OVERVIEW

These guidelines are intended for non-VDOT participants in the VDOT Materials Certification Schools (MCS). They provide information on how to register and use the VDOT University Virtual Campus (VC) to enroll in Materials Certification Schools, access training records and online Recertification Courses.
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Accessing an Existing Account

You will have an existing account if you hold current VDOT Materials Certifications. The account may have been set up by you or your employer.

If you do not know your Login ID and Password, call (804) 328-3158 or send an email request to MaterialsCertification@vdot.virginia.gov.

Once you have your Login ID and Password, use the following Internet address to log onto VDOT University Virtual Campus (VC): https://virtualcampus.vdot.virginia.gov/external. When this address is used, this screen will appear:

Enter your Login ID and Password on this screen, click Submit.
Registering a New Account

If you do not hold current VDOT Materials Certifications, you will need to register or establish an account in the VC.

Log on the VC using the following Internet address: https://virtualcampus.vdot.virginia.gov/external. When this address is used, this screen will appear:

1. Click on REGISTER.
2. Click the circle, and then click Submit.
3. On this screen you will create a Login ID and Password to be used each time the VC is accessed. Pay attention to the parameters your Login ID and Password must meet. If the parameters are not met, the system will not accept the Login ID or Password.

Your Login ID is not case sensitive but the Password is case sensitive. Type in your choices and click Submit.
**Example:**

In this example, the Login ID is *external.trainer* and the password is *Trainer123.*
4. Now you need to associate yourself with an organization. Start at the drop down menu adjacent to *Root Organization*, select *External User* and click the *Expand* button.
5. From the next drop down menu beside Sub Organization, select Private Sector, click the Expand button. If you are employed by another public agency such as a city, town or county you would select Public Sector.
6. The next drop down menu contains all private sector organizations that are in the VC. Click the *Expand* button to view the full list.
7. From this drop down menu select the organization you work for. If the organization you work for is not on the list, call (804) 328-3158 or send an email request to MaterialsCertification@vdot.virginia.gov.
8. For this example *AASHTO Materials Ref Lab* is chosen. Choose your organization, click the *Select* button.
9. Next, you are asked to fill out your User Profile. The User Profile contains your personal contact information; the boxes with an asterisk beside them are required fields and must be filled in. You must give an email address. If you do not have an email address, you must enter a false email to satisfy the system. In this case, type in the following email format using your own first and last name (Example: Jon.Doe@noemail.com). Supply as much of the other information as possible since this will allow us to contact you in the event there is a problem with your email.
10. Once you submit your User Profile, this screen will appear. Your request for an account must be approved by a system administrator. You will receive an email confirming or denying your access to the system. If you are denied access you will receive a second email with details on why your access was denied and what you will need to do to gain access.
Enrolling in Classes

1. To enroll in a class, log on to the VC at https://virtualcampus.vdot.virginia.gov/external using your Login ID and Password you set up in the VC. You must have an account in the VC to enroll in a class. If you do not have an account, follow the directions on Pages 4-14 of this manual and wait until you receive confirmation of your registration. This may take several days.

   For this example we used a test account mcsext2.
2. This is the first screen you will see when logging into the VC, it is called My VU. My VU gives access to the rest of the VC. The Learning Center button is used to sign up for classes. Click on Learning Center.
3. This icon is used to access the Materials Certification Schools information. Click the *Materials Certification Schools* icon.
4. The *Enroll Employees in Materials Certification Courses* tool is the tool you will use to enroll in the Materials Certification Schools. Click on *Enroll Employees in Materials Certification Courses*. 
5. Select the school you want to enroll in from the list. As an example, we have chosen *Asphalt Field School*. 
6. Next, click on *Search All Active* to bring up the available sections.
7. Find the section you want to enroll in from the list. For this example, we have selected Section 22. Click the *Enroll Employees in this Section* button.
8. Double check the location, date, and time of the Section to make sure you are choosing the right one; then scroll down until you see all the employees in your organization.
9. Click the box beside your name, and then click the **Enroll** button at the bottom of the employee list.
10. Now look at the gray column to the right. This area shows that you are currently enrolled in this section. It also shows the amount due in your *Shopping Cart*.

