

**New Jersey
Society of Asphalt Technologists**



**Asphalt Technician Certification Program
Manual**

January 2017

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, ACCNJ, 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 Committee 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 COMMITTEE

The Certification Committee 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 Committee 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 Committee Chairman. The President is an ex-officio member of the Certification Committee. Attachment #1 contains the current Certification Committee members.

The Certification Committee Chairman may call meetings of the Committee as necessary to conduct the business of the Committee. A quorum of the Certification Committee is considered to be 75% of the members and all voting of the Committee shall be by a simple majority of those present at any duly called meeting of the Committee unless otherwise stated in these regulations. A meeting is considered "duly called" when the Chairman notifies all Committee members a minimum of one week in advance. A duly called meeting may also be scheduled by the President when he notifies all Certification Committee 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. Initial certification shall include a one year membership to NJSAT. The initial certification shall be for a period of five (5) years. Each certification shall have the following requirements for certification (also shown in Attachment #2):

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) lecture hours and a minimum of ten (10) hours of laboratory work; and
2. At least one year of experience in hot mix asphalt testing, plant inspection, plant operation or flexible pavement design (Attachment #4); and
3. Satisfactorily complete an NJSAT administered examination on quality control of asphalt mixture production operations with a score of eighty percent (80%) 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 twenty-five (25) lecture hours and a minimum of ten (10) 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 eighty percent (80%) or better.

C. Asphalt Paving Construction Technologist

1. Satisfactorily complete a course on asphalt paving construction technology which includes a minimum of twenty-two (22) total hours; and
2. At least one year of experience in hot mix asphalt pavement construction, inspection or flexible pavement design (Attachment #4); and
3. Satisfactorily complete an NJSAT administered examination on various aspects of asphalt pavement construction operations with a score of eighty percent (80%) or better.

Approval of Courses

The Certification Committee 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 Committee 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 Committee for a determination on meeting the requirements for a certification. The review by a single Committee 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 Committee by writing a letter to the Certification Committee Chairman. The Committee will consider the appeal at a duly called meeting of the Committee.

Development/Modification of Exams

The Certification Committee will be responsible for development and modification of exams for the three certification disciplines. The Committee 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 Committee member or his designee based upon an answer key developed by the Committee.

Retest Policy

For candidates who score 60% or lower, retest will not be allowed without retaking an approved course. A candidate who fails the exam (scores less than 80% but has a score greater than 60%, will be allowed to take a retest. The Course Administrator shall establish a retest date 30 - 90 days from the initial test date. The candidate is responsible to appear at the scheduled retest or forfeit the right to a retest. The candidate must score 80% or greater on the retest 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. A re-testing fee for administrative costs will be charged at the time of the re-test.

RECERTIFICATION POLICIES AND PROCEDURES

Recertification 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 recertified as an Asphalt Plant Technologist, Level 1.

In order to be recertified, 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. The acceptable hours for a course will be the PDHs or CEUs that are given for the course. If PDHs or CEUs are not listed on the certificate, the hours are based on the hours of instruction listed in the agenda or syllabus and exclude breaks and non-technical (e.g. welcome) presentations. Proof of attendance, not just registration, is required for each course attended. NJSAT dinner meetings are considered 2 hours for recertification. Examples of acceptable continuing education/training are listed in Attachment #3.

Note: For NJSAT dinner meetings, no proof of attendance is required. Sign-in sheets will be used to verify attendance.

Candidates for recertification will submit a recertification form listing their continued education for the past five (5) years. The form will be reviewed by a member of the Certification Committee for a determination on meeting the requirements for recertification. The review by a single Committee member or his designee shall be considered sufficient for a decision on the credentials of a candidate. If a candidate objects to the decision, they may appeal to the Certification Committee by writing a letter to the Certification Committee Chairman. The Committee will consider the appeal at a duly called meeting of the Committee. The Recertification form is found as Attachment #5.

RECIPROCITY

Reciprocity with other jurisdiction will be considered on an individual basis.

