
Fairmont State University
Transportation Engineering Technician/Technologist
Certification Program
RULES AND REGULATIONS
EFFECTIVE AUGUST 1, 2009

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I. PURPOSE

The purpose of these rules and regulations is to provide for the certification of qualified persons as Transportation Engineering Technicians/Technologists and ensure proper performance of the duties of the Board of Advisors (Board).

II. BOARD OF ADVISORS

- 1) The Board shall be composed of seven members appointed by Fairmont State University (FSU) with four nominations from FSU and three nominations from the West Virginia Division of Highways (DOH). Board member appointments will be staggered to provide for continuity of the Board.
- 2) The Board shall hold at least two regular meetings each year. Special meetings may be held at the chairman's request. The Board shall elect the following officers: a chairman, vice-chairman and secretary, who shall serve at the will and pleasure of the Board. A quorum of the Board shall consist of not less than four members.
- 3) The Board shall upon submission of each application review the same and convey a decision consistent with the Transportation Engineering Technician Technologist Certification Rules and Regulations. Each applicant may submit one formal appeal in writing indicating the discrepancy with said rules and regulations. The Board shall respond to this appeal in writing with all decisions of the board considered final and are not subject to further review. The Board has final authority with respect to the interpretation of said Rules and Regulations.
- 4) The Board shall keep a record of its proceedings and of all applications for certification.

III. CERTIFICATION LEVELS

The Board will assess the applicant's education, technical experience and training to determine the certification level in accordance with this section. The nature of the applicant's technical experience should be progressive in nature and will be evaluated and determined by the board. The Board shall certify a qualified applicant based on one of the following certification levels:

1) **Level I-Transportation Engineering Technician Trainee (TRETTR):**

To qualify for certification as a TRETTR, the applicant must possess a high school diploma or high school equivalency diploma (GED) and meet one of the following conditions:

Option 1 Traditional: Score a minimum of 17 on the Math COMPASS or 29 on the Elementary Algebra ACCUPLACER placement test or their equivalent. No technical experience is required; or

Option 2 Experience: Documented (6) six months of Board approved technical experience.

2) **Level II-Transportation Engineering Technician – Associate (TRETAS):**

To qualify as a Level II Technician, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented (2) two years of Board approved technical experience and obtained 180 TDH's from the A.A.S. Highway Engineering Technician degree requirements; or

Option 2 Math Placement: Documented (2) two years of Board approved technical experience, obtained a minimum Math COMPASS score of 36, and a minimum English COMPASS score of 71; or

Option 3 Pre-approved AS degree: Obtained a Board approved Associate's degree in engineering, engineering technology, or similar technical degree from an accredited college or university (a Board approved Master's degree may be substituted for the associate's degree requirements); or

Option 4 Experience: Documented (5) five years of Board approved technical progressive experience directly related to the Highway Construction Industry, and obtained (2) two Material Certifications.

3) **Level III-Transportation Engineering Technician (TRET):**

To qualify as a Level III Technician, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented (5) five years of Board approved technical progressive experience and obtained 450 TDH's from the A.A.S. Highway Engineering Technician degree requirements; or

Option 2 Pre-approved AS degree: Documented (3) three years of Board approved technical progressive experience and obtained a Board approved Associate's degree in engineering, engineering technology, or similar technical degree from an accredited college or university; or

Option 3 Pre-approved BS degree: Obtained a Board approved bachelor's degree in engineering, engineering technology, or similar technical degree from an accredited college or university; or

Option 4 Experience: Documented (10) ten years of Board approved technical progressive experience directly related to the Highway Construction Industry, and obtained (4) four Material Certifications.

4) **Level IV-Transportation Engineering Technician – Senior (TRET SR):**

To qualify as a Level IV Technician, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented (10) ten years of Board approved technical progressive experience and obtained 900 TDH's from the A.A.S. Highway Engineering Technician degree requirements; or

Option 2 Pre-approved AS degree: Documented (8) eight years of Board approved technical progressive experience and obtained a Board approved Associate's degree in engineering, engineering technology, or similar technical degree from an accredited college or university; or

Option 3 Pre-approved BS degree: Documented (5) five years of Board approved technical progressive experience and obtained a Board approved bachelor's degree in engineering, engineering technology, or similar technical degree from an accredited college or university.

