
ATTI Procedures Manual



2025

Technician Certification Program
Soils/Aggregate
Asphalt
Field

ARIZONA TECHNICAL TESTING INSTITUTE

CONSTRUCTION • MATERIALS

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INTRODUCTION

In 1995, the Arizona Department of Transportation, consultant testing laboratories, material suppliers, and contractors jointly recognized the need to raise the professional standards and reliability of materials sampling and testing to provide industry-wide confidence in highway construction materials test results. With this as a goal, a steering committee was formed to implement a technician certification program for Arizona that establishes a minimum level of competency for the industry.

The steering committee began by evaluating similar certification programs that have proven successful in other states. Following intensive consultation and evaluation, the steering committee recommended American Concrete Institute (ACI) certification for technicians sampling and testing concrete but was unable to identify a suitable existing program for soils, aggregates, and asphalt concrete. Consequently, the steering committee recommended the development and implementation of a local program designed to provide examination procedures for the certification of technicians performing soils, aggregate, and asphalt concrete sampling and testing related to ADOT construction projects.

The Arizona Technical Testing Institute (ATTI), a non-profit organization, was subsequently formed to manage and administer the certification of highway construction materials technicians in Arizona. ATTI became incorporated in February 1996 and was charged with overseeing and providing performance-based certification programs specific to sampling and testing methods used for Arizona Department of Transportation construction projects.

Mission statement for the Arizona Technical Testing Institute:

Provide valid examination procedures for the certification of technicians performing soils, aggregate, and asphaltic concrete sampling and testing.

ORGANIZATIONAL STRUCTURE

Figure 1 presents the organizational structure of ATTI.

Board of Directors

The Board of Directors is comprised of representatives from contractors, consultant testing laboratories, highway construction materials suppliers, and Arizona Department of Transportation. The board is responsible for the mission, objectives, financial, structure, policy, regulations, and all final decisions regarding the operation of the Arizona Technical Testing Institute.

Technical Advisory Board

A technical advisory board, which reports directly to the Board of Directors functions as the overseer of curriculum, program revisions, certification processes, and general operations of ATTI. The technical advisory board shall meet on a regular basis to review the program and suggest changes or revisions to ensure that the program continues to meet the highest standards.

Specific duties of the Technical Advisory Board include:

- Certification program development and revisions,
- Curriculum design,
- Manuals and workbook development and revision,
- Performance and Written Examinations revision,
- Administration Manual development and revision,
- Review qualifications and approval of Exam Proctors and Examiners

Executive Director

ATTI contracts the services of a professional administrator to provide coordination of business and financial activities, student registration, instructor and examiner certification and scheduling, and technician certification examinations. The contracted administrator is designated as the ATTI Executive Director and reports directly to the ATTI Board of Directors.

Duties of the Executive Director include, but are not limited to:

- Maintaining ATTI bylaws, minutes and regulations,
- Accounting functions,
- Maintaining original copies of examinations, registration, certificates, etc.,
- Issuing certificates,
- Coordinating applicant registration,
- Coordinating examination schedules,
- Distribution of newsletter and informational bulletins,
- Publications and copying of materials.

