Technician’s Online Portal User Guide
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Edit personal information

Select “Edit Profile Information” to update driver license, phone numbers, etc. A confirmation email is sent to the email address on the account. For security, the current address and employer are not on display.

Complete the Training Contact section if a manager or office administrator needs confirmation of the transaction.
Online submissions
Use the cursor to select one of the two submission options.

Online Submission
All submissions will be reviewed prior to approval.
- **Re-qualify an existing Level 1 qualification**
  Some Level 1 qualifications can be automatically renewed online. Check [here](#) to see if you can apply for automatic requalification.
- **Report a Requirement**
  Please select the requirement you want to report from the drop down list below.
  NOTE: CTQP only accepts requirements listed within the drop down list below.

Online Submission Option 1: Re-qualify an existing Level 1 qualification
Select this option only if you meet the FDOT’s requirements for automatic requalification.

Use the drop down menu to select the qualification. Select “Add Payment Information” to pay the auto requalification fee. Note that the ability to select a qualification from the drop down menu does not ensure a trainee meets all of the requirements.
To verify who meets the automatic requalification requirements, select “here”.

The provided links redirects users to the FDOT’s website.

Find the “Independent Assurance” section and click “Technician Re-Qualification Summary Report”.

<table>
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<tr>
<th>Independent Assurance</th>
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<tr>
<td>Qualification Performance Reports</td>
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<td>Technicians with Strike</td>
<td>Summary of District Technicians with one or more Strikes in a date range</td>
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</table>
Enter the requested information and click “Submit”.

Please contact the FDOT with auto-requalification status questions.

**Online Submission Option 2: Report a Requirement**

1. Select “Report a Requirement” to report ACI, Nuclear Safety Certificates, work experience, grouting and post tensioning certificates.
2. Use the drop down menu to select the requirement.
3. Enter/upload the requirement’s information.

![Image of Date Issued, Expire Date, ACI Certificate Number, and Upload Document Image fields]

Refer to “Directions for each requirement are as follows:” if there is uncertainty about how to proceed.

![Image of Directions for each requirement]

4. Select “Submit” to complete the process.

![Image of Upload Document Image field]

A confirmation message displays.

![Image of confirmation message]

Your information has been received. You will receive an email confirmation when the completion is approved.