5) **Level V-Transportation Engineering Technologist (TRETENO):**

To qualify as a Level V Technician, an applicant must meet one of the following conditions:

Option 1 Traditional: Documented (12) twelve years of Board approved technical progressive experience and obtained the A.A.S. Highway Engineering Technician degree requirements; or in lieu of the Highway Engineering Technician degree, 990 TDH's from the degree requirements; or

Option 2 Pre-approved AS degree: Documented (10) ten years of Board approved technical progressive experience and obtained a Board approved Associate's degree in engineering, engineering technology, or similar technical degree from an accredited college or university; or

Option 3 Pre-approved BS degree: Documented (7) seven years of Board approved technical progressive experience and obtained a Board approved bachelor's degree in engineering, engineering technology, or similar technical degree from an accredited college or university.

IV. **ADVANCEMENT TECHNICIAN DEVELOPMENT HOURS (TDH's)**

- 1) Definition – Advancement Technician Development Hours are academic credit hours gained by the technician from the A.A.S. Highway Engineering Technician degree requirements or board approved technical courses taken prior to August 2008 that will be applied for credit in advancing to higher levels in the certification program.
- 2) Effective August 1, 2008, the ONLY advancement TDHs that will be accepted by the Board to the next higher level will be through the following methods:
 - 1) Successful completion of courses in the Associate of Applied Science Highway Engineering Technician Degree, or
 - 2) Academic courses that can be transferred into the Associate of Applied Science Highway Engineering Technician Degree.
- 3) Any advancement TDH's (Training/CEU courses) earned prior to August 2008 may be credited for advancement to the next Level. ALL BOARD APPROVED ADVANCEMENT COURSES ARE POSTED ON THE TRANSPORTATION ACADEMY WEBSITE. A representative from the authorized academic entity will determine if these TDH's will be credited towards actual college credit.
- 4) Each applicant is charged with the responsibility of their own professional development activities. The maintenance of records to be used to support credits claimed is the responsibility of the applicant.

V. CONTINUING EDUCATION REQUIREMENTS

- 1) Definition – Continuing Education Units (CEU's) are hours gained by the technician each year to meet the continuing competency requirement. The Board has final authority with respect to approval of all CEU's
- 2) Each technician/technologist certified through this program is required to document the continuing education competency hours gained each year on the “*Annual Verification of Continuing Competency Form*”. They must submit an original hard copy of this form to the Board by the required deadline. Failure to submit this form may result in the loss of certification in this program.
- 3) CEU's may be claimed by the applicant for each contact delivery hour of training, instruction, or presentation designed to keep the technician current (one in-class contact hour = 1.0 TDH's = 0.1 CEU's).
- 4) Each technician/technologist certified through this program is required to obtain a minimum of twelve (12) TDH's (1.2 CEU's) each year as a continuing education requirement. The year is defined based on the state fiscal year beginning July 1 and ending June 30. Should the Technician/Technologist exceed the annual CEU requirements in any year, a maximum of six (6) TDH's (0.6 CEU's) may be carried forward into the subsequent year.
- 5) The Board may perform audits to determine if the continuing education requirement is being met. Technicians/Technologists must supply records of CEU's to the Board upon request. Failure to supply the Board with these records will result in revocation of certification.

VI. SUBMITTING AN APPLICATION

- 1) An applicant applying to the Board for certification as a Transportation Engineering Technician/Technologist shall submit a completed application on forms prescribed by Board.
 - 2) An applicant shall provide a detailed description of the nature of the work and duties he or she has performed in the Employment History Section III of the application form. When space provided on the form is inadequate, applicants may duplicate the original Employment History Section as many times as necessary for inclusion and insert into the application. The applicant's experience should be progressive, in that it was of increasing quality and responsibility.
 - 3) An applicant shall provide an official transcript of the semester hours and certifications he or she has completed in the Training Section IV of the application form. When space provided on the form is inadequate, applicants may duplicate the original Training Section as many times as necessary for inclusion and insert into the application.
 - 4) The Board may refuse to certify an applicant who has withheld information or provided statements which are untrue or misrepresented the facts. An applicant found misrepresenting information in the application process will be banned from this program indefinitely.
- 1) In order to allow for sufficient time of processing applications, all applicants must file their completed application by January 31, April 30, July 31, and October 31st of each year. The applicant must meet the minimum level requirements at the time of submission. If the applicant does not meet said

minimum requirements at the time of submission deadline, the application shall be returned to the applicant.