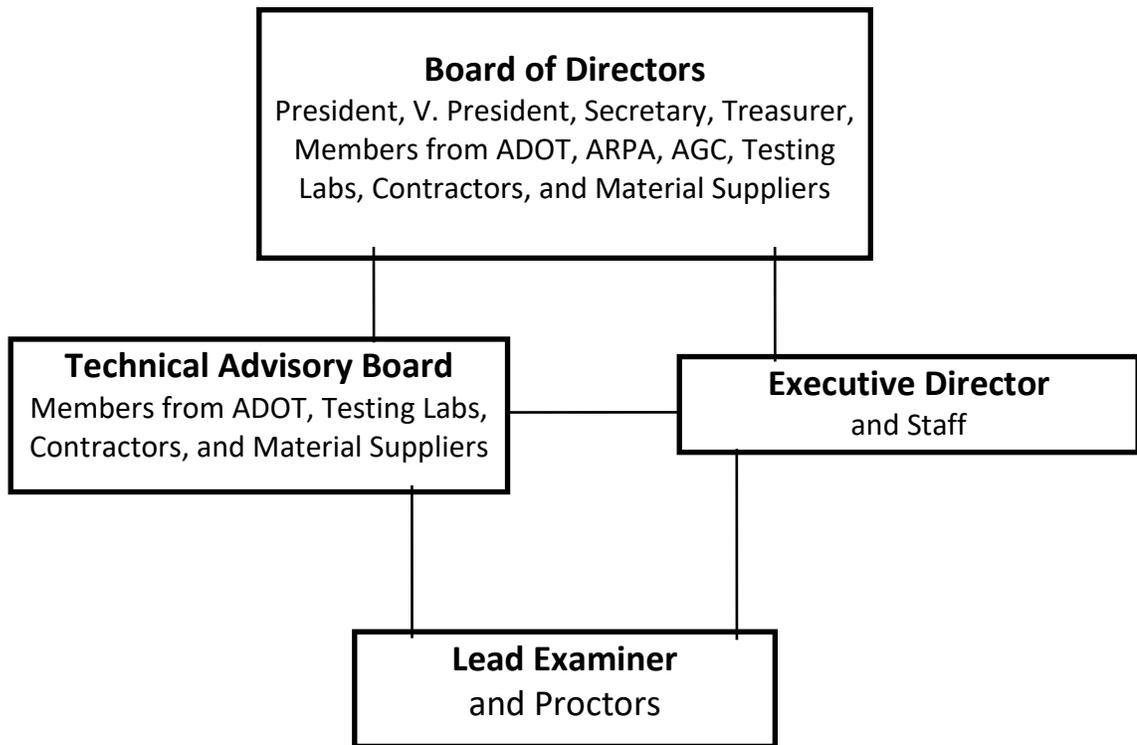


Figure 1 - ATTI Organizational Structure

ATTI Board of Directors - 2025

President: Randy Marwig – WTI
Vice President: Joe Phillips – Terracon
Treasurer: Brent Conner – ADOT
Executive Director: Meghaen Dell’Artino
Directors: Jesus Sandoval-Gil – ADOT
 Lauro Rivas – Calportland
 Marie Hoover – MRM
 John Norton – Pima County
 Mike Abraham – J Banicki Const.
 Greg Groneberg – Southwest Asphalt
 Robert Duvall- City of Phoenix
 Shawn McDougal - ADOT

ATTI Technical Advisory Board – 2025

Alex Carter- ADOT
Andrea Lynch – City of Phoenix
David Coronado – ADOT
Don Cornelison – Speedie & Associates
Francisco Aranas – ADOT
Gloria Bernabe - ATTI
Jay Paulson – ADOT
Maria Elena Bernaldo – City of Phoenix
Norman Josh Bailey – ADOT
Peter Karellas – ADOT
Shawn McDougal – ADOT

CURRICULUM

Workbooks

Workbooks for each certification containing test methods and related information are online at www.attiaz.org . The workbooks and videos are designed to be used as a quick reference while on the job, not as a replacement for official manuals. The Technical Advisory Board will coordinate revisions to the workbooks.

Prerequisites

The ATTI program is designed such that applicants must have experience or have received training in the applicable test methods and calculations prior to taking examinations. Applicants must submit evidence of this training or experience in one of the following ways:

- work history record demonstrating a minimum of 12 months experience in testing subfields for the certification sought; or
- record of prior certification in a subfield from ATTI or a similar subfield from another State; or
- training records demonstrating initial training in each of the test methods and the importance of proper procedures and the significance of test results. The training must be verified by a qualified person who is either an ATTI certified technician or a registered professional engineer experienced in highway, materials sampling, and testing.

Forms for documenting the work history and/or training requirements are available on the ATTI website and must be completed and submitted to ATTI at least 14 days prior to taking an exam. If acceptable work history, prior certification or training records are not received by ATTI within 14 days of the exam date, the application will be put on hold and the time slot for that exam will be made available to another applicant.

Certification Examination

The certification examination requires applicants to successfully perform all prescribed test methods, make correct calculations, and pass a short-written exam. Because the ATTI program is designed to improve the consistency and reliability of construction materials sampling and testing, certification will not be granted for simply attending and taking the certification examinations.

Performance Exam

- Applicants must successfully perform each test method to receive certification.
- Closed book.

