Registration can be done using this form, OR online at 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. **If paying by check or money order, submit by mail** a separate copy of this form for each applicant and for each certification 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 online (i.e., through online registration).** If you register online, 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 or a request is made to be emailed a link to pay online.)

4. The applicant can attend the course after a confirmation of payment and registration is received from NECEPT via e-mail. Therefore, you must enter a valid e-mail address on the application. 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!** This means that NECEPT must have the application in hand 10 business days prior. If you are close to the cut-off time, please consider registering online.

6. PennDOT and NECEPT reserve 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 start 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 course start date. 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 certificate of completion and certification card. All certificates and certification cards will be mailed to the mailing address listed on the application. It is up to the certified technician to give a copy of their certification card to their place of employment, if necessary.

Falsification of information on this form may jeopardize your certification status.
NECEPT Contact Information:

Penn State University/The Thomas D. Larson PA Transportation Institute
NECEPT/PennDOT Technician Certification Program
201 Transportation Research Building
University Park, PA 16802
Phone: 814-863-1293
Fax: 814-865-3039
Email: superpave@psu.edu

BEFORE YOU FILL OUT THIS FORM, READ THE PRECEEDING PAGE

1) Have you EVER taken a NECEPT Concrete, Bituminous, or Aggregate Course before?   Yes ☐   No ☐

2) If you answered "Yes", please enter your 2-6 digit NECEPT ID number: _____
   If you do not know your ID number, call (814) 863-129. Do not submit without your ID number.

- -

REFER TO PENNDOT PUB. 351 FOR REQUIREMENTS FOR INITIAL CERTIFICATION & CERTIFICATION RENEWAL

APPLICATION CATEGORIES:	FEE
BITUMINOUS FIELD TECHNICIAN REVIEW & CERTIFICATION COURSE	**$550.00**

     Date/Location of 1st Choice _____   Date/Location of 2nd Choice _____

BITUMINOUS LEVEL 1 PLANT TECHNICIAN REVIEW & CERTIFICATION COURSE	**$550.00**

     Date/Location of 1st Choice _____   Date/Location of 2nd Choice _____

SUPERPAVE VOLUMETRIC MIX DESIGN WORKSHOP	**$860.00**

     Date/Location of 1st Choice _____

- -

Applicant Name: _____

Email Address(es): *YOU MUST ENTER AT LEAST ONE EMAIL ADDRESS TO RECEIVE CONFIRMATION EMAILS.*

    1 _____   **2** _____

Affiliation: PennDOT (District/Bureau) _____   **Industry** _____   **Consultant** _____   **Other** _____

Employer: _____   **Job Title:** _____

Mailing Address: _____   **City:** _____   **State & Zip:** _____

Daytime Phone: _____   **Alternate Phone:** _____   **Fax Number:** _____

- -

In order to attend a Review & Certification course, you must have either a minimum of 500 hours of experience in the last three years OR obtained the status of Bituminous Technician-in-Training and temporary assignment as a Field Tech or Level 1 Plant Tech the previous year. If you do not meet these requirements, you may not apply for this course.

Do you currently have the status of Bituminous Field or Plant Technician in Training AND do you currently have temporary assignment as a Bituminous Field or Level 1 Plant Technician in writing from a PennDOT ACE/M or DME/M or from a PennDOT Bureau Representative or PA Turnpike Commission (PTC) Representative? Check one: YES ☐   NO ☐

    If "Yes", you must submit a copy of Form CS-351F or Form CS-351P (Field or Plant Technician in Training Evaluation & Sign-Off Sheet).
    If "No", you must list a minimum of 500 hours experience in the last 5 years below.

Work Experience: (If insufficient space below, attach separate sheet(s).)

Start Date	End Date	Work Performed (List Projects/Total Hours/Location/Immediate Supervisor and Supervisor's phone #)

SIGNATURES REQUIRED BEFORE SUBMISSION TO NECEPT:

Supervisor Name _____   Supervisor Signature _____

PennDOT ACE/M, DME/M Name* _____   PennDOT ACE/M, DME/M Signature* _____

*May be a PennDOT Bureau Representative or a PTC Representative Name and Signature as indicated in Pub. 351.

For information regarding course cancellation or rescheduling due to inclement weather, call 814-863-1293 or visit www.superpave.psu.edu

BEFORE MAILING THIS FORM, PLEASE MAKE SURE YOU HAVE COMPLETED THE FOLLOWING:

- ♦ Enclose Payment
- ♦ Fill in the form completely, including obtaining signatures, if you have chosen the Review & Certification Course. PennDOT or PTC signatures are not needed to attend the Superpave Volumetric Mix Design Workshop.
- ♦ Enclose any necessary documents, such as Form CS-351F or CS-351P (Field or Plant Technician in Training Evaluation & Sign-Off Sheet)
Incomplete applications will be returned!