

CHAPTER 1

CONSTRUCTION TRAINING AND QUALIFICATION PROGRAM ADMINISTRATION

1.1 PURPOSE

Due to the increase and changes in technology, the Florida Department of Transportation (the Department) has a need for more Technicians and Engineers with special training in order to accomplish its construction duties. This manual identifies the areas of highway and bridge construction requiring qualification training. Department Qualification requirements vary and some Qualifications may require several training steps. The Department representatives and actions needed to assist a person in receiving construction training and qualification are identified in this procedure.

1.2 AUTHORITY

Code of Federal Regulations, Quality Assurance Procedures for Construction, 23 CFR 637, April 1, 2004

Section 20.23(3)(a), Chapters 119, 286, and Sections 334.044(2), 334.048 Florida Statutes (F.S.)

Sections 5, 6-8, 105, 120, 125, 160, 200, 334, and 346, FDOT Standard Specifications for Road and Bridge Construction

1.3 SCOPE

This manual is intended to be used by Department personnel, Contractors, and Consultants involved in building roads and structures in the State of Florida and their employees. This manual also provides guidance for CTQP Course Providers and Instructors. This document provides instructions for receiving training and becoming qualified in the Department's Construction Training and Qualification Program (CTQP).

1.4 DISTRIBUTION

The State Construction Office (also known as the Office of Construction) shall be the office

responsible for updating and maintaining this manual. The manual may be viewed on the State Construction Office website.

1.5 BACKGROUND

The Department has had construction self-study courses and construction training qualification/certification programs since the 1970s. In June of 1995, the Federal Government issued **23 CFR 637** which states, "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."

The Department's existing ***Density Earthwork Inspection Training (DEIT)*** qualification program and the existing ***American Concrete Institute (ACI)*** concrete certification program partially met the requirement but the asphalt and aggregate qualification program did not meet the new Federal requirements. In 1998, the Department decided to restructure the existing construction training and qualification programs, as well as create new training programs to meet the Federal rules. These changes incorporate the latest road and bridge construction technology into the Department's construction training program.

This increase in the construction training program necessitated going outside the Department to develop these qualification courses. The Department now uses a wide range of consultants to develop and present training and uses a single consultant to administer this training program.

In addition to the Qualification areas listed in this manual the Department also has training requirements in other areas of construction inspection.

1.6 DEFINITIONS

Applicant: A person in the process of applying for a course qualification as described in this procedure. An applicant may be a Department employee, contractor, consultant employee, or a private citizen and may be an inspector, engineer or manager.

Auditing of a course: Taking a course for information only and not for qualification. This term is further defined in the section "Auditing of a Course".

Certificate of Attendance: A certificate given to a trainee for attending a course. Providers may or may not issue certificates of attendance in this training and qualification program.

Certification: For purposes of this training procedure, this term refers to a process whereby a national organization confers status for achieving and maintaining certain written or proficiency standards set by that national organization.

Challenge an Examination: This term is used when a trainee takes an examination without taking the course.

Construction Training Qualification Program (CTQP): The designation used to refer to the training program developed to meet **23 CFR 637**.

Construction Training Qualification Program Administrator: This is the entity which administers the CTQP for the Department. The CTQP program shall be administered by the Department's Office of Construction or a vendor under a contract or an agreement with the Department.

Construction Training Qualification Program Manager: This is the individual who is in charge of the CTQP Administrator (the entity which administers the CTQP for the Department).

Course Manual: Refers to the written text to which trainees refer during CTQP course presentations. It may be a bound book or loose leaf. All course manuals are available on the CTQP website.

District Construction Training Administrator (DCTA): This is the individual designated by the District Construction Engineer to coordinate all construction training in that district. Some Districts use the job title "coordinator" instead of "administrator" while the State Materials Office uses the term Materials Office Training Administrator (MOTA). To simplify this procedure, the term "DCTA" refers to these positions/persons.

Instructor: CTQP approved instructors are individuals who have been recommended by the relevant Technical Review Team (TRT- see definition below) and notified of Department approval by the State Construction Training Administrator (SCTA – see definition below) to present specific CTQP training courses.

Prerequisite: An event that is **required** prior to the granting of a qualification. For construction training purposes, this event may be a period of job related experience, a proficiency examination, or a level of qualification that is required prior to having a qualification granted. Prerequisites for each qualification are listed in the applicable chapter of this manual. Additional prerequisites (such as self-study courses) may be required of

Department employees prior to attending courses. Compliance with such additional requirements is the responsibility of the DCTAs.

Proficiency Standard: Refers to a "hands-on" practical demonstration of a trainee's knowledge and ability to perform a physical test or procedure according to a specific standard.

Provider – CTQP Approved Providers are entities recommended by the relevant Technical Review Team (TRT- see definition below) and notified of Department approval by the State Construction Training Administrator (SCTA – see definition below) to present specific CTQP training. These entities must use CTQP approved instructors and facilities to offer CTQP courses. The following shall be considered as meeting the facilities criteria:

- Members of the State of Florida University System
- Community Colleges
- Vocational Training Schools
- The Department
- Other state agencies, and
- Trade organizations.

Qualification: A process whereby the Department shall confer status to an individual for achieving and maintaining certain written and/or practical standards.

Qualification Requirement: A condition that must be met prior to a Department qualification being granted. For construction training purposes, it could be job related experience, successful completion of a proficiency examination(s), a prior certification, or a prior qualification requirement.

Quality Control: All contractor operational techniques and activities that are performed or conducted to fulfill the contract requirements and ensure that the product or service delivered meets the specific standards required by the contract.

Revocation of Qualification: Action taken by the State Construction Training Administrator (SCTA – see definition below) pursuant to **Section 1.9.11** or **1.9.12** of this **Manual**. Upon revocation of qualification, the affected person shall not be allowed to perform those testing, acceptance, and quality control activities where the Department requires CTQP qualified persons.

State Construction Training Administrator (SCTA): The individual designated by the Director, Office of Construction, as the coordinator of all construction training for the Department.

Self-Study Course: A non-instructor led course designed for completion outside of an organized classroom. Note that self-study courses may be delivered via computer based training or paper study manual.

Technical Review Teams (TRT): The group that gives technical advice in each of the CTQP's training subject areas. The team members are made up of individuals who are considered experts in their fields. They are appointed or removed from their positions by the Director, Office of Construction. **Note:** a list of TRT members including the Chairs of each TRT and their contact information is maintained on the Department's State Construction Office website.

Trainee: Refers to anyone who is taking or applying to take CTQP courses or examinations. This includes persons who may already hold prior qualifications, certifications, and college degrees.

Training Identification Number (TIN): This number is the trainee's driver's license number or the trainee's Florida identification card number.

Training Qualification Database System (TQDBS): The electronic database system that contains the construction qualification training records that are administered through the Construction Training Qualification Program (CTQP) by the CTQP Administrator.

