

This presentation explains the steps needed to successfully enter your Annual Proficiency results into the website.

(Please scroll down to read the entire Document.)



If you fall in one of these categories – you must use the Website for submitting your results.

Level 1A – All Technicians
SB 101 Technicians + TxDOT Technicians
Fine Aggregate – TxDOT Only

Deadline - February 28, 2011



Fine Aggregate Proficiency - TxDOT Technicians Only

If you are an industry or consultant technician, DO NOT enter your results for the Fine Aggregate Proficiency thru the website.

Please fax or email your results to: Claudia Izzo at 512-506-5915 or Claudia.Izzo@txdot.gov

If you are a TxDOT technician, enter your results thru the website as per the following instructions. For your Certification Number – Enter 0000.



SB 201 / Base Proficiency

The SB 201 / Base Proficiency has been postponed due to a lack of Soil Compactor Analyzers (SCA). It is not certain at this time when base samples will be shipped. It is dependant on laboratories being supplied With the SCA.

However, when you do receive your SB 201 / Base proficiency samples, please Proceed with testing and entering your results thru the website as per these instructions.



Logging Into the Website

If you are a TxDOT technician needing to submit SB 101 and/or Fine Aggregate Proficiency results and have never been certified thru the HMAC – Please call 512-312-2099 for your Username and Password.

For technicians who hold any certifications (Level 1A, Level 1B, Level 2, SB 101, SB 102, SB 103, SB 201 and/or SB 202) - on the Home page of this website, enter your UserName and Password and click "Log IN".



If this is the first you time have logged into the website and you currently hold any type of certification with the Hot Mix Asphalt Center - your Username will be the initial of your first name in uppercase and your last name in lowercase.

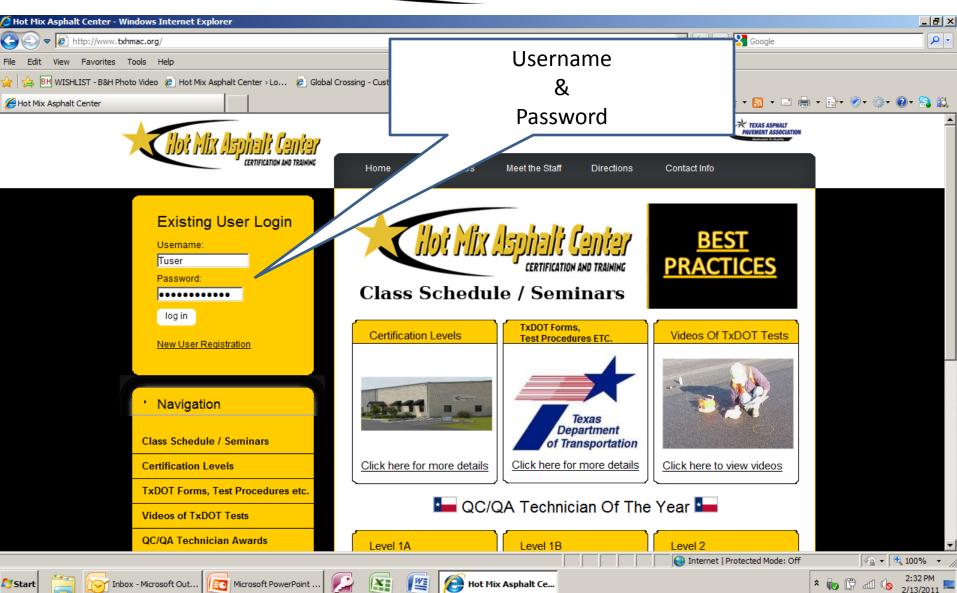
For example, Test User's Username is <u>Tuser</u>.

If you certified in any certification prior to January 2010 - Your password is Nine digits long which will be the last four digits of your SSN and your work Zip code.

If you certified in any certification after January 2010 – your password is the Initial of your first name in uppercase, the initial of your last name in lowercase, the last four digits of your Social Security number, the Zip Code of the company you work for followed by a plus sign +.

