

DE-CERTIFICATION POLICY

Certification is a privilege. This privilege may be revoked if, in the opinion of the LabCAT Instructor, and the LabCAT Board of Directors, an individual is thought to have knowingly committed acts, which are detrimental to the integrity of the certification program or the construction industry in general. Acts, which could result in revocation of certification privileges, are:

- Falsification of certification Evaluation/Sign-Off Form.
- Falsification of field or quality control tests results and/or records.
- Incompetence during performance of field or laboratory procedures, knowingly not adhering to the procedures required for testing.
- Cheating on certification exams.
- Submitting false information on certification applications.
- Failure to comply with the LabCAT sign off policy.
- Termination of an individual due to job incompetence.
- Criminal action by an individual while engaged in construction activities.
- Non-Payment of Certification Program registration fees

The offenses cited above, shall be documented by a LabCAT certified individual on the "*LabCAT Certification Program, Report of Improper Testing or Inspection*" form. A technician will be notified a written complaint has been filed and requested to submit a response to the complaint. If the LabCAT Training Coordinator receives 2 (two) written complaints concerning the same technician detailing similar offenses in a 6 (six) month period the technician may be required to submit documentation disputing or clarifying the complaints, and may be subject to review. If 3 (three) or more complaints are filed with in a 12 (twelve) month period, the technician will be notified, their certification(s) will be suspended until the complaints can be reviewed. Upon reviewing the report, if revocation of certification privileges is warranted an individual will receive written notification. The individual will be allowed seven (7) calendar days within posting of the notification to respond by letter to the LabCAT Trainig Coordinator. If during that time a written letter of protest is received from the individual, the LabCAT Board of Directors will review the case and if necessary a hearing will be scheduled within seven (7) calendar days of such response.

If no hearing is warranted based on the report and response from the individual, the individual will be notified of the final decision.

If no protest letter is received, it will be assumed by the LabCAT Training Coordinator the individual does not protest the decision, and revocation will occur with the individual so notified. The technician may apply for re-instatement at any time following revocation by submitting a formal request to the LabCAT Training Coordinator in writing with and explanation of why they are requesting re-instatement. When the LabCAT Training Coordinator

receives the request a notice will be sent to the applicant as to the status of the process. The re-instatement process may include any or all of the following:

- Review by designated representatives.
- \$150 re-instatement fee may be applied.

