

Field Sampling and Testing Qualification Program

September 6, 2023
to
September 28, 2023

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The Personnel Qualification Program for Field Sampling & Testing has been developed for the purpose of qualifying persons in the sampling and testing methods for which they have demonstrated the knowledge and ability to properly perform the procedures required by those methods. The Materials Testing and Research Branch (MTRB) has partnered with the local Concrete and Cement Product Industry (CCPI) and American Concrete Institute (ACI) Concrete Unit of the Field Sampling and Testing Qualification Program (FSTQP). The Asphalt, Soils and Aggregate Units will be conducted by personnel from the MTRB. The certification training will be held at the MTRB, 2530 Likelike Highway, Honolulu, Hawaii 96819.

Concrete Unit: September 6-8, 2023 – Government Agency – State & County Personnel-Only

Asphalt Unit: September 11-15, 2023

Soils & Aggregate Unit: September 18-28, 2023

Neighbor Islands Personnel have first priority

Notes:

1. Personnel arriving late for the Exams will not be allowed to take the written or performance exam forfeits their application fees and will have to be rescheduled for the next set of examinations.
2. Personnel with expired qualification must be re-qualified in order to perform field sampling and testing of materials on all Hawaii Department of Transportation (HDOT) Highway construction projects and FHWA funded city and county projects.
3. In the event a participant with qualification time remaining from their previous examination for the Asphalt Unit, the Concrete Unit, or the Soils and Aggregate Unit fails the September 2023 qualification examination for any of those Units, the participant will lose their qualification time remaining for the Units that the participant failed. Qualification time remaining does not accumulate; qualification is only good for five years.
4. The Transportation Personnel Qualification Program recognizes the ACI Certification of Concrete Field Testing Technician – Grade I for performing sampling and testing activities on Portland cement concrete, and is required by all personnel for Portland cement concrete sampling and testing on HDOT projects. Certification under the Western Alliance for Quality Transportation Construction (WAQTC) concrete Testing Technician Qualification may be recognized on case-by-case basis.



Concrete Unit

September 6-8, 2023 - Concrete Module via CCPI / ACI (Max. 10 persons)

September 6th (Wed) 8:00 a.m. - 3:00 p.m.	Hands-on Practice (In person at HWY-L)
September 7th (Thurs) 8:00 a.m. - 3:00 p.m.	Classroom Training (In person at HWY-L)
September 8th (Fri) 8:00 a.m. - 3:00 p.m.	Written & Practical EXAM (In person at HWY-L)

Upon satisfactory completion of ACI Certification, please email a copy of your certificate to: kimberly.t.gordian@hawaii.gov.

Asphalt Unit

September 11-15, 2023 – Asphalt Module

September 11th (Mon) 8:00 a.m. - 11:00 a.m.	Classroom Training (Virtual)
September 12th (Tues) 8:00 a.m. - 3:00 p.m.	Written/Verbal EXAM (In person at HWY-L)
September 13th (Wed) 8:00 a.m. - 3:00 p.m.	Written/Verbal EXAM (In person at HWY-L)
September 14th (Thurs) 8:00 a.m. - 3:00 p.m.	Written/Verbal EXAM (In person at HWY-L)
September 15th (Fri) 8:00 a.m. - 3:00 p.m.	Written/Verbal EXAM (In person at HWY-L)

Soils & Aggregate Unit

September 18-28, 2023 – Soils and Aggregate/Sand Cone Module

September 18th (Mon) 8:00 a.m. - 3:30 p.m.	Classroom Training (Virtual)
September 19th (Tues) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)
September 20th (Wed) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)
Priority given to participants travelling to Oahu only	
September 21st (Thurs) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)
September 22nd (Fri) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)
September 25th (Mon) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)
September 26th (Tues) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)
Priority given to participants travelling to Oahu only	
September 27th (Wed) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)
September 28th (Thurs) 8:00 a.m. - 5:00 p.m.	Hands-on Practice, Written & Performance EXAM (In person in HWY-L)

MTRB may revise starting time of Hands-on Practice, Written & Performance Exam as needed and confirmed with participants during scheduling.