So, If Test User's SSN is 123-45-1234 and his company's zip code is 77777, His Password would be <u>Tu123477777+.</u>

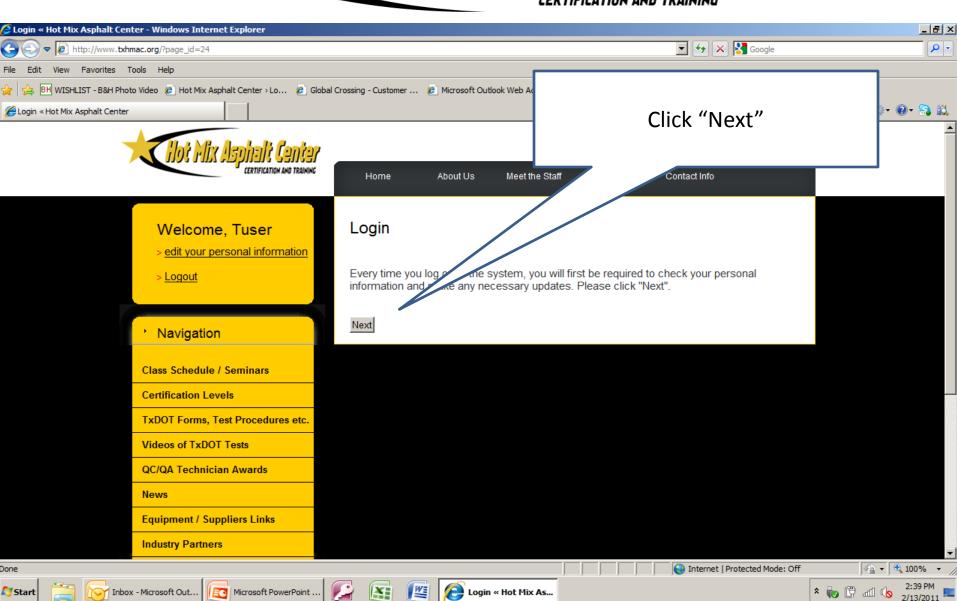






When you successfully log in, a page will be populated informing that every time you log in, you must check and update your personal information.





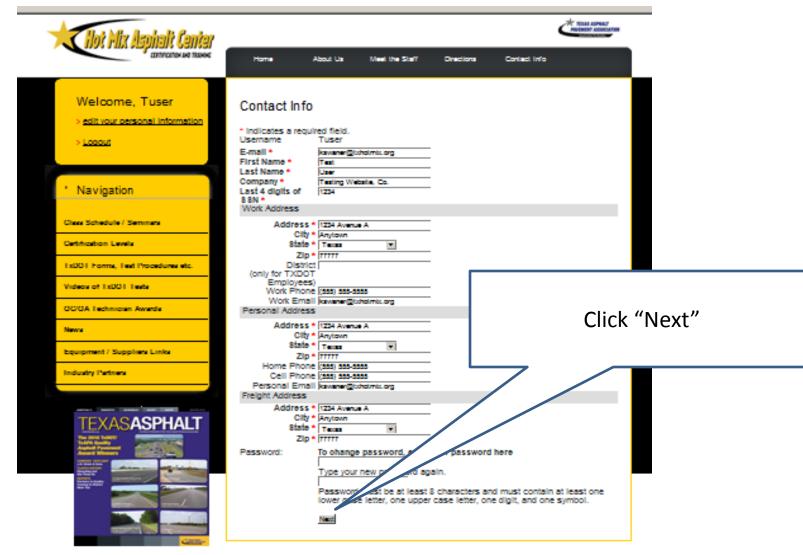
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Once you have checked your contact information and made any necessary changes, click "Next".