Written Exam

- Closed book.
- Approximately 35 true / false, and multiple-choice questions.
- Calculations on applicable test methods.

- Cell phone usage is prohibited during the exam process for calculating or other means, i.e. notes.
- Must be completed within prescribed time limit.

Passing Grade

- To receive certification, the applicant must successfully complete 100% of the performance exam, receive an 80% minimum grade on the written exam, and correctly perform all calculations.

EXAMINATION ADMINISTRATION

Preparation

1. The examiner(s) are responsible for all preparation, setup, and take down associated with the certification examination being conducted by the examiner. After being contacted by the Executive Director with a scheduled exam date, the Lead examiner will contact the other examiners that will be working the exam and make final arrangements for the following:
 - Exam location and facilities.
 - Exam date and times.
 - Equipment and adequate materials are available at the lab.
2. The Lead examiner shall obtain all registration, manuals, examinations, and other related materials from the Executive Director.

Performance Examination

1. Each applicant must perform every test method in its entirety.
2. The performance examination is closed book.
3. Each test method must be performed in an appropriate amount of time as determined by the Examiner.
4. The applicant may be asked to explain various steps of the test method to reduce the full test time.
5. The examiner must complete the performance checklist for each test method by indicating a yes or no for each noted step.
6. Additional instructions are provided for the technician and examiner in the performance examination checklist packet.

Written Examination

1. The written exam is closed book.
2. The exam must be completed within the time limit designated by the Lead Examiner.

Passing Score

1. The Lead Examiner shall grade the performance and written exams when completed.
2. Each test method checklist item must receive a yes to be considered a passing grade.
3. A score of 80% correct or better is considered a passing grade on the written exam.
4. All calculations must be performed correctly to receive a passing score.
5. A passing grade must be achieved on the performance examination, written examination, and calculations to receive certification.

Retesting

1. An applicant is allowed three attempts to pass the exam:
 - First attempt (applicable exam fee)
 - Second attempt (\$250 retest fee, re-scheduled on a different date)
 - Third attempt (\$250 retest fee, re-scheduled on a different date)
 - Two failed attempts (\$450 exam fee)

2. An applicant failing the performance exam will have to pay for a retest and schedule a new test date. This must be completed within 12 months of the original examination.

3. An applicant failing the performance and/or written calculations exam is required to retake the entire written or calculations examination within 12 months of the original examination.

4. If an applicant fails, the performance and/or written examinations a fee of \$250 is required to retest. The applicant has 3 attempts to pass the original exam within 12 months. If the failed items are not successfully passed on the third try, the applicant will be required to register and retake the entire certification examination.

5. If an applicant is retesting a failed element(s) on a different examination date from the original examination date and does not pass the retest, the applicant must re-schedule to retake the failed element(s) within 12 months of the original examination. Each retest attempt requires a \$250 fee and must be scheduled by contacting the Executive Director.

6. An applicant who fails to appear for a scheduled retest will be given an automatic failure of the test elements needing retesting unless the retest has been appropriately cancelled through ATTI (see refund policy on page 21).

7. If an applicant fails to successfully present a test method as prescribed on the first attempt, the applicant will **not be allowed to re-demonstrate the failed test method during the same examination period**. Failed test methods must be re-demonstrated on a different examination date within 12 months of the original examination, with a \$250 retest fee.

8. Retesting of the calculation examination during the same examination period will not be allowed and must be re-scheduled for a future exam date.

Documentation and Notification

1. The examiner(s) will inform each applicant of their pass/fail status following the exams.
2. At the completion of an examination, all applicant documents, including examinations, shall be stored in the lead examiner's office.
3. If an applicant has successfully passed the exams, the Executive Director will issue a certificate and wallet card. If an applicant has failed any examination items, the Executive Director will notify the applicant which items were failed and provide retesting information.

Reciprocity

A few test methods, such as AASHTO R66, R67, R76, R90, R97, T19, T255, T265, and T355 are included in multiple certifications. For those test methods, an applicant is not required to demonstrate the method if they have received certification for it within 12 months immediately prior to the examination. Certification will be granted only if the test method has been successfully passed within the noted time period. If more than 12 months have passed since the test method was demonstrated, the applicant is required to perform the applicable test method.

