



# Verifying VDOT Materials Certifications

There are multiple reasons to Verify Materials Certifications whether hiring a new employee, confirming the certifications of your employee(s) and for quality assurance on a job sight.

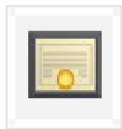
1. In order to verify the Materials Certification technicians must access their transcript on VDOT University.
  - a. If you do not remember your log-in information contact [VDOTUniversity@vdot.virginia.gov](mailto:VDOTUniversity@vdot.virginia.gov) . Your training records belong to YOU.
  - b. Materials Certification cards are no longer being updated but are still in circulation until they expire in 2021.
2. If you notice errors or have questions about your Materials Certification school training records contact us at [MaterialsCertification@vdot.virginia.gov](mailto:MaterialsCertification@vdot.virginia.gov) . If a grade is missing you must contact the community college directly to initiate a correction.
3. Step-by-step directions for *printing your Certification Report* are provided on page 3 of this guide.

Certification Report example:

## Transcript: Virginia Dot

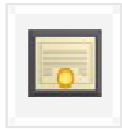
Use the transcript to manage all active training. To view completed training, click on the **Active** button and change the view to **Complete**.

### Search Results (2)



#### **VDOT Asphalt Field Level II Certification (2019)**

**Due:** 12/31/2024 **Status:** Certified **Expiration Date:** 1/1/2025



#### **VDOT Asphalt Field Level I Certification (2019)**

**Due:** 12/31/2024 **Status:** Certified **Expiration Date:** 1/1/2025



# Verifying VDOT Materials Certifications

Reading the Certification Report for verification.

Transcript: **Virginia Dot**

The Technicians Name must be present on the Certification report.

Use the transcript to manage all active training. To view completed training, click on the **Active** button and change the view to **Complete**.

## Search Results (2)



### **VDOT Asphalt Field Level II Certification (2019)**

**Due:** 12/31/2024 **Status:** Certified **Expiration Date:** 1/1/2025

The Name of the Materials Certification course and the year the certification was attended.



### **VDOT Asphalt Field Level I Certification (2019)**

**Due:** 12/31/2024 **Status:** Certified **Expiration Date:** 1/1/2025

**Due:** This date indicates the final year a technician is certified and should become recertified to avoid a lapse in certification.

**Status:** Provides the status of the technicians' certification.

**Expiration Date:** Date certification expires.



# Verifying VDOT Materials Certifications

## How to Print your Certification Report:

Below are the step-by-step directions on how to Review the certification and Print the course completion report:

Access your VDOT University account <https://VirtualCampus.VDOT.Virginia.gov>

To review the Course Completion report:

1. Click on **Learning**
2. **View your Transcript**
3. Click on the **ACTIVE** button
4. In the drop down click **Completed**

A list of completed course from this year will appear.

To print the Certification Report:

1. Click on **Learning**
2. **View your Transcript**
3. Click on the **ALL TYPES**
4. In the drop down click **Certification**
5. To the Right Click on **Options**  
**(square button with three dots)**
6. In the Drop down click **Export to PDF or Print Transcript**