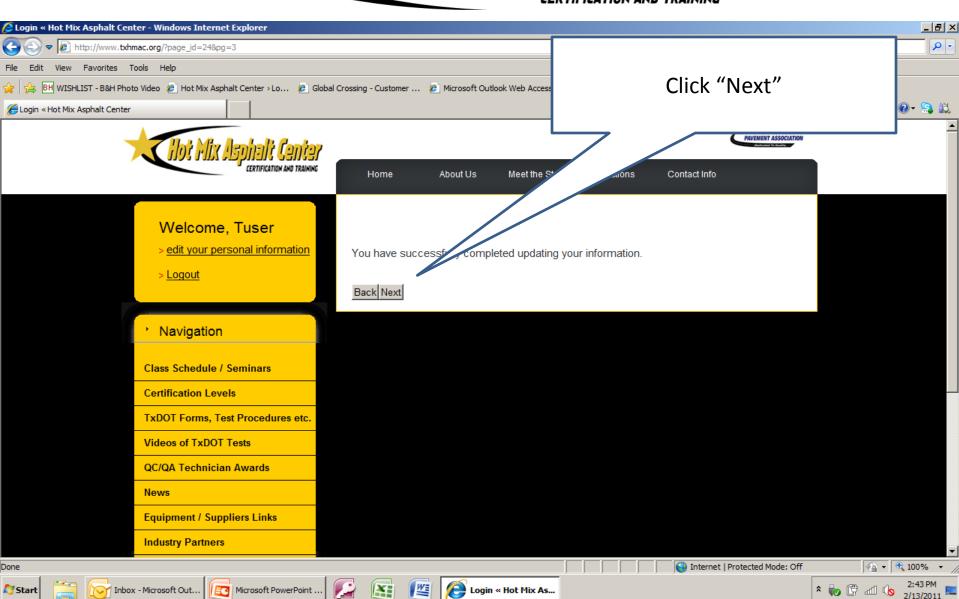


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The next page will confirm the changes were saved and click "Next" again.





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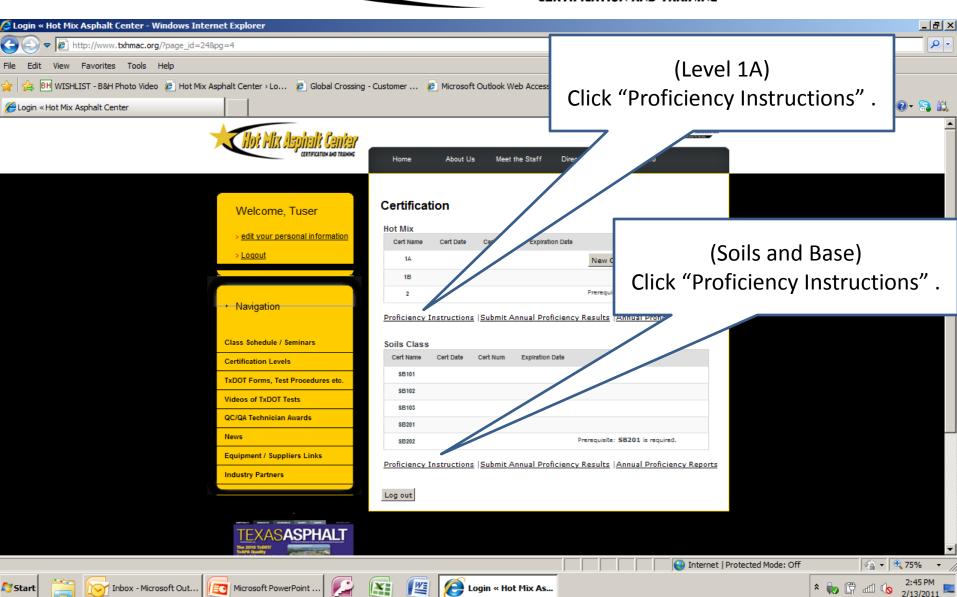
This will take you to your personal Certification Page, listing your certifications. The Certification Page is separated into two parts. The top part is the hot mix Certifications and the bottom part is the Soils and Base certifications.

Under the respective list of certifications are three items named "Proficiency Instructions", "Submit Annual Proficiency Results" and "Annual Proficiency Reports". (Level 1A Proficiencies are under your Hot Mix Certifications and the Coarse and Fine Binder, Fine Aggregate and Base Material Proficiencies are under your Soils Class Certifications).

