

**BITUMINOUS OR  
HOT MIX ASPHALT (HMA)  
TECHNICIAN CERTIFICATION PROGRAM**

**PLANT AND FIELD TECHNICIANS**

**Initial Certification Requirements,  
Recertification Requirements  
and  
Application Procedures**

***October 2000***

**Pennsylvania Department of Transportation  
Bureau of Construction and Materials  
Materials and Testing Division**

# Materials and Testing Division

## Pub. 351

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**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION**  
***Bituminous or HMA Technician Certification Program***

**I. BACKGROUND**

This publication provides information concerning the minimum requirements needed to become a certified bituminous technician in the Pennsylvania Department of Transportation. These requirements are part of the Department's technician certification program developed to satisfy the requirements circulated in the Code of Federal Regulations, 23 CFR, Part 637, Quality Assurance (QA) Procedures for Construction, issued June 29, 1995. These Federal Regulations contained the following statement:

"After June 29, 2000, all sampling and testing data to be used in the acceptance decision or the independent assurance program will be executed by *qualified* sampling and testing personnel."

In response to this new Federal regulation, the Department's Asphalt Paving Quality Improvement Task Force (APQITF) began development of a bituminous technician certification program in the winter of 1995-96. The APQITF's program included the certification of bituminous plant technicians and bituminous field technicians. Continuous improvements have been made to the bituminous technician certification program since the winter of 1995-96. As part of these improvements, the APQITF agreed upon minimum requirements for initial certification and recertification of bituminous technicians. Each applicant must meet these minimum requirements before they are eligible to become either a certified bituminous plant technician or a certified bituminous field technician.

This publication includes the minimum requirements for initial certification and recertification and the application procedures for applicants requesting to become certified bituminous technicians as follows:

Bituminous Plant Technician in Training  
Bituminous Level 1 Plant Technician  
Bituminous Level 2 Plant Technician  
Bituminous Field Technician in Training  
Bituminous Field Technician

For each of the above technician categories except the technician in training categories, the initial certification period will be five (5) years. Any subsequent recertification will continue the technician's certification for another five (5) years.

**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION**  
**Bituminous or HMA Technician Certification Program**

**II. BITUMINOUS PLANT TECHNICIAN IN TRAINING - INITIAL CERTIFICATION**

**A. Initial Certification Requirements**

1. Applicant must have a signature from a certified Bituminous Level 2 Plant Technician.
2. Applicant must have a signature from a PennDOT District Materials Engineer.

*Note: A **Bituminous Plant Technician in Training** may temporarily be assigned a Bituminous Level 1 Plant Technician status until the next available NECEPT Bituminous Level 1 Plant Technician course, if agreed to in writing by a PennDOT District Materials Engineer.*

**B. Initial Certification Application Procedures**

1. Complete the NECEPT Registration Form indicating the application is for a Bituminous Plant Technician in Training.
2. Have a certified Bituminous Level 2 Plant Technician from the applicant's Company sign and date the Registration Form.
3. Contact a PennDOT District Materials Engineer (DME) in a District where the applicant will be performing a majority of their HMA testing. Make arrangements with the DME to have the DME sign and date the Registration Form.
4. Photocopy the Registration Form. Submit the original completed and signed Registration Form to NECEPT within 14 calendar days of the signature date of the certified Bituminous Level 2 Plant Technician and the DME. Submit the copy of the Registration Form to the PennDOT District Materials Engineer who signed the Registration Form.

### III. BITUMINOUS LEVEL 1 PLANT TECHNICIAN - INITIAL CERTIFICATION

#### A. Initial Certification Requirements

1. Applicant must have at least one (1) year documented technician experience in HMA testing which includes experience on State projects. Experience must have been obtained within the last three (3) years prior to applying for a Bituminous Level 1 Plant Technician.
2. Applicant must have a signature from a certified Bituminous Level 2 Plant Technician.
3. Applicant must have a signature from a PennDOT District Materials Engineer.

