

# Tennessee Highway Officials Certification Board

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## Introduction

The Tennessee Highway Officials Certification Board exists to review the qualifications of candidates for the chief administrative office of a county highway department. T.C.A. § 54-7-104(b).

The board is composed of five (5) members, with each of the following appointing one (1) member, T.C.A. § 54-7-104(a):

- Secretary of State
- Director, Tennessee Chapter of the American Public Works Administration
- Governor (from nominees submitted by the Tennessee Society of Professional Engineers)
- Comptroller of the Treasury
- Executive Director, Tennessee County Services Association

Members of the board serve four-year terms, and the appointee of the Secretary of State serves as chairman. Vacancies are filled by the appointing authority whose appointee has left the board. The current board term began on July 1, 2021 and ends June 30, 2025. T.C.A. § 54-7-104(c).

To prevent conflicts of interest, chief administrative officers of county highway departments are not eligible to serve on the board if they would be subject to reelection or reappointment, and therefore, review by the board during their term of service on the board. T.C.A. § 54-7-104(d).

The board meets only as necessary to fulfill its duties. T.C.A. § 54-7-104(e).

The board is administratively attached to the Division of Elections. Materials or correspondence submitted to the board are received through the Division of Elections and are then forwarded to the board. The board is subject to open meetings and public records laws. T.C.A. § 54-7-104(e).

## Applicability

The chief administrative officer (CAO) of the county highway department is an elected office in seventy-five (75) counties and is an appointed position in twenty (20) counties.

Counties have various names for the office, but "chief administrative officer" is defined as "a county road superintendent, county road supervisor, director of public works, county engineer, or similar county highway official either elected or appointed pursuant to any general or private act of this state." T.C.A. § 54-7-103. Generally, this definition does not include county highway or road commissioners.

The board reviews the qualifications of candidates for chief administrative officer – elected or appointed – in all counties where the County Uniform Highway Law applies. This includes every county except Davidson, Hamilton, Knox, and Shelby Counties. T.C.A. § 54-7-102. All candidates must apply each time they seek election or appointment, even if they have been previously certified by the board.

## Qualifications

In order to qualify for the office, candidates must demonstrate that they fall into at least one of following categories, T.C.A. § 54-7-104(g):

- Licensed to practice engineering in Tennessee;
- Graduate of an accredited school of engineering, plus at least two (2) years of experience in highway construction or maintenance;
- Combination of education and experience equivalent to either of the above (such as an engineering license from another state); or
- Four (4) years of experience in a supervisory capacity in highway construction or maintenance.

All candidates must have at least a high school diploma or general equivalency degree (GED). T.C.A. § 54-7-104(h).

An amendment that took effect in 2013 eliminated various exceptions and alternate qualifications written in to the statute, meaning all applicants must now demonstrate that they meet one of the qualifications above. Incumbents in office as of December 31, 2012, are grandfathered in and may be recertified for as long as they continuously hold the office. T.C.A. § 54-7-104(i).

A county may establish more stringent qualifications and standards by private act. T.C.A. § 54-7-104(h). The county shall send a copy of such private act to the board. In counties where the position is appointed and more stringent qualifications have been established by private act, the board does not certify candidates. Instead, candidates must only submit evidence of their qualifications to the appointing authority. T.C.A. § 54-7-104(b).

## Applying for Certification

Candidates must file affidavits or other evidence for the board's review by applicable deadlines. T.C.A. § 54-7-104(b). The board has developed an application for certification as a template to ensure that candidates provide relevant information. Information provided to the board should be signed and notarized.

Candidates must provide specific documents to demonstrate licensure and/or that they meet the minimum educational requirements. T.C.A. § 54-7-104(j).

- Candidates seeking certification on the basis on being licensed to practice engineering in Tennessee should submit a copy of their license, including the license number.
- Candidates seeking certification based on being a graduate of an accredited school of engineering must submit a diploma, transcript or other official documentation showing that they have received an engineering degree.
- Candidates must demonstrate that they have obtained a high school diploma or its equivalent in educational training as recognized by the state board of education by providing the board with a diploma, GED certificate or other official documentation (like a college transcript).