Training Records Evaluation and Scheduling System (TRESS): The Department's existing employee training and development computer system. The construction training data generated in the TQDBS is linked to TRESS.

Verification: Sampling and Testing performed to validate the quality of the product.

1.7 CONSTRUCTION TRAINING AND QUALIFICATION MANUAL REVIEW

The **Construction Training and Qualification Manual (CTQM)**, Topic No. 700-000-001, is a dynamic document which will require periodic review. Each chapter of the **Manual** will be reviewed on a bi-yearly (24 months) basis. This review will be conducted by the SCTA. The SCTA will save comments received and make revisions as necessary, but no less frequently than every two (2) years.

The SCTA will ensure that all comments received are reviewed, responded to and, if appropriate, incorporated into any revision of the CTQM. The SCTA will also make sure

that any revisions to the CTQM are e-mailed to all District Construction Engineers and all District Materials Engineers.

1.8 REVISIONS AND ADDITIONS

Many of the recommendations for change to the CTQM will come from users. Comments from District personnel will be routed through the District Construction Engineer or Assistant Director of Operations for Construction for concurrence and/or comments before forwarding to the SCTA. Comments from contractors, consultants and other concerned parties shall be sent to the SCTA.

1.8.1 Typical Action to Be Taken

The action to be taken will usually fall into one of three categories:

- (1) Develop a new chapter
- (2) Revise existing chapter(s)
- (3) Write a Training Bulletin

1.8.1.1 New Chapter Development

When a new item appears which cannot be adequately addressed within the Manual's present chapters, then a new chapter will be written by the SCTA or designee. After drafting a proposed new chapter, the SCTA will process the proposed new chapter using the latest version of the ***Standard Operating System, Procedure No. 025-020-002***. After the proposed chapter has been properly reviewed by all affected offices, the SCTA will request it be placed on the Executive Committee Agenda for adoption.

1.8.1.2 Revised Chapter(s)

Drafts of revisions to existing chapter(s) will be sent to all District Construction Engineers, District Materials Engineers, the Forms and Procedures Office, the Office of Administration, FHWA, and other known affected parties for comments. After all comments are received and resolved, the draft revision shall be put on the DCE/DME agenda for adoption. Adoption of revisions shall be by majority vote with each District

Construction Engineer having one vote (8 votes), each District Materials Engineer having one vote (6 votes), the State Materials Office having one vote (1 vote), and the Central Office having two votes (2 votes), for a total of 17 votes.

1.8.1.3 Training Bulletin (TB)

After concurrence by the Chief Engineer, **Training Bulletins (TBs)** may be issued by the Director, Office of Construction. This action should only be used when immediate implementation is needed, such as to implement a mandatory legislative change, FHWA directive, judicial court ruling, Department policy, or other time sensitive issue.

A **Training Bulletin (TB)** shall have temporary authority and shall expire at the next meeting of the District Construction Engineers and District Materials Engineers. During periods of restricted travel or when more than 120 days pass prior to a District Construction Engineers' and District Materials Engineers' meeting, teleconferences may be used for discussing and voting on **TBs**.

TBs will be sequentially numbered followed by the last two digits of the year issued (i.e., 10-00, 11-00, 12-00, etc.) **TBs** shall be issued in memorandum format ending with a signature block for the Chief Engineer. Prior to review and signature by the Chief Engineer, a draft **TB** shall be given to the Forms and Procedures Office. Prior to being placed on the District Construction Engineers' and District Materials Engineers' agenda, the **TB** must be put into the format for the **Construction Training and Qualification Manual**, Topic No. 700-000-001. This can be a page revision/insertion, or a chapter revision/insertion.

An e-mail notice will be issued through the Internet and Infonet using the Construction Offices' distribution list and the CTQP Administrator shall post the notice on the CTQP website. The DCTAs shall be responsible for developing their own distribution list and shall forward a copy of the notice as needed in order to ensure their areas of responsibility are in compliance.

1.9 GUIDELINES

These guidelines are to be used in administering the Department's **Construction Qualification Programs and Training Courses**. These courses consist of self-study

courses (computer based or paper based) as well as subject specific (specialty) courses.

1.9.1 Database

The **Training and Qualification Data Base System (TQDBS)** shall contain the training records of everyone who takes a Department recognized CTQP examination. The trainee's electronic file shall contain data about the examinations taken, including pass/fail results, percentage score, date and location of examination, qualifications held (if any) with expiration dates and other training data pertinent to the trainee's record of construction qualification training. For proficiency examinations, the TQDBS may contain only a pass/fail result (i.e., a percentage score is not required).

The CTQP Administrator has been tasked with maintaining the Department's TQDBS. All Department employee construction training records will be maintained in TRESS as well as the TQDBS.

Although access to the "qualification" information in the database shall be available to anyone, several fields of information will have limited access. Fields such as "pass/fail" information shall only be accessible to training coordinators with a need to know. A person's qualifications shall be readily accessible to anyone with Internet access. Persons without Internet access can request training data information from their DCTA, Resident Training Coordinator or the SCTA.

1.9.1.1 Trainee Identification

Personal names are not unique in a database. The TQDBS will identify every trainee by a unique number. Applicants will be required to submit their ***Drivers License Number (DLN)***.

If an applicant or a trainee does not have a ***U.S. Driver License***, a ***Florida Identification Card*** must be obtained in order to pursue a CTQP qualification. ***Florida Identification Cards*** are issued by the same office that issues a ***Florida Driver License***. This card includes a photograph and a unique identification number, the Florida Identification Card Number (FICN). The ***DLN*** or ***FICN*** will become the unique number that identifies a trainee. When a person requests a qualification examination, the ***Driver License*** or ***Florida Identification Card*** must be shown. The trainee will need to use the unique ***DLN or FICN*** on all CTQP and Provider training documents.

1.9.1.2 Data Change

Should the trainee wish to update the name, address, employer name or employer address, the trainee shall complete the ***Trainee Personal Data Sheet*** (available on the CTQP website), check the space indicating a change of information and submit the form to the CTQP administrator. There is no fee to update this information in the database.

When a trainee is no longer employed by the employer shown in the CTQP database, that employer may request the CTQP administrator update the trainee's employer record to reflect that fact. In such cases, the employer shall send a letter on company letterhead or an email from the company e-mail address stating the name and ***DLN*** or ***FICN*** of the employee and requesting the CTQP database be changed to reflect the fact that the trainee is no longer employed there. In such cases, the CTQP administrator will change the trainee's employer information to show "Unknown" if the trainee has not already updated the employer information. There is no fee to update this information in the database.

1.9.2 Self Study Courses

The Construction self study courses are a part of the Department's "distance learning" program. Each self study course consists of a manual and a written examination. These courses give the trainee basic knowledge in a specific technical area particular to a road and/or bridge construction activity.

