



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

November 24, 2015

CONSTRUCTION BULLETIN NO. 03-15

(FHWA Approved: 11/24/2015)

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM: David A. Sadler, P.E., Director, Office of Construction

Two handwritten signatures in blue ink are present to the right of the 'FROM' line. The first signature appears to be 'David A. Sadler' and the second is less legible but appears to be another official signature.

COPIES: Tom Byron, Amy Tootle, Bob Burleson, Nick Finch, Rafiq Darji

SUBJECT: POLICIES FOR PROVIDERS ON CTQP EXAMS

In response to concerns, the following policies are established.

- Providers are only to provide and proctor exams for courses in which they are approved to provide.
 - Exception to this policy is Final Estimates Level 1 in which there is no instructor lead course available. In this event Providers approved in Final Estimates Level 2 will be authorized to provide exams for the Level 1 course.
- Providers are to provide proficiency exams in addition to written exams if it is required for the qualification.
- Proctoring oversight of proficiency exams must be by an approved Instructor in the Specialty Area of the exam.
- Providers must post all course and exam sessions to the schedule on the CTQP website.

These policies will be incorporated into the Construction Training Qualification Manual.

Should you have any questions concerning these policies, please contact Susan Robeson at (850)414-4492 or Susan.Robeson@dot.state.fl.us

DAS/sr