## Registration can be done using this form, OR online at www.superpave.psu.edu.

1. Fill in or attach information as indicated and obtain required signatures when noted.

2. **Submit by mail** a separate copy of this form for each applicant for each retest 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 retest after a confirmation of payment and registration is received from NECEPT via e-mail. Therefore, you must enter a valid e-mail address. 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. Once the applicant has received confirmation for registration and payment, NECEPT will provide the instructor's contact information and the applicant will be responsible for contacting the instructor and setting up a retest date.

6. 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 deadline. Refunds for emergency circumstances will be considered on a case-by-case basis. There will be no refunds for applicants failing to contact the instructor within 90 days of the original test date.

7. Applicant should allow 3 to 5 weeks after taking the retest to receive their certification card.

8. **ALL RETESTS MUST BE COMPLETED AFTER 30 DAYS, BUT WITHIN 4 MONTHS OF THE ORIGINAL TEST DATE!** Failure to complete your retest within the 4-month timeframe will result in having to attend the Concrete Certification Course again.

9. The applicant may attend a maximum of two (2) PennDOT Certified Concrete Technician courses and take a maximum of one (1) retest per NECEPT training season.

## 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

**PENNDOT**
**CONCRETE RETEST**
**2019 APPLICATION FORM**

<u>BEFORE YOU FILL OUT THIS FORM, READ THE PRECEEDING PAGE</u>.

**Please enter the NECEPT ID number that you tested with:** _____

*If you do not know this number, please call (814) 863-1293 **BEFORE** submitting your application.*

<u>FEE</u>

**CONCRETE CERTIFICATION RETEST**                                         **$25.00**

*Please enter the following information:*

**Original Course Date:** _____

**Original Course Location:** _____

**Original Course Instructor:** _____

**Applicant Name:** _____

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

1. _____     2. _____

**Affiliation:**     **PennDOT (District)** _____     **Industry** ☐     **Consultant** ☐     **Other** ☐

**Employer:** _____     **Job Title:** _____

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

**Daytime Phone:** _____     **Alternate Phone:** _____

**SIGNATURES REQUIRED BEFORE SUBMISSION TO NECEPT:**

Supervisor Name: _____     Supervisor Signature: _____

*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 COMPELTED THE FOLLOWING:**

⇒ Enclose payment.
⇒ Fill in the form completely, including obtaining signature from your current supervisor. If you are unemployed, please write "Unemployed" in the signature line.