

IMPORTANT PROGRAM HIGHLIGHTS FOR 2020

Please review all of the instructions on the enclosed applications. The following administrative policies are in effect for enrollment in 2020 courses.

- It is possible for course participants to complete registration applications and make payments online. Credit card payments will be accepted through online registration only. Paper applications are still accepted and may be downloaded online through the Superpave website. If you choose to register with a paper application, you must pay by check or money order. Make checks and money orders payable to Pennsylvania State University.
- Applications for Asphalt Technician Review and Certification Courses and for renewal of Asphalt Technician Certification Cards must be verified and signed off by either a PennDOT Representative or by a PA Turnpike Commission (PTC) Representative as indicated in Pub. 351. If you register online, your application will automatically be submitted for review to the PennDOT District Representative, PennDOT Bureau Representative, or PTC Representative you choose. The Representative will accept or decline your application by an e-signature.
- All courses will have an attendee limit noted on the 2020 schedule. The limit is based on a number of factors and we are unable to increase the number.
- **Certification renewal cards are not automatically issued after attending an Update/Refresher course.** You must apply for your certification renewal card separately by completing an online application, or if using a paper application, you may check the box to apply for your card at the time of registering for your Update/Refresher Course. The option for sending in a separate paper application after attending the Update/Refresher course is also still available. There is a separate fee involved to obtain a certification renewal card (\$35).
- During winter break (December 21, 2019 – January 1, 2020), PSU, LTI, & NECEPT are closed. Applications received after December 20, 2019 will not be processed until after January 2, 2020. **NOTE:** During this time, the preferred way to contact NECEPT is through email superpave@psu.edu. Due to the heavy emails, phone calls, and voicemail messages, a quick response may not be possible. We will do our best to get back to you in a timely manner.
- Applications and fees for courses must be received at least 10 business days prior to the course start date. No exceptions will be made.
- The passing grade for all Asphalt courses is 75%.
- Only **one** retest is allowed. A retest must take place no earlier than 30 days after initial test date and no later than 120 days after initial test date.
- Written requests to NECEPT are required to change any participant information and to make course changes. These written requests may be submitted to NECEPT via fax, mail, or email.
- Starting with the 2020 program year, program certification levels, certification cards, registration packets, course materials, and NECEPT's website will be transitioning references from "bituminous" to "asphalt" as part of the same reference transition occurring with the Publication 408, 2020 Edition (Effective April 2020). Until the transition is fully completed, "bituminous" and "asphalt" will be considered equal terminology.
- For further information or to receive updated information, please visit the NECEPT website, www.superpave.psu.edu.