*Note: If applicant is a District Materials Engineer, signature must be from the District Materials Engineer's supervisor.*

4. Applicant must attend and pass NECEPT's "Bituminous Level 1 Plant Technician Review and Certification" course.

*Note: A **Bituminous Plant Technician in Training** may temporarily be assigned a Bituminous Level 1 Plant Technician status until the next available NECEPT Bituminous Level 1 Plant Technician course, if agreed to in writing by a PennDOT District Materials Engineer.*

#### B. Initial Certification Application Procedures

1. Complete the NECEPT Registration Form indicating the application is for a Bituminous Level 1 Plant Technician.
2. List the plants, dates, and the name of your immediate supervisor where you received one (1) year or more of experience in HMA testing.
3. Have a certified Bituminous Level 2 Plant Technician from the applicant's Company or District sign and date the Registration Form.
4. Contact a PennDOT District Materials Engineer (DME) in a District where the applicant will be performing a majority of their HMA testing. Make arrangements with the DME to have the DME sign and date the Registration Form. (Note: If applicant is a District Materials Engineer, signature must be from the District Material Engineer's supervisor.)
5. Submit the completed Registration Form to NECEPT.
6. Attend NECEPT's "Bituminous Level 1 Plant Technician Review and Certification" course as scheduled.

## IV. BITUMINOUS LEVEL 2 PLANT TECHNICIAN - INITIAL CERTIFICATION

### A. Initial Certification Requirements

1. Applicant must be a certified Bituminous Level 1 Plant Technician.
2. Applicant must have attended an approved hands-on Superpave volumetric mix design course within the last three (3) years prior to applying for a Bituminous Level 2 Plant Technician.
3. Applicant must have at least three (3) years of documented HMA experience which includes experience on State projects. Experience must have been obtained within the last five (5) years prior to applying for a Bituminous Level 2 Plant Technician.
4. Applicant must have a signature from a PennDOT District Materials Engineer.

*Note: If applicant is a PennDOT District Materials Engineer, signature must be from the District Materials Engineer's supervisor.*

### B. Initial Certification Application Procedures

1. Complete the Registration Form indicating the application is for a Bituminous Level 2 Plant Technician.
2. List the plants, dates, and the name of your immediate supervisor where you received three (3) years or more of experience in HMA.
3. Provide a copy of a certificate of training indicating successful completion of an approved Superpave volumetric mix design course in which applicant attended within the last three (3) years prior to application for a Bituminous Level 2 Plant Technician.
4. Contact a PennDOT District Materials Engineer (DME) in a District where the applicant will be performing a majority of their HMA testing. Make arrangements with the DME to have the DME sign and date the Registration Form. (Note: If applicant is a District Materials Engineer, signature must be from the District Material Engineer's supervisor.)
5. Submit the completed Registration Form to NECEPT.

## V. BITUMINOUS FIELD TECHNICIAN IN TRAINING - INITIAL CERTIFICATION

### B. Initial Certification Requirements

1. Applicant must have a minimum of 24 hours (3 full working days) of documented work experience on an HMA paving project under the direct instruction and supervision of a certified Bituminous Field Technician. Experience must have been obtained within the last three (3) months prior to applying for a Bituminous Field Technician in Training.
2. Applicant must have a signature and certification ID number from the certified Bituminous Field Technician who directly instructed and supervised them for the minimum work experience required above.
3. Applicant must have a signature from a PennDOT Assistant Construction Engineer or their designee.
4. Applicant must take the next available Bituminous Field Technician Review and Certification Course.

### B. Initial Certification Application Procedures

1. Complete the NECEPT Registration Form indicating the application is for a Bituminous Field Technician in Training.
2. List the projects and dates where applicant received the minimum 24 hours (3 full working days) of work experience.
2. Have the certified Bituminous Field Technician who directly instructed and supervised the applicant during the minimum required work experience sign, date, and provide their certification ID number on the Registration Form.
3. Contact a PennDOT Assistant Construction Engineer (ACE) or their designee in a District where the applicant will be performing a majority of their HMA field work. Make arrangements with the ACE or the designee to have them sign and date the Registration Form.
4. Photocopy the Registration Form. Submit the original completed and signed Registration Form to NECEPT within 14 calendar days of the signature date of the certified Bituminous Field Technician and the ACE or their designee. Submit the copy of the Registration Form to the PennDOT Assistant Construction Engineer or their designee who signed the Registration Form.