For Department employees, many of the self study course examinations are a prerequisite to other Department construction training qualification programs. Self study courses are not mandatory for contractor and consultant employees; however, they are strongly encouraged to use them to learn the information contained therein. Note that self study written examinations will only be given to Department employees. In order to obtain credit for the self-study course, the Department employees must take and pass the self study course examination.

The Department is working on a project to develop interactive, electronic self study courses. The Hot Mix Asphalt Testing, Hot Mix Asphalt Plant Inspection and Earthwork Inspection self study computer based training courses are now available, in this format. When this type of self study medium becomes more available, this procedure will be modified to incorporate "non-text" type self study courses with examinations.

1.9.2.1 Training Manuals

Each self-study manual is divided into chapters by subject area. At the end of each chapter there is a review quiz. By reading the chapter and passing the review quiz, every trainee should obtain the knowledge needed to understand basic technical principles necessary for Department construction inspection or materials acceptance.

Self-study manuals are available from the CTQP website and from the Department's Maps and Publications Office. For a listing of maps and publications, see the Department web site at the following URL.
<http://www.dot.state.fl.us/mapsandpublications/>

The SCTA is responsible for updating the manuals. The various Technical Review Teams, i.e. asphalt, concrete, earthwork, etc., shall act as technical advisors for the technical content of the respective subjects. The SCTA shall maintain the master copy of each manual.

1.9.2.2 Examinations

Every self-study manual has a corresponding examination. Department employees can request an examination through the District Construction Training Administrator (DCTA), Materials Office Training Administrator (MOTA) or the State Construction Training Administrator (SCTA). The DCTA will schedule a time and location for giving the examination that is mutually convenient for both parties. All self-study examinations are "closed book". Department employees should consult with the DCTA as to which training materials may be brought to the examination. If an oral examination is needed, contact the DCTA for arrangements. Anyone needing a disability accommodation to complete an examination should contact the DCTA.

Self-study examinations for Department employees are graded by the DCTAs. The DCTAs are responsible for making sure Department employee self-study data is entered in the Department's TRESS. A score of 70% is needed to pass a self-study examination.

1.9.2.3 Examinations as Prerequisites

Because of the quantity of knowledge expected to be retained from attending

the training courses and the restricted time for delivery, trainees are expected to have basic knowledge, skills and abilities prior to attending a CTQP class. All trainees are expected to have read and understood the Department's **Construction Math** and the **Contract Plans Reading** self-study courses prior to attending any Level II course. The Level II training course instructors are shown copies of the Department's **Construction Math** and **Contract Plans Reading** self-study manuals. The instructors are told to assume everyone in the class comes with the basic knowledge from these two courses. The instructors are told to assist trainees when material is not comprehended but are also told to refrain from teaching basic principles found in these two self-study manuals.

Several of the Department's self-study examinations are listed as prerequisites for various courses. Self-study examination prerequisites are considered "optional" for contractor and consultant employees. Although the examinations are considered optional, the material contained in the self-study manuals and examinations is not. Instructors will not "re-teach" material that was listed as a prerequisite because a trainee elected not to take the self-study prerequisite.

1.9.2.4 Self Study Course Completion Certificates

Certificates for successfully passing a construction self-study examination will be issued by the respective DCTA.

1.9.2.5 Special Recognition

When a Department employee passes all available self-study course examinations, the Director, Office of Construction, will send a letter of congratulation to the trainee. The DCTA shall request that this letter be sent upon notification of the passing of the last self-study examination. This request should be sent to the attention of the SCTA who shall prepare the appropriate congratulatory letter for the Director, Office of Construction's signature.

1.9.3 Qualification Training

There are currently several construction related inspection programs that lead to Department qualification. They are: aggregate, asphalt, concrete, earthwork, geotech, quality management, structures inspection, final estimates and

maintenance of traffic. Maintenance of traffic (MOT) qualification requirements are not a part of CTQP and are discussed in the latest version of **Procedure No. 625-010-000, Maintenance of Traffic Training**. All other qualification processes are detailed in this procedure.

1.9.3.1 Training Manuals

Manuals for CTQP courses that are developed specifically for Department qualifications are available on the CTQP Administrator's website.

1.9.3.2 CTQP Administrator's Web Site

The CTQP Program Administrator shall maintain an internet website at the URL "CTQPFlorida.com" for CTQP including but not limited to:

- (1) A course catalog briefly listing the course objective, content, duration, required examinations and approved providers
- (2) Links to provider's contact information and registration
- (3) A training history search page searchable by DLN or FICN
- (4) An examination test score reporting page searchable by DLN or FICN
- (5) Links to course manuals, study guides, tutorials and computer based self study courses
- (6) Links to relevant sections of the Department's specifications, procedures and manuals regarding required construction training and qualifications
- (7) Links to the requirements for CTQP qualifications.
- (8) A list with contact information for the staff of the Administrator

1.9.3.3 Examinations

Although examinations are discussed in detail in each specialty training course section, some guidelines apply to all specialty training course examinations. CTQP qualification exams must be proctored by a designated representative of the Provider. Such designated representatives must be approved by the SCTA. A list of rules to be followed while proctoring a CTQP exam is contained in **Attachment 10-1** found at the end of **Chapter 10** of this manual. All approved proctors for CTQP exams must read and follow the instructions contained in **Attachment 10-1**. Locations for examinations are

scheduled by the Providers and are available through links to Provider information on the CTQP Administrator's web site.

For trainees with special needs, oral examinations will be allowed for all Level I courses. It is expected that a trainee applying for Level II qualification training must be able to read, write, and interpret specifications, contract documents and procedures, all written in the English language. For this reason, oral examination will not be allowed for any Level II examinations. All CTQP written and proficiency examinations will be administered using the English language.

Anyone needing a disability accommodation to attend class or take examinations should submit a request for accommodation to their provider outlining their needs.

After an examination, the trainee may want to reflect back on questions that were difficult to answer. The trainee must not write down examination questions. This might give future examinees an unfair advantage and is considered a form of cheating.

During the waiting period between examination attempts, all applicants are encouraged to study the appropriate course manual(s), the **Department Standard Specifications, Test Methods** and gain additional hands-on experience.

The CTQP Administrator will keep trainee examination answer sheets on file at the CTQP Administrator's office for three (3) years. These answer sheets will then be destroyed. Results will be available on the CTQP website within 10 working days of the examination. An analysis of the trainee's answers may be obtained from the CTQP Administrator upon request until the answer sheet is destroyed.

1.9.3.4 Challenging an Examination

Some trainees already possess a wealth of experience and knowledge of a particular subject. These trainees may elect to skip the qualification course and take the examination. This process is referred to as "challenging the examination", and is allowed. A trainee desiring to challenge an examination will still need to register with a provider and pay the appropriate fee.

