

**New Jersey
Society of Asphalt Technologists**



**Asphalt Technician Certification Program
Manual**

April 2011

INTRODUCTION

The New Jersey Society of Asphalt Technologists (NJSAT) is a non-profit organization which has the following objectives, in accordance with its constitution:

- A. To gather and disseminate information on quality asphalt technology intended to improve the design, construction and maintenance of asphalt pavements.
- B. To search for ways and means to reduce the life cycle costs of asphalt pavements wherever possible and to increase the efficiency of various facets of manufacture and construction of asphalt pavements.
- C. To lend support and assistance to other associations in their endeavors to advance asphalt technology, such as: AAPT, AGC, APA, Asphalt Institute, CIAP, NAPA, New Jersey Asphalt Pavement Association and other organizations in their efforts to improve asphalt technology.
- D. To be aware and supportive of asphalt research wherever possible.

In keeping with these objectives, the NJSAT has established a Certification Board to administer the Asphalt Technician Certification Program. The program is designed to train technicians in asphalt technology and to improve quality and thus life cycle costs by ensuring qualified technicians are performing the testing and inspection of asphalt pavements.

GENERAL POLICIES AND PROCEDURES

CERTIFICATION BOARD

The Certification Board shall be named by the President or the Board of Trustees and shall be comprised of members of the Board of Trustees. At a minimum, the board shall consist of two members from New Jersey transportation agencies and two members from the industry/consulting community. The President shall also appoint one of the members to be the Certification Board Chairman. The current list of Certification Board members is in Attachment #1. The President is an ex-officio member of the Certification Board.

The Certification Board Chairman may call meetings of the board as necessary to conduct the business of the board. A quorum of the Certification Board is considered to be 75% of the members and all voting of the board shall be by a simple majority of those present at any duly called meeting of the board unless otherwise stated in these regulations. A meeting is considered "duly called" when the Chairman notifies all Board members a minimum of one week in advance. A duly called meeting may also be scheduled by the President when he notifies all Certification Board members at least two weeks in advance.

DEFINITION OF CERTIFIED

Within the context of this manual and the NJSAT asphalt technician certification program, the term “certified” is defined as the end result for someone who is qualified by successfully meeting the requirements in one of the technical areas for which NJSAT offers certification. These are certifications solely defined by NJSAT and establish that the recipient has demonstrated a required level of knowledge and competence.

DISCLAIMERS

Certification of an individual by NJSAT indicates only that the technician has demonstrated a certain level of knowledge and proficiency in a selected subject matter. Each individual or organization utilizing certified individuals must make its own judgment of the overall competence of the certified technician. NJSAT specifically disclaims any responsibility for the actions, or the failure to act, of technicians who have been certified through NJSAT.

CANDIDATES WITH DISABILITIES

Persons with disabilities and those who have special needs should notify the course instructor at the time of registration so that appropriate accommodations can be made.

CERTIFICATION POLICIES AND PROCEDURES

Initial certification will be granted to those individuals who meet the requirements as listed below for the individual subject matter and apply to the NJSAT. The cost of initial certification shall be established by the Board of Trustees and shall include a one year membership to NJSAT. See Attachment #2 for the current fee schedule. The initial certification shall be for a period of five (5) years. Each certification shall have the following requirements for certification:

A. Asphalt Plant Technologist, Level 1

1. Satisfactorily complete a course on asphalt technology which contains both classroom and hands-on laboratory work, and which involves a minimum of twenty-five (25) total hours with at least ten (10) hours of laboratory work; and
2. At least one year of experience in hot mix asphalt testing, plant inspection or plant operation; and
3. Satisfactorily complete an NJSAT administered examination on quality control of asphalt mixture production operations with a score of seventy-five percent (75%) or better.

NOTE: Certifications which were issued by NJSAT for “Asphalt Plant Technologist” with no level being designated are equivalent to “Asphalt Plant Technologist, Level 1”.

B. Asphalt Plant Technologist, Level 2

1. Satisfactorily complete a course on advanced asphalt technology which contains both classroom and hands-on laboratory work, and which includes a minimum of fifteen (15) total hours with at least five (5) hours of laboratory work; and
2. Previously certified by NJSAT as Asphalt Plant Technologist, Level 1; and
3. Satisfactorily complete an NJSAT administered examination on advanced quality control of asphalt mixture production operations and Superpave with a score of seventy-five percent (75%) or better.

C. Asphalt Paving Construction Technologist

1. Satisfactorily complete a course on asphalt paving construction technology which includes a minimum of eighteen (18) total hours; and
2. At least one year of experience in hot mix asphalt pavement construction or inspection; and
3. Satisfactorily complete an NJSAT administered examination on various aspects of asphalt pavement construction operations with a score of seventy-five percent (75%) or better.