EXAMINATION MATERIALS SECURITY

This policy applies to possession and retention of all examination materials, including blank and completed performance exam checklists, completed and blank written exams, and answer keys. It is imperative that examination materials are always kept secure and confidential. Violation of security compromises the integrity and validity of the certification process. The materials should be kept under lock and key by authorized persons.

Exam security must be maintained during development of exams, reproduction of exams, storage of blank exams, scoring exams, storage of complete exams, and destruction of old exams.

Access to exam materials is limited to:

- The Executive Director who shall maintain blank copies and completed exams.
- Technical Advisory Board members assigned to develop and revise exams.
- Examiners during the examination process.

During the examination process, the examiner shall maintain constant inventory of the examination materials in a manner which will not allow any applicants the opportunity to view or copy the materials. All completed exams and blank exams not used by the examiner shall be returned to the Executive Director.

Retention of Examination Documents

After each Certification Examination process, all used exam materials, both passing and failing, will be retained, in conformance to guidelines contained in the section entitled Examination Materials Security for a period of five (5) years and will then be destroyed by shredding or other effective method. Originals or copies of applicants' exams and performance checklists are not to be given to the applicants.

EXAMINERS

Application to be an ATTI examiner is available from the ATTI Executive Director's office. The Technical Advisory Board reviews applications and administers the examiner apprenticeship program. Examiners are compensated in accordance with ATTI established rates based on examination time requirements, travel, and lodging.

Examiner qualifications

ATTI examiners shall:

- Be certified in the appropriate area
- Have a minimum of 10 years of applicable experience directly related to the certification examination they will conduct,
- Successfully complete the examiner training class
- Exhibit a positive attitude while interacting with others
- Uphold the established standards and policies of ATTI

Application process

1. Applicant submits an examiner application and a letter of reference from a registered engineer (P.E.) to ATTI Executive Director.
2. ATTI Executive Director forwards application and accompanying documentation to the ADOT Program Coordinator.
3. He/she reviews application for (time, experience, and certifications).
4. He/she reviews applicants ATTI examination(s). Applicant must have received a minimum of 90% on written exam and no 2nd retests taken.
5. Applicants meeting the above requirements would be notified to attend ATTI Examiner training class.
6. After attending training class, the applicant will proctor a test station and will be evaluated by the Senior Examiner. A minimum score of 80% on the examiner evaluation will be necessary to be an ATTI Examiner.
7. At the next scheduled ATTI TAB meeting, the Senior Examiner will present results and recommendations on any applicants reviewed during the previous quarter.
8. TAB votes on applicant(s) based on Senior Examiners recommendations.
9. The TAB recommendations are forwarded to the ATTI Executive Board for final approval.

Continued Qualification

To continue qualification as an examiner for ATTI, an individual must remain current in the related area. This requirement includes the following:

1. Individual must currently work in the construction materials testing or related engineering/construction field.
2. Individual must maintain current ATTI certification in the area (field, soil and aggregate, and asphalt) in which they serve as examiner.

3. Retired individuals or those no longer working in a related area may be considered to continue as examiners if they meet criteria #2, applying for continuing status, and are approved by the TAB committee. Everyone will be evaluated on a case-by case basis.

Examiner Travel Expenses

Examiners are compensated for mileage more than twenty (20) miles each direction, to and from their residence to the location of an ATTI exam. Mileage is paid at the State of Arizona rate in effect on the day of travel.

CERTIFICATION

Upon successful completion of performance and written exams, technicians will be awarded certification valid for five years. Grandfathering of registered engineers, college graduates, experienced technicians, NICET certified technicians, or for any other qualifications is not permitted.

Field Certification

Test Method	Procedure	Examination Written (W) Calculations (C) Performance (P)
AASHTO R66	Sampling Asphalt Materials	W, P
AASHTO R67	Sampling Asphalt Mixtures after Compaction (Cores)	W, P
AASHTO R76	Reducing Samples of Aggregate to Testing Size	W, C, P
AASHTO R90	Sampling Aggregate	W, C, P
AASHTO R97	Sampling Asphalt Mixtures	W, C, P
AASHTO T191	Density of Soil in Place by the Sand Cone Method	W, C, P
AASHTO T19	Section 8: Calibration of Measure	W,C, P
AASHTO T217	Determination of Moisture in Soils by Means of a calcium Carbide Gas	W, C, P
AASHTO T255	Total Evaporable Moisture Content of Aggregate by Drying	W, C, P
AASHTO T265	Laboratory Determination of Moisture Content of Soils	W, C, P
AASHTO T272	One Point Proctor	W, C, P
AASHTO T310	Field Density and Moisture Content of Soil Aggregate by the Nuclear Method	W,C, P
AASHTO T355	In Place Density of Asphalt Mixtures Nuclear Method	W, C, P