1.9.3.5 Examination Dispute

The Department has made every effort to ensure all examination questions are clear, relate to the study materials and contain no ambiguities. If a trainee takes a CTQP examination and believes that a question is confusing or misleading, a written appeal of the test question(s) may be made. The appeal must be made within five (5) working days and addressed to the SCTA.

The SCTA shall forward the appeal to the appropriate TRT Chairperson within five (5) working days. The TRT Chairperson shall review and make recommendations to the SCTA within five (5) working days. Where credit for the appealed question is granted, the TRT's recommendations shall also include a statement as to the advisability of using or deleting the appealed question from all future examinations. The State Construction Training Administrator shall have five (5) working days from receipt of the appeal to determine if the question is to be eliminated from the examination. The trainee shall be notified in writing (or e-mail) of the SCTA's decision within twenty (20) working days of the appeal. The SCTA will notify the CTQP Administrator of the decision.

1.9.3.6 Certificates

After completing all requirements for a particular qualification, an electronic qualification certificate will be available on the CTQP website. Trainees may print a copy of the certificate if one is desired. This qualification and training program does not issue certificates for class attendance.

1.9.3.7 Refresher Course Training

Due to frequent changes in technology, mandatory refresher course training may be necessary to maintain CTQP qualifications. The Department reserves the right to conduct mandatory refresher course training at any time. The Department also reserves the right to disqualify a trainee who fails to attend mandatory refresher course training or fails a mandatory refresher course examination.

1.9.4 Examination Security

The integrity of the CTQP system is dependent on secure examinations. The Department has taken several measures to guard against the compromising of examinations by providing multiple versions of every examination, using different examination questions, a different order for examination questions and changing the location of the correct answer blanks.

The CTQP Administrator has been tasked with making sure the qualification examinations held at its office are secured in locked cabinets until shipping to CTQP Providers. The CTQP Administrator will ensure that returned examinations are secured in locked cabinets until properly destroyed by shredding.

The CTQP Providers have been tasked with making sure the qualification examinations they administer are secured in locked cabinets until properly administered and returned to the CTQP Administrator. The CTQP Providers must also ensure that these examinations are diligently proctored when administered. Trainees will need to follow the instructions given out during the beginning of an examination. Failure to follow the instructions of the examination proctor could result in the trainee's examination being nullified.

The security of the self study examination booklets rests with the DCTAs. The self study examination booklets must be stored in locked file cabinets. If copies of the self study examination booklets are left with a resident training specialist, this person must abide by these same instructions and maintain the security of the examination booklets.

Electronic banks of examination questions and electronic versions of the examinations must not be left on Department computer permanent memories or "hard drives". This data should be stored on diskettes, CD's or other removable media and physically stored in locked file cabinets in Department facilities. Test questions and/or answer keys should not be transmitted via e-mail; if it is necessary to transmit these items, they should be sent through the mails on CD or DVD. The CTQP administrator is permitted to store these materials on a secured computer even if it is connected to a network or the internet.

1.9.5 Department Employee Performance Standards

Department employees in District Construction, District Resident Construction, and District Materials Offices are required to achieve and maintain a working knowledge

of basic transportation principles. These knowledge requirements include passing certain self study examinations and passing certain CTQP examinations. This section of the training manual gives guidance for listing these examination requirements in a position description and action to be taken when an employee fails to pass these examinations.

1.9.5.1 Self-Study Standards

Every new hire or promoted Department employee in any District Construction Office, Resident Construction Office, or District Materials Office is required to pass the **Construction Math** and **Contract Plans Reading** self-study exams if they occupy one of the following position types.

- (1) Architectural, Surveyors, Cartographers and Engineers, All Others Level I (formerly Engineering and Architectural Surveying (EAS) I)
- (2) Architectural, Surveyors, Cartographers and Engineers, All Others Level 2 (formerly Engineering and Architectural Surveying (EAS) II)

Persons occupying these positions shall have this knowledge requirement as a "condition of employment." The "condition of employment requirement" will be passing the **Construction Math** and **Contract Plans Reading** self study examinations within 120 days. The **Construction Math** and **Contract Plans Reading Self Study Examination** requirement as well as the initial 120 day time period shall be explained to the employee and listed in the appointment letter. In the event the employee does not satisfy this requirement, they shall be removed from the position or the Department as appropriate.

When an employee fails a **Construction Math** or **Contract Plans Reading Self Study Examination** for the first time, the supervisor shall counsel the employee. This counseling session shall include suggestions for attaining/retaining more knowledge as well as reminding the employee that failing to satisfy this job requirement will place their continued employment in jeopardy.

The employee is expected to study and prepare for a second examination attempt. Prior to the end of the 120 day time period, the employee must pass the **Contract Plans Reading** and **Construction Math Self Study Examinations**. Failure to pass either the **Contract Plans Reading** or the **Construction Math Self Study Examination** a within the 120 day period will

cause the employee to be removed from the position or the Department as appropriate.

1.9.5.2 CTQP Qualification Standards

Any "Architectural, Surveyors, Cartographers and Engineers, All Others" position in the Department's Construction Offices or District Materials Offices is subject to having a CTQP qualification(s) added as a job requirement. Additionally, Department management may add or delete CTQP qualifications to or from any position description when it becomes a necessary job requirement to carry out the work activities of the unit. Employees who are appointed to or are current incumbents in one of these Department positions that require a CTQP qualification(s) must understand the obligations. CTQP qualifications require passing an examination as well as requalification after a fixed period of time.

Management shall determine which positions require CTQP qualifications. When CTQP qualification requirement(s) are to be added to a position, the following guidelines should be used. Priority shall be in the following order:

- (1) Positions should be designated where the incumbent is already CTQP qualified.
- (2) Vacant positions should be designated, and then advertised for filling. Volunteers to fill the position within the work unit should be sought prior to advertising if otherwise qualified.
- (3) Positions that are currently filled with a non-CTQP qualified person shall be designated as needed. Selection will be based on the knowledge, skills, abilities and experience of the incumbent as well as management's determination of the best applicant.

When a CTQP qualification is a job position requirement, a non-CTQP qualified employee may not be considered when a CTQP qualified person has applied. If no CTQP qualified persons apply, then a non CTQP qualified person may be appointed to or reassigned into the position with trainee conditional status. The "trainee conditional" status employee will be required to achieve the CTQP qualification within 120 days of their appointment. Department positions that have been upgraded or updated to include a CTQP qualification requirement shall also afford the incumbent of such a

position 120 days to pass the CTQP qualification examination.

The new CTQP qualification requirement and 120 day time period shall be explained to the employee and listed in the appointment letter for new employees and in an update letter to current incumbents in said positions. This type of update letter will be used each time a new requirement is added to a position.

The employee shall be allowed up to three attempts to pass a CTQP exam at the Department's expense. A fourth or greater attempt of the same CTQP exam shall be at the employee's expense, including any associated travel expenses. If the employee is unable to pass the CTQP exam within the 120 day time period, the employee shall be removed from the position or the Department as appropriate.

