



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

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

APPLICATION REGISTRATION INSTRUCTIONS

Deadline: Online registration applications and fees must be RECEIVED at least 15 business days prior to the course.

1. All course registration applications must be submitted online at www.superpave.psu.edu. Paper applications cannot be accepted. **Falsification of information on your application may jeopardize your certification status.** PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
2. On the top toolbar of NECEPT's website, select "Training". Then select "Asphalt".
3. Select your type of certification "Field Technician," "Plant Level 1 Technician" or "Plant Level 2 Technician".
4. Select the type of registration desired. Examples include but are not limited to: "Review & Certification Course Online Registration," "Update/Refresher Course Online Registration," "Certification Card Renewal Online Registration," "Superpave Workshop Online Registration," or "Initial Certification – Retest."
5. If the quantity "1" appears in the box of the desired item, click the circle to the left to select. If Quantity is blank, the course has reached its full capacity.
6. Click on the orange box "ADD SELECTED ITEMS", then the blue box "VIEW CART AND CHECKOUT".
7. Review your shopping cart. If you wish to delete any item, place a check in the box to the left of any item that you wish to delete. Then click on the red box "DEL CHECKED" to remove.
8. When you wish to checkout, click on the blue box "ENTER REGISTRATION AND CHECKOUT".
9. Read the requirements and click on the red box "I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION".
10. Enter your NECEPT ID and Password then click on the blue box "LOGIN".
11. Verify your name, address, company name, phone and email. Your email is required to send your admission confirmation letter. Enter your supervisor's name and email when requested. Update your work experience and learning activities. Remember to click the orange box "ADD" for new data. If requested, select a representative who best knows your technician work experience to review/sign-off your application - your application will automatically be submitted for review/sign-off to this representative. When finished, click the orange box "SAVE APPLICANT INFORMATION".
12. Click on the red box "CONFIRM ORDER" if you are satisfied with your order. Then click OK.
- 13a. Pay by credit card (this option expedites completion of your application): Click on the blue box "PAY WITH CREDIT CARD" and enter your credit card information. Click on the white box "Process" at the bottom to submit payment.
- 13b. Pay by check or money order (this option delays completion of your registration): Print your online registration application (click on the red box "PRINT APPLICATION"), attach your payment **payable to: Pennsylvania State University**, and mail to: NECEPT, The Larson Transportation Institute, Penn State University, 201 Transportation Research Building, University Park, PA 16802. Checks must be RECEIVED by 15 days prior to the 1st day of the course.
- 13c. PennDOT employees may choose not to submit payment with their applications. PennDOT employees who do not submit payment with application will be invoiced after the courses are complete.