



# Illinois Department of Transportation

## Memorandum

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To: Affected Consultant Doc Certificate Holders  
From: Mark Neale  
Subject: Limited Consultant Documentation Certification Extension  
Date: November 23, 2021

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**Consultant “Documentation of Contract Quantities” Certification Extension for those personnel whose certification is set to expire between 12/1/2021 and 1/31/2022**

Effective immediately, and due to the unanticipated and unavoidable restructuring of the IL Center for Transportation’s (ICT’s) online platform on which the Documentation course is offered, consultants who have a “**Documentation of Contract Quantities**” certification set to expire between December 1, 2021, and January 31, 2022, will hereby be granted a three (3) month extension in their documentation certification status. For example, if a consultant’s doc certification is set to expire December 31, 2021, it will now expire on March 31, 2022. This change does NOT affect any other doc certificate expiration dates outside of this timeframe. The extension of this limited certification date window is provided due to the inability to offer the on-line documentation course during the month of December 2021.

This notice does not directly impact full-time IDOT or local agency employees, as their certification remains valid for as long as they remain full-time employees of their agency. Please note, however, once that individual leaves IDOT or local agency employment, their certification status immediately reverts to that of a consultant, that is, certified for a period of 4 years from the date they last took the certification test.

If you have any questions regarding this matter, please contact Mark Neale, Documentation Engineer, Illinois Department of Transportation, at [Mark.Neale@illinois.gov](mailto:Mark.Neale@illinois.gov).