



# 2022 NECEPT/PennDOT Asphalt Certification Important Program Highlights and Administrative Policies

*PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY*

## COURSE REGISTRATION GENERAL INFORMATION

- **Registration:** All course participants need to complete registration online and submit payment. Paper applications are NOT available to register for courses or to renew certification cards.
- **Application Deadlines:** Online registration applications and fees for courses must be **received** at least **15 business days** prior to the course start date.
- **Required Sign-Off:** All online registration applications for Asphalt Technician Review and Certification Courses or Asphalt Certification Cards must be reviewed by a PennDOT District Representative, PennDOT Central Office Bureau Representative or PA Turnpike Commission (PTC) Representative, as indicated by PennDOT Pub. 351. When you register online, your application will automatically be submitted for review to the representative that you choose. During online registration, choose the representative that will best know your technician work experience and history. The representative will accept or decline your application by an e-signature.
- **Course Capacity:** All courses will have an attendee limit noted on the 2022 schedule of courses.
- **Cancellations:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the first day of the course to receive a refund of the fee minus a \$25 processing fee. No refunds for cancellations received 14 business days or less before the first day of the course.
- **Registrant Replacement:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the first day of the course. If PennDOT approval is required for the course, the replacement must also have PennDOT approval. NO replacements within 14 business days before the start of the course.
- **Transfer to a Different Course:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the first day of the course. Requests for a transfer of registration to a different course can only be granted if a seat is available. NO transfers within 14 business days before the start of the course.
- **Winter Break:** December 23, 2021 through January 2, 2022 PSU, LTI, and NECEPT are closed. Online registration applications received during that time will be processed after we return to work. During this time, the preferred way to contact NECEPT is by email: [superpave@psu.edu](mailto:superpave@psu.edu). Due to heavy emails, phone calls, and voicemail messages, an immediate response may not be possible when we return. We will do our best to get back to you in a timely manner.
- **Verification to Employer:** It is the applicant's responsibility to provide a copy of the certification card or course attendance certificate to the employer.
- **Renewal Responsibility:** The technician is responsible for ensuring that their certification is renewed on-time, meets all requirements, and the application and payment are completed correctly and submitted to NECEPT online, even if the company/organization has a training coordinator to help with renewals.
- PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
- **In-Person Courses:** It must be noted that the in-person courses may be changed to online courses or cancelled due to possible restrictions imposed by future Federal, State or University safety guidelines regarding COVID-19.



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## COURSE MATERIAL AND DELIVERY

- **Course Materials for Review and Certification Course:** Course materials will be available online approximately three weeks before the scheduled course start date. Instructions will be provided on how to access the course material once online course registration is complete. For the review and certification courses, it is highly recommended that the course participants electronically review or print and review the course material before the scheduled class date to prepare. It is also important to have the course material available for review during the virtual course lecture and online exam. Printed course materials will be provided at in-person courses.
- **Course Materials for the Update/Refresher Course:** Course materials will be available online approximately three weeks before the scheduled course start date. Instructions will be provided on how to access the course material. Participants of the Asphalt Update/Refresher courses do not need to print the course material, but they can if they desire to do so. The content of the update/refresher course changes and it is possible that not all of the speakers' presentations will be available online before the course.
- **Delivery of the Course:** For virtual courses, lectures are conducted online through the Zoom™ Platform. Instructions on how to connect to the online course will be provided to the registered course participants approximately two weeks prior to the scheduled course start date. Two in-person asphalt field technician review and certification courses will also be scheduled. Please refer to the course schedule regarding location of in-person courses.
- **Duration of the Course:** Virtual or online Review and Certification courses include virtual lectures conducted on a Monday and Wednesday with the exam conducted online on Friday. In-person courses will be scheduled on consecutive days. See the schedule for more details.

## EXAMS

- **Online Written Exams:** The Review and Certification courses include a written exam conducted online for virtual courses. It is highly recommended that Review and Certification course participants make hard copies of the course material and have it available for review during the course and at the time of the exam. Exams are open book and open note. For courses held in-person, the exams will be given in hard copies, and the answers to exam questions will be filled in on exam scan sheets.
- **Date and Time for the Online Written Exams**  
The exam date for each registered course is listed in the included course schedule. The participants are expected to be flexible to take the exam either in the morning or in the afternoon of the scheduled online exam date. Please remain available to attend either session. For in-person courses, the exam will be scheduled in the morning of the last day of the course.
- **Proctoring Online Written Exam:** Participants must have a computer with a camera/webcam (such as a laptop). Identity will be verified through the camera/webcam and monitored during the online exam. The link to the exam and relevant instructions will be provided before the start of the course.
- **Passing Grade:** The passing grade for all Asphalt certification course exams is 75%.
- **Retests:** Only **one** retest is allowed. A retest must take place no earlier than 30 days after the initial test date and no later than 120 days after the initial test date. See the included course schedule for the online exam retest dates.



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### CERTIFICATION CARDS

- **Initial Cards:** Certification cards are included with the Review and Certification Course fee if the applicant passes. A separate online registration application is required for an initial Plant Level 2 certification card.
- **Renewal Cards:** If you are not attending a Review and Certification Course to renew, **a separate renewal card and fee must be submitted online.**
  - Technicians must abide by Pub. 351 and may renew by participating in two PennDOT-approved learning activities and accruing a minimum 500 hours of work experience during the 5-year certification period. This experience and these learning activities must be included in your online application.
  - **One learning activity** must be the appropriate type (Asphalt Field or Plant) of Annual NECEPT Update/Refresher course.
  - **The second learning activity** may be a second appropriate type (Asphalt Field or Plant) of Annual NECEPT Update/Refresher or an approved learning activity listed in Pub. 351. **All second learning activities must contain at least 6 hours of asphalt-related content.** If your second learning activity is not specifically listed in Pub. 351, please submit an agenda for review and pre-approval.
  - The requirements listed above and the PennDOT or PA Turnpike Commission representative review/sign-off of the certification renewal card application are required before a card can be issued.
  - Please allow 3 to 5 weeks after submitting a certification renewal card application that includes all required information for receipt of card by mail.
- **Renewal Responsibility:** The technician is responsible for ensuring that his/her certification is renewed on-time, meets all requirements, and the application and payment are completed correctly and submitted to NECEPT online, even if the company/organization has a training coordinator to help with renewals.

### INFORMATION UPDATES

- For further information or updates, please visit the NECEPT website, [www.superpave.psu.edu](http://www.superpave.psu.edu).