

Highway Construction Materials Technician Certification Program (HCMTP)

Oklahoma Department of Transportation (ODOT)

Standard Operating Procedure (SOP)

Table of Contents

1. Introduction and Purpose	2
2. Definitions	2
3. Organizational Structure and Responsibilities	2
4. Records and Official Seal	3
5. Application for Certification	3
6. Areas of Certification	4
8. Examinations	4
9. Certification Issuance and Duration	5
10. Recertification	5
11. Temporary and Apprentice Certification	6
12. Continuing Training Requirements	6
13. Disciplinary Action	7
14. Complaint and Enforcement Procedures	7
15. Hearing Process	7
16. Appeals	7
17. Fees	8

1. Introduction and Purpose

This Standard Operating Procedure (SOP) establishes the regulatory framework and operational procedures for the Oklahoma Highway Construction Materials Technician Program (HCMTP). This program ensures the competency and integrity of individuals involved in the sampling, testing, and inspection of materials used in highway construction projects within the state. The SOP is authorized under the Oklahoma Highway Construction Materials Technician Registration Program Act and is administered by the Oklahoma Department of Transportation (ODOT) and the HCMTP Advisory Committee.

2. Definitions

- **Act / Program:** Refers to the Oklahoma Highway Construction Materials Technician Registration Program Act.
 - **Applicant:** An individual applying for certification to perform construction material testing.
 - **Certification:** The formal registration granted to an applicant upon meeting all program requirements.
 - **RHCMT:** Registered Highway Construction Materials Technician.
 - **Advisory Committee:** A group appointed to administer and oversee the implementation and enforcement of this program.
 - **Program Director:** The individual appointed by the Advisory Committee to manage the program's day-to-day operations.
 - **HCMTP:** Highway Construction Materials Technician Program.
 - **ACI:** American Concrete Institute.
-

3. Organizational Structure and Responsibilities

3.1 Chair

- Presides over meetings of the Advisory Committee.
- Appoints subcommittees and members as needed.
- Signs all official certificates.
- Performs other duties as required by law or deemed necessary.

3.2 Vice-Chair

- Acts in the absence of the Chair and assumes the Chair's responsibilities temporarily.

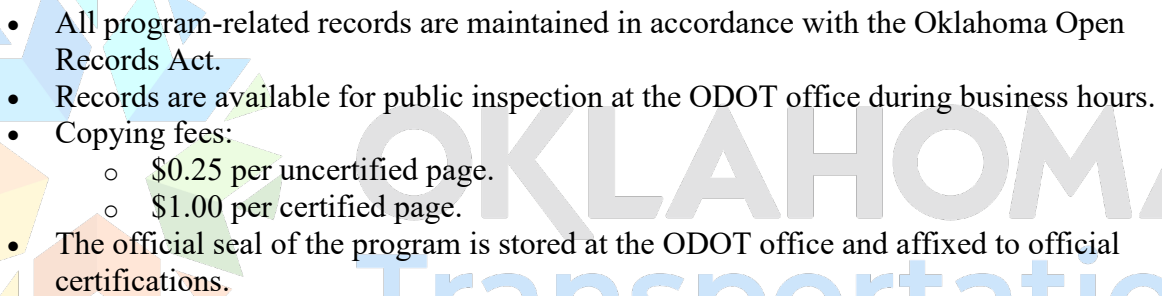
3.3 Secretary

- May be elected from Advisory Committee members.
- Records meeting minutes, manages correspondence, and performs duties the Chair assigns.

3.4 Program Director

- Administers program operations and ensures compliance with established procedures.
 - Coordinates training, certification, and disciplinary procedures.
 - Oversees recordkeeping and communication with stakeholders.
-

4. Records and Official Seal

- 
- The logo for Oklahoma Transportation is positioned behind the text of section 4. It features a stylized star composed of various colored triangles (blue, orange, yellow, green) on the left. To the right of the star, the word "OKLAHOMA" is written in large, light blue, sans-serif capital letters, and the word "Transportation" is written below it in a smaller, blue, sans-serif font.
- All program-related records are maintained in accordance with the Oklahoma Open Records Act.
 - Records are available for public inspection at the ODOT office during business hours.
 - Copying fees:
 - \$0.25 per uncertified page.
 - \$1.00 per certified page.
 - The official seal of the program is stored at the ODOT office and affixed to official certifications.
-

5. Application for Certification

- Applicants must complete and submit official application forms provided by the Program Director.
 - Applications must be submitted before participation in any examination or training sessions.
-

6. Areas of Certification

- Training is available and may be taken either through formal modules or through supervised apprenticeships with certified technicians
 - Certification is available in multiple areas, including, but not limited to:
 - Asphalt
 - Soil
 - Concrete
 - Aggregate
 - Material Sampling & Testing
 - Asphalt Mix Design I
 - Asphalt Mix Design II
 - Profilograph operation
 - Individuals pursuing Asphalt Mix Design Level I & II certification must possess a current certification in Asphalt and Aggregates from HCMTP.
-

7. Training for Non-Certification Personnel

- Individuals not seeking certification, such as construction inspectors or supervisors, may apply for training.
 - Training is provided under the same terms and fees as for certification candidates.
-

8. Examinations

8.1 Written Examination

- Passing requires:
 - Minimum 70% on each section.
 - Minimum 80% average across all sections.
- Retakes:
 - One retake permitted within 60 days after the initial failure.
 - Failure on the retake requires the applicant to restart the certification process.
- Written Examination for ACI Extension:
 - Technician will still need to complete any sections of a written examination pertaining to content not covered by the ACI written examination.

