

The Oregon Department of Transportation Materials & Inspection Quality Assurance Unit

ODOT Inspection Certification Program

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Overview

The Inspection Certification Program is one component of ODOT's Inspection Quality Assurance (QA) Program. The program provides training and resources for construction inspectors and ensures consistent administration of highway construction contracts. The inspection and monitoring of construction activities by certified inspectors promotes industry best practices. It also helps to ensure quality materials and workmanship on ODOT construction projects.

The Inspection Certification Program:

- Improves contractor compliance with approved plans and specifications.
- Improves the level of knowledge among construction inspectors.
- Provides clear and consistent expectations of inspectors.
- Improves the consistency of construction inspection practices.
- Reduces the potential for construction claims and other contract disagreements.
- Improves construction quality in the State of Oregon.
- Complies with federal requirements prescribed in Title 23 of the Code of Federal Regulations (23 CFR 637.207).

Inspection Certification Program

The Inspection Certification Program requires all inspectors on ODOT construction projects to be certified by ODOT. All inspectors must be certified in General Construction Inspection. Additional certifications are required when performing inspection duties in other specific disciplines.

If you are working on a paving project, you are required to possess the Asphalt Concrete Pavement Inspector certification. If you are inspecting a bridge, you will also be required to obtain the Bridge Construction Inspector certification. Your certifications are dependent on the inspection work you will be doing.

The Project Manager (PM) is responsible for all inspection activities on a construction project. The PM may need to supplement the inspection workforce with non-certified

inspectors during periods of heavy construction activity. The program makes allowances for the use of non-certified inspectors.

Certified vs. Non-Certified Inspectors

Activities that are performed by certified inspectors include the following:

- Inspect the work to ensure it conforms with the plans, specifications and approved changes.
- Help ensure quality control testing is being performed as required.
- Inform quality assurance personnel of problems or potential problems with field-tested materials.
- Record progress and/or delays with the work.
- Ensure source documents allow proper payment to the contractor.
- Work with the PM, contractor and others to troubleshoot problems with construction.
- Provide clear directions and guidance to non-certified inspectors who are assisting with inspection.

The PM may assign specific tasks to a non-certified inspector. The PM must ensure that non-certified inspectors have a thorough understanding of their assigned duties. Non-certified inspectors should review the applicable training and/or reference material before performing inspection activities.

Some example duties that could be performed by non-certified inspectors include the following:

- Collect weigh memos and record material receipts.
- Work with a certified inspector to monitor specific aspects of a construction activity or process.

In addition, a non-certified inspector on a paving project could be assigned to monitor one or more of the following:

- ACP temperature
- Surface preparation
- Tack coat application
- Rolling patterns
- ACP contamination (e.g., diesel, debris)
- Clumps or crusted mix in the mat or on grade ahead of paver

The certified inspector would be on-site performing other inspection duties, while also receiving project updates from the non-certified inspector.

ODOT Inspector Certifications

The Certified General Construction Inspector Certification is recommended as a pre-requisite, or foundation for all inspection staff.

Certified General Construction Inspector (CGCI): Focuses on Standard Specifications, Special Provisions, Contract Plans, Contract Administration and Roles and Responsibilities. It also covers the Qualified Products List (QPL), Non-field tested Materials Acceptance Guide (NTMAG), documentation requirements and resources needed for effective inspection.

The following inspector certifications are discipline-specific certifications which expand on concepts learned during the General Construction Inspector training.

Certified ADA Curb Ramp Inspector and Contractor: Covers the use of ADA Ramp Inspection forms, when and where to submit forms, the use of tools and provides measurement guidance. Participants will also assess and demonstrate the inspection of various ramps using the ADA Curb Ramp Inspection forms.

Certified Asphalt Concrete Pavement Inspector (ACP): Provides information and tools to be an effective ACP inspector. Attention is focused on inspection critical to ACP performance and contract documentation requirements.

