

Contractor Employee Certifications

Recordkeeper Job Aid
Construction Division



Construction Recordkeeper Job Aid

Overview

The goal of this document is to provide information regarding Contractor Employee Certifications needed for project records.

Resources

- TxDOT Standard Specifications, Item 7, "Legal Relations and Responsibilities" (2014 and 2024 spec books)
 - Section 2.6.2., "Flaggers"
 - Section 2.6.5., "Training"
- *Construction Contract Administration Manual (CCAM)*
 - Chapter 3, Section 4, "Preconstruction Conference"
 - Chapter 4, Section 5, "Project Closeout"
- Contract/Specific Bid Items and/or Project Records Checklist

Contractor Employee Certifications

Recordkeepers and TxDOT project staff identify and verify applicable contractor employee certifications required for the project. Review these certifications for expirations and file accordingly with the project records.

Form 2795 "Contractor Staff Designee Submission," submitted at the preconstruction meeting includes an assurance statement stating that all required trainings have been completed in accordance with contract specifications Section 7.2.6.5 and must be made available upon request. The certifications may be requested at any time. If an employee's certification expires during the life of the project, the contractor will have one estimate cycle, or as determined by the Engineer, to update the employee's certification.

Review the contract to determine applicable certifications and information required. Certification details often include, but are not limited to:

- Name of provider and course title,

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- Name of participant,
- Date of completion, and
- Date of expiration.

The following list describes common certifications included in contract requirements but be sure to review the specific contract prior to requesting necessary certifications for project records.

- **Flaggers** – A list of certified flaggers should be kept and must be made available upon request. Flaggers must be trained using a recognized training course. Form 2795 should include the Flagger Instructor’s name, email, and phone number.
- **Electricians** – Certified Persons or licensed electricians should be used to perform electrical work. Electrical certification or licenses for the project should be made available in accordance with Standard Specifications Article 7.18, “Electrical Requirements,” and any special provisions.
- **Irrigators** – Irrigation system work should be performed under the supervision of a person possessing an irrigators license issued by TCEQ. Documentation of this license should be provided in accordance with Standard Specifications Item 170, “Irrigation System,” and any special provisions.
- **Pesticide License** – Application of pesticides should be performed under the supervision of a person possessing a license in the appropriate use category issued by the Texas Department of Agriculture in accordance with Standard Specifications Item 193, “Landscape Establishment,” and any special provisions.
- **Profilers** – When ride quality measurements are required, a certified profiler operator listed in the Department’s MPL should be used, and documentation for the certified personnel should be supplied upon request in accordance with the Standard Specifications 200- and 300-series Items and any special provisions.

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Best Practices

Make the contractor aware of needed certifications during the preconstruction meeting and file timely in accordance with the Project File Index when received.

Review change orders for additional employee certification requirements needed for project records, if applicable.

Verify that certifications are valid annually or during a project audit. This assists with the final project closeout.