



2025 NECEPT/PennDOT Asphalt Technician Certification Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

GENERAL INFORMATION

- **Application Submission:** All course registration applications and certification/recertification applications need to be submitted online at www.superpave.psu.edu. Paper applications are NOT accepted.
- **Deadlines:**
 - Course registration applications must be submitted and **complete** with fees **received at least 15 business days (three weeks)** prior to the course start date.
 - Certification renewal applications must be submitted and **complete** with fees **received at least 30 days prior to the certification expiration date** for a timely April 30th renewal. Certification renewal applications may be submitted in the Fall prior to the expiration (ex: Fall 2024 for an April 30, 2025 expiration). **Apply early!**
- **Requirements:** Please read PennDOT's Pub. 351 on the NECEPT website at www.superpave.psu.edu to ensure that you meet the requirements to take a course or renew your certification.
 - **Required PennDOT/PTC Sign-Off:** All Review and Certification Course applications AND Certification Card applications must be reviewed by an approved PennDOT or PA Turnpike Commission representative. Select the representative that will best know your relevant work experience. Your application will automatically be submitted to the representative for review. The representative will accept or decline your application by an e-signature.
 - **Certification Renewal Cards:** See Certification Card section for details.
 - **Asphalt Field Review and Certification Course Participants should be reasonably competent in the following:** Yield computations; sampling computations; researching specifications in Publication 408; best paving practices; and PTM Nos. 1, 402, 403, 729, 737, 746, 747, and 751.
 - **Asphalt Plant Level 1 Review and Certification Course Participants should be reasonably competent in the following:** Common asphalt design terms such as asphalt binder grade, aggregate gradation, density, and air voids; knowledge of asphalt mix design related laboratory tests; basic asphalt mix design principles and procedures; and researching relevant sections in Publication 408 such as Section 413 and relevant PTMs.
- **Course Capacity/Schedule:** All courses will have an attendee capacity limit noted on the 2025 course schedule. **In-person courses** may be changed to online courses. PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled in-person or online courses.
- **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. **NO exceptions!**
- **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 24, 2024 through January 1, 2025 PSU, LTI, and NECEPT are closed. Online registration applications will be accepted during that time. Upon our return, we will do our best to reply to you in a timely manner.



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COURSE MATERIAL

- **Review and Certification Course Materials:** Course materials will be available online approximately two weeks prior to the first day of the course. Instructions to access the course materials will be provided by email. **Studying before the course is recommended to achieve greater success.**
 - Online Course Participants. Before Course Day 1, log into Penn State's Canvas™ to review the course materials, save the PDFs or print the material, and watch the videos. You will need to review the course material during the lectures and 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. Course materials, videos and a practice exam will also be available at www.superpave.psu.edu.
- **Update/Refresher Course Materials:** Course materials will be available approximately two weeks prior to the course at www.superpave.psu.edu. Update/Refresher course participants do NOT need to print the course material. The online agenda may not list all presentations since the content of this course changes.

ONLINE COURSE DELIVERY AND ATTENDANCE

- **Required on Course and Exam Days:** Participants must have a standard desktop or laptop computer with a webcam, and consistent internet access with speed of at least 3.0 Mbps. **No Mobile Devices:** The polling questions and an exam CANNOT be reliably completed using a mobile device (iPad, Tablet, Droid, Chromebook, Surface Tablet, etc.).
- **Online Course Delivery:** For online courses, lectures are conducted through Zoom™ and exams are administered through Canvas™ with Zoom proctoring. Approximately two weeks prior to the course, approved course participants should receive instructions to connect to the online course.
- **Online Course Attendance Requirements:** To receive credit for a course, attendance must be 90% or the total time AND 85% of the polling questions must be answered.
 - **No Credit:** No credit will be provided for missed polling questions or Zoom attendance due to an incompatible device, inadequate personal internet connections, or use of a shared Zoom link without a unique email.

EXAMS

- **Passing Grade:** The passing grade for all Asphalt Technician certification course exams is **75%**.
- **Date and Time:** See the course schedule for the exam date. Exams are generally held in the morning. Additional information will be included 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. Participants are **REQUIRED** to remain logged into Zoom (with their camera on and full face in view) and Canvas during the entire exam.
 - Identity will be verified through the camera/webcam and monitored during the online exam. Bring a photo ID.
 - Participants **MUST** 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.
- **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 and **MUST** be submitted within 3 years.
- **Renewal Cards:** A separate certification renewal card application and fee must be submitted online at www.superpave.psu.edu 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) Annual Update/Refresher Course 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 PennDOT/PTC Sign-Off:** All Asphalt Certification Cards must be reviewed by an approved PennDOT 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.
 - **Renew Promptly:** Certification Card Renewal Applications can be submitted in the Fall prior to your expiration date (ex: October 2024 for 2025 expiration) and should be submitted at least 30 days prior to your expiration date.
 - 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. Cards may be received quicker if submitted in the Fall prior to the expiration.

INFORMATION UPDATES

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



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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.

Penn State User ID: At the time of application, **applicants for online Review & Certification Courses and all Retests** are REQUIRED to also provide a Penn State User ID (with several letters and numbers) 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 business 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 Factors system.