The NJSAT will certify an individual with a valid certification from another jurisdiction provided that:

1. The valid certification jurisdiction is acceptable to the NJSAT Certification Board.
2. The certification requirements of the other jurisdictions are similar to NJSAT and the other jurisdictions certification course content is acceptable to the Certification Board.
3. The individual passes the written certification test for the level of certification being sought. There will be no retest available and failure to pass the written test will require the individual to take the NJSAT certification course for the level of certification being sought.
4. Certification will be valid for five years and recertification will be required after five years upon satisfactory completion of the recertification requirements.
5. All decisions of the Certification Board are final.

CERTIFICATION - EXPIRATION AND REACTIVATION

Certification will be considered expired on the day following the fifth year of initial certification. If the individual does not seek recertification prior to the expiration date, then the certification is expired.

If 0-12 months lapse before Paving, Plant Level I or Plant Level II recertification, then the individual will be recertified if he/she can verify through the recertification application, 20 hours of continuing education as described in the Recertification Policy and Procedures of the Asphalt Technician Certification Program Manual (Manual) and payment of the required fees for Paving, Plant Level I or Plant Level II Certifications.

For Paving & Plant Level I Certification

If 12-18 months lapse before recertification, then the individual must retake and pass the respective examination for Paving or Plant Level I. If a passing grade is not achieved, there is no retest and the respective course must be repeated. All retest fees will apply.

For Plant Level II Certification

If 12-18 months lapse before recertification, then the individual must retake and pass the examination for Plant Level I and Plant Level II. If a passing grade is not achieved, the course corresponding the failing grade must be repeated. If both test scores are not passing, then both courses must be repeated. All retest fees apply.

For Paving, Plant Level I and Plant Level II Certification

If 18 months or more has lapsed before recertification, then the course or courses must be repeated.

DECERTIFICATION POLICIES AND PROCEDURES

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

- Failure to meet recertification criteria.
- Conclusive evidence of falsifying test results, records or reports submitted to and upheld by the Certification Committee.
 - 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 Committee. Documentation to be submitted on “Report of Improper Testing, Construction, or Inspection Form”, (See Attachment #6).
 - 1st offense – written warning from NJSAT Certification Committee
 - 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 Committee. Documentation to be submitted on “Report of Improper Testing, Construction, or Inspection Form”, (See Attachment #6).
 - 1st offense - written warning from NJSAT Certification Committee
 - 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 best construction practices, improper 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 Committee Chairman including the name of the technician performing the test or construction improperly, details of the infraction including date, location, and complete description of improper test procedure or construction practices, and the name and contact information for the technician reporting the infraction. Anonymous reports will not be considered by the Committee. The Certification Committee will review all reports submitted at a duly called meeting to determine validity of the report. If the infraction is upheld, the Committee will take appropriate action. Upon executing a decision, the Committee 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 practices will remain part of an individual’s certification record for five years or until recertification. 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 Testing, Construction, or Inspection Form” must do so in writing within 30 days of the event to either the Certification Committee 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 Committee at a duly called meeting and will be answered in writing.

Attachment #1
Certification Committee Membership
(as Appointed by NJSAT President)

Chairman: Rob Fischer, P.E. – New Jersey Turnpike Authority

Members: Eileen C. Sheehy, P.E. – NJDOT
Thomas Bennert, Ph.D. – Rutgers University
Wayne Byard – Trap Rock Industries
Robert Sauber – RWS Consulting, LLC
John Varrone – Port Authority of NY/NJ
Kaz Tabrizi, Ph.D., P.E. – Advanced Infrastructure Design

Ex-officio Member: Current President of NJSAT

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

NJSAT
PO Box 458
Allentown, NJ 08501

Attachment #2

Certification Fee Schedule

A. Asphalt Plant Technologist, Level 1

1. Initial Certification: Certification Fee includes 1 year of membership to the NJSAT and 5 year certification. Initial certification fee is \$125.
2. Retest for Initial Certification: \$25 for administering exam
3. Re-certification: \$100 fee for each certification to be re-certified. Membership is not included in re-certification fee.
4. Both initial certification and re-certification are good for five (5) years.

B. Asphalt Plant Technologist, Level 2

1. Initial Certification: Certification Fee includes 1 year of membership to the NJSAT and 5 year certification. Initial certification fee is \$125.
2. Retest for Initial Certification: \$25 for administering exam
3. Re-certification: \$100 fee for each certification to be re-certified. Membership is not included in re-certification fee.
4. Both initial certification and re-certification are good for five (5) years.