Exam & Registration Information

THE EXAMINATION

The one or two-part (written and performance) examination will include the following test methods:

Bituminous (Asphalt) Materials Unit

1. AASHTO R66 – Sampling Asphalt Materials
2. AASHTO R97 – Sampling Asphalt Mixtures

Soils and Aggregate Materials Unit

1. AASHTO R90 – Sampling Aggregates
2. Hawaii HDOT TM1 – Density of Soil In-Place by the Sand Cone Method
3. Hawaii HDOT TM3 – Field Determination of Moisture Contents in Soils

Concrete Materials Unit (ACI)-State and County Personnel Only

1. AASHTO R100, ASTM C31 – Making and Curing Concrete Specimens in the Field
2. AASHTO T119, ASTM C143 – Slump of Hydraulic Cement Concrete
3. AASHTO R60, ASTM C172–Sampling Freshly Mixed Concrete
4. AASHTO T309, ASTM C1064 – Temperature of Freshly Mixed Hydraulic Cement Concrete
5. AASHTO T121, ASTM C138 – Density (Unit Weight), Yield, and Air Content (Gravimetric) of Concrete
6. AASHTO T152, ASTM C231 – Air Content of Freshly Mixed Concrete by the Pressure Method
7. AASHTO T196, ASTM C173 – Air Content of Freshly Mixed Concrete by the Volumetric Method

REGISTRATION FOR EXAMINATIONS

To register for the Asphalt, Soils and Aggregate ACI Concrete qualification examinations, complete forms (HDOT-TPQP-1 and HDOT TPQP-2) and email the forms to DOT.FSTQP_Registration@hawaii.gov and send your check to the address below:

Materials Testing and Research Branch
Attn: FSTQP – Kimberly Gordian
2530 Likelike Highway
Honolulu, Hawaii 96819-2928
Please send checks per participant, per unit.

Make checks payable to:
Hawaii Department of Transportation

Note: Registration is free for Highways and County personnel.

Study guides will be Emailed 2 weeks before class. Study guides with sampling and testing methods will be provided for Asphalt & Soils.

Concrete study guides will be mailed to Government Personnel Only.

DEADLINE: Registration form and payment must be received to the MTRB by 4:30 p.m., Friday, August 17, 2023.

Last day to cancel for refund is Friday, August 17, 2023.

To request cancellation and a refund, please contact Kimberly Gordian at (808) 832-3405, ext. 115 or email at kimberly.t.gordian@hawaii.gov.

If you have any questions on the registration, please contact Kimberly Gordian at (808) 832-3405 ext. 115 or email at kimberly.t.gordian@hawaii.gov.

If you have any questions on the Field Sampling and Testing Qualification Program (FSTQP) or Independent Assurance (IA) Program, please contact Ms. Carla Belaski at (808) 832-3405 ext. 113 or email at carla.l.belaski@hawaii.gov.

Examination Procedures

Field Sampling and Testing Qualification Program

QUALIFICATION REQUIREMENTS

1. Participants who have passed both the written and performance examinations for the test methods in the Asphalt Unit, the ACI Concrete Unit, or the Soils and Aggregates Unit will be qualified for that unit, and a certificate with their qualifications will be email to the participant.
2. Failure in either the written examination or the performance examination of a test method in the Asphalt Unit, the ACI Concrete Unit, or the Soils and Aggregate Unit will constitute failure to qualify for the unit in which the failure occurred.
3. Participants with time remaining on their existing qualification will forfeit their qualification time remaining for the units in which the participants failed to obtain qualification through the September 2023 examination.

WRITTEN EXAMINATION

1. Closed book exam.
2. Questions will not be allowed during the examination.
3. Asphalt Unit will not provide pencils/calculators for the examination. Phones are not allowed to be used during the examination.
4. The examination may be online or paper. The examiner will collect all examination papers and used scratch paper.
5. Participant must pass with a minimum score of 70% on each test method. ACI requires 60% minimum score on each test method, and 70% minimum combined score to pass. Participants must pass with a minimum score of 50% on General Knowledge Section in Soils and Aggregate Unit.
6. For the Asphalt Unit, the participant must pass the written exam on one or more of the test methods in order to continue with the exam. For Soils and Aggregate Unit and Asphalt Unit, the participant will be allowed one retake of the written exam for the test methods that the participant failed. If the participant of Soils and Aggregate Unit initially fails two or more test methods, the individual fails the written exam. For the ACI Concrete Unit, refer to examination section in the technician workbook or contact CCPI-HI. ACI written examination is graded by ACI and may take several weeks for results; performance exam will not be affected by written exam.

7. If the participant fails the written retest exam for any of the three units, the participant will not obtain qualification for that unit. Participants will have to wait until the next scheduled qualification program.

PERFORMANCE EXAMINATION

1. Closed book exam.
2. Coaching from the examiner will not be allowed during the examination.
3. Each examination shall be completed within the time limit designated for that test method.
4. The participant may be required to verbally describe material sampling procedures if performance of the method is not practical or feasible.
5. The participant shall perform all of the required procedures for each test method. Omission of one or more of the required procedures for a test method will constitute failure of that test method. The Examiner may allow certain procedures to be accelerated. Inability to complete the test procedures within the designated time limit will constitute a failure of the test method. For the ACI Concrete Unit, refer to examination section in the technician workbook or contact CCPI-HI.
6. If the participant notices an error that was made during the performance of the test method, the participant will be allowed one restart for each test method.
7. The participant must pass the performance exams for 50% or more of the test methods in a unit to continue with the examination for that unit.
8. If the participant passes 50% or more of the test methods in a unit, the participant will be allowed one retake of the performance exams for the test methods that the participant failed in that unit. Failure of a performance exam retake for any of the test methods in a unit is failure to obtain qualification for that unit.

