

## Track Recertification Spreadsheet - Instructions

Certification for track builders is granted for a period of three years. The certification period begins with the date certification or recertification is granted and ends on December 31 three years later. Candidates may recertify either by taking the then current certification examination or by submitting an application for recertification through documenting eligibility and continuing education points during the previous three years. Requirements are for **50 eligibility points** using the **Eligibility Spreadsheet** and for **40 continuing education points** using the **Continuing Education Spreadsheet**. For a more detailed explanation of the recertification process, including the point system, please refer to the Recertification Handbook.

### Recertification Job List Form

**Please fill out the Recertification Job List Form first.** The appropriate information will automatically translate to the spreadsheets that follow. Enter the project name, date of project and the name & phone number of the project reference. Places are available for sixty different projects on the two pages shown.

### Eligibility Points (50 required for Recertification)

For recertification, track builders must demonstrate 50 eligibility points with points in at least three of the five areas covered by the recertification spreadsheet. Points claimed must be for work completed within the three years since initial certification or since the last recertification. Construction must be completed on all projects listed. See below for a description of categories and minimums.

#### I. PROJECT ADMINISTRATION

- \*Prepare bids and proposals - 1 point per project
- \*Prepare/review change orders, owner billings, subcontractor billings, job costs - 0.5 points per project
- \*Plan and schedule crews, subcontractors and material deliveries - 0.5 points per project
- \*Supervise project - 1.5 points per project

#### II. SITE, SUBGRADE & BASE WORK

- \*Identify site issues (soils, drainage, obstructions, access) - 0.5 points per project
- \*General site design (survey, calculate elevation and grade, construction staking) - 1.5 points per project
- \*Prepare site (excavation, grading, slope stabilization, drainage, utilities) - 1 point per project
- \*Install base (fine grading, sterilant, geotextile, crushed aggregate, paving) - 1 point per project

#### III. TRACK LAYOUT

- \*Preliminary design (site selection, track geometry, construction methods, overall site plan) - 1 point per project
- \*Design track facility (track geometry, perimeter systems, transition areas and chutes, steeplechase) – 1.5 points per project
- \*Design field events (high jump, long/triple jump, pole vault, shot/discus, hammer, javelin) – 1.5 points per project
- \*Determine track measurements & calculations (best fit, measure line, material quantities/costs, surface) – 1.5 points per project

#### IV. TRACK SURFACING & MARKING

- \*Apply surface (inspect base, prepare base, stage materials, install synthetic surface) 1.5 points per project
- \*Striping calculations (events, color plan, lane lines) - 1 point per project
- \*Striping layout (radius point, points-of-curve, event markings) – 1.5 points per project
- \*Apply marking - 0.5 points per project

#### V. TRACK RENOVATION

- \*Evaluate existing track (geometry, condition) – 1 point per project
- \*Implement improvements – 1 point per project

**Spreadsheet instructions:** The spreadsheet will automatically calculate the eligibility points. Enter data as follows:

- 1 Your name, company name, phone number and email will automatically import from the Recertification Job List Form.
- 2 The project name will automatically import from the Recertification Job List Form
- 3 To enter points for all Categories **enter a 1 in any box that applies for that project (do not enter a .5 or a 1.5).** The spreadsheet will make the calculation and your accumulated points for that category & project will appear in the "Subtotal" box.

**NOTE:** Subtotals for each category can be seen at the bottom of the sheet. Totals for each job can be seen at the right of the sheet. Your "Grand Total" (must be at least 50) is located in the lower right corner.

**NOTE:** If you need to list more than 30 projects, you may use the 2 page spreadsheet. The subtotals for each page is shown at the bottom of the sheet. The "Grand Total" is located in the lower right corner of the second page.

### Continuing Education Points (40 required for Recertification)

Each candidate applying for recertification by continuing education points is required to identify and categorize all continuing education activities to be submitted for approval. (Refer to the Recertification Handbook for details & point values) Include copies of publications, programs and other supporting documentation with application. (Do not submit original materials.) Of the 40 continuing education points required for recertification, a minimum of 25 points must be from ASBA-related activities. Non-ASBA meetings & activities should be submitted to the certification committee prior to the meeting or activity (for approval & to determine number of points).

**Spreadsheet instructions:** The spreadsheet will automatically calculate the continuing education points. Enter data as follows:

- 1 Your name, company name, phone number and email will automatically import from the Recertification Job List Form.
- 2 Enter the name of meeting, article, committee or activity in the appropriate box (Column C)
- 3 Enter the dates for the meeting, activity or publication (Column D)
- 4 Enter ASBA points in Column E and Non-ASBA points in Column F (points will automatically total under "Total Points" and at the bottom of the page under "Total Recertification Continuing Education Points" (must be at least 40 points).