Asphalt Certification

Test Method	Procedure	Examination Written (W) Calculations (C) Performance (P)
AASHTO R90	Sampling Aggregate Products	W, P
AASHTO R97	Sampling Asphalt Mixtures	W, P
AASHTO R76	Reducing Samples of Aggregate to Testing Size	W, C, P
AASHTO R66	Sampling Asphalt Materials	W, P
AASHTOR67	Sampling Asphalt Mixtures after Compaction	W, C, P
AASHTOR47	Reducing Samples of Hot Mix	W, C, P
AASHTO T308	Determining the Asphalt Content of HMA by the Ignition Method	W, C, P
AASHTO T30	Mechanical Analysis of Extracted Aggregate	W, C, P
AASHTO T329	Moisture Content of Hot Mix Asphalt by Oven Method	W,C, P
AASHTO R68	Standard Practice for Preparation of Asphalt Mixtures by Means of the Marshall Apparatus	W, C, P
AASHTO T312	Preparing HMA Specimens by Means of the Superpave Gyrotory Compactor	W,C, P
AASHTO T209	Maximum Specific Gravity of HMA (Rice)	W, C, P
AASHTO T166	Bulk Specific Gravity of Compacted HMA Using Saturated Surface Dry Specimens	W,C, P
AASHTO T245	Standard Method of Test for Resistance to Plastic Flow of Asphalt Mixtures Using Marshall Apparatus	W,C,P
AASHTO T269	Percent Air Voids in Compacted Bituminous Paving Mixtures	W,C,P
AASHTO T304	Uncompacted Void Content of Fine Aggregate by Drying	W,C,P
AASHTO T255	Total Evaporable Moisture Content of Aggregate by Drying	W,C,P
AASHTO T355	In Place Density of Asphalt Mixtures by Nuclear Method	W,C,P

Laboratory Soils/Aggregate Technician Certification

Test Method	Procedure	Examination Written (W) Calculations (C) Performance (P)
AASHTO R90	Sampling Aggregate Products	W, P
AASHTO R76	Reducing Samples of Aggregate to Testing Size	W, C, P
AASHTO T27	Sieve Analysis of Fine and Coarse Aggregate	W, C, P
AASHTO T11	Materials Finer than #200 Sieve in Mineral Aggregate by Washing	W, C, P
AASHTO T89	Determining the Liquid Limit of Soils	W, C, P
AASHTO T90	Determining the Plastic Limit and Plasticity Index of Soils	W, C, P
AASHTO T99	Moisture Density Relations of Soils Methods/Annex Rock Correction	W, C, P
AASHTO T288	Determining Minimum Laboratory Soil Resistivity	W, C, P
AASHTO T289	Determining pH and of Soil for Use in Corrosion Testing	W, C, P
AASHTO T265	Laboratory Determination of Moisture Content of Soils	W, C, P
AASHTO T176	Plastic Fines in Graded Aggregates and Soils by Use of the Sand Equivalent Test	W,C, P
AASHTO T84	Specific Gravity and Absorption of Fine Aggregate	W, C, P
AASHTO T85	Specific Gravity and Absorption of Coarse Aggregate	W,C, P
AASHTO T21	Organic Impurities in Fine Aggregates for Concrete	W, C, P
AASHTO T304	Uncompacted Void Content of Fine Aggregate	W, C, P
AASHTO T335	Determining the Percentage of Fractured Particles in Coarse Aggregate	W, C, P
AASHTO T19	Unit Weight and Voids in Aggregates/Section 8 Calibration of Measure	W, C, P
AASHTO T255	Total Evaporable Moisture Content of Aggregates by Drying	W, C, P

ATTI Recertification

Certification renewal is required every 5 years. At a minimum, each certified technician requesting renewal will be required to successfully demonstrate each prescribed test method during a performance examination and successfully pass the written/calculations exam.