## Counties with Elected CAOs

### Candidates on the Ballot

Candidates wishing to appear on the ballot must file their affidavits and other evidence not later than fourteen (14) days prior to the qualifying deadline. T.C.A. § 54-7-104(b). The board will not review applications from a county until the date petitions are available in that county.

After review of the applicable qualifications and standards, the board shall certify to the coordinator of elections that a candidate's qualifications are acceptable prior to the candidate's name being placed on the ballot. The coordinator's office communicates the board's decisions to the relevant county. A certificate of qualification from the board shall be filed with the candidate's qualifying petition prior to the qualifying deadline. T.C.A. § 54-7-104(b).

Candidates who are not certified by the board prior to the qualifying deadline may not be placed on the ballot.

### Write-In Candidates

Write-in candidates must also file with the board in order to have their votes counted. They must file their affidavits and other evidence with the board not later than sixty-four (64) days before the election. T.C.A. § 54-7-104(b). Candidates must be reviewed before Election Day, but the board strives to complete its review prior to the write-in filing deadline at noon on the fiftieth (50<sup>th</sup>) day before the election.

Candidates who were certified to appear on the ballot in a primary election may use the same certification for a general election in the same cycle.

Votes for write-in candidates who have not been certified by the board may not be counted.

## Counties with Appointed CAOs

Candidates in counties where the position is appointed shall, prior to their appointment to the office, file with the board evidence satisfactorily demonstrating that they meet the qualifications to hold the office. The board works with the appointing authority to set deadlines for reviewing candidates. T.C.A. § 54-7-104(b).

## Challenging a Candidate's Qualifications

The board traditionally allowed challenges to a candidate's qualifications, but a recent amendment added a formal statutory challenge procedure in 2016. T.C.A. § 54-7-104(k)-(l).

Challenges must be made in writing to the board by the deadlines in the statute. A candidate's qualifications may be challenged even if the candidate has already been certified by the board.

In counties where the position is elected, the deadline to challenge is noon on the third day after the qualifying deadline. In counties where the position is appointed, the board will work with the appointing authority to establish a deadline. T.C.A. § 54-7-104(k).

Upon receiving a challenge, the board will notify the challenged candidate and schedule a meeting to review the candidate's qualifications. If the board determines that a candidate does

not meet the qualifications based on the evidence presented in the challenge, the board will disqualify the candidate. T.C.A. § 54-7-104(l).

In counties where the position is elected, the deadline to resolve any challenge is noon on the seventh day after the qualifying deadline. If a challenge is successful, the board will request that the candidate's name either not be printed on the ballot or removed from any ballot already printed. Because the deadline to resolve these challenges is the same as the withdrawal deadline, any successful challenge should not negatively affect ballot preparation.

In counties where the position is appointed, any challenge must be resolved prior to the date of any appointment to the office.

## Vacancies

In the event of a vacancy, a qualified successor is to be chosen using the manner specified by law. T.C.A. § 54-7-107(a). For counties where the position is elected, T.C.A. § 5-1-104 governs this process. For counties where the position is appointed, the duty to fill the vacancy reverts to the typical appointing authority.

Since the statute uses the word "qualified," and the board is designated as judge of a candidate's qualifications, candidates must be certified by the board before they can be appointed to fill a vacancy.

The County Uniform Highway Law contains an additional interim successor procedure to be followed until a qualified successor is elected or appointed. The board has no role in this process. T.C.A. § 54-7-107(b)-(c).

## Guidelines

The board has adopted written guidelines which provide definitions as to the types of work that the board will consider as evidence of experience in highway construction and maintenance, as well as information about the procedures the board follows at its meetings. The Guidelines were last revised in 2018.

## Role of the County Election Commission

In counties where the position is elected, the election commission has similar responsibilities as it has for any other office on the ballot. The board will send information about its meetings so counties are aware when the qualifications of local candidates will be considered.

