



# 2024 NECEPT/PennDOT Concrete Field Testing Technician Certification

## Important Program Highlights and Administrative Policies

*PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY*

### COURSE REGISTRATION GENERAL INFORMATION

- **Registration:** All course participants will be required to complete registration online and submit payment at [www.superpave.psu.edu](http://www.superpave.psu.edu). Paper applications are NOT accepted. The course fee for the 2024 season is \$90.
- **Application Deadlines:** Online registration applications and fees for courses must be **received** at least **15 business days** prior to the course start date.
- **Requirements:** For an initial certification OR if your certification has expired beyond 90 days, you must provide proof of a current ACI certification by email to [superpave@psu.edu](mailto:superpave@psu.edu) at the time of application.
- **Course Capacity:** All courses will have the capacity limit noted on the 2024 schedule of courses.
- **Cancellations:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the day of the course to receive a refund of the fee minus a \$25 processing fee. No refunds for cancellations received 14 business days or less before the day of the course. **No exceptions.**
- **Registrant Replacement:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the day of the course. NO replacements within 14 business days before the day of the course.
- **Transfer to a Different Course:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the day of the course. Requests for a transfer of registration to a different course can only be granted if a seat is available. NO transfers within 14 business days before the day of the course.
- **Course Materials:** Course materials will be provided electronically at NECEPT's website, [www.superpave.psu.edu](http://www.superpave.psu.edu). A hard copy of course materials will not be provided.
- **Courses:** All courses will be held online in WebEx™
- **Required On Day of the Course:** A standard desktop or laptop computer with a webcam and consistent internet access of at least 3.0 Mbps will be required to take the course. Mobile devices (iPad, Tablet, Droid, Chromebook, Surface Tablet, etc.) **CANNOT** be used and **WILL NOT** connect to the exam.
- **Passing Score for all Concrete Courses: 75%.** Scores will automatically be provided at the end of the exam.
- **Retests:** Only **one** retest is allowed. **Only technicians who previously took a course this year are permitted to take a retest. Registration for a retest is the technician's responsibility.** A retest must take place during the current NECEPT training season. The fee for a retest is \$35.
- **Winter Break:** December 22, 2023 through January 1, 2024 PSU, LTI, and NECEPT are closed. Online registration applications will be accepted during that time. Due to heavy emails, phone calls, and voicemail messages, an immediate response may not be possible. We will do our best to get back to you in a timely manner.
- **Verification to Employer:** It is the **applicant's** responsibility to provide a copy of the certification card or course attendance certificate to the employer.
- PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
- **For Further Information or Updates:** Please visit the NECEPT website, [www.superpave.psu.edu](http://www.superpave.psu.edu).



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### APPLICATION REGISTRATION INSTRUCTIONS

**Deadline:** Online registration applications and fees must be RECEIVED at least **15 business days prior to the course**.

1. All course registration applications must be submitted online at [www.superpave.psu.edu](http://www.superpave.psu.edu). Paper applications cannot be accepted. **Falsification of information on your application may jeopardize your certification status.** PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
2. On the top toolbar of NECEPT's website, select "Training". Then select "Concrete".
3. Select "Concrete Certification".
4. Select the type of registration desired, "Concrete Course Online Registration" or "Concrete Retest Online Registration".
5. If the quantity "1" appears in the box of the desired item, click the circle to the left to select. If Quantity is blank, the course has reached its full capacity.
6. Click on the orange box "ADD SELECTED ITEMS", then the blue box "VIEW CART AND CHECKOUT".
7. Review your shopping cart. If you wish to delete any item, place a check in the box to the left of any item that you wish to delete. Then click on the red box "DEL CHECKED" to remove.
8. When you wish to checkout, click on the blue box "ENTER REGISTRATION AND CHECKOUT".
9. Read the requirements and click on the red box "I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION".
10. Enter your NECEPT ID and Password then click on the blue box "LOGIN".
11. Verify your name, address, company name, phone and email. Your **CURRENT EMAIL IS REQUIRED** to send your admission confirmation letter. Enter your supervisor's name and email if requested. Remember to click the orange box "ADD" for new data. When finished, click the orange box "SAVE APPLICANT INFORMATION".
12. Click on the red box "CONFIRM ORDER" if you are satisfied with your order. Then click OK.
- 13a. **Pay by credit card** (this option will expedite the completion of your application): Click on the blue box "PAY WITH CREDIT CARD" and enter your credit card information. Click on the white box "Process" at the bottom to submit your payment.
- 13b. **Pay by check or money order** (this option will delay the completion of your registration). **All payments must be RECEIVED no later than 15 business days prior to the course:** Print your online registration application (click on the red box "PRINT APPLICATION"), attach your payment **payable to: Pennsylvania State University**, and mail to: NECEPT, The Larson Transportation Institute, Penn State University, 201 Transportation Research Building, University Park, PA 16802-4710.
- 13c. PennDOT employees are not required to remit payment with the application. PennDOT will be invoiced after registrations are complete. **ALL** PennDOT employees must forward the registration confirmation to their training coordinator IMMEDIATELY so that it can be entered into the PennDOT Success Factor (previously ESS/LSO) system.
14. **Remember:** For an initial certification OR if your certification has expired beyond 90 days, you must provide proof of a current ACI certification by email to [superpave@psu.edu](mailto:superpave@psu.edu). Passing the ACI certification is required **BEFORE** applying.