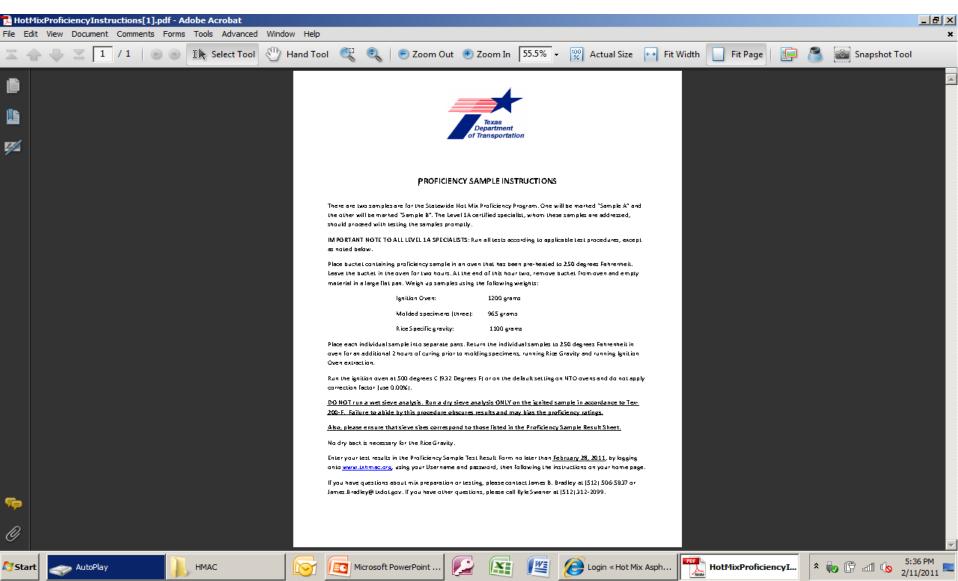
It is suggested you click on "Proficiency Instructions" and print them. Run all Tests according to the instructions and write down your answers on a separate Piece of paper or you can use the appropriate TxDOT Site Manager form.

Once you have your results, come back to this page and enter your results by Clicking on "Submit Annual Proficiency Results".