The election commission shall only place the names of qualified candidates on the ballot. Make sure candidates have timely filed their certificate with their petitions.

Questions regarding candidates or the board's processes may be directed to the board.

If the board promulgates rules, affected county election commissions must publish the rules in a newspaper of general circulation at least sixty (60) days before the qualifying deadline for an election or the date of an appointment. T.C.A. § 54-7-104(f).

## Key Dates for 2024 Election Cycle

### Counties Where Either Party Calls a Primary

October 16, 2023	Petitions available; board can begin reviewing applications
November 30, 2023	Deadline for board to receive ballot candidates' applications
December 14, 2023	Qualifying deadline for ballot candidates at 12:00 noon
December 17, 2023	Deadline to file a challenge at 12:00 noon
December 21, 2023	Deadline for the board to resolve challenges at 12:00 noon
January 1, 2024	Deadline for board to receive write-in candidates' applications
January 15, 2024	Qualifying deadline for write-in candidates at 12:00 noon
March 5, 2024	County Primary Election

### Counties Where Neither Party Calls a Primary

February 5, 2024	Petitions available; board can begin reviewing applications
March 21, 2024	Deadline for board to receive ballot candidates' applications
April 4, 2024	Qualifying deadline for ballot candidates at 12:00 noon
April 7, 2024	Deadline to file a challenge at 12:00 noon
April 11, 2024	Deadline for board to resolve challenges at 12:00 noon
May 29, 2024	Deadline for board to receive write-in candidates' applications
June 12, 2024	Qualifying deadline for write-in candidates at 12:00 noon
August 1, 2022	County General Election

# Road Superintendent Election/Appointment Schedule

## Counties with 2024 Elections

Bedford	Humphreys	Overton
Campbell	Jefferson	Polk
Carter*	Lewis	Rhea
Cheatham	Macon	Roane
Claiborne	Marion	Rutherford
Giles	Maury	Smith
Hamblen	Montgomery	Trousdale
Henderson	Moore	Union
Henry		

## Counties with 2026 Elections

Anderson	Greene	Monroe
Benton	Grundy	Morgan
Bledsoe	Hancock	Perry
Blount	Hardeman	Pickett
Bradley	Hardin	Putnam
Carroll	Hawkins	Scott
Carter	Hickman	Sequatchie
Chester	Houston	Sevier
Clay	Jackson	Stewart
Cocke	Johnson	Sullivan
Coffee	Lawrence	Sumner
Cumberland	Lincoln	Unicoi
Decatur	Loudon	Van Buren
DeKalb	McMinn	Warren
Dyer	McNairy	Wayne
Fentress	Marshall	Weakley
Grainger	Meigs	White

## Counties with Appointed CAOs

Cannon	Hamilton**	Robertson
Crockett	Haywood	Shelby**
Davidson**	Knox**	Tipton
Dickson	Lake	Washington
Fayette	Lauderdale	Williamson
Franklin	Madison	Wilson
Gibson	Obion	

\* To fill a vacancy, Carter County will have an election in 2024 for a 2-year term

\*\* Counties exempt pursuant to Tenn. Code Ann. § 54-7-102

## **Guidelines Relative to Certification of Candidates for Chief Administrative Officer of the County Highway Department**

### **I. Qualifications**

- A. In each county, in order to qualify for the office of chief administrative officer of the highway department, a person shall:
1. Be a graduate of an accredited school of engineering, with at least two (2) years of experience in highway construction or maintenance;
  2. Be licensed to practice engineering in Tennessee;
  3. Have a combination of education and experience equivalent to either of the above; or
  4. Have had at least four (4) years' experience in a supervisory capacity in highway construction or maintenance.
- B. Candidates must have at least a high school diploma or its equivalent in educational training as recognized by the state board of education, such as a high school equivalency credential.

### **II. Definitions**

- A. **“Highway Construction”** is defined as the construction of roads, streets, highways, and/or bridges according to federal, state, or local specifications or the construction and acceptance of such by a local government as meeting the appropriate construction standards. Highway construction **includes** the construction of subdivision roads or any other roads that have met the standards of a governmental body or that have been accepted by a governmental body and the construction of public airport runways according to standards and specifications of the federal, state, or local government.