## VI. BITUMINOUS FIELD TECHNICIAN - INITIAL CERTIFICATION

### A. Initial Certification Requirements

1. Applicant must have at least one (1) year of documented experience in HMA paving on State projects. Experience must have been obtained within the last three (3) years prior to applying for a certified Bituminous Field Technician.
2. Applicant must have a signature from a certified Bituminous Field Technician or a Company Field Superintendent.
3. Applicant must attend and pass NECEPT's "Bituminous Field Technician Review and Certification" course.

*Note: A **Bituminous Field Technician in Training** may temporarily be assigned a Bituminous Field Technician status until the next available NECEPT Bituminous Field Technician course, if agreed to in writing by a PennDOT Assistant Construction Engineer or their designee.*

### B. Initial Certification Application Procedures

1. Complete the Registration Form indicating the application is for a Bituminous Field Technician.
2. List the State projects (S.R. and Section), dates, and the name of your immediate supervisor where you received one (1) year or more of experience in HMA paving.
3. Have a certified Bituminous Field Technician or Company Field Supervisor sign and date the registration form.
4. Submit the completed Registration Form to NECEPT.
5. Attend NECEPT's "Bituminous Field Technician Review and Certification" course as scheduled.

## VII. BITUMINOUS LEVEL 1 PLANT TECHNICIAN - RECERTIFICATION

### A. Recertification Requirements

#### Option A

1. Applicant must have been a certified Bituminous Level 1 Plant Technician for the previous five (5) years prior to application for recertification.
2. Applicant must have 500 hours of documented technician experience in an HMA plant since date of last certification. This experience must include work performed on State projects.
3. Applicant must have a signature from a PennDOT District Materials Engineer confirming applicant's satisfactory performance during the 500 hours of technician experience.

*Note: If applicant is a PennDOT District Materials Engineer, signature must be from the District Materials Engineer's supervisor.*

4. Applicant must have attended and received a Certificate of Training from NECEPT's Annual Plant Technician Update Course for two (2) out of the five (5) previous years or, must have attended and received a Certificate of Training from NECEPT's Annual Plant Technician Update Course for one (1) out of the five (5) previous years plus attended one (1) asphalt-related annual conference, seminar, or workshop within the previous five (5) years. Acceptable asphalt-related annual conferences, seminars, or workshops are as follows:
  - a. Annual Associated Pennsylvania Constructors (APC) Conferences.
  - b. Annual Pennsylvania Asphalt Pavement Association (PAPA) Conference.
  - c. Mid-Atlantic States Quality Assurance Workshop.
  - d. Nationally recognized conferences or courses (i.e., conferences or courses from the National Asphalt Pavement Association (NAPA), the Asphalt Institute (AI), the National Center for Asphalt Technology (NCAT), the Northeast Asphalt User/Producer Group (NEAU/PG), etc.).
  - e. Department or Industry sponsored training pre-approved by the District Materials Engineer.

#### Option B

1. Applicant must meet and follow requirements for initial certification as a *Bituminous Level 1 Plant Technician*. (This includes having signatures from a certified Bituminous Level 2 Plant Technician and a PennDOT District Materials Engineer, and attending and passing NECEPT's Bituminous Level 1 Plant Technician Review and Certification Course.)

### B. Recertification Application Procedures

#### Option A

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1. Complete the NECEPT Registration Form indicating the application is for recertification of a Bituminous Level 1 Plant Technician.
2. List the applicant's certification ID number.
3. List the applicant's last exam date or recertification date for a Bituminous Level 1 Plant Technician.
4. List the plants, dates, and the name of applicant's immediate supervisor where applicant received 500 hours or more technician experience since date of last certification. List any State projects applicant did technician work since date of last certification.
5. Have a certified Bituminous Level 2 Plant Technician from the applicants Company or District sign and date the Registration Form.
6. Contact a PennDOT District Materials Engineer (DME) in a District where the applicant will be performing a majority of their HMA testing. Make arrangements with the DME to have the DME sign and date the Registration Form.

*Note: If applicant is a District Materials Engineer, signature must be from the District Material Engineer's supervisor.*

7. List dates and location of applicant's attendance to NECEPT's Annual Plant Technician Update Course or HMA related annual conference, seminar or workshop since date of last certification. Include copies of any completion certificates received through any of these courses, conferences, seminars or workshops.

