



2023/2024 NECEPT/PennDOT Aggregate Technician 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.**
2. On the top toolbar of NECEPT's website, select "Training". Then select "Aggregate". Then select "Aggregate Certification".
3. Select the type of registration desired. Examples include but are not limited to: "Aggregate Certification Course Online Registration" or "Aggregate Certification Card Renewal Online Registration".
4. 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.
5. Click on the orange ADD SELECTED ITEMS box, then the blue VIEW CART AND CHECKOUT box.
6. 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 DEL CHECKED to remove.
7. When you wish to checkout, click on the blue ENTER REGISTRATION AND CHECKOUT box.
8. Read the requirements and click on the red I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION box.
9. Enter your NECEPT ID and Password then click on the blue LOGIN box.
10. Verify your name, address, company name, phone and email. Update all contact information as needed. **Your current email is required to send your admission confirmation letter.** When finished, click the orange SAVE APPLICANT INFORMATION box.
11. Click on the red CONFIRM ORDER box if you are satisfied with your order. Then click OK.
- 12a. Pay by credit card (this option will expedite the completion of your application): Click on the blue PAY WITH CREDIT CARD box and enter your credit card information. Click on the white Process box at the bottom to submit your payment.
- 12b. Pay by check or money order (this option will delay the completion of your registration): Print your online registration application (click on the red PRINT APPLICATION box), 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 16802-4710.
- 12c. 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.
13. **Remember:** All COURSE and CERTIFICATION CARD RENEWAL applicants must ALSO submit a completed [Aggregate Technician Certification/Recertification Test form](#) by email to NECEPT at superpave@psu.edu to complete the application.
14. PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.