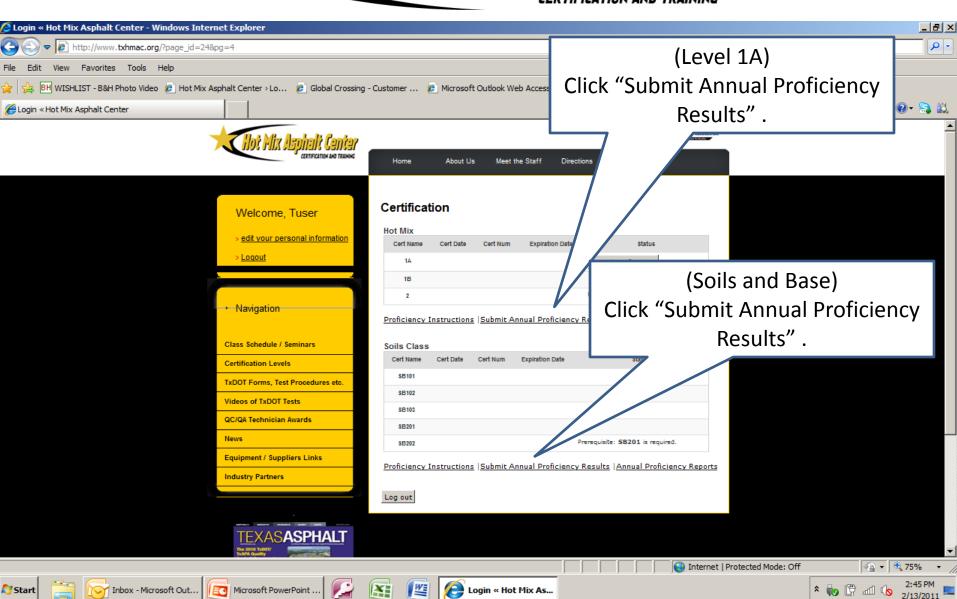








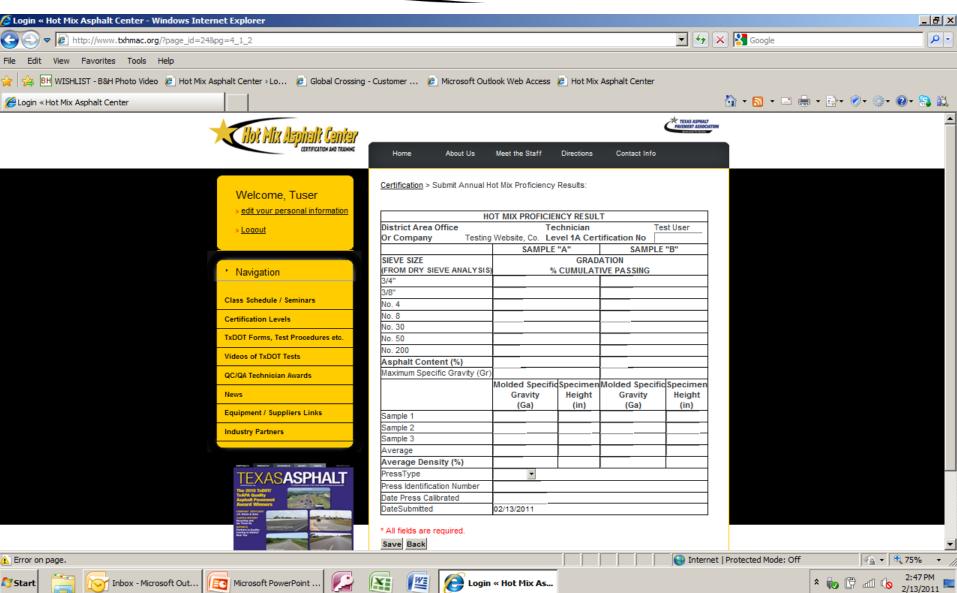




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IT IS VERY IMPORTANT THAT YOU ENTER ALL OF YOUR RESULTS <u>BEFORE</u> YOU CLICK "SAVE" AT THE BOTTOM OF THIS PAGE!

DO NOT USE THE "ENTER KEY" TO NAVIGATE FROM ONE DATA BOX TO ANOTHER! USE THE "TAB" KEY OR USE YOUR MOUSE TO CLICK ON THE DATA BOX WHERE YOU WANT TO ENTER RESULTS.

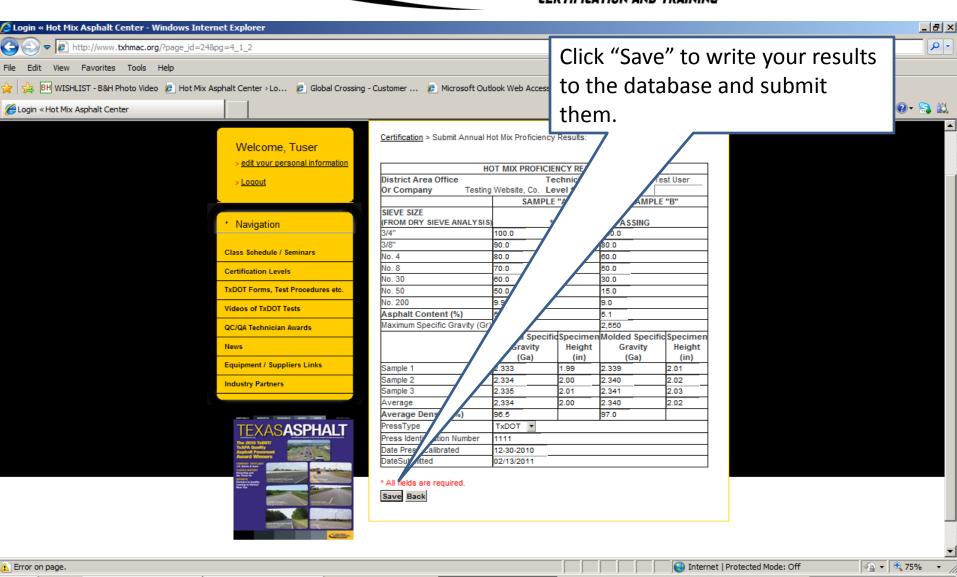
Once you click "Save", your results are automatically written to the database and you CANNOT edit or change them!

