



# Highway Construction Materials Technician CERTIFICATION BOARD NEWSLETTER

October, 2007

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**New Evaluation Procedures.** Retest added for performance tests. Fourth strike allowed.

**Mandatory Continuing Education Module for Soils.** Required CE for Soils techs coming soon.

**Key Element List for Applicants.** Applicants will be given a list of all key elements for each procedure.



## NEW EVALUATION PROCEDURES

### Pass/Fail criteria and the “Fourth Strike” rule.

**Two chances to perform a procedure** - If an applicant misses one or more key elements on a procedure, it is considered a strike. If the applicant misses fewer than three key elements, the evaluator shall tell the applicant which key elements were missed. If the applicant misses three or more key elements, the evaluator shall tell the applicant only that the attempt was failed and how many key elements were missed but not which ones were missed. After being informed that the attempt was unsuccessful, the applicant will be given an opportunity to review the standard and make a second attempt to perform the procedure. If a key element is missed on the second attempt, the applicant has failed to meet the requirement for that procedure.

**One retest permitted for performance evaluations** - If an applicant fails to meet the requirement for a procedure during the evaluation process (two attempts failed), a retest for that procedure is scheduled for a later date (neither less than 7 nor more than 60 days later) and the applicant continues the process with two strikes from that procedure. If a second procedure is failed (two attempts), the applicant has failed the module and must re-enroll at a later date. For the retest, the applicant gets only one opportunity to perform the procedure. If a key element is missed, the applicant has failed the module and must re-enroll.

**The “Fourth Strike” rule** - Missing one or more key elements on a procedure results in a strike. A successful second attempt means the applicant continues but now with “one strike.” A failed second attempt means failure of that procedure (retest scheduled) and the applicant continues but now with “two strikes.” Once an applicant receives a third strike, missing another key element in any procedure is considered the “fourth strike” and the applicant has failed the module and must re-enroll. For re-enrollments, the entire module must be repeated regardless of where in the process an applicant was when the module was failed.

**Clarifying Summary** - There are two ways to fail a module.

- 1) Fail two procedures. An applicant can fail two procedures by:
  - (a) Failing to meet the requirement (two attempts) on any two procedures.
  - (b) Failing to pass a retest on any procedure.

2) Receive four strikes. - An applicant receives a strike for missing one or more key elements on any procedure. Three strikes is the maximum allowable for successful completion of a certification module.

This new policy will be in effect for the upcoming certification modules beginning November 13.



## **Soils Continuing Education Module Coming Soon**

At the October 3, 2007 meeting, the Board ordered the development and delivery of a Continuing Education module to cover AASHTO T 224, “Correction for Course Particles in the Soil Compaction Test.” The correction procedure previously defined by the ODOT Materials Division in the “Standard Practice for Scalp and Replacement of Oversized Particles for AASHTO T 99 Methods C and D” is no longer accepted and all Soils technicians are now required to follow the latest AASHTO procedure for oversized particle replacement. All RHCMTs currently certified in Soils will receive written notification of the dates and times for the CE module. As with all continuing education prescribed by the Board, attendance and successful completion of the module is a requirement for retaining certification in the applicable discipline.

## **New Key Elements to be Published**

This year, we will begin distributing the list of key elements for each procedure. Applicants will receive a version listing what is required to be known or done while evaluators will have a version including the correct performance or answer. For example, a performance key element might be to build a nest of sieves for a gradation. The key element on the applicant version might say “build the nest of sieves specified in the procedure” while the evaluator version will actually list the sieve sizes specified. This way, the applicant will have ample opportunity to review every key element before attempting a procedure. The new lists will be available at the Training Center and on the Board web site at <http://www.oktechcert.org>.

## **Summary**

- Applicants now have an opportunity to retest one procedure in a certification module. The three strikes rule has been changed to the “fourth strike” rule.
- A continuing education module for Soils will be announced soon.
- The new key elements list will be made available for distribution this fall.

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