If you have made a mistake and do not want to enroll in this course, click on Remove. You will be removed from the section.

To see the details of your *Shopping Cart*, click the *View Cart* button.
11. The *Shopping Cart* screen shows the course you are enrolled in and the cost of the course. Clicking the *Continue Shopping* button will take you back to the *Enroll Employees in Materials Certification Courses* screen and you may continue to enroll in other sections or other schools. Clicking the *Checkout* button will take you to the payment section. Let’s check out.

If you have made a mistake and do not want to enroll in this course, click on Remove. You will be removed from the course.
12. This screen shows a summary of your Shopping Cart charges and asks you to select a payment type.
13. Selecting a credit card payment will show you this screen and ask you for your credit card information. PAYING BY CREDIT CARD GUARANTEES A SPOT IN THE CLASS AS SOON AS YOU FINISH THE PAYMENT PROCESS.
14. Selecting to pay by check or money order will show you this screen and ask you for your billing information. **PAYING BY CHECK OR MONEY ORDER DOES NOT GUARANTEE A SPOT IN THE CLASS UNTIL THE PAYMENT IS RECEIVED.** Once you enter your billing information and click *Submit*, a transaction receipt will appear (see example on next page).
Example of a Transaction Receipt

Mail Payment To:
Materials Certification Schools, Attention: Veronica Hendricks, 1401 E. Broad Street, Richmond, VA 23219. Include a copy of the Transaction Receipt with your payment and note the transaction number on the check/money order.

Contact the Materials Certification Schools by e-mail MaterialsCertification@vdot.virginia.gov or phone (804) 328-3158 for verification of enrollment or questions.
Transcript and Certification Card

1. This is the first screen you’ll see after logging into the VC, it is called *My VU*. To access your individual transcript, which contains all of your VDOT Training Records, click on *Transcript*. 
2. This is a Student Transcript. It shows the classes taken and the results. To view your Materials Certification Card, click on View Material Certification Card.
3. The Materials Certification Card shows your current Certifications and their expiration dates.
Recertification

OVERVIEW

These guidelines are intended for participants in the VDOT Materials Certification Schools (MCS), who currently hold a Certification and need to recertify. The online recertification courses are accessed through the VDOTU/VC and are available to both VDOT and external students. There is NO CHARGE for the online courses.

Individuals seeking recertification in Asphalt Field, Concrete Field, Concrete Plant, Soils & Aggregate Compaction, and Pavement Marking are required to successfully complete an online course and pass the appropriate proficiency examination for that school (see next page). Each online course has multiple modules with a quiz at the end of each module. Successful completion of all modules and quizzes is required to pass the course. Proficiency examinations are scheduled through the Central Office Materials Training Section. The proficiency examination for Pavement Marking is included in the online recertification course. Recertification in Surface Treatment and Slurry Surfacing only requires completion of the online course. Individuals seeking recertification in Aggregate Properties, CMA Plant, Asphalt Plant (Level I), and Asphalt Plant Mix Design (Level II) require completion of an online “information only” module. The required proficiency examinations in these areas are extensive (see next page) and need to be scheduled through the Central Office Materials Training Section.

The individual has the last 12 months of their current certification period to complete the requirements for recertification. Example: A person with a Soils & Aggregate Compaction Certification that expires in 2009 has from January 1, 2009 till December 31, 2009 to complete the requirements for recertification.
## Recertification Proficiency Examinations