NOTE: After achieving Level 2 certification, it is not necessary to maintain Level 1 certification.

C. Asphalt Paving Construction Technologist, Level 1

1. Initial Certification: Certification Fee includes 1 year of membership to the NJSAT and 5 year certification. Initial certification fee is \$125.
2. Retest for Initial Certification: \$25 for administering exam
3. Re-certification: \$100 fee for each certification to be re-certified. Membership is not included in re-certification fee.
4. Both initial certification and re-certification are good for five (5) years.

D. Certification Replacement

1. A \$25 fee will be assessed for the replacement of a current certificate and/or card.

NOTE #1: Fees do not include costs for any training course(s) taken by the individual. Certification fee covers the exam administration costs and the certification administrative costs. There will be no refunds of fees for exam failures, suspension or de-certification. There will be an additional fee charged for administrative costs if a re-test is required for any reason.

Attachment #3

Examples of Asphalt Technology Conferences/Seminars/Workshops For Recertification

- 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/Webinars
- Asphalt Pavement Alliance (APA) Meetings/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
- FHWA Asphalt Related Training Programs/Webinars
- NJDOT/Port Authority of NY/NJ 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 <http://training.paviasystems.com/catalog/index.php>.



Attachment #4

New Jersey Society of Asphalt Technologists Experience Application

Prior to taking either the HMA Construction Technologist or HMA Plant Technologist Level 1 courses, an applicant must have a minimum of one year experience in asphalt pavement construction or other related projects, i.e., testing laboratory, field inspection, etc.

Please Indicate: HMA Construction Technologist HMA Plant Technologist Level 1

Starting with your present position, please list your experience. You may attach a resume.

***** Please Print Clearly *****

Date of Work (From/To)	Project Name/Location	Work Conducted For (Agency/Private)	Name/Title of Supervisor
Brief Description of Responsibilities			

Date of Work (From/To)	Project Name/Location	Work Conducted For (Agency/Private)	Name/Title of Supervisor
Brief Description of Responsibilities			

Date of Work (From/To)	Project Name/Location	Work Conducted For (Agency/Private)	Name/Title of Supervisor
Brief Description of Responsibilities			

Date of Work (From/To)	Project Name/Location	Work Conducted For (Agency/Private)	Name/Title of Supervisor
Brief Description of Responsibilities			

Name					
Home Address					
City		State		Zip	
Email		Phone			
Business Affiliation					



New Jersey Society of Asphalt Technologists

Recertification Application

New Jersey Society of Asphalt Technologists **RECERTIFICATION** is required after 5 years. The applicant must verify 20 hours of asphalt related instruction over the course of 5 years in order to maintain their certification.

Certification fee and mailing address are subject to change. Please go to www.njsat.org to confirm both fee and address before submitting this form.

Recertification For:	<input type="checkbox"/> PAVING (\$100)	<input type="checkbox"/> PLANT LEVEL ONE (\$100)	<input type="checkbox"/> PLANT LEVEL TWO (\$100)
Present Certification Expires In The Year:			

Please provide a copy of your current ID card or certificate showing your expiration date.

Supporting documentation for continuing education classes listed is required. PDH hours are equivalent to training hours.

Date of Event	Name of Event	Location	Hours	Instructor/Speaker

First Name...MI...				ID No.	
Last Name...Suffix					
Home Address					
City		State		Zip	
Email		Phone			
Business Affiliation					

NJSAT Membership Information

While it is not necessary to maintain certification, membership is vital to our existence. Your dues of \$25 per year support our organization's efforts in continuing education, seminars, scholarships, and other ventures in improving the quality of hot mix asphalt. Active membership is required to access some areas of the NJSAT website, pay reduced fees at quarterly NJSAT dinners and events, and to be eligible for scholarships. If you'd like to become a new member or continue your membership, please go to www.njsat.org/calendar.htm and you may pay dues online. Thank you!

**Return this form along with your check in the appropriate amount payable to NJSAT to:
NJSAT, Attn: John Nakonechy, 78 Morning Glory Road, Warren, NJ 07059**

