



## Florida Department of Transportation

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November 24, 2015

**CONSTRUCTION BULLETIN NO. 03-15**  
*(FHWA Approved: 11/24/2015)*

**This bulletin is expired**

**TO: DISTRICT CONSTRUCTION ENGINEERS**

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

A handwritten signature in blue ink, appearing to read "David A. Sadler", written over the "FROM:" line.

**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](mailto:Susan.Robeson@dot.state.fl.us)

DAS/sr