# Recertification Job List Form

Page 1

Name: \_\_\_\_\_ (enter name)  
 Company Name: \_\_\_\_\_ (enter company)  
 Phone: \_\_\_\_\_ (enter phone)  
 Email: \_\_\_\_\_ (enter email)

Name of Project      Date of Project      Name of Project Reference      Phone Number of Project Reference

1	New Town High School	December 2013	ABC Construction - Joe Wilson, PM	555-555-5555
2	University of Your Town	March 2014	Bob Jones, University Maintenance Director	555-555-5555
3	Center Street Recreation Complex	June 2015	Bill Johnson, Facility Director (Parks & Rec)	555-555-5555
4	Track Site 4			
5	Track Site 5			
6	Track Site 6			
7	Track Site 7			
8	Track Site 8			
9	Track Site 9			
10	Track Site 10			
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# Recertification Job List Form

Page 2

**Name:** \_\_\_\_\_ (enter name)  
**Company Name:** \_\_\_\_\_ (enter company)  
**Phone:** \_\_\_\_\_ (enter phone)  
**Email:** \_\_\_\_\_ (enter email)

	Name of Project	Date of Project	Name of Project Reference	Phone Number of Project Reference
31	Track Site 11			
32	Track Site 12			
33	Track Site 13			
34	Track Site 14			
35	Track Site 15			
36	Track Site 16			
37	Track Site 17			
38	Track Site 18			
39	Track Site 19			
40	Track Site 20			
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60				

Track Recertification Spreadsheet

Name: (enter name)

Phone: (enter phone)

Points accumulated in the last 3 years

Company Name: (enter company)

Email: (enter email)

Page 1

Job Number	Job Name	I. Project Administration				II. Site, Subgrade & Base Work				III. Track Layout				IV. Track Surfacing and Marking				V. Track Renovation		Subtotal	Total Points per Job	
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	1	2	1 pts per project Enter 1 if yes	1 pts per project Enter 1 if yes			
		Prepare bids & proposals 1 pts per project	Prepare or Review change orders, owner billings, subcontractor billings & job costs .5 pts per project	Plan & schedule crews, sub-contractors & material deliveries .5 pts per project	Supervise project 1.5 pts per project	Identify site issues (soils, drainage, obstruction, & access) .5 pts per project	General site design (survey, calculate line & grade, construction staking) 1.5 pts per project	Prepare site (excavation, grading, slope stabilization, drainage, utilities) 1 pts per project	Install base, (fine grading, sterilant, geotextile, crushed aggregate, paving) 1 pts per project	Preliminary design (site selection, track geometry, construction methods, overall site plan) 1 pts per project	Design track facility (track geometry, perimeter systems, transition areas & chutes, steep/chase) 1.5 pts per project	Design field events (high jump, long/triple jump, pole vault, shot/discus, hammer, javelin) 1.5 pts per project	Determine track measurements & calculations (best fit, measure line, material quantities/costs, surface) 1.5 pts per project	Apply surface (inspect base, prepare base, stage materials, install synthetic surface) 1.5 pts per project	Striping calculations (events, color plan, lane lines) 1 pts per project	Striping layout (radius points, points-of-curve, event markings) 1.5 pts per project	Apply markings .5 pts per project					Evaluate existing track (geometry, condition) 1 pts per project
1	New Town High School	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	7.5		
2	University of Your Town	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	9.5		
3	Center Street Recreation Complex	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	0	0	6		
4	Track Site 4	1	1																	5.5		
5	Track Site 5																			2.5		
6	Track Site 6																			1.5		
7	Track Site 7																			2		
8	Track Site 8	1	1																	2.5		
9	Track Site 9																			2.5		
10	Track Site 10					1	1													3		
11																				0		
12																				0		
13																				0		
14																				0		
15																				0		
16																				0		
17																				0		
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26																				0		
27																				0		
28																				0		
29																				0		
30																				0		
																				15	7	42.5

Note: Construction must be completed on all projects listed.