**Highway construction does not include:**

- construction of subdivision roads that do not meet the standards of a governmental body or that have not been accepted by a governmental body;
- construction of parking lots, driveways or access roads;
- construction of roads for agricultural or timber harvesting operations;
- repair or re-construction of portions that are less than half the width of roads, streets, or highways in conjunction with installing water or other utility lines;
- inspection of highway construction; or
- construction of private airport runways.

- B. **“Highway Maintenance”** is defined as the repair and general upkeep of roads, streets or highways of the federal, state, or local government and includes resurfacing, road shoulder maintenance, and repair and upkeep of guardrails and bridges sufficient to give the person experience in **all** aspects of highway maintenance.

Highway maintenance **does not include**:

- maintenance of subdivision roads that have not met the standards of a governmental body;
- placement or replacement of road signs;
- clearing of plant growth or debris from the road or shoulder;
- minor repairs to highways, streets, or roads necessitated by utility service or maintenance work that are less than half the width of the road; or
- inspection of highway maintenance.

- C. **“Supervisory Capacity”** means having direct oversight or management of other persons involved in actual highway construction or maintenance activities so that the supervisor directs the methods, equipment, and standards of the work performed and is responsible for the timely completion and quality of the work. Supervisory capacity further means that the person has the authority to determine whether the work was performed according to the applicable specifications.
- D. **Licensed to Practice Engineering in Tennessee** means the person has been issued a license to practice engineering by the State Board of Architects and Engineers or is otherwise authorized by that board to practice engineering in the State of Tennessee by virtue of being licensed in another state.
- E. **Graduate of an Accredited School of Engineering** means an engineering school that has been accredited by the Accreditation Board for Engineering and Technology (ABET) as of the date the degree was issued.
- F. **Combination of Education and Experience** may include, but is not limited to, licensure in another state, or a sufficient combination of engineering education at an accredited school of engineering and experience in highway construction or maintenance.

### **III. How to Apply for Certification**

- A. The person wishing to be certified to seek election or appointment to the office of chief executive of the county highway department shall provide sworn statements that outline his or her experience and/or education. All statements must be sworn to and signed before a notary or other person authorized by law to administer an oath.
- B. Candidates who have been previously certified by the board must be certified each time they seek election or appointment. If a person has been previously certified by the board, the person is only required to provide proof of previous



certification (such as a copy of the certificate of qualification or letter) and complete Sections 1 and 6 of the application. If the person qualified as a licensed engineer, the person must also include a copy of their current engineering license.

- C. The board has prepared an application for certification designed to assist candidates in providing relevant information to the board. Candidates who submit materials in a different format will be sent the application and encouraged to complete it, but failure to complete the application will not prevent an application from being reviewed.
- D. A sworn statement by the applicant will be sufficient as long as the statement includes the necessary information and does not include contradictory provisions or provisions contradictory to prior statements. When it is determined that there are contradictions, the applicant will be required to provide supporting statements from others in support of the application. The supporting statements must be from individuals with first-hand knowledge of the applicant's experience in this area.
- E. Statements concerning experience should describe the applicant's experience to clearly show that he or she has the required number of years' experience. The format of this would vary depending on the type of experience. A representative example of the different possibilities follows with the type of information necessary to satisfy the requirement.
  - 1. Full-time employment with the state Department of Transportation or county highway department. - A detailed description of the applicant's responsibilities, the number of personnel supervised and their responsibilities, and the period of time in that position.
  - 2. Full-time employment with a company that exclusively builds roads. - Information as described in D.1., above along with a representative example of the type of roads constructed. For instance, specific projects should be identified (e.g., resurfacing of 10-mile stretch of I-285, construction of I-40 between Lebanon and Cookeville, etc.) with a statement that the listed projects are representative of the work performed over a specified period of time.
  - 3. Full-time employment with a paving company or other business that does not exclusively build roads. - Information as described in D.1., above along with a listing of specific projects involving highway construction or maintenance and the time periods that the applicant worked on those projects. Credit will be given only for time that can be attributed to highway construction or maintenance.
- F. Candidates must file evidence that they have met the educational requirements:

1. Satisfactory evidence of graduation from an accredited school of engineering shall be in the form of a diploma, transcript or other official documentation.
  2. Evidence of a candidate's engineering licensure shall only be deemed to be satisfied if the candidate can provide the board with a copy of the candidate's engineering license, including the candidate's license number.
  3. Any provision in this section requiring a chief administrative officer to have a high school diploma or high school equivalency credential approved by the state board of education shall only be deemed to be satisfied if the candidate can demonstrate that the candidate has obtained a high school diploma or a high school equivalency credential as recognized by the state board of education by providing the board with a copy of the candidate's diploma or other official documentation. A degree from an online school may only be accepted if the candidate files proof that the school is recognized by the state board of education.
  4. If a person is unable to provide a diploma or proof of a high school equivalency credential by the filing deadline with the board, candidates must file proof they have requested the documentation or attempted to obtain the appropriate evidence. The individual, if otherwise qualified under the statute, may be provisionally approved by the board until receipt of the proper evidence. The official documentation must be submitted by the qualifying deadline in order for the board to issue a certificate of qualification.
- G. If an application is technically deficient (such as no proof of education provided or failure to have the application notarized), the chairman will contact the candidate to provide an opportunity to provide missing information before submitting the application to the board for review. If the additional information is not received by the filing deadline, the application will be reviewed by the board as submitted.
- H. Candidates who are defeated in primary elections and wish to run in the general election as write-in candidates do not need a second certification from the board. Instead, they may file proof of their certification for the primary election with their certificate of write-in candidacy.

#### **IV. Timing of Filing and Review of Applications**

- A. The board will not review candidates in a county prior to the date petitions for the office of chief administrative officer of the county highway department are available.

- B. All affidavits and other evidence must be filed not later than fourteen (14) days prior to the qualifying deadline for candidates wishing to appear on the ballot, or sixty-four (64) days prior to the election for write-in candidates.
- C. The board will strive to publish meeting notices on its website and distribute them to county election commissions at least ten (10) days prior to the meeting date.
- D. The board will strive to post and distribute the agenda seven (7) days prior to a scheduled meeting. Candidates must submit their affidavits and other evidence not later than seven (7) days prior to the meeting at which they wish to be heard in order to be placed on the agenda, provided that the materials are filed not less than fourteen (14) days before the qualifying deadline.
- E. The board will provide a period for public comment at each meeting. Each individual will be recognized once and limited to two (2) minutes. However, the board's review of a candidate is limited to the scope of the materials submitted. If a candidate or other individual wishes to introduce additional evidence at a meeting, the candidate will be rolled to the next available agenda to provide time to receive the evidence in a written format.
- F. Meetings may be recorded for purposes of assisting in the preparation of the board's minutes. Once the minutes have been prepared, recordings are not retained.
- G. A candidate who wishes to appeal the board's decision regarding his or her application may do so by filing a request along with additional evidence in support of his or her application prior to the filing deadline. The board will review any additional evidence to determine if there are grounds to reconsider its previous decision.
- H. The board cannot accept materials after the filing deadlines listed in paragraph B.

V. **Vacancies**

- A. When a vacancy exists that is required to be filled by the county commission, candidates wishing to submit their names for consideration must be certified prior to the appointment. The board will not review applications until a vacancy exists or the resignation of a county's chief administrative officer of the highway department has been accepted.
- B. The board will work with the commission, county attorney, or other county officials to determine a timeline that allows for adequate notice to be given to interested candidates.
- C. In the event of a vacancy, the board prefers that candidates submit applications directly to the board. The board will notify the appointing authority or appropriate contact of any applications received.