8.2 Practical Examination

- Involves performance of material sampling and testing procedures.
 - The regulations about the Pass/Fail criteria and the stipulations of the "Fourth Strike" rule can be accessed through the following hyperlink: [key-element-guide.pdf](#)
 - Practical Examination for ACI Extension:
 - Technicians will still need to complete any sections of a Practical examination pertaining to any content not covered by the ACI Practical examination.
-

9. Certification Issuance and Duration

- Certification is granted upon successful completion of all required written and practical exams.
 - Certification acquired through the American Concrete Institute (ACI) program exclusively applies to concrete and aggregates. Furthermore, it remains valid only for the duration remaining on the certification unless suspended or revoked.
 - Certifications acquired through the HCMTP are valid for five (5) years unless suspended or revoked.
 - Certified individuals may use the designation "Registered Highway Construction Materials Technician (RHCMT)."
-

10. Recertification

- Recertification follows the same process as original certification.
 - Must be completed within one (1) year before expiration of current certification.
 - Technicians with at least nine (9) years of continuous certification (with no more than 12 months of interruption) may waive the practical exam if they receive a satisfactory evaluation within the last 18 months from the Independent Assurance Branch.
-

11. Temporary and Apprentice Certification

11.1 Temporary Certification

- Technicians who have previously achieved certification through the HCMTP or ACI Program are recognized. It is important to note that only the Concrete and Aggregate certification will be considered valid if the ACI Certification is utilized.
- Requirements:
 - Passing score on a written exam.
 - Enroll in and remit full payment for the next available certification module.
 - No more than twelve months of interruption in their continuous certification.
- Temporary certifications shall expire on the date of the next available certification module.

11.2 Apprentice Certification

- For individuals in training under direct supervision.
- Requirements:
 - Train under the direct guidance of a certified construction materials technician.
- This certification is valid for one year or until full certification is attained, whichever occurs first. It is important to note that no apprenticeships may be repeated in the same area.

12. Continuing Training Requirements

- Up to 10 hours of continuing education per certification area may be required annually.
 - Training must be completed through approved providers.
 - Evidence of completion includes passing scores on required assessments.
 - Requests for exemption due to hardship may be submitted to the Advisory Committee.
-

13. Disciplinary Action

13.1 Grounds for Discipline

- Gross negligence, incompetence, or misconduct.
- Falsifying test data or certification credentials.
- Criminal convictions involving felonies or controlled substances.
- Professional misconduct, including bribery, conflict of interest, or unethical practices.
- Failure to meet continuing education or renewal requirements.

13.2 Sanctions

- Suspension, revocation, reprimand, or denial of certification.
- Sanctions require clear and convincing evidence.

14. Complaint and Enforcement Procedures

- Complaints must be submitted in writing, signed, and notarized.
- Investigations are conducted by designated personnel.
- Formal proceedings are initiated when evidence supports disciplinary action.
- Respondents are notified at least 10 days before hearings.

15. Hearing Process

- Presided over by the Chair or a designated hearing officer.
- Legal counsel may represent parties.
- Full due process rights are provided, including the opportunity to present evidence, question witnesses, and appeal decisions.

16. Appeals

- Decisions may be appealed within 30 days of the final order.
 - Appeals are filed with the District Court of Oklahoma County.
-

17. Fees

TRAINING MODULES

Module	Current	Proposed
Aggregates	\$400	\$500
Asphalt Materials	\$400	\$500
Concrete Material	\$400	\$500
Soil Mechanics	\$400	\$500
Profilograph Operator	\$350	\$450
Material Sampling & Testing	\$400	\$500
Earthwork Construction ECWI	\$200	\$250
PC Pavement Construction	\$200	\$250
Bridge Construction inspection	\$200	\$250
Asphalt Construction Inspection	\$200	\$250

CERTIFICATION MODULES

Module	Current	Proposed
Aggregates	\$650	\$825
Asphalt	\$975	\$1,250
Asphalt Sampler	\$325	\$400
Concrete	\$325	\$400
ACI Extension	\$325	\$400
Material Sampling & Testing	\$975	\$1,250
Profilograph Operator	\$375	\$475
Soils	\$650	\$825
Asphalt Mix Design I	\$600	\$750
Asphalt Mix Design II	\$400	\$500

ALTERNATE CERTIFICATION MODULES

Module	Current	Proposed
Alternate Material Sampler	\$100	\$125
Alternate Asphalt	\$100	\$125
Alternate Concrete	\$100	\$125
Alternate Soils	\$100	\$125
Alternate Aggregates	\$100	\$125

OTHER CERTIFICATION FEES

Module	Current
Re-certification	Same as original or \$125 if practical is waived
Temporary Certification	Same as the applicable full certification fee
Apprentice Certification	\$100.00 per area
Returned Check Fee	\$25
Duplicate Certificate	\$15