Also when you click "Save", a screen will appear saying "Thank you for submitting the data."

It will also say "Download the submitted data in PDF format. This DOES NOT Mean download it to the database, it is already downloaded at this point.

This means download it to a PDF file so you can view your results, print them For your records and/or save them to your computer.



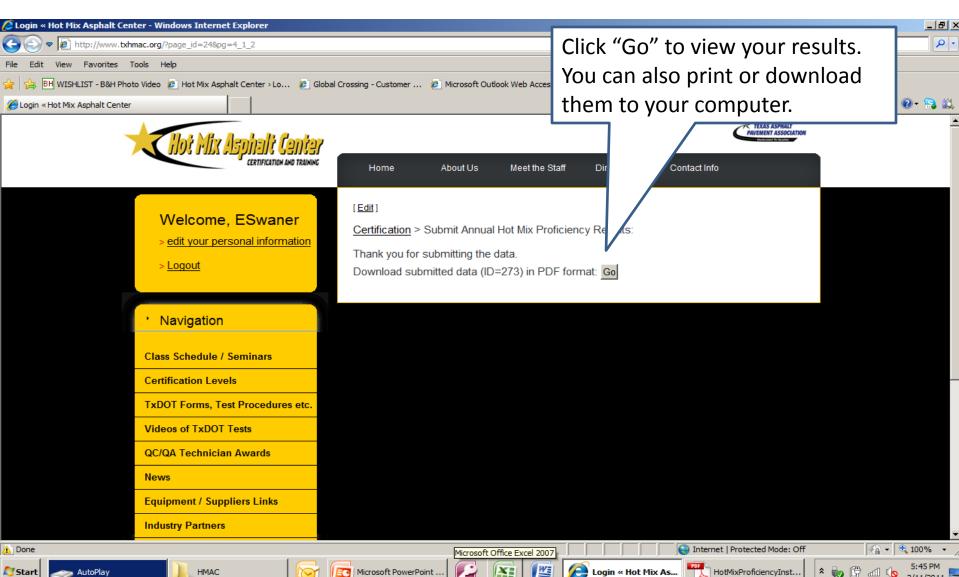


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District Area Office:		Technician: Test User		
Or Company: Testing Website, Co.		Level 1A Certification No: 0000		
	SAMPLE A		SAMPLE B	
SIEVE SIZE	GRADATION			
(FROM DRY SIEVE ANALYSIS)	% CUMULATIVE PASSING			
3/4	100.0		100.0	
3/8	90.0		80.0	
No. 4	80.0		60.0	
No. 8	70.0		50.0	
No. 30	60.0		30.0	
No. 50	50.0		15.0	
No. 200	9.9		9.0	
Asphalt Content (%)	5.0		5.1	
Maximum Specific Gravity (Gr)	2.555		2.555	
	Molded Specific	Specimen	Molded Specific	Specimen
	Gravity	Height	Gravity	Height
	(Ga)	(in)	(Ga)	(in)
Sample 1	2.333	1.990	2.339	2.010
Sample 2	2.334	2.000	2.340	2.020
Sample 3	2.335	2.010	2.341	2.030
Average	2.334	2.000	2.340	2.020
Average Density (%)	96.5		97.0	
PressType	TxDOT			
Press Identification Number	1111			
Date Press Calibrated				
DateSubmitted	02/13/2011			



The <u>deadline</u> to submit your proficiency results is <u>February 28th, 2011</u>!

On March 01, 2011, the database will send ALL of the results to TxDOT For analysis. Once TxDOT performs the analysis, the Annual Proficiency Report will be available for you to access it on the same page your Certifications are found.

You will be able to view, save and/or print your report.

NOTE: If you receive a 2 rating or below on any result, you are required to fill Out an "Explanation of Low Rating". This will also be available on your Certification page when you Annual Proficiency Report becomes available.

FAILURE TO SUBMIT ANNUAL PROFICIENCIES OR FAILURE TO RESPOND TO A LOW RATING OF 2 OR BELOW COULD LEAD TO YOU LOSING YOUR CERTIFICATION.