**VI. Challenge Process (pursuant to T.C.A. §§ 54-7-104(k) and (l))**

- A. A person may challenge whether a candidate has the required qualifications for chief administrative officer of the highway department.
- B. The challenge must be filed in writing with the board no later than twelve o'clock (12:00) noon, prevailing time, on the third day after the qualifying deadline in counties where the position is filled by popular election. In counties where the position is appointed, the challenge must be filed by a deadline established by the local appointing authority.
  - 1. If the deadline to file a challenge falls during non-business hours of the Division of Elections, challenges may be scanned and emailed to the chairman by the deadline. The scanned document must be notarized and the original filed with the board by close of business on the next business day following the deadline.
- C. A challenge form has been provided by the board for individuals who wish to challenge a candidate in order to provide the board the information needed. However, a person may file a challenge in a different format. All challenges must be notarized and original copies filed with the board by the appropriate deadlines.
- D. Individuals wishing to challenge a candidate must have first-hand knowledge of the candidate's experience and/or qualifications. Anonymous challenges are not considered valid by the board.
- E. If a candidate's qualifications are challenged, the board shall:
  - 1. Notify the candidate of the challenge;
  - 2. Review and verify the candidate's required qualifications pursuant to T.C.A. § 54-7-104(g) or to a private act if a county has established more stringent qualifications.
  - 3. In order for the board to review and verify the candidate's qualifications, the candidate may submit additional evidence in response to the challenge even if the filing deadline for the board has passed. Any additional documentation must be notarized and original documents filed with the board prior to the scheduled meeting where the challenge will be reviewed by the board.
- F. If the Tennessee highway officials certification board determines the candidate does not possess the required qualifications for chief administrative officer of the highway department, the board shall disqualify the candidate

- G. If a candidate is disqualified, the board will provide notice to the candidate and to the county election commission by noon on the seventh day after the qualifying deadline or to the appointing authority prior to the date of the appointment.

**VII. Records Policy**

- A. Records of the board, including applications submitted by candidates and records of the board's meetings, are open records and are available subject to the open records laws of the State of Tennessee.
- B. As records of the board are housed in the office of the coordinator of elections, they are subject to the open records policy adopted by the Office of the Secretary of State in accordance with T.C.A. § 10-7-503(g).



FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_

## Tennessee Highway Officials Certification Board

### Application for Certification

#### Section 1. Candidate Information

Full Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street)  
\_\_\_\_\_, Tennessee  
(City) (ZIP) (County)

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

In what county are you seeking office? \_\_\_\_\_ County, Tennessee

Have you ever been certified by the Tennessee Highway Officials Certification Board?  Yes  No

If yes, in what year(s) were you last certified? \_\_\_\_\_

Are you the incumbent officeholder in the county listed above?  Yes  No

*Previously certified candidates or current officeholders may provide proof of prior certification instead of completing Sections 2 through 5. Please fill out Sections 1 & 6 and have your application notarized prior to submission along with proof of prior certification.*

#### Section 2. Candidate Qualifications

I meet the qualifications of Tenn. Code Ann. § 8-18-101 and one of the options below:

- Option 1:** I am the graduate of an accredited school of engineering and have been licensed to practice engineering in the State of Tennessee by the Board of Architectural and Engineering Examiners. My license number is \_\_\_\_\_, **OR**
- Option 2:** I am the graduate of an accredited school of engineering and have had at least two (2) years' experience in highway construction or maintenance, which I have detailed on the attached worksheet, **OR**
- Option 3:** I hold a high school diploma or high school equivalency credential approved by the state board of education and have had at least four (4) years' experience in a supervisory capacity in highway construction or maintenance, which I have detailed on the attached worksheet, **OR**
- Option 4:** I have a combination of education and experience equivalent to Option 1 or 2, which I have detailed on the attached worksheet and through other supporting documents.

**NOTE:** All new applicants must provide proof of your engineering license, engineering degree, high school diploma, or high school equivalency credential approved by the state board of education. Please attach a copy of your license or diploma. If you do not have a copy, please provide other evidence, such as a transcript.

