



PENNDOT BITUMINOUS
ANNUAL UPDATE/REFRESHER COURSE
2019 APPLICATION FORM

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. If applicant checks the box for certification renewal when completing the Update/Refresher Course application, the applicant will receive their new certification card immediately following the Update/Refresher Course. If applying for certification renewal separately (card only), the applicant should allow 3 to 5 weeks after submitting the card only application to receive their certification card. All 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



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BEFORE YOU FILL OUT THIS FORM, READ THE PRECEEDING PAGE

Enter your 2-6 Digit NECEPT ID number here

Enter your current expiration date here

- If you do not know your ID number, call (814) 863-1293. Do not submit this application without your ID number.
If you expire in 2019, you will not automatically receive your NECEPT certification renewal card unless you check the box below to apply for a card at this time or submit a separate application for your certification renewal card after you complete the course and meet all other requirements.

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

APPLICATION CATEGORIES:

Bituminous Field Technician Annual Update/Refresher Course \$250.00
Date/Location of 1st Choice Date/Location of 2nd Choice

Bituminous Plant Technician (all levels) Annual Update/Refresher Course \$250.00
Date/Location of 1st Choice Date/Location of 2nd Choice

Do you wish to apply for your new certification card? YES NO \$35.00
If you are renewing your card at this time, you MUST fill in all work and course experience below, secure the proper PennDOT signature, and enclose the additional fee.

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:

Work Experience: (Required only if renewing your card at this time.) You must include a minimum of 500 hours.

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

Table with 3 columns: Start Date, End Date, Work Performed (List Projects/Total Hours/Location/Immediate Supervisor and Supervisor's phone #)

Learning Activities: (Required only if renewing your card at this time.) You must include either another Update/Refresher Course OR other activity listed in Pub. 351 or pre-approved by your DME/DMM. Attach proof of attendance or certificate.

Table with 3 columns: Date, Location, Name of Activity

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

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:

- Fill in the form completely, including obtaining signatures, listing work experience, and include one other learning activity if you have chosen to renew your card at this time.
Enclose any necessary documents, including proof of attendance to a second learning activity course if you are renewing your certification card.
Enclose payment.
Incomplete applications will be returned!