



INDOT CERTIFIED HMA FIELD SUPERVISOR

Objectives

The Indiana Department of Transportation (INDOT) has established a Quality Control/Quality Assurance Program for the purpose of properly assigning INDOT and Producer responsibilities for all aspects of the production of quality Hot Mix Asphalt. The QC/QA HMA Pavement specifications, specifically ITM 803, require that the Quality Control Plan Field Manager be a Certified HMA Field Supervisor.

The principal objective of the Certified HMA Field Supervisor Program is to provide the necessary training to field personnel so that they may administer quality control of the HMA. Knowledge of materials, HMA plants, mix delivery, compaction, smoothness, testing, specifications, and other field HMA related topics are provided to enhance the Supervisor's ability to meet the program requirements.

Administration

The training program is administered by INDOT and the Asphalt Pavement Association of Indiana (APAI). Specific duties of each agency include:

INDOT

1. Writing and Maintenance of the Training Materials
2. Maintenance of Certified HMA Field Supervisor List posted on the [Division of Materials and Tests webpage](#).
3. Recertification

APAI

1. Course Announcement
2. Training Facility Arrangements
3. Registration of Students
4. Refreshment Arrangements
5. Providing Training Course Materials
6. Miscellaneous Administrative Tasks

Program Committee

The Program Committee acts as the steering committee which establishes the needs for the certification program and provides technical assistance for course materials and examinations. The committee is composed of representatives from INDOT, FHWA, and APAI.

Certification Committee

The Certification Committee is responsible for revocation or suspension of certifications. Their tasks include reviewing the violations of standard policies, rendering judgement of the seriousness of the violation, and hearing any subsequent appeal. The committee is composed of the following members:

- Director, Division of Materials and Tests
- 1 Representative appointed by the APAI Training Committee

Certification Requirements

An individual is required to attend the certification training course and pass the examination to become certified.

Certification Examination

The certification examination is given upon completion of the training course. The examination is limited to a maximum duration of one hour and is open book/open note. The exam consists of multiple-choice questions. A minimum score of 70 percent is required to pass the examination.

A technician that has failed the certification examination will be allowed one retake of the examination. The retake examination will be open book/open note and consist of a format similar to the original examination. The retake examination will be given at the INDOT Division of Materials and Tests within 30 days of notification of the technician's results of the original examination. A minimum score of 70 percent is required to pass the retake examination. Technicians failing the retake examination will be required to participate in the subsequent training course and pass the examination to become certified.

The examinations will be retained for a period of one year after such time the examinations will be destroyed. Examinations may be reviewed in the presence of an INDOT representative within one year of the examination date. Arrangements for review of the examination shall be made with INDOT.

Recertification Requirements

The certification is valid for five years as determined from the date of initial issuance. After five years, the certification will expire and will require attendance and examination to maintain certification.

If the certification is not renewed, the certification will expire. Renewal of the certification is made by attending the certification training course and passing the examination.

Notification of the need to attend the course will be made prior to the expiration of the certification. Status can be viewed at <https://www.in.gov/indot/doing-business-with-indot/contractorsconstruction/division-of-materials-and-tests/>

Fees

The fee for attending the certification training course will be established by the Program Committee. The fee will cover course materials and refreshments, if applicable.

Cancellation Policy

If a scheduled certification course is cancelled because of insufficient class size, notification will be sent one week prior to the start of the course. The course fee for the certification course will be reimbursed.

Revocation or Suspension of Certification

Certifications awarded may be revoked or suspended at any time by the Certification Committee for just cause.