Certified Bridge Construction Inspector (CBCI): Covers various types and methods of bridge construction and proper inspection practice. Topics include bridge foundations, false work inspection, beam seat calculations, reinforcement inspection, post tensioning, deck pre-placement inspections, curing and finishing.

Certified Drilled Shaft Inspector (CDSI): Provides practical knowledge of standard industry practices of drilled shaft construction and an overview of Standard Specification requirements. The drilled shaft inspector certification is not for signal nor sign support drilled shafts.

Certified Environmental Construction Inspector (CECI): Covers the general environmental contract requirements, NPDES permit requirements and Best Management Practices for Erosion and Sediment Control.

Certified Traffic Signal Inspector (CTSI): Provides the training and resources necessary to properly inspect traffic signals and associated electrical components.

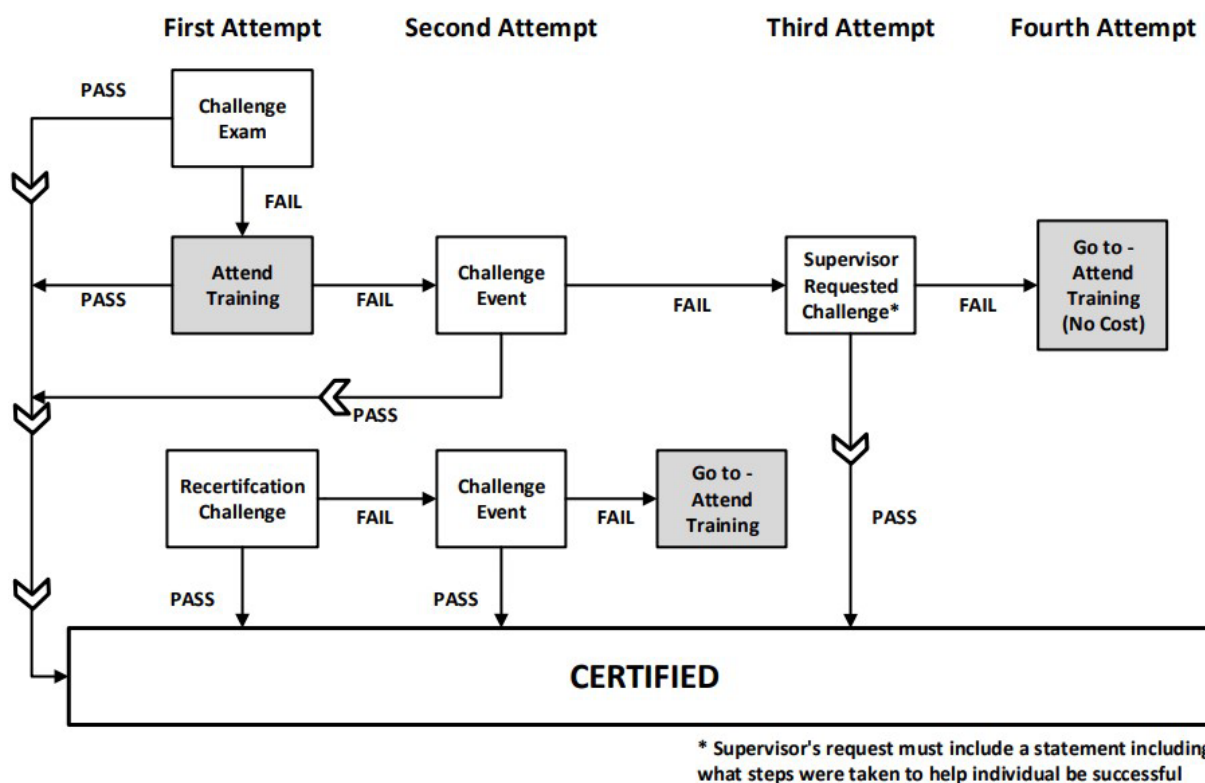
Optional/Recommended Training

Certified Traffic Control Technician / Supervisor: Covers the fundamental principles of setting up and taking down work zone traffic control. You will also learn how to read and understand construction Traffic Control Plans.