Approval of Courses

The Certification Board will approve courses which will be considered appropriate for certification in each of the three subject matters. It is recommended that candidates attend a pre-approved course. Candidates may, however, submit to the Board for consideration any course which meets the above requirements. With the submittal, candidates should include the name of the course, instructor(s) name and contact information, and an outline of the course.

Approval of Experience

An individual’s experience will be reviewed by a member of the Certification Board for a determination on meeting the requirements for a certification. The review by a single Board member shall be considered sufficient for decision on the credentials of a candidate. If a candidate objects to the decision, he may appeal to the Certification Board by writing a letter to the Certification Board Chairman. The Board will consider the appeal at a duly called meeting of the Board.

Development/Modification of Exams

The Certification Board will be responsible for development and modification of exams for the three certification disciplines. The Board may request assistance from outside experts in the development of the exams and may use a pilot testing program to check modifications to the exams. Examination papers are considered confidential, and candidates may not remove them from the examination room. Candidates will not be allowed to review their examination papers after the exam, but the exam grader will review incorrect answers with the candidate upon request. Exams will be graded by a Certification Board member or his designee based upon an answer key developed by the Board.

Retest Policy

For candidates who score less than sixty percent (60%) on an exam, retest will not be allowed without retaking an approved course. A candidate who fails the exam (scores less than 75%) but has a score greater than sixty percent (60%) will be allowed to take a retest. The retest will be administered not less than 30 days after the first test, and the candidate must score seventy-five percent (75%) or greater to be considered passing. For those candidates who fail the retest, no further testing will be conducted until the candidate has retaken an approved course.

RE-CERTIFICATION POLICIES AND PROCEDURES

Re-certification is required every five years for each of the three disciplines. The exception to this policy is for those individuals who were permanently certified as Asphalt Plant Technologist when permanent certification was the NJSAT policy. Those individuals are considered to be permanently certified as Asphalt Plant Technologist, Level 1. Once an individual has become certified as an Asphalt Plant Technologist, Level 2, there is no need for the individual to be re-certified as an Asphalt Plant Technologist, Level 1.

In order to be re-certified, an individual must verify attendance at asphalt technology conferences, seminars, symposia, workshops, or online courses for at least twenty (20) hours of continuing education/training over the course of the five (5) years. Examples of acceptable continuing education/training are listed in Attachment #3.

Note: For online courses, a copy of the course description and the certification of completion must be submitted with the request for recertification. For all other continuing education, a copy of a certification of attendance or other documentation of attendance shall be submitted with the request for re-certification.

Candidates for re-certification will submit a re-certification form listing their continued education for the past five (5) years. See Attachment #4 for a copy of the form. The form will be reviewed by a member of the Certification Board for a determination on

meeting the requirements for re-certification. The review by a single Board member shall be considered sufficient for decision on the credentials of a candidate. If a candidate objects to the decision, they may appeal to the Certification Board by writing a letter to the Certification Board Chairman. The Board will consider the appeal at a duly called meeting of the Board.

DE-CERTIFICATION POLICIES AND PROCEDURES

A certified individual may be de-certified (have their certification voided) for any of the following reasons:

- Failure to meet re-certification criteria.
- Conclusive evidence of falsifying test results, records or reports submitted to and upheld by the Certification Board.
 - 1st offense – one (1) year suspension of certification.
 - 2nd offense – permanent loss of certification.
- Improper performance of tests as documented by another certified technician and upheld by the Certification Board. Documentation to be submitted on “Report of Improper Test Performance Form” (Attachment #5).
 - 1st offense – written warning from NJSAT Certification Board
 - 2nd offense – five (5) day suspension of certification
 - 3rd offense – suspension until completion of an approved course on HMA quality control testing.
- Failure to construct, or inspect the construction of, hot mix asphalt in accordance with best construction practices as documented by another certified technician and upheld by the Certification Board. Documentation to be submitted on “Report of Improper Construction or Inspection Form” (Attachment #6).
 - 1st offense - written warning from NJSAT Certification Board
 - 2nd offense – five (5) day suspension of certification
 - 3rd offense – suspension until completion of an approved course on HMA construction.

Improper performance could be for not following the test procedure, not having the required equipment, or not calibrating equipment properly and reported by a NJSAT certified technician. The report shall be made by letter to the Certification Board Chairman including the name of the technician performing the test improperly, details of the infraction including date, location, and complete description of improper test procedure, and the name and contact information for the technician reporting the infraction. Anonymous reports will not be considered by the Board. The Certification Board will review all reports submitted at a duly called meeting to determine validity of the report. If the infraction is upheld, the Board will take appropriate action. Upon executing a decision, the Board will notify both the individual committing the infraction and the individual making the report.

All documented infractions, deficiencies and suspensions for improper performance of tests or construction will remain part of an individual’s certification record for five years

or until re-certification. Infractions for falsification will remain a permanent part of an individual's certification record.

