

Oklahoma Highway Construction Materials Technician Apprentice Responsibilities

Should my application be accepted by the Highway Construction Materials Technician Program (HCMTP), I shall prize and protect my relationship with other designers and constructors of public and private facilities; I shall join them in holding paramount the safety, health, and welfare of the public in the performance of our respective duties. In doing this I shall perform only under the direct supervision of a Registered Highway Construction Materials Technician (RHCMT) and only in the specified discipline of my apprenticeship.

As a member of the design-construct team, I shall share with my mentor the responsibility of ensuring that construction test results will, in so far as possible, accurately represent the actual components of the facility being constructed

In order to fulfill the above responsibility, I agree to the following specifics:

1. To the best of my abilities, I shall, without regard to the source of my employment, accurately sample, test, and report in accordance with the procedures prescribed by the Specifications.
2. Immediately upon learning of possible deviations from acceptable standards, I shall notify the responsible parties. Such notification shall be only for the purpose of promptly correcting the problems and improving the product. Regardless of consequences, the actual test results shall be reported.
3. I shall immediately inform my mentor and other responsible parties of any known or suspected deficiencies in the equipment or procedures used in the sampling and/or testing of highway construction materials.

Application for Highway Construction Materials Technician Apprenticeship

Section I

(To be completed by applicant.)

Name: _____

Organization: _____

Email: _____

Registering as an apprentice in: (Check all that apply.)

G Asphalt

G Materials Sampling & Testing

G Concrete

G Profilograph Operator

G Soils

G Aggregates

Requirements for Registration as an Apprentice Highway Construction Materials Technician.

1. As an Apprentice RHCMT, I agree to:
 - a. Perform pertinent sampling or testing procedures only under the direct supervision and guidance of my mentor(s) until I have been declared competent to perform the procedure unsupervised in the Apprentice Training and Competency Review Record.
 - b. Familiarize myself with and abide by the rules governing RHCMTs. [Rules may be accessed from our website link at <https://www.oktechcert.org/>]
 - c. Attempt certification as an RHCMT in the appropriate discipline within one (1) year of the issuance of my apprenticeship.
2. As an applicant for registration I affirm that:
 - a. I am a citizen of the United States or a legal alien. [Documentation required for non-citizens.]
 - b. I have neither been convicted of a crime involving fraud nor been guilty of professional malfeasance.
 - c. I have read and understand the attached Oklahoma Highway Construction Materials Technician Apprentice Responsibilities document.
 - d. I understand my apprentice certification expires when I obtain full certification in that area of interest or one year from the beginning of my apprenticeship, whichever occurs first, and my apprenticeship can not be extended or repeated.

Applicant Signature

Date

Application for Highway Construction Materials Technician Apprenticeship

Section II

(To be completed by mentor.)

Name: _____

Organization: _____

As the designated mentor to the apprentice RHCMT, I will mentor the apprentice according to the attached document entitled Training Program for Apprentice Certification. I will ensure that the apprentice conducts sampling and/or testing of highway construction materials only under my direct guidance and supervision until I have declared the Apprentice to be competent to perform the procedure unsupervised in the Apprentice Training and Competency Review Record..

I agree to affix my official seal to the results of tests performed under my supervision when the stamp of an RHCMT is required. I understand that I am responsible for the accuracy of all documents to which I affix my seal.

I will mentor the apprentice not only in the proper sampling and testing procedures but also in professional and ethical conduct befitting an RHCMT.


Mentor Seal and Signature

Date

This section for program staff only.

APPRENTICE	
PROGRAM DIRECTOR'S SIGNATURE	

TRAINING PROGRAM FOR APPRENTICE CERTIFICATION

Apprentice technicians shall be trained by the mentor or other certified technician prior to performing the AASHTO, ASTM, and/or OHDL test procedures. The training procedures shall be followed for each test the technician is required to perform for certification.

1. The mentor shall provide the apprentice a copy of the required test procedure and report forms. The apprentice shall study the test procedure and test forms to become familiar with the equipment, terminology, test procedure, calculations and test reports.
2. The mentor shall demonstrate the test procedure for the Apprentice. The apprentice shall practice the test procedure under the guidance of the mentor until proficiency is obtained.
3. The mentor shall evaluate the apprentice for competency to perform the test procedure. Competency shall be evaluated by test demonstration.
4. The mentor shall record the test procedure reviewed, the date, the results (satisfactory or unsatisfactory), comments, and sign the entry on the apprentice training form.
5. If an unsatisfactory result is recorded for the test procedure, the mentor shall review all observed deviations from the test procedure with the apprentice. The apprentice shall further practice the test procedure under the guidance of the mentor until proficiency is obtained.
6. The mentor shall reevaluate the apprentice as needed until satisfactory results are recorded for the test procedure.
7. The mentor shall maintain a file of the completed record forms. One copy of the form shall be given to the apprentice each time a new entry is recorded. These records may be requested by the Highway Construction Materials Technician Certification Committee.
8. Prior to demonstrating competency in a test procedure, test results for that test procedure performed by the apprentice may be used for quality control or quality assurance if the test was performed in the presence of the mentor. Upon demonstrating competency in a test procedure, test results for test procedures performed by the apprentice may be used for quality control or quality assurance. The reporting and use of test results generated by the apprentice in these cases is subject to the discretion of the mentor. If reported, the test reports shall be signed by both the apprentice technician and mentor.
9. The apprentice shall demonstrate proficiency in each of the required procedures prior to being tested for Highway Construction Materials Technician Certification. Proficiency will include any calculations, equipment or terminology required by the procedures.

Apprentice Training and Competency Review Record

Apprentice Technician: _____

Mentor(s)

1) _____ Date assigned: _____

2) _____ Date assigned: _____

3) _____ Date assigned: _____

4) _____ Date assigned: _____

5) _____ Date assigned: _____

[illegible]