Certification Process

Training may be delivered in person, virtually led or digitally self-guided

To become certified, inspectors are required to demonstrate minimum competency of inspection processes by passing an examination. In-class training is available, but not required, for each of the inspector certifications. Experienced inspectors may choose to challenge the certification examination without attending in-class training. The following chart shows the certification process for all inspector exams:



The exam for the Certified General Construction Inspector course has two sections: contract plans/special provisions and inspector resources. A passing score must be achieved on both sections to receive the certification. If you fail a section, you may retake only the failed section and not the whole exam. You will have 180 days to retest after the failed single section exam date. If you do not meet this requirement, you will be required to retake both sections of the exam.

Training course materials are available for download or purchase¹ through the ODOT Construction Section internet site. These materials are available for self-study if you intend to challenge the exam.

The schedule for training courses is set every fall for classes during November through June, although challenge exams can be scheduled year-round. The schedule and registration requirements are available on ODOT's Inspection Certification Program website². A hard copy of course materials will be provided to you on the first day of training as part of the registration.

Training and certification are strongly recommended at the earliest opportunity for new inspectors and other non-certified individuals. Certification exams are readily available for non-certified individuals to challenge. Non-certified individuals who have demonstrated competence on the job are encouraged to challenge the applicable certification exam(s). If you do not possess a certification for that specific discipline and fail the examination, you must attend formal training. If you currently possess a certification and fail any portion of the examination, you may challenge a second time. If you fail the challenge exam a second time, your supervisor may request a third retest. If your supervisor does not request a third retest, you will need to attend formal training for that specific discipline.

Inspector certifications are valid for a 2, 3 or 5³ year period depending on the type of certification. You must complete an examination to retain your certification for an additional 3 to 5 years. The examination may be done through the challenge process or as part of a certification/re-certification class. If you receive a failing score on any recertification exam, you will be suspended until a passing score is achieved.

Training providers will use a consistent certification/re-certification process for measuring skills and competency.

A certification extension may be provided upon written request to the ODOT State Quality Assurance Engineer. The request should contain the reason for the extension, date and proof of future class enrollment or challenge event registration. The length and conditions of any extension will vary and are at the discretion of the State Quality Assurance Engineer.

Certification Examinations

To apply for a certification, you may either enroll in an approved training class or submit a challenge exam request⁴. Challenge exams will be scheduled at a time that is convenient for ODOT and the applicant.

Exams are:

- a. Open book
- b. Multiple choice and true/false questions about inspection procedures, specifications, plans, and other resource documents
- c. 2-4 hours long depending on the certification discipline
- d. Required to have a passing score of 80%

Documentation of Certification

Upon the successful completion of the current examination(s), your results will be entered into the official certification registry database. The [ODOT Certification registry](#) is maintained by the ODOT Construction Section and can be accessed on the internet. This webpage is considered your official record of ODOT construction certifications.

Results will be emailed to you within two weeks of the exam date.

*Supervisor's request must include a statement indicating what steps were taken to help the participant (i.e., Allow time for study and/or coaching by experienced staff and an exam review. The participant can coordinate an exam review through the following email address:
odotconstructiontraining@odot.oregon.gov

¹ To order an inspector Manual or Resource Materials:
<https://www.oregon.gov/ODOT/Forms/20DOT/7345110.pdf>

² The schedule and registration requirements are available on ODOT's Inspection Certification Program website <https://www.oregon.gov/odot/Construction/Documents/schedule.pdf>

³ Certified ADA Curb Ramp Inspector Certification is valid for 2 years and Certified Traffic Signal Inspector Certification is valid for 3 years from the date of issue. The remaining certifications are valid for 5 years.

⁴ To register for a Challenge Event: <https://forms.office.com/g/jvaqMuwz8g>