (SOF):</b> Required for individuals testing soils to determine quality and acceptability	Math if attending class	No	Yes
<b>Statistics (STA):</b> This course covers information in Part V and is a key component of the KDOT QC/QA Assurance Program	Math	No	Yes
<b>Structures Inspection (STR):</b> Required for individuals performing bridge inspection.	BI	Yes	No
<b>Superpave Field:</b> Required for individuals working on superpave construction	AGF	Yes*	No
<b>Traffic Control Inspection (TCI):</b> Required for individuals performing traffic control inspection on KDOT projects	Math	No	No

\* Independent Assurance Options (tests covered in the KDOT Construction Manual, Part V, Appendix C) requires validation of one of the following:

- Passing a written examination (arrangements made thru KSU-P) and the satisfactory completion of an IA witness test performed within 2 years prior to expiration date (send CMS DTMT Screens 295/296 proving IA Witnessed in last 2 years to KSU-P), or
- Written test and performance test will be given at KSU-P.

**COURSE SUMMARY of Optional 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  Study information is online and test is at districts	No	No			
Project Management Class  Informational class offered for individuals managing a construction project	No	No			No