



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

DANIEL H. JOHNSON
SECRETARY

DATE: October 17, 2025

TO: NCDOT Construction Unit, NC Chapter of the Association of General Contractors (AGC), Carolinas Asphalt Paving Association (CAPA), Carolinas' Chapter of the American Traffic Safety Services Association (ATSSA)

FROM: Ken Thornewell, P.E., State Work Zone Engineer

DocuSigned by:

Kenneth C. Thornewell Jr., P.E.

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SUBJECT: Work Zone Certification probation, suspension, and revocation process

The Work Zone Safety Training Committee, upon recommendation with documented justification from a Division Engineer, Division Construction Engineer, Division Maintenance Engineer, State Work Zone Engineer, State Construction Engineer, their designees, or other management within NCDOT, may place on probation, suspend, or revoke the certification for a qualified work zone supervisor, installer, and/or flagger due to the following:

1. Failure to adequately perform the duties associated with the certification.
2. Following any fatal or type A (severe injury) crash in the work zone where inadequate traffic control is believed to be a contributing factor.
3. Issuance of a Formal Notice of Non-Compliance for failure to maintain traffic control.
4. Cheating or copying another candidate's work on an examination.
5. Intentional falsification of records.
6. Directing a subordinate under direct or indirect supervision to perform any of the above actions.
7. Dismissal from a company for any of the above reasons.
8. Suspension or revocation of one's certification by another entity.
9. Any other action or inaction deemed detrimental to the safety of workers or the travelling public, as determined by the Work Zone Safety Training Committee.

The Work Zone Safety Training Committee consists of the State Traffic Management Engineer, State Work Zone Engineer, the Work Zone Safety Training Coordinator, and two representatives from the Central Construction Unit (State Construction Engineer, Assistant State Construction Engineer, and/or Area Construction Engineer).

Notice of a probation, suspension, or revocation of a certification will be sent by certified mail to the individual (if address is available) and the corporate office of the company that employs the individual. The Work Zone Education Verification App on NCDOT's public website will also be updated to reflect the individual's certification status.

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An individual (or the individual's employer) has the right to appeal any adverse action which results in suspension or permanent revocation of certification by responding, in writing, to the NCDOT Chief Engineer within ten calendar days after receiving notice of the adverse action.

NCDOT Chief Engineer
1536 MAIL SERVICE CENTER (MAIL)
RALEIGH NC 27699-1536

The appeal must contain factual information about the case which was not initially considered by the committee -- Appeals which do not include factual information for consideration will be denied. Failure to appeal within ten calendar days shall result in the proposed adverse action becoming effective on the date specified on the certified notice. Failure to appeal within the time specified shall result in a waiver of all future appeal rights regarding the adverse action taken. The individual will not be allowed to perform duties associated with the certification during the appeal process. The Chief Engineer will review the appeal and make a decision within fourteen days of receiving the appeal. The decision of the Chief Engineer shall be final and will be made in writing to the individual.

If a certification is temporarily suspended, the individual shall pass any applicable written examination and any proficiency examination at the conclusion of the specified suspension period, prior to having the certification reinstated.

For questions or additional information, please contact me at (919) 814-5037 or WZSafetyTraining@ncdot.gov.

Cc:

Jennifer Portanova, P.E., Acting State Traffic Engineer
Boyd Tharrington, P.E., Deputy Chief Engineer
Wiley Jones III, P.E., Director of Field Support
Troy Brooks, P.E., State Construction Engineer
Joe Hummer, P.E., Traffic Management Unit
NCDOT Division Engineers
NCDOT Division Construction Engineers
NCDOT Division Maintenance Engineers