Any individual who has failed the same CTQP qualification examination three times and has been removed from a Department position will not be barred from applying for another position with similar CTQP qualification requirements. However, in no case shall the Department pay for more than three attempts to pass the same CTQP qualification examination regardless of the position description or the length of time between attempts.

1.9.6 Waiver of Requirements for Qualification

Requirements for qualification are recommended by the various TRTs and approved by the SCTA. An applicant may request a waiver of requirements for qualification. The waiver request must be in writing and addressed to the SCTA. The SCTA shall forward a copy of the written request to the respective TRT chairperson. The TRT chairperson shall review the request at a regular TRT meeting and recommend approval/denial to the SCTA.

- (1) The TRT's recommendation report shall be completed within seven (7) calendar days of the TRT meeting at which waiver request was reviewed. The TRT chair shall present a dated, written recommendation report to the SCTA, the Director, Office of Construction, and other TRT members advocating approval or denial of the waiver of qualifications request including the reasons for that recommendation. One or more written recommendation reports may be included in and presented as a part of the minutes of a regular TRT meeting.

- (2) Where the TRT's decision has been reached by consensus, the report should state that. Where there is a difference of opinion on the question of the approval of the waiver of qualifications request among the TRT members, the TRT Chair's opinion shall rule. In such cases, the TRT's recommendation report shall state the number of TRT members that held dissenting opinions on the TRT's recommendation report.
- (3) It will be acceptable for the TRT chair to email such reports to the SCTA and other TRT members in a Microsoft word file format. The SCTA will make available the recommendation reports for a period of three (3) years on the State Construction Website in the same location as the regular TRT meeting minutes.

Within five (5) working days of receipt of the TRT's recommendation report, the SCTA shall uphold or reverse the TRT's decision on the appeal and inform the person requesting a waiver of qualifications in writing of the approval or disapproval of that request.

Should the person requesting a waiver of qualification requirements wish to appeal the SCTA's decision, the person requesting a waiver may submit a new request for waiver of qualification requirements to the Director, Office of Construction, within thirty (30) calendar days of receipt of the denial. The new request for waiver of qualification requirements shall include a copy of the original request, a copy of the denial of that request, and such additional information as the person requesting a waiver feels would be helpful in favorably reconsidering the request for waiver of qualification requirements. Within twenty (20) working days of receipt of such a new request for waiver of qualification requirements, the Director, Office of Construction, will approve or deny the waiver of qualification requirements and inform the person requesting a waiver and the SCTA. The Director's decision shall be final.

The SCTA will also notify the CTQP Administrator of all approved waivers of qualification requirements. A minimum of thirty (30) days should be planned and allowed by anyone making an appeal for the period from the time the appeal is made until the person appealing a waiver decision receives notification of the Department's decision.

The qualification requirement for prior job related experience shall **not** be

waived.

1.9.7 Reciprocity

Qualifications and certifications from other states are not recognized by the State of Florida at this time. National certifications, such as ACI certifications, are recognized and may meet certain qualification requirements for a portion of the qualification training. Other State qualifications/certifications may assist the trainee to "challenge an examination" but **will not** substitute for Florida qualification. "Challenging an examination" is further explained in another subsection of this procedure.

1.9.8 Auditing of a Course

There are two typical reasons for auditing a course: someone (usually in management) who wants to take a course for general knowledge or someone who wants to review a course's technical applicability and quality.

All persons who wish to audit a course should contact the SCTA for arrangements. Technical experts who wish to monitor the quality of the course are required to make course attendance arrangements at least two weeks prior to the beginning of the class, sit in the rear of the class as space allows, refrain from asking questions or making comments during class, only take handouts/manuals if extra are available and submit an informal written report of their observations within five working days of class attendance to the SCTA.

1.9.9 Trainee Application Procedure

Each Provider's preferred application form will be available from that provider. If more information about applying for a CTQP course is needed, contact the Provider by e-mail or contact the respective DCTA.

The Department's In-House CEI personnel shall submit applications for CTQP courses through the appropriate DCTA, SCTA or MOTA.

Contractor and Consultant CEI personnel shall submit the Provider's preferred application form directly to the Provider. The CTQP website will post a link to the course Provider where applicants can obtain a copy of the Provider's preferred application form. Within 72 hours prior to a scheduled class, the applicant may

check the CTQP website training calendar to make sure the class is still scheduled. The training Calendar will provide a link to the course Provider where applicants can verify that the class is still scheduled. If an applicant is unable to electronically access the CTQP Administrator's website, the applicant should call the CTQP Administrator. Department employees unable to electronically access the CTQP website should contact the DCTA.

Providers will store applications electronically or physically and keep them on file for three (3) years. Providers will surrender any stored applications to the SCTA upon request. At the conclusion of the three (3) year retention period Providers will be responsible to destroy any physically stored applications by shredding.

1.9.10 Requalification and Extension of Qualification Duration

Due to frequent changes in specifications, materials and processes, most qualifications are issued for 60-month durations. The Department reserves the right to extend the duration of any qualification for a specific period or indefinitely should this be in the Department's best interest. The decision to extend the duration of any specific CTQP qualification shall be made by the Department's Director, Office of Construction. In such cases, the Director will notify the SCTA.

The SCTA will post notice on the SCO website of such qualification duration extensions including the specific time period when the extension is to be in effect and request a similar posting from the CTQP Administrator on its website. The CTQP Administrator will also post notice on the CTQP website of such qualification duration extensions including the specific time period when the extension is to be in effect.

In order to maintain qualification, all persons must be requalified. It is the responsibility of each trainee to monitor qualification expiration dates. It is recommended that a trainee refer to the **"Requalification"** section of each procedure for requirements. Applicants for requalification who let their qualification expire will be required to take the course examination and any applicable proficiency examination.

1.9.11 Qualification Revocation Based on Lack of Proficiency

In order to maintain qualification status, technicians will be evaluated by District Independent Assurance (IA) personnel in accordance with the procedure specified in **Section 5.5 of the Materials Manual (Topic 675-000-000)**. Qualified technicians

who demonstrate erroneous field sampling, testing or reporting techniques shall be subject to additional review by a Department qualified IA inspector. If the Department qualified IA inspector files an ***FDOT Qualification Performance Report, Form No. 675-000-01***, stating that he/she has witnessed a qualified technician perform sampling, testing or reporting in an erroneous manner, then the qualified technician shall be subject to the process below per individual qualification. One copy of the form shall be given to the employee, one copy to the employee's supervisor (or contractor's representative), one copy retained in the Project records, one copy sent to the CTQP Administrator, and the original sent to the SCTA. Test results from a suspended technician will not be allowed for acceptance decisions.

1st Error- Verbal (documented) warning from the witnessing IA personnel.

If no other errors are witnessed by a qualified Department IA person within one year (365 days) of the first observation, then the record of the 1st error shall not be the basis for further Department action.

