



**PENNDOT  
BITUMINOUS ANNUAL UPDATE/REFRESHER COURSE  
2010 APPLICATION FORM**

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Registration can be done using this form, OR on-line at [www.superpave.psu.edu](http://www.superpave.psu.edu).  
Please read and follow these directions. **INCOMPLETE APPLICATIONS WILL NOT BE  
CONSIDERED FOR COURSE REGISTRATION.**

1. Fill in or attach information as indicated and obtain required signatures when noted.
2. **Submit by mail** a separate copy of this form for each applicant for each certification or course to NECEPT at the address below. Check or money orders *must* be included for the corresponding total fee payable to Pennsylvania State University. **Credit card payments are accepted only if paid on-line (i.e. through on-line registration).** If you register on line you MUST pay with a credit card, you may not mail in a check or money order separately.
3. Applications that are not complete or are not accompanied with payment will be returned to the sender. (**Note:** All PennDOT employees will automatically be direct billed to the appropriate PennDOT district unless payment is enclosed with this application.)
4. The applicant can attend the courses after a confirmation of payment and registration is received from NECEPT via e-mail. Therefore, you must enter a valid e-mail address. More than one e-mail address may be listed if you would like multiple people to receive the confirmation letter, directions to the course location and hotel information.
5. **Registration will only be accepted up to 10 business days before the course start date. There will not be any exceptions!**
6. PennDOT reserves the right to reschedule and/or cancel under-enrolled courses.
7. The applicant has the option to cancel up to 10 business days before the course date and is eligible for a full refund less a \$15.00 processing fee. The cancellation must be in writing and must be received by NECEPT 10 business days before the deadline. Refunds for emergency circumstances will be considered on a case-by-case basis.
8. Applicant should allow 3 to 5 weeks after taking the course and exam to receive their certification card.

**Falsification of information on this form may jeopardize your certification status.**

**NECEPT Contact Information:**

Penn State/The Thomas D. Larson Pennsylvania Transportation Institute  
NECEPT/PENNDOT Technician Certification Program  
201 Transportation Research Building  
University Park, PA 16802  
Phone: 814.863.1293  
Fax: 814.865.3039  
E-mail: [superpave@psu.edu](mailto:superpave@psu.edu)



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**BEFORE YOU FILL OUT THIS FORM READ THE PRECEEDING PAGE**

- Enter your 2-4 Digit NECEPT NUMBER HERE \_\_\_\_\_
- If you do not know your number call (814) 863-1293. Do not submit this application without your number

**REFER TO PENNDOT PUB. 351 FOR REQUIREMENTS FOR INITIAL CERTIFICATION & RECERTIFICATION APPLICATION CATEGORIES** **FEE**

**Bituminous Field Technician Annual Update/Refresher** **\$230.00**

Date/Location of 1<sup>st</sup> choice \_\_\_\_\_

Date/Location of 2<sup>nd</sup> choice \_\_\_\_\_

**Bituminous Plant (all levels) Annual Update/Refresher** **\$230.00**

Date/Location of 1<sup>st</sup> Choice \_\_\_\_\_

Date/Location of 2<sup>nd</sup> Choice \_\_\_\_\_

**Do you wish to apply for your new certification card at this time? YES \_\_\_\_\_ NO \_\_\_\_\_** **\$25.00**

**If you answered YES to the previous question what is the expiration date showing on your current card \_\_\_\_\_**

**YOU MUST OBTAIN A PENNDOT ACE/DME SIGNATURE IF YOU ARE RENEWING YOUR CARD AT THIS TIME!**

**Applicant Name:** \_\_\_\_\_

**Email Address(es) for Course Confirmation :** You must enter at least one e-mail address.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Affiliation:** PENNDOT (District) \_\_\_\_\_ Industry \_\_\_\_\_ Consultant \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Company/Agency** \_\_\_\_\_ **JobTitle** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **FAX** \_\_\_\_\_

**Work Experience (Required if you wish to renew your card at this time).** If insufficient space below, attach separate sheets.

Start Date	End Date	Work Performed (List Projects/Total Hours/Location/Supervisor)

**Following signatures needed before submission to NECEPT if you choose to apply for your card at this time. If you are only applying for the class and NOT a card no PennDOT signature is required on this application.**

\_\_\_\_\_ Printed Name of Supervisor \_\_\_\_\_ Signature of Supervisor

\_\_\_\_\_ Printed Name of PennDOT ACE/DME \_\_\_\_\_ Signature of PennDOT ACE/DME

*For information regarding course cancellation or rescheduling due to inclement weather, call 814-863-1293 or visit [www.superpave.psu.edu](http://www.superpave.psu.edu).*

**BEFORE YOU MAIL THIS FORM, MAKE SURE YOU HAVE COMPLETED THE FOLLOWING.**

- Enclose payment.
- Fill in the form completely including obtaining signatures if you have chosen to renew your card at this time.
- Enclose any necessary documents, including proof of attendance to a second continuing education course if you are renewing your certification card.