



2024 NECEPT/PennDOT Asphalt Technician Certification Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

COURSE REGISTRATION GENERAL INFORMATION

- **Course Registration Application Submission:** All course registration applications need to be submitted online at www.superpave.psu.edu. Paper applications are NOT accepted.
- **Deadlines:** Course registration applications must be complete and fees 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 in PennDOT Pub. 351. When you register online, your application will automatically be submitted for review to the representative that you choose. Select the representative that will best know your relevant work experience and history. The representative will accept or decline your application by an e-signature.
- **Update/Refresher Courses and Superpave Volumetric Mix Design Workshop ONLY – Card NOT Included:** Update/Refresher Courses are a required learning activity, only one of several requirements to renew a certification. The Superpave Volumetric Mix Design Workshop is a prerequisite for a Plant Level 2 certification. These course applications do not automatically result in the issuance of a new certification card. A separate certification card application and fee are required to receive a new certification card after taking these two types of courses. See the Certification Card section for additional details.
- **Course Capacity:** All courses will have an attendee capacity limit noted on the 2024 schedule of courses.
- PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled in-person or online courses.
- **In-Person Courses:** In addition to the online courses, one in-person Asphalt Plant Level 1 Review and Certification Course plus two Asphalt Field Technician Review and Certification Courses have been scheduled. The Superpave Volumetric Mix Design Workshop will also be held in-person. Please refer to the course schedule but remember that the in-person courses may be changed to online courses or cancelled if restrictions are imposed by future Federal, State or University safety guidelines regarding COVID-19 or if there is not sufficient enrollment.
- **Cancellations:** Requests must be received by email to superpave@psu.edu at least 15 business days before the first day of the course to receive a refund of the course fee minus a \$25 processing fee. No refunds for cancellations received 14 business days or less before the first day of the course. There will be NO exceptions to this cancellation policy for resignations, retirements, or a technician moving from one company to another.
- **Registrant Replacement:** Requests must be received by email to 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 Date:** Requests must be received by email to 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 date can only be granted if a seat is available. NO transfers within 14 business days before the start of the course.
- **Verification of Certification/Attendance to Employer:** It is the technician's responsibility to provide a copy of the certification card or course attendance certificate to the employer.
- **Winter Break:** December 22, 2023 through January 1, 2024 PSU, LTI, and NECEPT are closed. Online registration applications will be accepted during that time. Due to large volumes of phone calls, voicemail messages, and emails, an immediate response may not be possible. Upon our return, we will do our best to reply to you in a timely manner.



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APPLICATION REGISTRATION INSTRUCTIONS

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

Only Online Applicants for Review & Certification Courses are REQUIRED to also provide a Penn State User ID to access their online course. To create a Penn State Account, visit <https://accounts.psu.edu/> if you do not already have one.

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," or "Certification Card Renewal Online Registration."
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, phone and email. Your email is required to send your admission confirmation letter. **For Review & Certification Courses and Retests Only, add your PSU User ID (letters and numbers).** 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 work experience to review/sign-off on your application – your completed 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 and MUST be received 15 days prior): Print your online registration, attach your payment **payable to: Pennsylvania State University**, and mail to: NECEPT, Larson Transportation Institute, Penn State University, 201 Transportation Research Bldg., University Park, PA 16802.
- 13c. PennDOT employees are not required to remit payment with application. PennDOT will be invoiced after registrations are complete. **ALL** PennDOT employees must forward the registration confirmation to their training coordinator IMMEDIATELY so that it can be entered into the PennDOT Success Factor (previously ESS/LSO) system.



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COURSE MATERIAL AND DELIVERY

- **Review and Certification Course Materials:** Review and Certification Course materials will be available online approximately two to three weeks before the first day of the course. Instructions to access the course material will be provided by email.
 - **Online Course Participants.** Before Day 1 of the course, log into Penn State's Canvas™ to review the course materials, save the PDFs or print the material, and watch the videos. It is important to review the course material during the online lectures and online exam. For approved online course applicants, printed course material is also available upon request.
 - **In-Person Course Participants.** Printed course materials will be provided on Day 1 of the class and course materials will also be available at www.superpave.psu.edu.
- **Update/Refresher Course Materials:** Update/Refresher Course materials will be available online approximately two to three weeks before the course at www.superpave.psu.edu. Although the option is available, Update/Refresher course participants do NOT need to print the course material. Since the content of this course changes, it is possible that not all presentations will be listed in the agenda online.
- **Online Course Delivery:** For online courses, lectures are conducted through Zoom™ and exams are administered through Canvas™. Instructions on how to connect to the online course will be provided to the approved course participants approximately two weeks prior to the course start date. A standard desktop or laptop computer with a webcam, and consistent internet access with at least 3.0 Mbps are needed. The required polling questions CANNOT be reliably completed using a mobile device (iPad, Tablet, Droid, Chromebook, Surface Tablet, etc.).
- **Online Course Attendance Requirements:** Attendance throughout online courses is mandatory, except for emergencies which are handled on a case-by-case basis. To receive credit for the course, attendance must be at least 90% of the time and at least 85% of the polling questions during the course must be answered. You are responsible for your personal internet connection. NOTE: No credit will be provided for missed polling questions or Zoom attendance due to an incompatible device or inadequate personal internet connections.
- **In-Person Course Availability:** In addition to the online courses, one in-person Asphalt Plant Level 1 Review and Certification Course plus two Asphalt Field Technician Review and Certification Courses have been scheduled. The Superpave Volumetric Mix Design Workshop will also be held in-person. Please refer to the course schedule.

