Each candidate for certification at Level IV in Highway Construction Inspection must submit a write-up (in narrative/essay format) of their role in a large and technically complex highway construction or highway reconstruction project demonstrating senior-level engineering technician capabilities and responsibilities.

**General Guidelines**

The Major Project Write-up must be a concise, detailed, 2 to 3 page written description of the candidate’s role in one* major Highway Construction or Highway Reconstruction project.

The major project write-up must be type-written, identified by the candidate’s name and NICET ID number, and on separate pages from other application documents. (The write-up is not a part of the work history in Part I of the application.)

The write-up must specifically identify the project and your role/title in it.

The candidate must be the sole author of the major project write-up. (Official job or project descriptions or testimonials from others will not be accepted.)

The project must be recent (within the last 4 years) and must have been completed.

The candidate’s involvement in the project must include a range of highway construction inspection activities*.

The candidate’s involvement in the project must demonstrate independent, senior-level engineering technician work, including delegation of responsibilities and duties.

The write-up must reflect senior-level understanding of the nature and importance of the various aspects of the highway construction inspection and the project, and the roles of the various people involved in the completion and acceptance of the project.

**Guidelines for Description of the Project**

The write-up should address each of the following in a detailed narrative:

- The location of the project, the type of project (i.e., highway, roadway, bridge, runway, airport facility, rail facility, dam, plant, building, land development, etc.), project owner, contractor, and consulting firm.

- Type of construction (i.e., new, major reconstruction, rehabilitation, expansion, etc.).

- Size of the project (i.e., length, number of lanes, number of intersections, number of structures, area, volume, etc.).

- Project cost (i.e., approximate dollar value).

- Time period (i.e., start/stop/completion dates, dates of candidate’s involvement).

- Scope of construction activities (i.e., earthwork, structural concrete, foundation work, special treatments, stabilization, paving, drainage, etc.).

**Guidelines for Description of the Candidate’s Role**

The write-up should address each of the following in a detailed narrative:

- Supervisory or oversight responsibilities (i.e., position and authority, daily duties and tasks, number and categories of people supervised and the tasks they performed).

- Type of service and range of experience as related to highway construction inspection activities, the program’s management, documentation, reporting, project closeout, etc.).

*Note: If all of these activities cannot be documented for a single project, they may be accumulated via several more narrowly focused projects.*