2nd Error- Written warning from the witnessing IA personnel. (Must be a different IA inspector than previously issued the verbal warning and within a year of that warning.)

If no other errors are witnessed by a qualified Department IA person within one year (365 days) of second error, then the record of those errors shall not be the basis for further Department action.

3rd Error- Revocation of qualification in the TQDBS by the SCTA.

Should the 3rd error be determined valid, the District Materials Engineer will discuss the matter with the District Construction Engineer, and recommend action to the SCTA. The SCTA may revoke the technician's qualification for up to one year in the TQDBS. The technician will be notified via "return receipt requested" mail to the technician and their employer (or DCE if a Department employee). The SCTA shall also notify the CTQP Administrator and the technician's qualification shall be removed from the TQDBS.

This decision may be appealed to the Director, Office of Construction, whose decision is final.

Prior to having the qualification reinstated, the technician must pass any applicable written examination and any proficiency examination. This includes meeting all initial, conditional requirements, as well as passing the written examination and proficiency examination.

1.9.12 Qualification Revocation Based on Falsification of Records

Active, qualified technicians must conform to the Department's practices with regard to testing, acceptance and quality control activities. Should any qualified technician falsify Department records, his/her qualification will be subject to possible revocation for up to two years by the SCTA. Falsification of project related documentation may be subject to further investigation and penalty under State Statutes and Federal Law.

Some of the CTQP qualifications list "a certain number of days work experience" as a qualification requirement. The applicant shall certify as meeting/not meeting any work experience requirements on the signed certification page of the **CTQP Exam Booklet**. Should the IA process bring a trainee's required work experience into question, proof of required work experience will be requested. Failure to furnish proof of required work experience could result in revocation.

The SCTA shall be the authority to revoke a qualification. Notification that a qualification has been revoked shall be by "return receipt requested" mail. A copy of the notification shall be sent to the employee's supervisor (or contractor's representative), SCTA, and the CTQP Administrator for TQDBS update. This decision may be appealed to the Director, Office of Construction. The technician has 90 days from receipt of notice to appeal this decision. The Director's decision regarding disqualification is final. Anyone with a revoked qualification shall be eligible to apply for new qualification after the specified period of revocation. Prior to having the qualification reinstated, the technician must pass any applicable written examination and any proficiency examination. This includes meeting all initial, conditional requirements, as well as passing the written examination and proficiency examination.

1.9.13 Fees

Fees for Department employees will be funded by the State Construction Office training budget. The District is responsible for any travel expenses associated with

training for Department personnel. Central Office funds may also be used for this purpose. The SCTA, the DCTAs, Contractors and Consultants will find links to the Providers' contact information on the CTQP Administrator's web site. Providers should be contacted for instructions on submitting fees to them. Checks should **not** be made out to the Department of Transportation but should be made out to the Provider instead.

1.9.13.1 Courses and Examinations

Links to the Providers contact information are provided on the CTQP Administrator's web site. Contact the providers for a listing of their fees associated with courses and examinations.

1.9.13.2 Training Course Manuals, Self-Study Manuals

While training course manuals are provided as a part of the course fees some applicants may want an advance copy of the training course manual to study in advance. Applicants wanting an advance copy of the training course manual may contact the Provider office for the latest charges for such copies of the training course manuals. Applicants may also review the contents of the CTQP training course manuals on line at the CTQP Administrator's Web site.

For the latest prices on remaining available mail out paper copies of self study manuals, go to the Department's Maps and Publications Office website at the following URL:

<http://www.dot.state.fl.us/mapsandpublications/>

Note: not all self study manuals may be available from the Department of maps and publications as the Department is transitioning to a free delivery by making printable copies available on the CTQP Administrator's Web site.

1.9.13.3 Self-Study Examinations

Self study examinations are only given to Department employees and there are no fees associated with them

1.9.13.4 Certificates

Once all qualification requirements are met, CTQP qualification certificates are available for the trainee to print from the CTQP website at no charge.

1.9.13.5 Qualification and Requalification

There are no fees for qualification or requalification.

1.9.14 Consultant Participation

Firms with active Consultant Construction Engineering and Inspection (CCEI) contracts are expected to maintain a group of qualified inspectors and Professional Engineers. These CCEI or material testing firms are expected to maintain the qualification requirements of the Inspectors and Engineers on their active projects with the Department. The costs associated with qualification of CCEI personnel are indirect costs and therefore are to be charged to general overhead, not to a specific project. This includes course fees, travel time and employee time. There is an exception, if the District **requires** the Consultant to attend training, and it was not a requirement of the CCEI firm's project prior to contracting with the Department, then the course fees and man hours spent traveling and attending these courses are billable directly to the project.

1.9.15 Tasks by Responsible Entity

At a minimum, the following tasks are handled by the various entities mentioned in this chapter.

1.9.15.1 Technical Review Team (TRT) Responsibilities

After consulting with the Director, Office of Materials, the TRT members are recommended by the Director, Office of Construction, and appointed by the Department's Chief Engineer.

The Technical Review Teams were created to give technical advice in each subject area. The team consists of individuals that are considered experts in their fields. The TRTs provide valuable advice to the construction training program. These standing committees consist of personnel involved with the quality of the State's road and bridge construction. These persons may come from the State Materials Office, State Construction Office, District Materials Offices, and District Construction Offices. The TRT's will go through the

SCTA to contact the State Construction Office, the State Materials Office, the CTQP Advisory Committee, Providers and Instructors.

A list of TRT members and their contact information are published by the SCTA in the contacts section of the SCO website.

TRT duties are as follows:

- (1) Meet a minimum of once per calendar quarter.
- (2) Review and recommend to SCTA revisions to CTQP course materials and examinations. When recommending new courses or revisions to existing courses, the following shall be included in the recommendation:
 - a. The topics and subtopics to be covered: The Specifications, manuals, industry standards, new developments, or other subject matter deemed critical by the TRT;
 - b. The anticipated duration of the instructor led training and exam(s);
 - c. Specific goals and objectives of the training course;
 - d. The number of questions anticipated for the exam and, if appropriate, the distribution of questions among the topics covered; and
 - e. Whether or not a proficiency examination will be required and, if so, the specific skill set to be demonstrated in the proficiency exam.
- (3) Review the qualifications of instructors to ensure that they are knowledgeable experts in the CTQP subject matter they wish to teach. Recommend approval of eligible Instructors to the SCTA. Review the performance of the CTQP instructors and make recommendations for improvement(s) as necessary to the SCTA.
- (4) Recommend standards for qualification to the SCTA.
- (5) Review the technical facilities and capabilities of the CTQP Provider entities. Recommend approval to the SCTA of Provider entities which possess or have access to adequate technical facilities and capabilities.

