

**MID-ATLANTIC REGION  
TECHNICIAN CERTIFICATION  
PROGRAM**

*Maryland State Highway Administration  
Technician Certification Renewal Policy  
January 2021*



# Mid-Atlantic Region Technician Certification Program

## Maryland State Highway Administration Office of Materials Technology Technician Certification Renewal Policy

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## Mid-Atlantic Region Technician Certification Program

### 1. Introduction

The following information contained in the “Maryland State Highway Administration Technician Certification Renewal Policy” should be thoroughly reviewed by Technicians. The Office of Materials Technology (OMT) manages the Maryland Program which is also part of the Mid-Atlantic Region Technician Certification Program (MARTCP).

If, after reading this document, you are unsure of the proper procedure to follow for your related certification discipline, contact one of the following individuals:

Evan Howard            443-572-5020

If you have questions related to the Mid-Atlantic Region Program, they should be directed to Evan Howard at **[martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov)**

## Mid-Atlantic Region Technician Certification Program

### 2. Technician Certification Program Summary of Guidelines

Code	Program Discipline	Course Provider	Cert. Period	Proficiency Verification During Certification Period	Requirement for Certification Renewal
1	Soils & Aggregate Compaction Technician	SHA	5 yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
2	Aggregate Technician	Maryland Transportation Builders and Material Association <sup>1</sup>	5 yrs	Random Quality Assurance visits by Soils and Aggregate Team	Retake full course and/or pass written and performance exams
3	Concrete Field Technician	ACI	5 yrs	Independent Assurance Audit <sup>3</sup>	Retake full course and/or pass written and performance exams
4	Concrete Plant Technician	NRMCA and SHA	5 yrs	Random Quality Assurance visits by Concrete Team	Apply for new card prior to expiration <sup>2</sup>
5	Asphalt Field Technician	Industry and SHA	5 yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written exam
8	HMA Plant Technician Level I	SHA	5 yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
9	HMA Plant Technician Level II <sup>4</sup>	SHA or SHA approved provider	5yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
10	Pavement Marking Technician	Online Course provided by T2 Center or SHA	5 yrs	Independent Assurance Audits <sup>3</sup>	Retake full course and/or pass written and performance exams
11	Profiler Operator Technician <sup>5</sup>	SHA	5 yrs	N/A	Retake full course and/or pass written and performance exams

<sup>1</sup>No course provided - manuals available from industry and exam provided by SHA

<sup>2</sup>Must meet requirements of NRMCA for re-certification to hold MARTCP Card. Maryland Card will be provided if certification was issued through SHA course

<sup>3</sup>Technicians that receive the minimum required satisfactory Independent Assurance Audits during their certification period are not required to retake the full course or sit for exams to be recertified. In these cases, the Technician would only need to apply for a new card

<sup>4</sup>The HMA Plant Technician Level I Certification is a mandatory pre-requisite for the HMA Plant Technician Level II Certification

<sup>5</sup>Not valid for recertification must retake the course.

## Mid-Atlantic Region Technician Certification Program

### 3. Technician Certification Renewal Policy

#### 3.1. Soils & Aggregate Compaction Technician

#### Re-certification

##### Section A: By Examination

Prior to your certification card's expiration date, you may take Maryland's Soils & Aggregate Compaction certification written and performance examinations. You may elect to take these examinations with or without classroom participation.

##### Section B: By Reciprocal Certification

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (such as: VDOT, WVDOT, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**

## Mid-Atlantic Region Technician Certification Program

### Section C: By Independent Assurance Audits

If you receive a minimum of three (3) satisfactory audits during your certification period, you qualify for certification renewal without retaking the Soils & Aggregate Compaction class and/or passing the written and performance exams. Audits must have been performed in different years, and, one (1) of the three (3) audits must have been received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following:

**Completed application (form on page 21); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00**

*To schedule Independent Assurance Audits, send all request to [iaateam@mdot.maryland.gov](mailto:iaateam@mdot.maryland.gov) which is listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=53>*

**Note:** If you became certified after December 31, 2005, one (1) of the three (3) audits must have been received in the last year of the certification period.

**Failure to comply with either Section A, B, or C by your expiration date will result in loss of certification.**

**For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020.**

## Mid-Atlantic Region Technician Certification Program

### 3.2. Aggregate Technician

#### Re-certification

##### **Section A: By Examination**

If you receive a minimum of (3) successful Quality Assurance Audits and the 3<sup>rd</sup> audit being performed in the 5<sup>th</sup> year of your certification period, you qualify for certification renewal without retaking the Aggregate Technician test and/or passing the written and performance exams.

To become re-certified, prior to your certification card's expiration date, submit the following:

**Completed application (form on page 21); Quality Assurance Review receipts; your company's name, address, phone number, and contact person to receive an invoice.**

##### **Section B: By Reciprocal Certification**

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (such as: VDOT, WVDOT, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**

**Failure to comply with either Section A or B by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020**

# Mid-Atlantic Region Technician Certification Program

## **\*Transitional Policy for Determining Quality Assurance (QA) Review**

### **Requirement for Re-certification of Aggregate Tester Plant/Field**

Re-certification by Quality Assurance Review applies to technicians who have taken the Aggregate Tester Plant/Field test in Maryland. Technicians are required to get 3 Quality Assurance Audits the 3<sup>rd</sup> audit must be performed in the 5<sup>th</sup> year, certification is good for 5 years. Audits must be performed in different years and one of the three audits must be received in the last year of the certification period.

