# Joint Training and Certification Program
## Advisory Council Meeting – September 23, 2022

## SUMMARY OF OPEN ACTION ITEMS:

| New Action Items 9/23/2022 Meeting | Action Owner | Status |
|---|---|---|
| Send out next meeting invitation to AC | Richard | ASAP |
| Send out pre-read items in advance of meeting to improve effectiveness of the meeting (to include: Agenda, previous meeting minutes, JTCP statistics, any additional info) | Richard | 2-3 weeks prior to meeting |
| Generate ideas for JTCP awards criteria for instructors and lab assistants and send them to Richard by the end of next week (09/30) | All | Open |
| Finalize the 45-day extension policy and ensure communication to stakeholders | Richard | Open |
| Update the JTCP Dashboard to view yearly cumulative totals of student volumes | Richard | Open |
| Discuss with Technical Committee the timing of transition to Aug 2022 versions of CT 125 HMA and CT 306.  The HMA I handbook is currently being revise with a planned release in Jan 2023. | Richard | Open |
| Set dates and coordinate dry run sessions for new 1-day review courses | Shadi | Open |
| Send new CT 125 AGG & HMA training guides to Advisory Council | Richard | Open |

| Previous Action Items Still Open | Action Owner | Status |
|---|---|---|
| Attend/ Observe ACI Concrete Strength Testing Technician Certification as administered by ACI NorCal-WNev and by the ACI Resource Center in San Bernardino | Richard | On hold |
| Set date for AC to tour Regional Resources Center in SB | Richard | Complete |
| Continue development of one day review courses | Richard | Continuing |
| Cost analysis and breakdown for JTCP initial training program and Recertification | Richard/ Jeremy | On hold |

**AGENDA ITEM 1:**  Introduction – Roll Call – Review Agenda
- The Joint Training and Certification Program and Confidentiality and Conflict of Interest Guidelines were review and agreed upon.
- Keith Hoffman, Charles Stuart, Charley Rea (arrived later), Chris Smith, and Jim Auser are not in attendance.
- Tim and Keith are regarded as non-essential participants; they may join in later.

**AGENDA ITEM 2:**  Welcome Back, Tim Greutert!
- Tim has returned to METS after several months as acting Construction Division chief and is getting caught back up.

**AGENDA ITEM 3:** Review Previous Action Items

| Action Item List (Previous AC Meetings) | Action Owner | Status |
|---|---|---|
| Send out next meeting invitation to AC | Richard | Recurring |
| Send out pre-read items in advance of meeting to improve effectiveness of the meeting (to include: Agenda, previous meeting minutes, JTCP statistics, any additional info) | Richard | Recurring |
| Contact PDPD regarding Caltrans award for JTCP Instructor | Esther | Closed -- Replaced with new action item |
| Develop policy for certification extension requests | Richard | Complete |
| Work on SIAD regarding the notification emails to managers and testers | Richard | Complete |
| Send out DRAFT and then FINAL meeting minutes | Richard | Complete |
| Attend/observe ACI Concrete Strength Testing Technician certification as administered by ACI NorCal-WNev and by the ACI Resource Center in San Bernardino | Richard | On hold |
| Set date for AC to tour the ACI Regional Resource Center in SB | Richard | Complete |
| Begin development of one-day review courses | Richard | Continuing |
| Cost analysis and breakdown for JTCP initial training and recertification | Richard/Jeremy | On hold |

| Bin List | Action Owner | Status |
|---|---|---|
| Develop a formal recognition for AC participants | Richard | Remove |
| Develop a CT 125 only module after PMPC updates to CT 125 are complete | Richard | Remove |
| Track additional comments related to the inclusion of CT 216 in the Soils and Aggregate module | Richard | Bin List |
| Research the feasibility of renewing the CT/CSULB contract to last 5 years (after the current 3-year contract expires) | Richard | Bin List |

- **Previous Action Items discussion:**
    - **Send out next meeting invitation to AC – Recurring item**
    - **Send out pre-read items in advance of meeting to improve effectiveness of the meeting (to include: Agenda, previous meeting minutes, JTCP statistics, any additional info) – Recurring item**
    - **Contact PDPD regarding Caltrans award for JTCP Instructor**
        - Richard: Esther could not get a definitive answer from the PDPD group. We may want to come up with JTCP awards for exceptional instructors and lab assistants.
        - Russell: We should develop criteria for awards.
        - NEW ACTION ITEM: All – Generate ideas for JTCP awards criteria for instructors and lab assistants and send them to Richard by the end of next week (09/30)
    - **Develop policy for certification extension requests**
        - Richard: We have started a notification system specifically directed at JTCP participants. If a person requests an extension within 45 days of cert expiration, their request will be denied. The Long Beach and Caltrans websites will be updated to inform testers involved in the program.
        - NEW ACTION ITEM: All – Finalize the 45-day extension policy and ensure various forms of communication to stakeholders.

