



2024 NECEPT/PennDOT Concrete Field Testing Technician Certification

Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

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. 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. Passing the ACI certification is required **BEFORE** applying.