**Section 3. Candidate Education**

Level	School	Degree/Major	Date of Degree
High School or Equivalent			
College/University			
Master's			
Doctorate			
Other			

**Section 4. Employment History**

*If you held different positions or job titles with the same employer, please include the dates that you served in each position. In describing your duties, please be as thorough and detailed as possible to clearly show that you have the experience the statute requires for the option you selected in Section 2. If a prior employer has changed, re-named, or eliminated a title or position you held, please provide additional details or documentation regarding your exact duties in that position.*

*Please print as many copies of this page as necessary to detail your employment history. If handwritten, the application must be legible. The board has discretion to defer action or require supplemental documentation if necessary.*

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Section 5. Evidence of Experience**

*This form is designed to help you to list your experience in a format that provides all of the necessary information to the board. Please see the Guidelines Relative to Certification of Candidates for definitions of projects that the board may and may not consider in making a determination regarding certification. The board must be able to see that you have the necessary amount of experience that the statute requires based on the option you selected in Section 2.*

**Please print as many copies of this page as necessary to detail your qualifications.** *If there is insufficient space for you to provide details on this page or you wish to supply additional information in a different format, please attach supporting documentation behind this worksheet. **If handwritten, the application must be legible. The board has discretion to defer action or require supplemental documentation if necessary.***

Project: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of work: \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr) Total Months: \_\_\_\_\_

Employer: \_\_\_\_\_ Number of individuals supervised: \_\_\_\_\_

Your Role During Project: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Built to federal/state/local specifications?  Yes  No Accepted by federal/state/local government?  Yes  No

If no, why not? \_\_\_\_\_

Project: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of work: \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr) Total Months: \_\_\_\_\_

Employer: \_\_\_\_\_ Number of individuals supervised: \_\_\_\_\_

Your Role During Project: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Built to federal/state/local specifications?  Yes  No Accepted by federal/state/local government?  Yes  No

If no, why not? \_\_\_\_\_



**Section 5. Evidence of Experience (Continued)**

*Please print as many copies of this page as necessary to detail your qualifications. If there is insufficient space for you to provide details on this page or you wish to supply additional information in a different format, please attach supporting documentation behind this worksheet. If handwritten, the application must be legible. The board has discretion to defer action or require supplemental documentation if necessary.*

Project: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of work: \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr) Total Months: \_\_\_\_\_

Employer: \_\_\_\_\_ Number of individuals supervised: \_\_\_\_\_

Your Role During Project: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Built to federal/state/local specifications?  Yes  No Accepted by federal/state/local government?  Yes  No

If no, why not? \_\_\_\_\_

Project: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of work: \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr) Total Months: \_\_\_\_\_

Employer: \_\_\_\_\_ Number of individuals supervised: \_\_\_\_\_

Your Role During Project: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Built to federal/state/local specifications?  Yes  No Accepted by federal/state/local government?  Yes  No

If no, why not? \_\_\_\_\_

**Section 6. Applicant Signature and Notarization**

*The applicant's sworn statement is sufficient as long as it includes the necessary information and does not include provisions contradictory to each other or prior statements. The board recommends, however, providing statements from employers or supervisors with firsthand knowledge of duties and supervisory roles. For county or city employees, this can include a statement from a prior or current road superintendent or county/city governing association.*

I, \_\_\_\_\_, swear or affirm that the information presented in this application and its attachments is true and correct to the best of my knowledge, information, and belief.

**Pursuant to Tenn. Code Ann. § 2-19-109, knowingly making or consenting to any false entry on any election document is a Class D felony. Additionally, information submitted on this form is subject to the Tennessee Open Records Act at Tenn. Code Ann. § 10-7-501 et seq., unless an exception applies.**

\_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(day) (month) (year)

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires \_\_\_\_\_

**Please send completed applications to:**  
  
Tennessee Highway Officials Certification Board  
Division of Elections  
312 Rosa L. Parks Avenue  
William R. Snodgrass Tower, 7<sup>th</sup> Floor  
Nashville, TN 37243