- **Work on SIAD regarding the notification emails to managers and testers**
  - Richard: This is directly related to the 45-day limitation for extension requests. We will discuss the process later in the meeting.
- **Send out DRAFT and the FINAL meeting minutes – Recurring item**
- **Attend/observe ACI Concrete Strength Testing Technician certification as administered by ACI NorCal-WNev and by the ACI Resource Center in San Bernardino**
  - Richard: We aren't quite sure what effects unbonded caps will have on IA certifications/accreditations and Construction in general. We should see what issues come up and determine from there if a formal training program, such as ACI concrete strength tester, is needed. We will leave this as "on hold" for right now.
- **Set date for AC to tour the ACI Regional Resource Center in SB**
  - Complete. Occurred in July. Discussion of the visit later in the meeting.
- **Begin development of one-day review courses**
  - Ongoing effort. Will be discussed further later in the meeting.
- **Cost analysis and breakdown for JTCP initial training and recertification**
  - On hold for now.

- **Bin List discussion:**
  - **Develop a formal recognition for AC participants**
    - Richard: We should probably move this focus to awards for exceptional instructors and lab assistants.
    - This action item removed – on bin list too long.
  - **Develop a CT 125 only module after PMPC updates to CT 125 are complete**
    - Richard: Difficult to determine if/when CT 125 updates will be completed. Remove from bin list and revisit at another time, if needed.
  - **Track additional comments related to the inclusion of CT 216 in the Soils and Aggregate module**
    - Richard: The decision to keep CT 216 in the Soils & Aggregate module was settled in last year's module structure discussion with the Technical Committee and by Advisory Council vote. We are working on improving the handbook and presentation to vastly improve the training for this test method. We will be working with the instructors to get this presentation honed.

**AGENDA ITEM 4:** Class Statistics and JTCP Dashboard
- Richard: Enrollment this year slowed significantly after July. Slowdowns appear to be consistent with pre-COVID attendance rates and with IA service requests in general. This has allowed more time for training material improvements.
- Richard: Comparing this year's course, facility, and training material evaluations to last year at this point, we can see marked improvement. This is particularly noticeable for HMA II at SJSU. We attribute this to lab cleanup and reorganization, and to upgrading equipment for T 209 and T 166 / T 275.
- AC: It's nice to see the ratings rise. This reflects a pride and commitment to the program.
- Jeremy: We appreciate the program's flexibility in adding and removing classes as need. The flexibility will be useful when unexpected tasks are assigned.
- Jinesh: Would like to see cumulative attendee totals on the dashboard to compare student volumes year over year.
- NEW ACTION ITEM: Update the JTCP Dashboard or provide separate chart to view yearly cumulative

totals of student volumes.

- Jeremy: April 2022 was an all-time high enrollment month for the program (8 classes). January through May is clearly the busiest time.

**AGENDA ITEM 5:** Program Updates

1. **CT/CSULB Contract status**
   - Richard: The 6-month extension was approved and the replacement contract was submitted to DES CMSB early in September. The new contract will be for 3 years starting Jan 2023.
   - AC: Have we considered a longer contract to avoid the renewal woes?
   - Richard: The program may be too new to seek a 5-year contract – we seem to have many changes with delivery and with the test methods involved.
   - AC: We should look into a 5-year contract next time around.
   - NEW BIN LIST ITEM: Research the feasibility of renewing the CT/CSULB contract to last 5-years (after the current 3-year contract expires).

