

Mid-Atlantic Region Technician Certification Program

MID-ATLANTIC REGION  
TECHNICIAN CERTIFICATION  
PROGRAM

*Maryland State Highway Administration  
Technician Certification Renewal Policy  
May 2023*



# 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).

MARTCP documents are electronically distributed and card holders are expected to maintain the integrity of the issued documents. In the event any MARTCP document or card is found to have been altered, changed, or forged, the card holder will be penalized as follows:

1st Offense: 18-month revocation of all certifications of the card holder. Re-certification must be performed by MARTCP examination after the 18-month revocation period.

2nd Offense: All certifications of the card holder will be permanently revoked, and the card holder will be banned from participating in any future MARTCP certifications.

If, after reading this document, you are unsure of the proper procedure to follow for your related certification discipline, or if you have questions related to the Mid-Atlantic Region Program, they should be directed to:

Saprina Stafford, Administrative Officer

[martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov)

443-572-5040

## 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.	Quality 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 Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **Documentation of an up-to-date certification from an approved certifying organization such as VDOT, WVDOT, etc.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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 prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, 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 calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

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

- **Completed Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **The three (3) IA Audit receipts**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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 requests 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 Saprina Stafford at [martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov) or 443-572-5040.

## Mid-Atlantic Region Technician Certification Program

### 3.2. Aggregate Technician

#### Re-certification

##### Section A: By Examination

Prior to your certification card's expiration date, you may take Aggregate Technician test and/or passing the written and performance exams. 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 Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **Documentation of an up-to-date certification from an approved certifying organization such as VDOT, WVDOT, etc.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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, B, or C by your expiration date will result in loss of certification.**

For Technician Certification Program information and to apply for certification, contact Saprina Stafford at [martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov) or 443-572-5040.

## Mid-Atlantic Region Technician Certification Program

### Section C: By Quality Assurance Audits

If you receive a minimum of three (3) satisfactory audits during your certification period prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, you qualify for certification renewal without retaking the Aggregate Technician class and/or passing the written and performance exams. Audits must have been performed in different calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

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

- **Completed Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **The three (3) IA Audit receipts**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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 requests 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 Saprina Stafford at [martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov) or 443-572-5040.



## 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: Dee Dee Kennedy  
Phone Number: 301-694-4899 ext. 3

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 Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **Documentation of an up-to-date certification from an approved certifying organization such as: ACI, VDOT, WACEL, etc.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

or

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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

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 prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, 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 calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

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

- **Completed Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **The three (3) IA Audit receipts**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

or

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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 requests 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 Saprina Stafford at [martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov) or 443-572-5040.

## 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 Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**

Send via mail to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

or

Send via email to: [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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 Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **Documentation of an up-to-date certification from an approved certifying organization such as NRMCA**

Send via mail to: Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

or

Send via email to: [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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, B, or C by your expiration date will result in loss of certification.**

For Technician Certification Program information and to apply for certification, contact Saprina Stafford at [martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov) or 443-572-5040.

## 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 opt to take this examination with or without re-taking the online HMA Field Technician Training course.

To register for the online training program, go to <https://mdasphalt.org/asphalt-field-technician-training>, or contact Meg Tran ([mtran@mdasphalt.org](mailto:mtran@mdasphalt.org), 410-761-2160), Office Manager, Maryland Asphalt Association, Inc., with questions.

##### Section B: By Reciprocal Certification

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

- **Completed Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **Documentation of an up-to-date certification from an approved certifying organization such as VDOT, WVDOT, etc.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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 prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, 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 calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

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

- **Completed Technician Certification Application (weblink on page 20) including your company's name, address, phone number and the contact person to receive the invoice**
- **The three (3) IA Audit receipts**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

or

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**After this information is received, the Certification will be issued within approximately two weeks.**

**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 requests 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 Saprina Stafford at [martcp@mdot.maryland.gov](mailto:martcp@mdot.maryland.gov) or 443-572-5040.

## 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 (weblink on page 20); 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 via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**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 prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, you qualify for certification renewal without retaking the Asphalt Plant Technician Level One class and/or passing the written and performance exams. Audits must have been performed in different calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

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

**Completed application (weblink on page 20); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**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 Saprina Stafford at 443-572-5040.**

## 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 (weblink on page 20); 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 via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**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 prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, you qualify for certification renewal without retaking the Asphalt Plant Technician Level Two class and/or passing the written and performance exams. Audits must have been performed in different calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

To become re-certified, prior to your certification card's expiration date, submit the following: **Completed application (weblink on page 20); IA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**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>*

**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 Saprina Stafford at 443-572-5040.**

## 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 (weblink on page 20); 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 via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**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 Saprina Stafford at 443-572-5040.**

## Mid-Atlantic Region Technician Certification Program

### Section C: By Quality Assurance Audits

If you receive a minimum of three (3) satisfactory audits during your certification period prior to your certification card's expiration date and apply for re-certification prior to your certification card's expiration date, you qualify for certification renewal without retaking the Pavement Marking class and/or passing the written and performance exams. Audits must have been performed in different calendar years, and the last satisfactory audit must have been received in the calendar year of the certification card's expiration date.

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

**Completed application (weblink on page 20); QA Audit receipts; your company's name, address, phone number, and contact person to receive an invoice.**

**Send via mail to:** Maryland State Highway Administration  
Office of Materials Technology  
7450 Traffic Drive  
Hanover, Maryland 21076  
Attention: Saprina Stafford

**or**

**Send via email to:** [MARTCP@mdot.maryland.gov](mailto:MARTCP@mdot.maryland.gov)

**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 Saprina Stafford at 443-572-5040.**

## Mid-Atlantic Region Technician Certification Program

### 3.9. 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 Training Course every 5 years and pass the written and performance examinations.

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

**For Technician Certification Program information and to apply for certification, contact Saprina Stafford at 443-572-5040.**

#### 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 it is not guaranteed**, by emailing [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>