Complaints/Protests Procedures

The ATTI will receive complaints regarding ATTI personnel, including people involved with the function of the ATTI (e.g. instructors, proctors, etc.) and ATTI certified technicians. The ATTI does not accredit organizations or companies that employ or utilize ATTI certified personnel. Those organizations are often accredited by other agencies, such as AASHTO, A2LA, US Army Corps of Engineers, ADOT, etc. Complaints regarding an organization or company using ATTI personnel should be directed to the organization or to the agency or agencies accrediting the organization or company.”

All complaints related to Proctor conduct must be submitted to the Executive Director within 10 calendar days of the incident. Only written complaints will be received and addressed by the ATTI. An email complaint does qualify as a written complaint.

Anyone observing a technician performing a test incorrectly can file a complaint directly with ATTI. The complaint should include the following:

- Technician Name
- Is this an ethical complaint or a technical complaint
- When it occurred
- What method the technician was performing incorrectly
- Brief description of what happened

Once received by the Executive Director, the written complaint will be forwarded to the Board within 14 calendar days. The Executive Director will also notify the person or agency that submitted the complaint (Submitter) that the complaint has been received, and the ATTI has begun their evaluation process. The technician and his/her company are required to respond in the following way:

- Acknowledgement or denial that the technician was the one involved.
- Response from the technician of their side of the story
- Verification of coaching on the correct procedures and on the importance of following the procedures

The Board officers will then identify a Board member to begin the evaluation of the written complaint. The Board member performing the evaluation will contact the Proctor

to hear their position on the incident and perform other investigation as appropriate, then report any results to the Board at the next scheduled Board meeting, or sooner if the Board officers believe that necessary.

The entire Board will review the results of the evaluation and determine if additional evaluation is required, or if the evaluation is sufficient to determine an outcome. If additional evaluation is needed, the Board member completing the evaluation will continue as directed by the whole Board. If the evaluation is sufficient, then the Board will decide by vote if the complaint is dismissed or substantiated. Dismissed complaints require no further action. The Board will address a substantiated complaint as follows:

- 1) Upon the first substantiated complaint, the Proctor involved will receive a letter from the Board identifying the nature of the complaint and that it was substantiated. Depending on the nature of the complaint, the Board or their designee will take additional action ranging from individual counseling of the Proctor regarding their actions to suspension of Proctor eligibility for a period of time, depending on the seriousness of the complaint.
- 2) Upon the second substantiated complaint, the person will be counseled in writing from the Board or the Board Officers, and the Board shall receive a written acknowledgment from the person that they will refrain from the action related to the complaint. The Proctor will also receive mandatory suspension for a period of time determined by the board. Failure to receive the acknowledgment may result in suspension of the person from proctoring future exams.
- 3) Upon the third substantiated complaint, the Proctor will be suspended from proctoring future exams. Board action can reinstate the Proctor if the Proctor demonstrates that reinstatement is appropriate.

In addition to above disciplinary measures, if any single complaint is deemed egregious and substantiated, the whole Board can move to suspend the person from future exams. The Board is under no obligation to reinstate any person suspended for any reason by action of the Board.

Suspension or Revocation of Certification

Certifications awarded by the Arizona Technical Institute may be suspended or revoked at any time for just cause by the ATTI Technical Advisory Board. Proposed suspensions or revocations will be sent to the subject individual in writing along with notification of the individual's right to appeal the proposed suspension or revocation. A suspension or revocation is effective upon receipt by the certified technician and will be affirmed, modified, or vacated following appeal. Just cause for a certified technician to be subject to suspension or revocation of their certification is *negligence* or *abuse* of their responsibilities.

Negligence is defined as unintentional deviation from ATTI policies and prescribed sampling and testing procedures, which may or may not cause erroneous results. The following penalties are guidelines for findings of negligence:

- The first finding of negligence will result in a letter or reprimand being sent to both the technician and the employer.
- The second finding will result in a one hundred eighty (180) day suspension of certification.
- The third finding will result in a one (1) year suspension of all areas of certification.
- The fourth finding will result in permanent revocation of all ATTI certifications.