#### Option B

1. Same procedure as for initial certification of a Bituminous Level 1 Plant Technician.

## VIII. BITUMINOUS LEVEL 2 PLANT TECHNICIAN - RECERTIFICATION

### A. Recertification Requirements

#### Option A

1. Applicant must have been a certified Bituminous Level 2 Plant Technician for the previous five (5) years prior to application for recertification.
2. Applicant must have 1000 hours of documented technician experience in an HMA plant since date of last certification. This experience must include work performed on State projects.
3. Applicant must have a signature from a PennDOT District Materials Engineer confirming applicant's satisfactory performance during the 1000 hours of technician experience.

*Note: If applicant is a PennDOT District Materials Engineer, signature must be from the District Materials Engineer's supervisor.*

4. Applicant must have attended and received a Certificate of Training from NECEPT's Annual Plant Technician Update Course for two (2) out of the previous five (5) years or, applicant must have attended and received a Certificate of Training from NECEPT's Annual Plant Technician Update Course for one (1) out of the five (5) previous years plus attended one (1) asphalt-related annual conference, seminar, or workshop within the previous five (5) years. Acceptable annual conferences, seminars, or workshops are as follows:
  - a. Annual Associated Pennsylvania Constructors (APC) Conferences.
  - b. Annual Pennsylvania Asphalt Pavement Association (PAPA) Conference.
  - c. Mid-Atlantic States Quality Assurance Workshop.
  - d. Nationally recognized conferences or courses (i.e., conferences or courses from the National Asphalt Pavement Association (NAPA), the Asphalt Institute (AI), the National Center for Asphalt Technology (NCAT), the Northeast Asphalt User/Producer Group (NEAU/PG), etc.).
  - e. Department or Industry sponsored training pre-approved by the District Materials Engineer.

#### Option B

1. Applicant must meet and follow the requirements for initial certification as a *Bituminous Level 2 Plant Technician*. (This includes being a certified Bituminous Level 1 Plant Technician, attending an approved hands-on Superpave volumetric mix design course within the last three (3) years prior to application, having at least three (3) years of documented technician experience which includes experience on State projects, and having a signature from a PennDOT District Materials Engineer or, if applicant is a District Materials Engineer, signature from District Materials Engineer's supervisor.)

### B. Recertification Application Procedures

#### Option A

1. Complete the NECEPT Registration Form indicating the application is for recertification of a Bituminous Level 2 Plant Technician.
2. List the applicant's certification ID number.
3. List the applicant's last exam date or recertification date for a Bituminous Level 2 Plant Technician.
4. List the plants, dates, and the name of applicant's immediate supervisor where applicant received 1000 hours or more technician experience since date of last certification. List any State projects applicant did technician work since date of last certification.
5. Contact a PennDOT District Materials Engineer (DME) in a District where the applicant will be performing a majority of their bituminous technician work. Make arrangements with the DME to have the DME sign and date the Registration Form.

*Note: If applicant is a District Materials Engineer, signature must be from the District Material Engineer's supervisor.*

6. List dates and location of applicant's attendance to NECEPT's Annual Plant Technician Update Course or HMA related annual conference, seminar or workshop since date of last certification. Include copies of any completion certificates received through any of these courses, conferences, seminars or workshops.

