

INSTRUCTIONS FOR COMPLETING APPLICATION

Application:

1. If you are applying for Level I, Option 1 you must include copies of your Math placement scores if applicable. To qualify for Level I, Option 1, you must include one of the following Math placement scores:

ACT 14; SAT 320; COMPASS Math 17; or ACCUPLACER Elementary Algebra 29

2. If you are requesting to be evaluated to the next higher level, you will need to document your *technical* experience and advancement courses completed since your last certification. Be sure to include all required documentation such as:

- A copy of your most current Transportation Engineering Technician certificate,
- Copy of Board letter advising what you needed to advance,
- Technical experience since last certification. This experience should show all changes in responsibility and classification,
 - Official college transcripts (if claiming additional TDHs),
 - All required signatures.

Section III: Employment History:

List all *technical* experience since last certification. Start with your current or most recent job and describe your duties in chronological order. In order to get full credit for advancement you must demonstrate progressive work experience. Therefore, clearly show the dates of employment for every change in job title or change in responsibility, even with the same employer. Attach additional copies of the Employment History Sheet if necessary. You MUST submit your employment history on this form. Resumes or other printed job descriptions will not be accepted.

Section IV: Documentation of Academic/Advancement Courses:

If you were certified by the WV Technician Certification Board (WVTRET) prior to August 2008 you may claim advancement TDHs that were approved under previous rules and regulations. Certificate or proof of passing the training must be attached to application.

The only advancement TDHs that are accepted after August 1, 2008 are courses accepted in the A.A.S. HET degree, therefore you must write “see official transcripts” in this section and request an official transcript to be sent to the Board. You should list only the courses you have completed since your last certification in this section.

Application:

All applicants except WVDOH employees must include payment for the application review fee of \$100.00 prior to Board review. The Board will not process your application until all fees are paid in full. WVDOH employees who are revoked or have incurred late fees are personally responsible for all associated fees. Please make checks out to: Fairmont State.

NOTE: The \$100.00 application review fee will be waived for all college graduates that apply within one year of graduation.

Application Checklist

Initial Application

Copy of math placement scores

Copy of official transcripts if applicable

Supervisor's signature for each *technical* position

Applicant's signature (original) on Section VI

Department head or office manager's signature (original) on Section VII

Advancement Application

Copy of most current WVTRET Board certificate (certification certificate)

Copy of WVTRET Board letter (certification letter) advising what you needed to advance

Copy of official transcripts and/or certificates if applicable

Supervisor's signature for each *technical* position

Applicant's signature (original) on Section VI

Department head or office manager's signature (original) on Section VII

Applicant's Signature

Date

Tech./Training Coordinator's Signature (optional)

Date



APPLICATION FOR CERTIFICATION

I. PERSONAL INFORMATION

NAME: LAST: _____ FIRST: _____ MI: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

HOME MAILING ADDRESS: _____
P.O.Box/Street Address

City _____ State _____ Zip Code _____

HOME PHONE: _____ EMAIL: _____

CURRENT EMPLOYER _____

EMPLOYER MAILING ADDRESS _____
P.O.Box/Street Address

City _____ State _____ Zip Code _____

WORK PHONE: _____ WORK FAX: _____

CURRENT POSITION TITLE: _____ DATE OBTAINED _____

II. APPLICATION TO REQUEST

I wish to be evaluated for certification at the following Level and option.¹

Level I, Option Number _____

Level II, Option Number _____ Level IV, Option Number _____

Level III, Option Number _____ Level V, Option Number _____

Current WVTRET Certification Status(attach copy of certificate) Level: _____ Cert. No. _____

¹See the most current Rules and Regulations for a list of options identified for each level. The most current Rules and Regulations are published and may be downloaded from the Fairmont State website.

SECTION IV: DOCUMENTATION OF ACADEMIC/ADVANCEMENT COURSES

If you have completed college courses or have a degree write "See official transcript". You must include an official transcript for verification of courses. An applicant may claim TDH's based on the following guidelines:

1. Course accepted into A.A.S. degree = College hours credited
 - a. One college semester hour = 15 TDH's (ex. 3 credit hour courses = 45 TDH's)
 - b. One college quarter hour = 10 TDH's (ex. 3 credit hour courses = 30 TDH's)
2. TDH's earned prior to August 2008 = TDH's posted on Transportation Academy website (Must attach copies of certificates)

DATE ATTENDED	COURSE NUMBER (if applicable)	COURSE TITLE	CREDIT HOURS CLAIMED	TDH HOURS CLAIMED	OFFICIAL USE ONLY
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TOTAL TDH'S AWARDED:					

V. EDUCATION:

Do you possess a high school diploma or high school equivalency diploma (GED)? ___ YES ___ NO

Date Awarded: _____

ADDITIONAL EDUCATION: All academic training must be verified. Verification of academic training must be in the form of an official transcript. Applications without official transcripts will not be evaluated.

SCHOOL NAME	FIELD(S) OF STUDY		CREDIT HOURS		DATES OF ATTEND. MM/YY	DEGREE AWARDED
	MAJOR	MINOR	SEMESTER	QUARTER		
College (Undergraduate)						
College (Graduate)						
Business, Vocational, or Technical School	Course of Study		No. of Weeks Attended		No. of Clock Hrs. Completed	Certificate-Attach Copy

I certify that all information given on this application and any attachments hereto are correct, factual, and complete. I understand that any misrepresentation of information can result in the rejection of this application or the revocation of any certificate issued in my name. I also authorize the West Virginia Transportation Engineering Technician Board to release any education/certification records attached hereto to the authorized academic entity for the purpose of determining courses that can be transferred into the HET A.A.S. Degree for certification purposes.

Signature _____

Date _____

VII. EXPERIENCE, COMPETENCE, AND TRAINING VERIFICATION

(To be completed by employee's Engineering Director or Office Manager)

WITH RESPECT TO THE APPLICANT'S REPORT OF PROFESSIONAL EXPERIENCE AS DESCRIBED IN SECTION III:

1. Does the description accurately reflect work personally performed by the applicant?

YES NO DON'T KNOW

2. Does the time claimed by the applicant for this experience reasonably reflect the actual time?

YES NO DON'T KNOW

3. Was the applicant's work performed in an adequate and professional manner?

YES NO DON'T KNOW

Signature attesting validity of information provided herein

Date

If applicable, State in Which Registered _____
License # _____

Affix Seal if registered