2. **Training Material Development**
   a. **HMA I handbook (CT 125, CT 306)**
      - Richard: The rubberized portions of sampling and splitting HMA were removed from the CTs as of August 2022. The handbook is currently being revised to reflect those changes. The real question at this point is when do we shift to the 2022 versions, as there may be current contracts on the old rubberized v non-rubberized test methods.
      - Jeremy: A CPD will be released shortly that will allow any project to use the 2022 versions. We might want to include this information in the current HMA I sessions.
      - Richard: We are planning to keep training on the previous versions, then transition to the new material in Jan 2023.
      - Charley: Consult the Technical Committee on when this transition is most appropriate.
      - NEW ACTION ITEM: Discuss with Technical Committee the timing of transition to Aug 2022 versions of CT 125 HMA and CT 306.
   b. **HMA II handbook (complete revision)**
      - Richard: The handbook is almost done being revised. The presentation will follow along with the handbook and there will be information on aggregate and binder correction factors added to the T 308 chapter.
   c. **CT 125 training material**
      - Richard: We have completed "CT 125 only" training guides as originally requested when JTCP was started. They are not ADA compliant so we cannot post them on the public-facing website. Contact Esther to receive a copy. IA Dispatch will be distributing these to any tester that requests CT 125 outside of JTCP. The guides have been distributed among Technical Committee members for review.
      - Richard: In the current IA Manual, CT 125 is allowed outside of JTCP and is defined as a 3-year cert. However, the manual does not specify which appendices this applies to. Should all appendices be 3-year certifications? Or should the 3-year rule apply only to Appendix A & B? Should all non-JTCP sections of CT 125 fall under regular IA rules as 1-2 year certs? Will discuss with Technical Committee.

**AGENDA ITEM 6:** Break

<u>**AGENDA ITEM 7:**</u> Program Updates (cont)

    **3. Recertification Review Courses**

        **a. Presentation & handbooks**

- Richard: The presentations are currently being developed. HMA I is complete and has been sent to instructors and the Technical Committee for review. Originally, we had thought we would have an alternate handbook for the review courses but have since reconsidered. We will be using the regular handbooks for the review but will have a handout with answers to the study questions.

        **b. Instructor & lab assistant training**

- Richard: Instructor dry runs will be set up to ensure a good result when the recert option officially becomes available. The dry run event will require 3 days, but the days do not necessarily need to be consecutive.
- Richard: The lab will be set up differently, i.e. each station will be for a test method or set of test methods instead of the stations being configured to perform all tests. The lab assistants will need direction on this alternate set up, so that will be a part of the dry run event.
- AC: Can we have Technical Committee or AC members at the event? Or other stakeholders?
- Shadi: Stakeholder participation and feedback is welcome but there are limited seats. We would like to keep the attendance at 18 max.

        **c. Website communications**

- Richard: The CSULB website needs to have an explanation of the format, expectations, and who qualifies for training. Students who opted out of training on their last go around will not be qualified for recertification sessions. Testers who have expired certs will not be qualified either.

    **4. Notification of cert expiration via JTCP email**

- Richard: We have created an MS Excel macro that produces emails for delivery to testers who have JTCP certs expiring in 120 days or in 60 days. Contact and expiration info is downloaded from the SIAD. The notifications are sent out on the 1st of the month. We will continue this workaround until a better SIAD-based system is developed. This new process comes in conjunction with our "45-day rule," which is that we will not provide extensions for testers who enroll within 45 days of cert expiration.

    **5. ACI Resource Center visit**

- Richard: The ACI Resource Center is a great training venue, very clean and organized. They have new videos and a new workbook with a related presentation. The workbook does not include the ASTM test methods but works very well by paraphrasing test method language. The PowerPoint presentation is very well done and follows along with the book.
- Russell: This is a very nice facility. High quality training delivery.
- The ACI handbook was passed around among AC council members. Pictures from the visit were displayed on the screen.

<u>**AGENDA ITEM 8:**</u> Roundtable / Review Action Items / Next Meeting

- AC: The program is maturing, progress is being made and thing are going well. Based on this meeting, it is clear the IA North branch will be very busy for the rest of the year!

**New Action Items:**

- All – Generate ideas for JTCP awards criteria for instructors and lab assistants and send them to Richard by the end of next week (09/30).
- Richard – Finalize the 45-day extension policy and communicate to stakeholders.
- Richard – Update the JTCP Dashboard to view yearly cumulative totals of student volumes.
- Richard – Discuss transition to Aug 2022 versions of CT 125 & CT 306.
- Richard – Send CT 125 training guides to AC council.
- Shadi – Set dates for review course dry runs.

**Parking lot:**

- NEW BIN LIST ITEM: Research the feasibility of a 5-year contract with CSULB (after the current 3-year contract expires).