Option B

1. Same procedure as for initial certification of a Bituminous Level 2 Plant Technician.

## IX. BITUMINOUS FIELD TECHNICIAN - RECERTIFICATION

### A. Recertification Requirements

#### Option A

1. Applicant must have been a certified Bituminous Field Technician for the previous five (5) years prior to application for recertification.
2. Applicant must have 500 hours of documented technician experience in HMA paving since date of last certification. This experience must include work performed on State projects.
3. Applicant must have a signature from a PennDOT Assistant Construction Engineer or other designated PennDOT person confirming applicant's satisfactory performance during the 500 hours of technician experience.
4. Applicant must have attended and received a Certificate of Training from NECEPT's Annual Field Technician Update Course for two (2) out of the previous five (5) years or, applicant must have attended and received a Certificate of Training from NECEPT's Annual Field Technician Update Course for one (1) out of the five (5) previous years plus attended one (1) asphalt-related annual conference, seminar, or workshop within the previous five (5) years. Acceptable annual conferences, seminars, or workshops are as follows:
  - a. Annual Associated Pennsylvania Constructors (APC) Conferences.
  - b. Annual Pennsylvania Asphalt Pavement Association (PAPA) Conference.
  - c. Mid-Atlantic States Quality Assurance Workshop.
  - d. Nationally recognized conferences or courses (i.e., conferences or courses from the National Asphalt Pavement Association (NAPA), the Asphalt Institute (AI), the National Center for Asphalt Technology (NCAT), the Northeast Asphalt User/Producer Group (NEAU/PG), etc.).
  - e. Department or Industry sponsored training pre-approved by the District Materials Engineer.

#### Option B

1. Applicant must meet and follow requirements for initial certification as a *Bituminous Field Technician*. (This includes having at least one (1) year of documented HMA paving experience which includes work performed on State projects, having a signature from a certified Bituminous Field Technician, and attending and passing NECEPT's Bituminous Field Technician Review and Certification Course.)

## B. Recertification Application Procedures

### Option A

1. Complete the NECEPT Registration Form indicating the application is for recertification of a Bituminous Field Technician.
2. List the applicant's certification ID number.
3. List the applicant's last exam date or recertification date for a Bituminous Field Technician.
4. List the projects, dates, and the name of applicant's immediate supervisor where applicant received 500 hours or more field technician experience since date of last certification. List any State projects applicant did technician work since date of last certification.
5. Contact a PennDOT Assistant Construction Engineer (ACE) or other designated PennDOT person in a District where the applicant will be performing a majority of their field technician work. Make arrangements with the ACE or other designated PennDOT person to have them sign and date the Registration Form.

*Note: If applicant is an ACE, or other designated PennDOT person, signature must be from the ACE's, or other designated PennDOT person's supervisor.*

6. List dates and location of applicant's attendance to NECEPT's Annual Field Technician Update Course or HMA related annual conference, seminar or workshop since date of last certification. Include copies of any completion certificates received through any of these courses, conferences, seminars or workshops.

### Option B

1. Same procedure as for initial certification of a Bituminous Field Technician.

## **X. EXAMINATION REVIEW**

An examination review process has been implemented for applicants who do not pass the examination for certification as either PennDOT Level 1 Plant Technician or PennDOT Field Technician. This is an optional process that has proved very effective for those who have used it. Upon notification of exam results, applicants not passing may request the opportunity to review their performance on the test by contacting NECEPT Operations Manager Anne Stonex by mail or telephone (814-865-1320) to make an appointment. It is generally necessary for the applicant to travel to the NECEPT office at the Pennsylvania Transportation Institute located in the Research Office Building on the Penn State University campus in State College for the review. There is a fee per reviewer for each review appointment, with the fee amount and method of payment indicated on the current registration form.

Appointments may be scheduled to take place within regular business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) when a NECEPT representative is expected to be available to answer questions that may arise, although applicants will conduct the reviews mostly on their own. Applicants who have more than one exam to review may arrange to do so during a single appointment, even if one exam was for Plant and the other for Field Technician. A room is reserved at PTI for the applicant's use, typically for 3 to 4 hours, although longer appointments may sometimes be arranged if needed. The applicant is provided with the answer sheet(s) he or she filled out and a copy of each of the corresponding examination form(s) showing the correct answers, then left alone to go through the exam and determine for him/herself what are the strong and weak areas of understanding. It is recommended that the applicant bring the books, manuals and handouts received during the review course to aid in reviewing his/her examination. Supervisors or other experienced co-workers may accompany applicants as desired at no additional charge to enhance learning. Applicants may take notes, but may not keep or copy the examination form(s) or answer sheet(s).

