Minnesota Department of Transportation

Metro District – Materials
1500 W. County Road B-2
Roseville, Minnesota 55113

To: All Contractors- Plant and field; Consultants;   Date: 3/01/2015
Project Engineers; Project Supervisors;
Project Personnel, Metro Inspection, IAI

From: Chris Kufner   Tim Sinclair
Metro District Materials Engineer   Pavement Mgt. / IAI Supervisor
Waters Edge Bldg.   Waters Edge Bldg.
(651)234-7352   (651)234-7354

Subject: Provisional Certification Clarification;

There have been some questions that have arisen lately regarding Provisional Certification of Technicians. There needs to be some clarification to just what "Provisional Certification" means, who issues them, and how long they are good for. This letter should help clarify these uncertainties.

The in–depth answers for these questions can also be found in the **Technical Certification Handbook** on the Mn/DOT - TCP website-www.dot.state.mn.us/const/tcp/pubs.html

The intent of Provisional Certification is that it allows companies or agencies to utilize new or temporary employees to perform routine field and/or laboratory sampling/testing, normally requiring formal certification, during the current construction season.

Provisional certification is limited to **only** specific level #1 testing procedures (i.e. air, slump, gradations, moisture, sand cone, DCP etc...). They cannot be used in lieu of a certified technician, and must be under the direct supervision of a level #1 or # 2 individual formally certified in that area (or a cell phone that provides immediate contact to them).

In regards to Concrete and Bituminous Plant level #1 Certifications: Due to the requirement from the Concrete Office that the technician must be fully plant #1 certified and be able to review and sign batch tickets, Concrete Plant #1 provisional Certifications will no longer be issued. Sampling/splitting, moisture, and gradation provisional can still be issued, but only for testing, this will **not** permit signing of batch tickets. For bituminous plant testing there will not be a Bit plant #1 provisional, but upon demonstrating the knowledge and ability to perform all the individual tests, the tester will be issued provisional certifications for each of the tests they can do correctly.

Only *Full time* students working construction jobs can be provisionally certified **each summer** until graduation, with no fees. They must be in" full time "status- meaning full credits the previous winter and again for the fall quarter.

An individual other than a full time student *may* be provisionally certified for **one** additional year with the written approval of the Mn/DOT District Materials Engineer, who will consider each exception on an individual basis. While there is no fee for the first provisional, a $150 fee, payable to the Commissioner of Transportation, will be charged for the second review if granted. You will get one try for passing a second provisional; there are no re-do's.

All Provisional certification cards are issued by Mn/DOT District Materials Independent Assurance Inspectors (IAI). All Provisional certification cards must be signed by the granting authority and **will expire December 31 of the year in which it was issued** (i.e. 12/31/2007 for this current season). Individuals who are provisionally certified and expect to be testing again next year must attend and pass formal certification training classes during the next training season- (try to sign up ASAP in the fall, not in the spring). After January 1 of the following year, the provisional card is expired no longer valid for any purpose, there is no grace period between the time it expires (on 12/31) and you take formal certification classes. If you elect to continue testing without formal certification, you run the risk that all testing done between provisional expiration and formal certification will be considered uncertified, and subject to penalties.

Thank you for your prompt attention in this matter.