- (6) Review and recommend to SCTA revisions to self study course materials and examinations.
- (7) Review and make recommendations to SCTA on examination question appeals within five (5) working days of request by the SCTA.
- (8) Review and recommend to SCTA revisions to Computer Based Training course materials and examinations.
- (9) Review and recommend to SCTA action on requests for waivers of course prerequisites within two (2) weeks of request by the SCTA.
- (10) Review and recommend to SCTA action on requests for waivers of qualification requirements, with such recommendation to be made within seven (7) days of the TRT meeting at which the waiver is considered.
- (11) As a matter of policy and to help assure that TRT decisions and directives are consistent with CTQP policies, procedures, and standards, all communications with the Administrator and Providers should go through the SCTA.

1.9.15.2 TRT Chairperson Responsibilities

After consulting with the Director, Office of Materials, the chairpersons of the TRTs are recommended by the Director, Office of Construction, and appointed by the Department's Chief Engineer.

The TRT Chairperson shall preside over TRT meetings and ensure these meetings comply with the **Florida Sunshine Laws FS 119 & 286**. The following procedural guidelines are intended to help ensure compliance:

- (1) The TRT chair person shall send an electronic copy of the agenda to the SCTA for publication. Notice of meetings shall be posted on the State Construction Office Website of the time and location of such TRT meetings at least 30 days in advance of the meeting.
- (2) Notices shall contain an agenda of the meeting naming any issues on which decision making or recommendations will be made.

- (3) Notices shall also contain the advice to readers, that, if a person decides to appeal any decision made by the TRT with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.
- (4) TRT meetings shall be held in handicapped accessible facilities with provision for attendance by interested members of the public.
- (5) Minutes shall be taken, at such TRT meetings by the TRT Chairperson or designee, and such minutes shall subsequently be transmitted to the SCTA within 7 days and published on the State Construction Office Website for a period of three (3) years.
- (6) The TRT Chairperson shall consult with the members of the TRT, at a regularly scheduled TRT meeting, for issues needing a position recommendation, including the approval/denial of instructor qualifications when requested. The TRT Chairperson shall issue position recommendations on behalf of the TRT. The TRT positions and instructor approval recommendations mentioned in this paragraph shall be documented in the minutes of a TRT meeting.

Should course evaluations or examination pass/fail rates fall below acceptable levels; the SCTA shall notify the TRT chairperson for concurrence in remedial action. The Chairperson shall periodically review the Construction Training Evaluation forms, and examination pass/fail rates, for each course.

1.9.15.3 District Construction Training Administrators, (DCTAS or MOTA) Responsibilities

Receive the applications for Department personnel only. Retain the original application on file for three (3) years after "Date of Application".

- (1) Register Department employees for CTQP courses with the selected provider. Act as liaison between the Department, providers, and the CTQP Administrator.

- (2) Publish the date, time and location for the self-study examinations.
- (3) Notify the SCTA when a trainee passes all the self-study examinations.
- (4) Assist the applicant with finding a suitable training location, when requested.
- (5) Ensure Department employee self-study results are entered into TRESS.
- (6) Review Department employee TRESS records to assure construction training data is entered.
- (7) Maintain an adequate supply of the Department's self-study examination answer forms.
- (8) Distribute Department employee CTQP qualification certificates.
- (9) Print and distribute self-study examination completion certificates.
- (10) In coordination with the District Materials Office, assist the District Construction Engineer to initiate and conclude disqualification and qualification suspension procedures when necessary.

1.9.15.4 Construction Training and Qualification Program Administrator Responsibilities

The duties listed in this section are generalized duties for information purposes only. The CTQP Administrator's contract Scope of Services lists in detail the services to be provided by the CTQP Administrator. The CTQP Administrator may elect to subcontract some of these duties.

- (1) Maintain the Department's Training Qualification Database System (TQDBS).
- (2) Enter a trainee's examination results (pass/fail), and qualification information (including entries related to required submittals) in the TQDBS.

- (3) Grade all CTQP, construction specialty training examinations. An electronic grading system similar to the SCANTRON system may be used.
- (4) Make periodic summary reports on the pass/fail rate for each CTQP examination. Provide copies of those reports to the SCTA, and the applicable TRT.
- (5) Post the examination grades (for CTQP examinations) for limited viewing within two (2) weeks of receiving the answer forms.
- (6) Process any examination appeals within 3 business days of receipt as follows. Review trainees examination answer sheets for correct scoring, clearly mark on that answer sheet which answers are incorrect and forward copies of exam and answer sheet to the SCTA and to the Chair of the relevant TRT. Contact information for the TRT Chairs can be found on the SCO website. Amend the score of the appealed exam if and when directed to do so by the SCTA. Where required by an appeal score amendment, amend the pass fail information and the qualification information for the trainee involved.
- (7) Retain all non appealed examination answer sheets for three (3) years then destroy by shredding. Retain all appealed examination answer sheets for three (3) years or 90 days after being advised from the date of the resolved of the appeal resolution by the SCTA, which ever is longer and then destroy by shredding.
- (8) Review the course evaluations. Make periodic summary reports on the responses to those evaluations sorted by course and instructor.
- (9) Retain the original copy of completed course evaluation forms for three (3) years after the date of receipt from the provider.
- (10) Provide electronic reports on course attendance/non-attendance, pass/fail percentage, and other information stored in the CTQP databases as requested by the Departments' project manager.
- (11) Provide a daily website or file transfer protocol (FTP) site posting of an electronic file containing a list of all changes in trainee qualifications

occurring that day in the TQDBS. This shall be in a file format specified by the State Materials Office (SMO), which can be read by the Department's current LIMS interface program for the TQDBS. Access to this file shall be restricted by requiring the correct input of a specific user name and password. The password shall be changeable at any time by the SMO. Access by the SMO to this file shall be available 24 hours per day.

- (12) Within 48 hours of posting examination grades, include any resulting trainee qualification changes in the daily TQDBS qualification changes file posting.

1.9.15.5 Tasks Handled by State Materials Office

- (1) Ensure the State Materials Office is represented on the Technical Review Teams.
- (2) Periodically review the qualification procedures and specified criteria for qualification.
- (3) Review course manuals, training aides, and examinations. Provide recommended updates to the SCTA as needed.
- (4) Provide IA support for the CTQP including possible qualification suspension/disqualification of technicians.

1.9.15.6 Tasks Handled by District Materials Office

- (1) Verify trainee's work-related experience when requested.
- (2) Conduct Independent Assurance (IA) testing on qualified technicians.
- (3) Coordinate with the District Construction Office on disqualification and qualification suspension procedures.

1.9.15.7 Tasks Handled by State Construction Training Administrator

- (1) Budget for a statewide qualification program for all Department

employees needing construction qualifications.

