



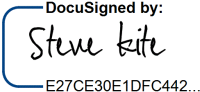
STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

DATE: September 17, 2019

TO: NCDOT, AGC, CAPA, ATSSA and NCDOT approved Trainers

FROM: Steve Kite, PE, State Work Zone Engineer  E27CE30E1DFC442...

SUBJECT: Revised Work Zone Certification Requirements

The Work Zone Traffic Control Section has revamped its certification programs to include Work Zone Installer requirements for those responsible for the setup and installation of traffic control devices within all highway right of way. Below are the new requirements for the Work Zone Installer certifications.

Work Zone Installer Certification (New): Implementation Date-June 1, 2020

All personnel responsible for the setup and installation of Work Zone Traffic Control devices inside the highway right of way are required to be qualified and trained Work Zone Installers. Training for this certification is provided by NCDOT approved training resources and by private entities that have been pre-approved to train themselves. It is the responsibility of each employer to ensure accurate records are maintained. NCDOT will not keep records or issue cards on the Certification/Recertification of employees. Upon award of contract and before work begins, the Contractor shall provide the Engineer the work zone installer certifications with expiration dates for employees. A card issued by the certifying firm that shows the dates of certification/expiration or the employer certification will suffice.

Recertification Requirements- Work Zone Installers shall be recertified every 4 years. The date is based on when they were issued their certification (card or certificate) from the approved training agency or employer.

Virginia/South Carolina Certifications- If they have been certified in Virginia or South Carolina, we will accept that certification for a period of 1 year. After the year, the Work Zone Installer is required to be re-certified in North Carolina.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION MOBILITY & SAFETY DIVISION
1561 MAIL SERVICE CENTER
RALEIGH, NC 27699-1561

Telephone: (919) 814-5000
Fax: (919) 771-2745
Customer Service: 1-877-368-4968

Location:
750 N. GREENFIELD PARKWAY
GARNER, NC 27529

Website: www.ncdot.gov

Self-Certification- Companies that perform internal training for their employees and do not train outside their company are allowed to self-certify their employees provided the following requirements are met. The company must have an NCDOT approved Certified Trainer as defined below perform the Installer training.

Self-Certification Trainer

The Self Certification trainer shall be a Certified Work Zone Supervisor with a minimum of 8 years of highway/traffic control experience with 4 years as a Certified Work Zone Supervisor. The trainer will also be required to recertify with an outside training agency every 4 years.

Any company desiring to train and certify Work Zone Installers shall submit their trainer as well as their training materials and certification exam to the Work Zone Traffic Control Section for approval. The Work Zone Traffic Control Section reserves the right to keep a copy of these training materials and certification exam for comparison purposes.

The exam must have a minimum of 25 questions on Division 11 of the Specifications and Roadway Standard Drawings, a minimum of 15 questions on proper methods/best practices of installation/removal of traffic control devices, and a minimum of 10 questions on the use of Changeable Message Signs, Work Zone Presence Lighting, Digital Speed Limit Signs, Sequential Flashing Lights, High Visibility Devices, portable traffic signals/AFADS. The exam format will be approved by NCDOT. Each installer must score 70 or above to be certified. Retesting is permissible until the employee scores 70 or above.

The above requirements will become effective June 1, 2020 and if anyone has any questions, feel free to contact me at skite@ncdot.gov or Roger Garrett at rmgarrett@ncdot.gov.

Cc:

Joe Hummer, PE, Traffic Management Engineer
Victor Barbour, PE, Carolina's AGC President
Chris P. Fresa, President Carolina's ATSSA Chapter
Ellis Powell, PE, CAPA President
Lamar Sylvester, PE State Construction Engineer
Division Engineers
NCDOT Approved Training Companies