For the ACI Concrete Unit, refer to examination section in the technician workbook or Contact CCPI-HI.

Hawaii Transportation Personnel Qualification Program Registration Form

Deadline: August 17, 2023

Check one:

Initial Qualification

Renewal of Qualification

PARTICIPANT CONTACT INFORMATION

Name: _____ Phone: _____

Position Title: _____ Bargaining Unit: _____

Email Address: _____ Office HWY _____

Employer's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Island of Employment: Oahu: _____ Maui: _____ Kauai: _____ Hawaii: _____

If Participant's employer is making class arrangements, please include the following information.

Contact Name: _____ Phone: _____

Contact Email Address: _____

Study Guides: Email only

NOTE:

Participants should bring their own pocket calculator, pen, and pencils. Phones are not allowed to be used during the examination.

Appropriate wear (no shorts) is recommended, and shoes are required during practical examinations.

**First priority will be for participants whose certifications are expiring soon followed by Neighbor Island participants.

Lunch will be provided for Soil and Concrete units participants only.

DESIRED QUALIFICATIONS

Bituminous (Asphalt) Unit \$200

Soils & Aggregate Unit \$300

ACI Concrete Unit (Government Personnel Only)

Examination Fee

Funded

TOTAL _____

Office use only:

Check #: _____ Study Guides: _____

Amount: _____ Certificates: _____

Transportation Personnel Qualification Program (TPQP)

Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so qualified by TPQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the individual in accordance with the required test procedures. By signing this document, the individual agrees to abide by all of the terms of the TPQP and as set forth by the contracting agency.

RIGHTS AND RESPONSIBILITIES AGREEMENT

This document affirms that _____ hereinafter
(print name)

the applicant, desires to be qualified by the Transportation Personnel Qualification

Program (TPQP) in the: Bituminous (Asphalt) Unit
 Soils & Aggregate Unit
 ACI Concrete Unit (Government Personnel Only)

The applicant should also be aware that both State and Federal laws may govern construction projects, including Title 18, United State Code, Section 1020, that in brief states that anyone making falsifications on Federal-Aid projects,

“Shall be fined not more than \$10,000 or imprisoned not more than five years, or both.”

I, _____, have read, understand, and agree to abide by the rights, responsibilities, and penalties associated with receipt of this qualification.

Signature

Date

Highways Division

State of Hawaii Department of Transportation

Highways — Materials Quality Assurance Program

The Materials Quality Assurance (QA) Program represents the Hawaii Department of Transportation, Highways Division's recognition of its responsibility and commitment to ensure that materials incorporated into highway construction projects conform substantially to requirements of the plans and specifications. This program provides uniform, statewide procedures to ensure personnel can perform materials sampling and testing in accordance with test methods used in the program.

All personnel performing field sampling and testing of materials for all State Highway construction projects (Federal & State funded) and all County Federal-Aid projects on the National Highway System (NHS) shall be qualified per the QA Program's Personnel Qualification Program of the QA Manual for Materials. In accordance with Title 23 CFR, Part 637, the sampling and testing has to be performed by qualified sampling and testing personnel.

Personnel must successfully pass a two-part (written and performance) examination to become qualified to perform field sampling and testing of materials for all State Highways construction projects and all County Federal-Aid projects on the NHS.

Personnel who successfully pass the two-part examination for the unit (e.g. Asphalt, Soils & Aggregate, and Concrete) will receive a 5-year qualification certificate for that unit. All qualified personnel must requalify every 5-years. To requalify for another 5-years, personnel must successfully pass the two-part examination for the unit they are applying for recertification.

Personnel who are certified and are actively performing field sampling and testing of materials on various State Highways construction projects and all County Federal-Aid projects on the NHS, shall participate in the MTRB's Independent Assurance (IA) Program.

The purpose of the IA program is to provide uniform, statewide procedures to ensure personnel qualified under the TPQP remain capable of performing sampling and testing correctly and to ensure testing equipment is checked and calibrated.

Personnel from the MTRB will schedule the annual IA evaluation with the QA Officer at the four Highways District Offices (Oahu, Hawaii, Maui, and Kauai). If you have any questions concerning the program, please contact Kimberly Gordian at (808) 832-3405 ext. 115 or email kimberly.t.gordian@hawaii.gov@hawaii.gov.



Materials Testing and Research Branch
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