Abuse is defined as intentional deviation from ATTI policies and approved procedures. The following penalties are guidelines for findings of abuse:

- The first finding will result in a one (1) year suspension to permanent revocation of all areas of certification.
- Any additional findings will disqualify the individual from eligibility for any type of ATTI certification.

The Technical Advisory Board may deviate from these penalty guidelines if warranted.

Suspensions or revocations for abuse and negligence in one certification area will be considered suspension or revocation in all ATTI certifications held by the technician.

Allegations of negligence or abuse will be made to the ATTI Technical Advisory Board (TAB) in writing. The chairman of TAB will appoint a three (3) member review panel which will investigate the allegations. The allegations will contain the name, address, and signature of the individual(s) making the allegation. The accused and the individual(s) making the allegation will be given the opportunity to appear before the TAB review panel. All involved parties will be notified in writing of the findings of the TAB. Any warranted penalties will be imposed in accordance with guidance contained herein. Decisions regarding allegations of negligence or abuse may be appealed in writing to the ATTI Board of Directors who will independently consider such written appeals but may rely on the advice and counsel of the TAB, and take such action as considered appropriate.

ATTI – Technician Code of Ethics

As an **ATTI** certified technician, you recognize that the services you render have a significant impact on the quality of life for the traveling public. As you perform your duties and responsibilities on behalf of the public, employers, and clients, you shall demonstrate personal integrity and competence. Accordingly, certified technicians shall:

- Engage in sampling and testing for only those activities for which you are competent by way of your certification and as required by specification and policy.
- Perform your duties in an efficient and competent manner with fidelity and honesty.
- Admit and accept your errors when proven wrong and never distort nor alter the facts.
- Avoid conflicts of interest.
- Not engage in bribery in any manner or form.
- Strive to maintain your proficiency by updating your technical knowledge and skills in materials sampling and testing.
- Have proper regard for the safety, health, and welfare of the public in the performance of your duties.

EXAMINATION SCHEDULE

Scheduling of examinations and applicant registration for examinations are coordinated by the ATTI Executive Director. Examination enrollment is normally limited to a maximum of 15 applicants. Smaller ATTI certification examinations are periodically scheduled for 2-3 applicants at a time. The Executive Director must be contacted for information regarding the availability and coordination of the smaller examinations.

Asphalt Certification

The Asphalt Certification examination is conducted over a one-day period. The examination includes demonstration of sampling and testing methods, a written exam, and calculations.

Field Certification

The Field Certification examination is conducted over a one-day period. The examination includes demonstration of sampling and testing methods, a written exam, and calculations.

Laboratory Soils/Aggregate Certification

The Laboratory Soils/Aggregate Certification examination is conducted over a one-day period. The examination includes demonstration of test methods, a written exam, and calculations.

REGISTRATION FEES

Registration fees are subject to change at any time. Current fees are as follows:

- Asphalt Certification Examination \$450.00
- Asphalt Emergency Exam \$710.00

- Laboratory Soils/Aggregate Examination..... \$450.00
- Soils/Aggregate Emergency Exam \$710.00

- Field Certification Examination \$450.00
- Field Emergency Exam..... \$710.00

- Exam Retest Fee \$250.00
- Re-schedule Fee Per Examination \$50.00
- Replacement Certification or Cards - \$5.00 each

Refund Policy

- Cancellation must be received no later than five (5) days prior to a scheduled examination to receive credit. Substitutions for paid registrations will be allowed with at least two (2) days notice.
- If an applicant does not attend an examination they have been scheduled for and does not notify ATTI prior to five (5) days of a scheduled examination, the registration fee will not be credited. This action may be waived due to extenuating circumstances with the approval of the executive director.
- Applicants dropping out of an examination after the examination begins will not be reimbursed their registration fee.
- Applicants who are scheduled for a retest and fail to appear for the retest will be given an automatic failure for all test elements needing retesting. Applicants wishing to re-schedule a retest date must notify ATTI prior to five (5) days of a scheduled retest. This action may be waived due to extenuating circumstances with the approval of the executive director.

INFORMATION

Applications, examination schedules, information requests, and questions regarding the Arizona Technical Testing Institute can be directed to the ATTI Executive Director:

Meghaen Dell'Artino
Arizona Technical Testing Institute
meghaen@attiaz.org
322 W. Roosevelt St.
Phoenix, Arizona 85003
Phone (602) 200-6780