<table>
<thead>
<tr>
<th>Materials Certification Title</th>
<th>School</th>
<th>Proficiency Requirements</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate Properties</td>
<td>Asphalt Plant Mix Design Level II</td>
<td>ASTM D4791, ASTM D5821, AASHTO T176, AASHTO T304, AASHTO T84, AASHTO T85, AASHTO T19</td>
<td>Materials Certification Schools</td>
</tr>
<tr>
<td>Asphalt Field Technician</td>
<td>Asphalt Field</td>
<td>VTM-6, VTM-22, VTM-76 Stratified Random Numbering</td>
<td>Materials Certification Schools</td>
</tr>
<tr>
<td>Asphalt Plant Technician</td>
<td>Asphalt Plant (Level I)</td>
<td>AASHTO T30, AASHTO T166, AASHTO T269, AASHTO T312, VTM-102</td>
<td>Materials Certification Schools</td>
</tr>
<tr>
<td>Asphalt Plant Mix Design Technician</td>
<td>Asphalt Plant Mix Design (Level II)</td>
<td>ASTM D4791, ASTM D5821, AASHTO T176, AASHTO T304, AASHTO T84, AASHTO T85, AASHTO T19, AASHTO T30, AASHTO T312, VTM-102, AASHTO T209, AASHTO T166, AASHTO T283</td>
<td>Materials Certification Schools</td>
</tr>
<tr>
<td>Concrete Plant Technician</td>
<td>Concrete Plant</td>
<td>Mix Design &amp; Adjustment Sieve Analysis &amp; Fineness Modulus Free Moisture Mix Design Weights to Batch Weights Plant Portion of TL-28A Coding Form</td>
<td>Materials Certification Schools</td>
</tr>
<tr>
<td>Soils Compaction Technician</td>
<td>Soils and Aggregate Compaction</td>
<td>AASHTO T217, VTM-10, VTM-12, MARTCP SA-1.3, ASTM D1556</td>
<td>Materials Certification Schools</td>
</tr>
</tbody>
</table>
Accessing an Online Recertification Course

Log onto the VC using this Internet address: https://virtualcampus.vdot.virginia.gov/external. When this address is used, this screen will appear:

1. If you know your Login ID and Password enter it here, and then click Submit. If you do not know your Login ID and Password or if you are having problems accessing your account, please contact the Materials Certification Schools by phone (804) 328-3158 or e-mail MaterialsCertification@vdot.virginia.gov for verification and questions.

DO NOT CREATE A NEW ACCOUNT AS THIS WILL MEAN YOU WILL HAVE TWO ACCOUNTS IN THE SYSTEM.
2. After logging into the VC, you will see this screen, it is called *My VU*. *My VU* gives access to the rest of the VC. Click on *Learning Center* to sign up for classes.
3. Next, click the Material Certification Schools icon.
4. From this screen, click *Online Recertification Courses*.
5. This screen will list only the Recertification Courses you are eligible to take. Select the Recertification Course you wish to take. In this example, we have selected the Concrete Plant Recertification course.

Remember to be eligible to take a Recertification Course you must be in the last 12 months of your current certification in that area.
6. This screen gives a brief description of the course. In the lower half of the screen there are two options available to access the course. If you want to take the course for credit, click the *Take Course* button.

The Browse Course button will only let you view the course; you will not receive credit for the course if you choose the browse course option.
7. From the list of modules select the first module, Concrete Plant Overview. You must successfully complete all of the modules to receive credit for the course.
8. This is the first screen of the Concrete Plant Overview module. View and listen to each screen in its entirety, use the buttons at the bottom of the screen to advance the screens. There is a quiz at the end of each module that you must pass before you will be allowed to proceed. When you have successfully completed this module go to the list of modules and select the next module. Once you have completed the online course and all the modules, you will need to complete any proficiency requirements for the specific Certification you are recertifying in.

Contact the Materials Certification Schools by phone (804) 328-3158 or e-mail MaterialsCertification@vdot.virginia.gov for more information on the proficiency requirements.
This manual was developed by the Virginia Department Transportation’s Materials Division as an aid in registering, enrolling and recertifying in the Materials Division’s Certification School Program. If you encounter difficulties or have questions please contact the Materials Certification Schools by e-mail MaterialsCertification@vdot.virginia.gov or phone (804) 328-3158.