Total per category:

13

4.5

15

15

7

Total Page 1:

Job Number	Job Name	I. Project Administration				II. Site, Subgrade & Base Work				III. Track Layout				IV. Track Surfacing and Marking				V. Track Renovation		Subtotal	Total Points per Job			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2					
		1 pts per project	.5 pts per project	.5 pts per project	1.5 pts per project	.5 pts per project	1.5 pts per project	1 pts per project	1 pts per project	1.5 pts per project	1.5 pts per project	1.5 pts per project	1.5 pts per project	1.5 pts per project	1 pts per project	1.5 pts per project	.5 pts per project	1 pts per project	1 pts per project					
		Prepare bids & proposals	Prepare or Review change orders, & job costs	Plan & schedule crews, sub-contractors & material deliveries	Supervise project	Identify site issues (soils, drainage, obstruction, & access	General site design (survey, calculate line & grade, construction staking)	Prepare site (excavation, drainage, utility)	Slope stabilization, drainage, utilities	Install base, (fine grading, sternal, geotextile, crushed aggregate, paving)	Preliminary design (site selection, track geometry, construction methods, overall site plan)	Design track facility (track geometry, perimeter systems, transition areas & chutes, steepchase)	Design field events (high jump, long/triple jump, pole vault, shot/discus, hammer, javelin)	Determine track measurements & calculations (best fit, measure line, material quantities/soil/surface)	Apply surface materials, install synthetic base, stage materials, inspect base, prepare plan, lane lines)	Striping calculations (events, color striping layout (radius points, points-of-curve, event markings)	Apply markings	Evaluate existing track (geometry, condition)	Recommend improvements					
31	Track Site 11	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	Enter 1 if yes	0	3	
32	Track Site 12			1	1																		0	4.5
33	Track Site 13	1	1																				0	1.5
34	Track Site 14																						0	1
35	Track Site 15	1										1											0	2.5
36	Track Site 16																						0	3.5
37	Track Site 17																						0	2
38	Track Site 18																						0	2
39	Track Site 19																						0	2.5
40	Track Site 20																						0	2
41																							0	0
42																							0	0
43																							0	0
44																							0	0
45																							0	0
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56																							0	0
57																							0	0
58																							0	0
59																							0	0
60																							0	0
																						2	15	2
																						3	4.5	15
																						1.5	3	15

Note: Construction must be completed on all projects listed.

## Recertification Continuing Education Points Form

Name:                     (enter name)                     Phone:                     (enter phone)                      
 Company Name:                     (enter company)                     Email:                     (enter email)                    

A total of 40 points are required for recertification. Points may come from ASBA & Non-ASBA meetings & activities. A minimum of 25 points must come from ASBA meetings & activities. Non-ASBA meetings & activities should be submitted to the certification committee prior to the meeting or activity (for approval & to determine number of points). Definitions of each category and related points can be found in the Recertification Handbook.

### Category 1: Attendance at Approved Seminars/Meetings

	Name of Meeting	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	2012 Technical Meeting	Nov 30 - Dec 4, 2012	12		12
2	2013 Winter Meeting	Feb 22 - 24, 2013	9		9
3	ABC Company Annual Conference	March 7 - 8 2013		4	4
4					0
5					0
6					0
7					0
8					0
Category 1 Subtotal --->			21	4	25

### Category 2: Making Presentations at Workshops or Seminars - Speaking/Panelist

	Name of Meeting	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	2012 Technical Meeting - Asphalt	Nov 30 - Dec 4, 2012	3		3
2	ABC Co. Annual Conf (paving methods)	March 8, 2013		1	1
3					0
4					0
Category 2 Subtotal --->			3	1	4

### Category 3: Preparation of Articles for Publications (Attach a Copy of Article)

	Name of Article/Publication	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	Newsline Article - building tracks	Spring 2012	2		2
2	Repairs - state HS Track magazine			1	1
3					0
4					0
Category 3 Subtotal ---->			2	1	3

### Category 4: Committee or Volunteer Activity

	Name of Committee or Volunteer Activity	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	ASBA Committee involvement	2010, 2011, 2012	3		3
2					0
3					0
4					0
Category 4 Subtotal --->			3	0	3

### Category 5: Participation in Research

	Description of Research	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	Surface Testing	Jul-12	2		2
2					0
3					0
Category 5 Subtotal --->			2	0	2

### Category 6: Other Activities for Approval of Certification Committee

	Description of Activity	Date(s)	ASBA Points	Non-ASBA Points	Total Points
1	Misc ASBA Activity	Sep-12	1		1
2	Demonstrate testing for state schools	Nov-12		2	2
3					0
Category 6 Subtotal --->			1	2	3

<b>Total Recertification Continuing Education Points ---&gt;</b>	<b>ASBA 32</b>	<b>Non-ASBA 8</b>	<b>Total 40</b>
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