- (2) Maintain, in both paper and electronic file format, the record set of master copies of the self-study manuals and examinations for both paper-based self study and computer based self study courses.
- (3) Maintain, in both paper and electronic file format, the record set of master copies of the CTQP course manuals for trainee and instructor, CTQP course examinations with answer keys and CTQP course presentation materials
- (4) Review reports of the course examination results and evaluations. Take corrective action to assure the integrity of the Department's Construction Training Program.
- (5) Periodically review the structure of the Construction Training Qualification database. Make recommendations for improvement as necessary.
- (6) Prepare the letter for signature of the Director, Office of Construction when notified of a trainee completing all self-study courses.
- (7) Provide timely decision statements in the examination appeal process after coordination with the appropriate TRT.
- (8) Provide timely decision statements on requests for waiver of prerequisites after coordination with the appropriate TRT.
- (9) Update the qualification procedure including statewide review as necessary.
- (10) Conduct at least one statewide meeting per year, compliant with the **Chapters 119 and 286, F.S.**, to review the effectiveness of the Construction Training Qualification Program with Districts, Central Office and a CTQP Administrator staff representative. Selected CTQP Provider representatives may be invited to this meeting at the discretion of the SCTA.

The SCTA shall be responsible for initiating additional courses or updates, to be developed in accordance with the standards and

guidelines contained in **Section 1.9.17** below. The need for such changes or updates may be identified by the SCTA, the CTQP Advisory Committee or the TRT.

- (12) Publish lists of current TRT members and their contact information on the SCO website.
- (13) Publish the following items on the SCO website:
 - (a) Notice of TRT meeting compliant with Sunshine Laws (**Chapters 119 and 286, F.S.**) including the agenda at least 30 days in advance;
 - (b) Copies of any TRT position recommendations memos or approval recommendations memos which are not documented in the minutes of a TRT meeting. Any such interim position or approval recommendations will be published by the SCTA in the same location as the TRT meeting minutes. These items shall remain published for 3 years from the date of posting on the SCO website.
- (14) Publish lists of current Advisory Committee members and their contact information on the SCO website.
- (15) Schedule, set the agenda for, and chair the CTQP Advisory Committee meetings usually on a quarterly basis. Such meetings will be in compliance with Sunshine Laws (**Chapters 119 and 286, F.S.**). The SCTA shall invite additional participants to the meetings as required, including but not limited to the CTQP Administrator's representative and CTQP Training Provider Representatives. The SCTA shall ensure minutes of the meetings are published on the SCO Website within one week following the meeting.
- (16) Obtain TRESS numbers for construction training and qualification courses

1.9.16 Tasks Handled by CTQP Advisory Committee

The CTQP Advisory Committee is composed of leaders, who agree to serve voluntarily, from the ranks of the Department, the Transportation infrastructure Contractors, the Materials Suppliers, the Industry's Trade Groups, and the Professional Engineering Inspection Consultant Community.

After consulting with the Director, Office of Materials, the Advisory Committee members are recommended by the Director, Office of Construction and appointed by the Department's Chief Engineer.

The CTQP Advisory Committee provides oversight and policy recommendations to the Department concerning CTQP issues. CTQP Advisory Committee meetings shall occur on a quarterly basis and comply with the Sunshine Laws (**Chapters 119 and 286, F.S.**). Notice shall be posted on the State Construction Office Website of the time and location of such meetings at least thirty (30) days in advance of the meeting. Such notices shall contain an agenda of the meeting identifying any issues for which decisions or recommendations will be made. Such notices shall also advise readers that if a person decides to appeal any decision made by the CTQP Advisory Committee during a public meeting or hearing, he or she will need a record of the proceedings. For appeal purposes, a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based, may be required. Such CTQP Advisory Committee meetings shall be held in handicapped accessible facilities with provision for attendance by interested members of the public. Minutes shall be taken, at such CTQP Advisory Committee meetings by the SCTA or his or her representative, and such minutes shall be published within one week of the meeting on the SCO web site for a period of three (3) years.

1.9.17 Standards and Guidelines for Course Development

As specifications and processes change, new courses or updates to existing training materials will be necessary. While these changes may be identified either by industry or Department employees, the TRT is responsible for determining and communicating to the SCTA the need for a new or updated course.

All requests for courses to be developed for the CTQP, whether a new course or an update to an existing course, shall be submitted to the SCTA in accordance with the following standards and guidelines. The SCTA is responsible for approval of the course materials and exams based on the review and recommendation of the TRT. A course shall not be considered final or a part of the CTQP curriculum until it has been formally accepted by the SCTA.

- (1) Submittals shall be on CD or DVD and shall utilize Microsoft Office Suite software (Word, Excel, Power Point or Access) and/or Adobe Acrobat ("pdf" files). To preserve the integrity of exams, the exams and answer keys should be transmitted by mail on CD or DVD, and not through e-mails.

- (2) The course developer's final submissions should be fully formatted and ready for use. This includes integration of the cover sheets, notebook spines and print instructions (the standard CTQP cover sheet will be provided to the developer for this purpose). Final acceptance of new and revised course materials will be at the sole discretion of the SCTA based on the review and recommendation of the TRT.
- (3) Course materials shall contain frequent references to the Department's **Specifications**, **Indexes**, or other authoritative materials relating to the subject matter.
- (4) Unless advance approval is given by the SCTA, exams shall be comprised of multiple choice and true/false questions, with no more than 20% of the questions being true/false. Multiple choice questions shall have 5 possible answers listed "a" through "e".
- (5) Unless advance approval is given by the SCTA, exams are to be designed and created to be "self-contained"; all necessary reference materials (tables, charts, etc.) shall be included in the exam booklet. In addition, the exams should not require the use of computers (unless directed otherwise).
- (6) The TRT and the SCTA will jointly determine the appropriate number of questions for each exam and the number of exams required. The SCTA may specify the percentage distribution of questions between various topics in the subject matter.
- (7) Answer keys will be provided for the exams in an Excel format. A spreadsheet format with headings and Exam ID numbers will be provided to the course developer.
- (8) If a proficiency exam is required, it should be designed to demonstrate not only the trainee's knowledge of the subject matter, but also their ability to actually perform required tasks. Accordingly, proficiency exams should be designed to be scored by the instructor based on criteria related to the trainee's performance of the prescribed task. In this regard, multiple choice and true/false questions will generally not be appropriate.

When the SCTA has approved new or updated CTQP course materials, the SCTA will send these materials to the administrator for distribution to those providers approved to present that course. The SCTA will include in the notice the effective

date of the new materials.

Within forty-eight (48) hours of receiving the new or revised materials, the administrator will publish a notice of the new or revised materials on the CTQP Administrator's web site. This notice will include the effective date of the new materials and date that existing materials are to be obsolete (no longer allowed to be taught by providers).

Within seven (7) calendar days of receiving the new or revised materials, the administrator will ship digital copies of these materials, print instructions and a sample hard copy of the student manual to all providers approved to teach the course.

1.10 Forms

Forms will be addressed in each chapter of the manual as needed.