## **XI. RETEST**

Applicants may retest twice without success for either PennDOT Level 1 Plant Technician or PennDOT Field Technician before they are required to repeat the corresponding 2-1/2 day review and certification course presented by NECEPT. There are two ways to retest. Applicants may register to take a retest (for plant or field technician) along with the regularly scheduled certification examination on the last day of any scheduled PennDOT Field or Level 1 Plant session, as long as there is sufficient space available in the classroom to accommodate them. The alternate is to wait until the end of the current PennDOT Bituminous Technician certification course program. After all of the participants have had time to receive their test results and review their exams, a Retest Session will be scheduled and applicants for retest for both Field and Level 1 Plant will be notified. Applicants must register for retests by submitting a completed current program registration form, using the current course schedule or retest announcement to indicate the specific date(s) and location(s) desired in order of preference, to assure that appropriate test forms will be available. Registration for retest applicants will be confirmed on a space-available basis. A fee will be charged for any retest with the fee amount and method of payment indicated on the current registration form.

## XII. PERFORMANCE REVIEW PROCESS

### A. Purpose and Makeup

The performance review process evaluates the performance of certified bituminous technicians to determine if their substandard performance or intentional misrepresentation requires any action to be taken against their current certification status. The review of a certified bituminous technician's substandard performance or intentional misrepresentation will be conducted by the Technician Certification Board (TCB). The TCB is composed of the representation shown in Table 1.

Organization	Number of Representatives
PennDOT - Bureau of Construction and Materials	1
Pennsylvania Asphalt Pavement Association (PAPA)	2
FHWA - PA Division	1
Northeast Center of Excellence for Pavement Technology (NECEPT)	1

Representatives to the TCB will be identified by their organization through a scheduled meeting of the Asphalt Paving Quality Improvement Task Force (APQITF) or other official means. Each representative will serve for a three-year term. Representatives may serve on the TCB for an unlimited number of consecutive terms.

In general, the review process will rely on written documentation of a certified bituminous technician not following practices identified in the Bituminous Technician Review and Certification Courses or intentionally misrepresenting quality of the work. The written documentation should only be provided to the TCB after the certified bituminous technician has been verbally notified that they are not following practices identified in the Bituminous Technician Review and Certification Courses or that they have intentionally misrepresented quality of the work. The TCB will review the written documentation and allow for an interview prior to making a determination on the certification status of the certified bituminous technician under review.

## B. Procedure

### 1. Certified Bituminous Technician Not Following Practices, Procedures and Specifications

The official procedure when a certified bituminous technician is not following, or has not followed, practices identified as acceptable PennDOT practices, procedures and specifications, is as follows:

- a. A PennDOT, Consultant, Industry or other certified bituminous technician, hereafter referred to as the Observer, observes another certified bituminous technician, hereafter referred to as the technician, not following a practice or practices identified in the Bituminous Technician Review and Certification Courses. Immediately, the Observer is to verbally notify the technician that they are not following a practice or practices identified in the Bituminous Technician Review and Certification Courses. The Observer must record the verbal notification, including the time, date, location, technician's name and company or organization, and the specific practice or practices not being followed.
- b. If a second occurrence is observed where the same technician is not following a practice or practices identified in the Bituminous Technician Review and Certification Courses, immediately, the Observer is to again verbally notify the technician that they are not following a practice or practices identified in the Bituminous Technician Review and Certification Courses. In addition, the Observer must notify the technician's supervisor, by verbal or written communication, that the technician is not following a practice or practices identified in the Bituminous Technician Review and Certification Course and that the technician has been verbally notified for two occurrences. The Observer is to record the second occurrence and the notifications given to the technician and the technician's supervisor as detailed in XI.B.1.a. above. In addition, the Observer is to record the name of the technician's supervisor, the date, and the time (if verbal notification was given) that the supervisor was contacted.
- c. If a third occurrence is observed where the same technician is not following a practice or practices identified in the Bituminous Technician Review and Certification Courses, immediately, the Observer is to again verbally notify the technician that they are not following a practice or practices identified in the Bituminous Technician Review and Certification Courses. In addition, the Observer is to officially document the entire situation. The official documentation should provide as much detail as possible, providing as a minimum, the full name and certification number of the Observer, the S.R., Section, Contract Number, Plant Name and Location, the full name and certification number of the technician, and the full name of the technician's supervisor. The Observer is to provide copies of all previously recorded verbal or written notifications and a detailed account of the entire situation. Only one document will be accepted by the TCB per situation and, for this reason, it is important to include all pertinent information in this documentation. Pending action by the TCB, the technician will be temporarily suspended.
- d. Upon the third occurrence of the same technician not following a practice or practices identified in the Bituminous Technician Review and Certification Courses, the technician will be removed from the project or plant, may be restricted in the work they can do, or may be temporarily suspended until the situation is reviewed by the TCB. If temporarily suspended, the technician must