Technicians who have a reciprocal certification from another approved certifying organization such as VDOT or PENNDOT are required to be recertified by their original certifying agency.

The following chart indicates the number of QA Review that you need to become re-certified in accordance with the Mid-Atlantic Region Technician Certification Program (MARTCP) Transition Policy. It is the technician's responsibility to contact the QA Team Leader (Stuart Sommers) at 443-695-0927 to assure required Quality Assurance Review are received.



# Mid-Atlantic Region Technician Certification Program

## 3.3. Concrete Field Technician

### Re-certification

#### Section A: American Concrete Institute (ACI)

To maintain your ACI certification and receive MARTCP certification, prior to your certification card's expiration date, you are required to contact ACI for re-certification as Concrete Field Testing Technician Grade I. Available contacts for re-certification are listed below and at the ACI website: <https://aci-md.org/index.php>

**Maryland Chapter ACI**  
**Primary Contact: Mindy Green**  
**Phone Number: 301-694-4899**

After receiving your ACI Re-certification, you must apply for Reciprocal Certification (*MARTCP card*) in accordance with Section "B" Below.

#### Section B: By Reciprocal Certification

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (such as: ACI, VDOT, WACEL, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration**  
**Office of Materials Technology**  
**7450 Traffic Drive**  
**Hanover, Maryland 21076**  
**Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**

#### Section C: By Independent Assurance Audits

Re-certification by Independent Assurance Audits applies only to Technicians who can document certification through ACI, regardless of whether you have a certification from another approved certifying organization such as: VDOT, WACEL, Penn DOT etc.

If you receive a minimum of three (3) satisfactory audits during your certification period, you qualify for certification renewal without attending the ACI re-certification class and/or passing the written and performance exams. Audits must have been performed in different years, and, one (1) of the three (3) audits must have been received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following:

**Completed application (form on page 21); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

## Mid-Atlantic Region Technician Certification Program

Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard

After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00

*To schedule Independent Assurance Audits, send all request to [iaateam@mdot.maryland.gov](mailto:iaateam@mdot.maryland.gov) which is listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=53>*

**Failure to comply with either Section A, B or C by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020.**

## Mid-Atlantic Region Technician Certification Program

### 3.4. Concrete Plant Technician

#### Re-certification

##### **Section A: By Applying for New Certification Card (Applies to Maryland Card only)**

To become re-certified, prior to your certification card's expiration date, submit the following:

**Completed application (form on page 21) your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**

##### **Section B: By Reciprocal Certification**

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (NRMCA); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance \$50.00.**

**Failure to comply with either Section A or B by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020.**

## Mid-Atlantic Region Technician Certification Program

### 3.5. Asphalt Field Technician

#### Re-certification

##### Section A: By Examination

Prior to your certification card's expiration date, you may take Maryland's Asphalt Field certification written examination. You may elect to take this examination with or without classroom participation.

To register for upcoming re-certification classes, contact:

**Meg Tran, Office Manager  
The Maryland Asphalt Association, Inc.  
2408-G Peppermill Drive  
Glen Burnie, MD 21061  
410-761-2160**

##### Section B: By Reciprocal Certification

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (such as: VDOT, WVDOT, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**

## Mid-Atlantic Region Technician Certification Program

### Section C: By Independent Assurance Audits

If you receive a minimum of three (3) satisfactory audits during your certification period, you qualify for certification renewal without retaking the Asphalt Field class and/or passing the written and performance exams. Audits must have been performed in different years, and, one (1) of the three (3) audits must have been received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following:

**Completed application (form on page 21); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00**

*To schedule Independent Assurance Audits, send all request to [iaateam@mdot.maryland.gov](mailto:iaateam@mdot.maryland.gov) which is listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=53>*

**Failure to comply with either Section A, B, or C by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020.**

## Mid-Atlantic Region Technician Certification Program

### 3.6. Asphalt Plant Technician – Level One

**Note: If you are currently certified as Asphalt Plant Level Two these guidelines do not apply. See guidelines for Level Two.**

#### **Re-certification**

##### **Section A: By Classroom & Examination**

Prior to your certification card's expiration date, you may take Maryland's Hot Mix Asphalt Plant Technician – Level One certification written and performance examinations. You may elect to take these examinations with or without classroom participation.