EXAMS

- **Passing Grade:** The passing grade for all Asphalt Technician certification course exams is 75%.
- **Date and Time:** The exam date for each course is listed in the included course schedule. Exams are generally held in the morning. Additional information regarding the time will be provided in an email prior to the course.
- **Exams for Online Courses:** All exams are open book and open note. The online Review and Certification courses include a written exam conducted online in Canvas™ with proctoring through Zoom™ required to receive credit.
- **Requirements for Online Exams:** Participants must have a computer with a camera/webcam (such as a laptop) and consistent internet access. Mobile devices such as Surface tablets, iPads or cell phones will NOT work properly for the exam. Identity will be verified through the camera/webcam and monitored during the online exam. Participants are REQUIRED to remain logged into Zoom (with their camera on and full face in view) and Canvas during the entire exam and be seated in a separate room from others taking the exam to receive credit for their score.
- **Exams for In-Person Courses:** All exams are open book and open note. A printed exam will be used by participants and the answers to the exam questions will need to be properly indicated on the exam scan sheet.



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RETESTS

- **Retests:** Only one retest is allowed for those who take and fail a review and certification course or Superpave Volumetric Mix Design Workshop during this course season. A retest must take place during the current course season and not less than 30 days after the original exam date. Only the retest dates listed on the course schedule are options. To apply for a retest after you fail an exam, please visit the NECEPT website at www.superpave.psu.edu.

CERTIFICATION CARDS

- **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 correctly completed and submitted to NECEPT online, even if the company/organization has a training coordinator to help with renewals.
- **Certification Card Application Submission:** All initial/renewal certification card applications need to be submitted online at www.superpave.psu.edu. Paper applications are NOT accepted.
- **Initial Cards:** Certification cards are included with the Review and Certification Course fee if the applicant passes. For an initial Asphalt Plant Level 2 Technician certification card, a separate online certification card application and fee is required when the requirements in Pub. 351 have been fulfilled.
- **Renewal Cards: A separate certification renewal card application and fee must be submitted online** if you are not renewing by passing a 3-day Review and Certification Course. All technicians must abide by Pub. 351 and all applications must include the following:
 - **Experience:** A minimum of 500 hours of the appropriate type (paving or plant) of asphalt work experience within the 5-year certification period.
 - **Update/Refresher Course: One** appropriate type (Asphalt Field or Plant) of Annual NECEPT Update/Refresher Course within the 5-year certification period.
 - **A Second Learning Activity (or multiple activities) with at least 6 hours of asphalt-related content** within the 5-year certification period. This may be a second appropriate type (Asphalt Field or Plant) of annual NECEPT Update/Refresher in a different year, an approved learning activity listed in Pub. 351, or a pre-approved learning activity not listed in Pub. 351. View the pre-approved learning activities list at www.superpave.psu.edu. If your second learning activity is not listed, please submit an agenda to NECEPT for review and pre-approval.
 - **Required Sign-Off:** All Asphalt Certification Cards must be reviewed by a PennDOT District Representative, PennDOT Central Office Bureau Representative or PA Turnpike Commission (PTC) Representative, as indicated in PennDOT Pub. 351. When you register online, your application will automatically be submitted for review to the representative that you choose. Select the representative that will best know your relevant work experience and history. The representative will accept or decline your application by an e-signature. This review/sign-off e-signature and the items above are required before a card can be issued.
 - Certification Card Renewal Applications can be submitted in the Fall prior to your expiration date and should be submitted at least 30 days prior to your expiration date. Remember to apply early!
 - Please allow 3 to 5 weeks for receipt of a card by mail after submitting a certification renewal card application that fulfills all requirements listed above.

INFORMATION UPDATES

- For further information or updates, please visit the NECEPT website, www.superpave.psu.edu.