immediately forfeit their valid wallet-sized certification card to the District Materials Engineer or appropriate Department personnel. The District Materials Engineer or appropriate Department personnel will hold the confiscated wallet-sized certification card. The temporary suspension will restrict the technician from doing any technician work, including materials testing or materials certification, on Department construction or maintenance projects or any projects using liquid fuels tax monies.

- e. The Observer is to provide one photocopy of the documentation to the technician and retain one photocopy in their project or plant office files. The Observer is to submit the original copy of the documentation to the Chairperson of the Technician Certification Board at the address below:

Chairperson, Technician Certification Board  
PA Department of Transportation  
Bureau of Construction and Materials  
P.O. Box 2926  
Harrisburg, PA 17105

Submit documentation within 14 calendar days of the date of the third occurrence. Documentation not received by the Bureau of Construction and Materials within 21 calendar days of the third occurrence will be void.

- f. The technician will be afforded the opportunity to submit a written appeal to the Chairperson of the TCB at the address indicated in XI.B.1.e. and the opportunity to appear before the TCB. The technician is to provide one photocopy of the appeal to the Observer and to retain one photocopy for their project files. Only one written appeal will be accepted by the TCB per situation and, for this reason, it is important to include all pertinent information in the written appeal. Submit written appeals to the Chairperson of the TCB within 35 calendar days of the documented third occurrence. Appeals received more than 40 calendar days after the third occurrence will be void.
- g. The documentation and written appeal (if provided) will be logged by the Bureau of Construction and Materials and then forwarded to the chairperson of the TCB for action.
- h. The chairperson of the TCB will review the documentation and the appeal (if provided) with the other members of the TCB. The TCB will provide a written response to the Bureau of Construction and Materials within 21 calendar days from the date the documentation was sent to the TCB. The written response will provide the action that is to be taken concerning the situation. The written response of the TCB will be final and will be logged and filed by the Bureau of Construction and Materials. Possible actions of the TCB will include but are not limited to: TCB written warning; TCB written reprimand; TCB certification suspension (1, 2, or 3 months); TCB rescindment of certification. TCB suspension or rescindment of certification will require the technician to forfeit their wallet-sized certification card to the TCB.
- i. The Bureau of Construction and Materials will immediately forward the TCB's written response concerning certification status to the technician.

**2. Certified Bituminous Technician Involved in Deceptive, Questionable or Unethical Activities.**

- a. A PennDOT, Consultant, Industry or other certified bituminous technician, hereafter referred to as the Observer, observes or becomes aware of an action of another certified bituminous technician, hereafter referred to as the technician, which may be an attempt to mislead or deceive others about the quality of the materials, about materials testing, or about test results or, an action which may be questionable or unethical. Immediately, the Observer is to report the incident to the appropriate District Materials Engineer, or other appropriate Department personnel. Together the Observer and the District Materials Engineer, or other appropriate Department personnel, are to immediately contact any member of the TCB. Initial contacts and information concerning these actions will be kept strictly confidential.
- b. The District Materials Engineer, or other appropriate Department personnel, will coordinate with the TCB to institute an investigation of the action. The investigation will determine whether or not the deceptive, questionable, or unethical action was willful. The investigation will be documented to support the final determination.
- c. With support from the TCB member initially contacted, and before the investigation is completed, the technician and the technician's supervisor or employer will be verbally notified immediately by the District Materials Engineer, or other appropriate Department personnel, that the technician will be restricted in the work they can do and will be temporarily suspended, until the investigation is completed and reviewed by the TCB. If temporarily suspended, the technician must immediately forfeit their valid wallet-sized certification card to the District Materials Engineer or appropriate Department personnel. The District Materials Engineer, or appropriate Department personnel, will hold the confiscated wallet-sized certification card pending the investigation by the TCB. Temporary suspension will restrict the technician from doing any technician work, including materials testing or materials certification, on Department construction or maintenance projects or any projects using liquid fuels tax monies.
- d. The District Materials Engineer, or other appropriate Department personnel, with coordination from the TCB, will complete the investigation and officially document the entire incident and subsequent investigation. The documentation should provide as much detail as possible and be similar to the documentation required in XI.B.1.c. above. The District Materials Engineer or appropriate Department personnel will provide copies and submit the documentation as instructed in XI.B.1.e. above and within 21 calendar days of the verbal notification described in XI.B.2.c.
- e. The technician will be afforded the opportunity to submit a written appeal and request an interview with the TCB. Provide copies and submit written appeals as instructed in XI.B.1.f. and within 35 calendar days from the date of the verbal notification described in XI.B.2.c. Appeals received more than 40 calendar days after the verbal notification described in XI.B.2.c. will be void.
- f. The documentation and appeal (if provided) will be considered by the TCB as described in XI.B.1.g. to XI.B.1.i. above.