##### **Section B: By Reciprocal Certification**

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (such as: VDOT, WVDOT, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**

## Mid-Atlantic Region Technician Certification Program

### Section C: By Independent Assurance Audits

If you receive a minimum of one successful audit in each year of your certification period, you qualify for certification renewal without retaking the Asphalt Plant Technician Level One class and/or passing the written and performance exams. Audits must be performed in different years and one of the three audits must be received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following:

**Completed application (form on page 21); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00**

*To schedule Independent Assurance Audits, send all request to [iaateam@mdot.maryland.gov](mailto:iaateam@mdot.maryland.gov) which is listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. You may download the brochure by visiting our website at: <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=53>*

**Failure to comply with either Section A, B, or C by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020.**

## Mid-Atlantic Region Technician Certification Program

### 3.7. Asphalt Plant Technician – Level Two

#### **Re-certification**

##### **Section A: By Classroom & Examination**

Prior to your certification card's expiration date, you may take Maryland's Asphalt Plant Technician – Level Two certification written and performance examinations. You may elect to take these examinations with or without classroom participation.

##### **Section B: By Reciprocal Certification**

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (such as: VDOT, WVDOT, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance for \$50.00.**



## Mid-Atlantic Region Technician Certification Program

### Section C: By Independent Assurance Audits

If you receive a minimum of one successful audit in each year of your certification period, you qualify for certification renewal without retaking the Asphalt Plant Technician Level 2 Workshop and/or passing the written and performance exams. Audits must be performed in different years and one of the three audits must be received in the last year of the certification period.

To become re-certified, prior to your certification card's expiration date, submit the following: **Completed application (form on page 21); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**Send to Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance \$50.00.**

*To schedule Independent Assurance Audits, send all request to [iaateam@mdot.maryland.gov](mailto:iaateam@mdot.maryland.gov) which is listed on pg. 8 of the "Technician Certification Program Training / Testing Information" brochure. **You may download the brochure by visiting our website at:** <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=53>*

<p><b>Failure to comply with either Section A, B, or C by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020.</b></p>
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## Mid-Atlantic Region Technician Certification Program

### 3.8.Pavement Marking Technician

#### Re-certification

##### Section A: By Classroom & Examination

Prior to your certification card's expiration date, you may take Maryland's Pavement Marking Technician certification written and performance examinations. You may elect to take these examinations with or without classroom participation.

##### Section B: By Reciprocal Certification

You may obtain re-certification through reciprocity by submitting the following:

**Completed application (form on page 21); documentation of an up-to-date certification from an approved certifying organization (such as: VDOT, WVDOT, etc.); your company's name, address, phone number, and contact person to receive an invoice.**

**Send to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Evan Howard**

**After this information is received, the Certification will be issued. Do not send payment at the time of submission. You will be invoiced later by SHA's Office of Finance \$50.00.**

**Failure to comply with either Section A or B by your expiration date will result in loss of certification. For Technician Certification Program information and to apply for certification, contact Evan Howard at 443-572-5020.**

## Mid-Atlantic Region Technician Certification Program

### \*Transitional Policy for Determining Quality Assurance (QA) Review

#### Requirement for Re-certification of Pavement Marking Technician

Re-certification by Quality Assurance Review applies to technicians who have taken the Aggregate Tester Plant/Field test in Maryland. Technicians are required to get 3 Quality Assurance Audits the 3<sup>rd</sup> audit must be performed in the 5<sup>th</sup> year, certification is good for 5years. Audits must be performed in different years and one of the three audits must be received in the last year of the certification period.

Technicians who have a reciprocal certification from another approved certifying organization such as VDOT or WVDOT are required to be recertified by their original certifying agency.

The following chart indicates the number of QA Review that you need to become re-certified in accordance with the Mid-Atlantic Region Technician Certification Program (MARTCP) Transition Policy. It is the technician's responsibility to contact the QA Team Leader (Lisa Kwiatkowski at (443)572-5287 to assure required Quality Assurance Review are received.

**\*This Transitional Policy expires December 31<sup>st</sup>, 2021. You will need to get 3 QA audits during the 5yr. certification period 3<sup>rd</sup> audit must be performed in the 5<sup>th</sup> year.**

## **Technician Certification Renewal Policy**

### **Inertial Profiler Technician**

#### **Re-certification**

##### **Section A: By Classroom & Examination**

**Prior to your certification card's expiration date, you need to take the Maryland's Inertial Profiler Technician every 5yrs by taking the written and performance examinations.**

#### **4. Unsuccessful Independent Assurance Audit**

At any given time, the Independent Assurance Audit team may perform audits on certified technicians. During auditing if the certified technician receives 3 unsuccessful Independent Assurance Audits within the 5-year certification period for the various material disciplines, the technician's certification may be suspended and/or revoked for repeated poor performance or the technician may be required to re-take the applicable class of that particular discipline.

#### **5. Failure to renew MARTCP Certification by the Certification Expiration Date.**

Failure to send in the certification renewal application by the certification expiration date will result in the technician being required to re-take the applicable class for the discipline needed.

If the technician has mitigating circumstances preventing them from submitting their application before expiration, a 30-day grace period may be requested (but not guaranteed) by emailing Mr. Evan Howard, Division Chief, MDOT SHA OMT Material Management Division at [martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov).

#### **6. Application Form**

(Please refer to the following weblink)

<https://www.roads.maryland.gov/omt/CertApplication.pdf>