VII. APPLICATION REVIEW PROCESS

- 1) The Board may approve an application; defer it until the applicant provides further information; or reject an application.
- 2) When an application is approved by the Board, it indicates the applicant has met all the minimum requirements set forth by the Board, and shall confer the applicant a certification. The Board shall notify the applicant of approval in writing.
- 3) The Board will retain applications, which are deferred for any reason until the applicant submits the additional information required by the Board. If additional materials are not submitted within one year, that application will be considered void and destroyed.
- 4) When the Board rejects an application, it will be kept on file for one year and then destroyed. An applicant may request that the Board reconsider an application which has been rejected when the request is based on additional information and/or evidence which could affect the original decision. An applicant must file an appeal within sixty (60) days after notification of the Board's decision. The applicant must submit a written letter to the Board clearly documenting the additional information and/or evidence which could affect the original decision.
- 5) The Board will keep an electronic copy of all current status letters and approved certification in an alternate secure facility.

VIII. CERTIFICATION & RENEWAL FEES

- 1) Fairmont State University, upon the recommendation of the Board of Advisors, shall issue a certificate to an applicant who has met the requirements of said Rules and Regulations. The certificate will indicate the applicant's name, certification title, and the unique technician certification number.
- 2) Fairmont State University, upon the recommendation of the Board of Advisors, will set fees for certification, renewals, late fee's, transcript services, evaluation and conversion of TDH units to academic credits, etc. as necessary for the operation of this program. All fees are posted on the Transportation Academy web-site (www.fairmontstate.edu/academic/doh)
- 3) All technicians must complete the annual Continuing Education requirements by June 30 each year. Should the technician not meet the requirements or does not respond by the submission deadline, they will be charged late fees of \$10.00 for the first month, \$20.00 for the second late month, and \$30.00 for the third late month. After the third month, the technician's certification will be revoked.
- 4) Participants certified in this program will be required to submit an annual renewal fee to remain current. Upon receipt of renewal fees, the participant will be issued a renewal card indicating their name, unique technician certification number, and expiration date.

(NOTE: WVDOH employees will be exempt from the renewal fee provided that WVDOH and Fairmont State maintains a contract for Transportation Technician/Technologist Certification and/or Training.)

IX. REINSTATEMENT PROCEDURES FOR REVOKED TECHNICIANS

Technicians that have been revoked in the Transportation Engineering Technician/Technologist Certification Program may be reinstated by complying with all of the following procedures:

- 1) The technician shall submit a completed “*Annual Verification of Continuing Competency Form*” documenting required CEU’s; and
- 2) Must obtain the required continuing education units for each non-compliant year; and
- 3) Will be personally responsible to pay the annual maintenance dues of \$30.00 per year for each non-compliant year.

X. RETIRED STATUS

- 1) Technicians may request retired status by writing “Retired” on the “*Annual Verification of Continuing Competency Form*” or by requesting retired status in writing. All technicians who request retired status must certify that they are no longer receiving payment for technical engineering services.
- 2) The board shall reserve the original assigned certification number for any technician who elects to convert their certification to retired status. This number will remain on file in the event that the retired technician should choose to reinstate his or her certification.
- 3) Retired technicians may be changed to active status by the following procedure:
 - Submitting a completed “*Annual Verification of Continuing Competency Form*” documenting required CEU’s; and
 - Obtaining the required continuing competency units per year, up to a maximum of twenty-four (24) continuing education units; and
 - Submitting the annual maintenance fees of \$30 per year up to a maximum \$60.