### XIII. BITUMINOUS TECHNICIAN CODE OF ETHICS.

The Technician Certification Board (TCB) has found that the following rules are necessary to establish and maintain the high standard of integrity and dignity in the bituminous technician profession and are necessary in the public interest to protect the public against unprofessional conduct on the part of the bituminous technician. Certified Bituminous Technicians are put on notice that an ethical violation by themselves or by an individual rendering or offering to render bituminous technician services under their supervision, as provided by this Publication, may result in disciplinary procedures against them in accordance with Department Publication 351, Section XI.B.2.

**A. Principle 1. Beneficence/autonomy.** A certified bituminous technician will demonstrate a concern for the welfare and dignity of the recipients of the services, including Department personnel.

1. A certified bituminous technician will provide services without discriminating on the basis of race, creed, national origin, sex, age, handicap, disease, social status, financial status, or religious affiliation.
2. A certified bituminous technician will act for his client or employer in professional matters as a faithful agent or trustee, and will not accept a direct fee for services rendered as a certified bituminous technician from other than the technician's employer.
3. A certified bituminous technician will not attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects, or business of anyone.
4. A certified bituminous technician will not attempt to supplant another bituminous technician after definite steps have been taken toward his employment.
5. A certified bituminous technician will not compete with another bituminous technician for employment by the use of unethical practices.
6. A certified bituminous technician will not review the work of another bituminous technician for the same client, except with the knowledge of such bituminous technician, or unless the connection of such bituminous technician with the work has terminated.
7. A certified bituminous technician will not attempt to obtain or render technical services or assistance without fair and just compensation commensurate with the services rendered: Provided, however, the donation of such services to a civic, charitable, religious, or eleemosynary organization will not be deemed a violation.
8. A certified bituminous technician will not advertise in self-praising language, or in any other manner, derogatory to the dignity of the profession.

**B. Principle 2. Competence.** A certified bituminous technician will maintain high standards of professional competence.

1. A certified bituminous technician will not attempt to practice in work in which the bituminous technician is not proficient or practice in work outside the standards of the profession.

2. A certified bituminous technician will consult with other service providers when additional knowledge and expertise is required.
3. A certified bituminous technician will accurately record and report information related to bituminous technician services provided to the Department.
4. A certified bituminous technician will require those whom the technician supervises in the provision of bituminous technician services to adhere to this Code of Ethics.

**C. Principle 3. Public Information.** A certified bituminous technician will provide accurate information about bituminous technician services.

1. A certified bituminous technician will accurately represent their competence and training.
2. A certified bituminous technician will not use or participate in the use of a form of communication that contains a false, misleading, or deceptive statement or claim.
3. A certified bituminous technician will not use or permit the use of their signature on work over which the technician was not in responsible charge.

**D. Principle 4. Professional Relationships.** A certified bituminous technician will function with discretion and integrity in relations with colleagues and other professionals.

1. A certified bituminous technician will report illegal, incompetent or unethical practice by colleagues or other professionals to the appropriate authority.
2. A certified bituminous technician who employs or supervises colleagues will provide appropriate supervision as necessary to provide bituminous technician services in conformance with this Code of Ethics.