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Florida Department of Transportation

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June 18, 2025

MATERIALS BULLETIN NO. 25-01
CONSTRUCTION TRAINING MEMORANDUM NO. 001-25

TO: **DISTRICT MATERIALS RESEARCH ENGINEERS**
DISTRICT CONTRUCTION ENGINEERS

FROM: Sue Zheng, P.E., Director, State Materials Office
Tim Latter, P.E., Director, State Construction Office

Signed by: Xiaoyan Zheng DocuSigned by: 0480C09F74244B2... Tim Latter C7704ED8972C440...

COPIES: Ryan Buck, Elizabeth Lawless, Cassady Allen. Susan Musselman, Alfredo Cely (Alfka), Leonardo Guim (Alfka)

SUBJECT: **IMPLEMENTATION OF TRAINEE IDENTIFICATION NUMBER (TIN) FOR CTQP TECHNICIANS**

Due to recent legislative changes in the State of Florida, specifically Florida Statute 322.14(1)(a), effective July 31, 2024, all Florida-issued Driver License Numbers (DLNs) will incorporate at least four randomly generated digits. As the Construction Training Qualification Program (CTQP) currently utilizes DLNs as fixed unique identifiers for technician records, this change prevents the continued use of DLNs in that role.

As a result, beginning **September 1, 2025**, the CTQP will transition to using a unique **Trainee Identification Number (TIN)** to identify all CTQP Technicians. The TIN is a distinct identifier and will not be derived from the technician's DLN.

To ensure proper implementation and record accuracy, the following requirements will be in effect:

1. **Trainees** must register with the CTQP Administrator's website and obtain a TIN prior to taking any CTQP examinations.
2. **CTQP Training and Exam Providers** must collect TINs from all Trainees before administering CTQP exams.
3. To confirm Trainee identity, Providers must continue verifying the individual's photo and name using a valid U.S. Driver License or Florida ID Card.

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4. In addition to photo likeness verification, Providers must also verify that the **first and last name** on the U.S. Driver License (or Florida ID Card) **match exactly** the names listed under the Trainee's TIN on the CTQP Website.
5. Providers shall submit an examination roster to the CTQP Administrator in a Microsoft Excel format that includes exam information, as well as Trainees first and last names, their TIN, and their U.S. Driver License Number (or Florida ID Card Number). Exam packages with incomplete or incorrect examination rosters would not be processed and returned to Providers for corrections / revisions.
6. Trainees who hold current, unexpired CTQP certificates are not required to obtain a new TIN until they renew an existing certificate or pursue a new one.

This language will be included in the next editing cycle of the Construction Training Qualification Manual (CTQM).