COMPLAINTS/PROTESTS POLICIES AND PROCEDURES

Any individual wishing to register a complaint/protest regarding a course, examination or "Report of Improper Test Performance or Construction" must do so in writing within 30 days of the event to either the Certification Board Chairman or the NJSAT President. The written complaint/protest must be specific with regards to location, person(s) involved and the exact nature of the complaint/protest. The complaint/protest must be dated and bear the name and signature of the person making the complaint/protest. All complaints/protests will be addressed by the NJSAT Certification Board at a duly called meeting and will be answered in writing.

Attachment #1
Certification Board Membership
(as appointed by NJSAT President)

Chairman: Eileen C. Sheehy, P.E. – New Jersey Department of Transportation

Members: Orville Abbott – Abbott Associates
Tom Bennert – Rutgers CAIT
Wayne Byard – Trap Rock Industries
Rob Fischer – New Jersey Turnpike Authority
Robert Sauber – New Jersey Asphalt Pavement Association
John Varrone – Port Authority of NY/NJ

Ex-officio Member: President NJSAT

Correspondence to the Certification Board can be sent to the following:

Eileen C. Sheehy, P.E.
NJSAT Certification Board
10 Bearfort Way
Lawrenceville, NJ 08648

Phone: (609) 530-2307

Fax: (609) 530-5158

e-mail: eileen.sheehy@dot.state.nj.us

Attachment #2 Certification Fee Schedule

A. Asphalt Plant Technologist, Level 1

1. Initial Certification: \$70 (includes 1 year membership to NJSAT)
2. Re-certification: \$30
3. Both initial certification and re-certification are good for five (5) years.

B. Asphalt Plant Technologist, Level 2

1. Initial Certification: \$70 (includes 1 year membership to NJSAT)
2. Re-certification: \$30
3. Both initial certification and re-certification are good for five (5) years.

C. Asphalt Paving Construction Technologist, Level 1

1. Initial Certification: \$70 (includes 1 year membership to NJSAT)
2. Re-certification: \$30
3. Both initial certification and re-certification are good for five (5) years.

Fees do not include costs for any training course(s) taken by the individual. Certification fee covers the exam administrative costs, the certification administrative costs and any re-test administrative costs. There will be no refund of fees for exam failures, suspension or de-certification.

Attachment #3

Examples of Asphalt Technology Conferences/Seminars/Workshops For Re-certification

- NJ, NY and PA State Asphalt Paving Conferences
- Federal Aviation Administration Region 1 Conference on Airports
- NJ Society of Asphalt Technologist Quarterly Meetings
 Note: Each NJSAT Dinner Seminar counts as 2 hours of training.
- National Asphalt Paving Association (NAPA) Meetings/Programs
- Association of Asphalt Paving Technologist (AAPT) Meetings
- Mid-Atlantic Quality Assurance Workshops
- Northeastern States Materials Engineers (NESMEA) Meetings
- Northeastern Asphalt User/Producer Group (NEAUPG) Meetings
- Asphalt Institute Training Programs
- Asphalt Pavement Alliance (APA) Meetings/Programs
- New Jersey Asphalt Paving Association Technical Asphalt Programs
- NJ Local Technical Assistance Program (LTAP)/Rutgers Center for Advanced Infrastructure and Transportation (CAIT) asphalt training courses
- Transportation Research Board (TRB) asphalt programs/webinars
- NJDOT Asphalt Related Training Programs
- Clarence Richard: Plant Operation e-Workshop at www.clarencerichard.com
- NHI asphalt related Web-based Training courses available at:
<http://fhwa.adobeconnect.com/wbtenroll/>
- Pavia Systems: Online Training for the Asphalt Pavement Industry at www.paviasystems.com or www.hotmix.org

Note: Attendance at NJSAT Dinner Seminars and the NJAPA refresher course are automatically credited to active NJSAT member's status. Further documentation of attendance is not required for these events.

Note: For online courses, submit a copy of the course description and the certification of completion with the request for recertification. For all other continuing education, submit a copy of a certification of attendance or other documentation of attendance along with the request for recertification.



Society of Asphalt Technologists, Inc.

NJ Asphalt Pavement Association
520 Horizon Drive
Hamilton, NJ 08691-1907

Ladies or Gentlemen:

Subject: Documentation required for recertification.

PAVING = Recertification after 5 years

PLANT = Recertification after 5 years

Recertification requires that you verify 20 hours of additional training since your latest certification. Below is a form that will assist you in maintaining your personal records. This form may be used for **RECERTIFICATION** after your present certification expires.

Recertification for PAVING

Recertification for PLANT, LEVEL 1

Recertification for PLANT, LEVEL 2

My present certification expires in the year _____.

Date of Event	Name of Event	Location	Training Hours	Instructor

Please mail my new certification and identification card to:

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Affiliation _____

Mail this application and check (\$30 payable to NJSAT) to the above address.