



2026 NECEPT/PennDOT Aggregate Technician Certification Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

COURSE REGISTRATION GENERAL INFORMATION

- **Registration:** All course participants and those renewing a certification need to complete a registration application online at www.superpave.psu.edu and submit a completed [Aggregate Technician Certification/Recertification Test form](#) by email to NECEPT at 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.
- **Course Capacity:** All courses will have a registration capacity as noted on the 2026 course schedule.
- PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
- **Cancellations:** Requests must be received by email to superpave@psu.edu at least 15 business days (3 weeks) before the first day of the course to receive a refund of the fee minus a \$25 processing fee. No refunds will be made 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 (3 weeks) before the first day of the course. NO replacements within 14 business days before the start of the course.
- **Transfer to a Different Course:** Requests must be received by email to superpave@psu.edu at least 15 business days (3 weeks) before the first day of the course. Requests for a transfer of registration to a different course can only be granted if a seat is available. NO transfers will be possible within 14 business days before the start of the course.
- **Course Materials:** Course attendees must **bring** a copy of *AASHTO T 84 Standard Method of Test for Specific Gravity and Absorption of Fine Aggregate* and *AASHTO T 85 Standard Method of Test for Specific Gravity and Absorption of Coarse Aggregate*. A course manual will be provided on the day of the course.
- **Passing Grade:** The passing grade for all Aggregate certification course exams is 70%.
- **Retests:** Two retests are allowed. A retest must take place no earlier than 30 days after the initial test date and no later than 120 days after the initial test date. After registration for a retest is complete, NECEPT will send a confirmation email to the applicant which will include the PennDOT representative's contact information. It is the applicant's responsibility to contact the instructor to schedule the retest.
- **Initial Cards:** Certification cards are included with the Aggregate Certification Course fee if the applicant passes.
- **Renewal Cards:** Technicians must submit a complete certification renewal card application to NECEPT online at www.superpave.psu.edu with the associated fee BEFORE the expiration date. A completed [Aggregate Technician Certification/Recertification Test form](#) signed by a DME/DMM must also be emailed to NECEPT at superpave@psu.edu to complete the application. This is required before a card can be issued. No paper applications are accepted. Please allow 3 to 5 weeks after submitting a complete certification renewal card application to receive your card.
- **Certification Renewal Responsibility:** The technician is responsible for ensuring that their certification is renewed on time, meets all requirements, and the certification card application and payment are completed correctly and submitted to NECEPT online, even if the company/organization has a training coordinator to help with renewals.
- **Verification of Certification to Employer:** It is the technician's responsibility to provide a copy of their certification card to their employer.
- **Winter Break:** December 24, 2025 through January 1, 2026 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
- **For Additional Information or Updates:** Please visit the NECEPT website at www.superpave.psu.edu or phone: 1-814-863-1293.



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APPLICATION REGISTRATION INSTRUCTIONS

Deadline: All applications, [Aggregate Technician Certification/Recertification Test forms](#), 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 "Aggregate".
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".
5. Login to obtain a temporary access code to proceed with registration. Check your email and enter the temporary access code to proceed.
6. Click the Select button beside an item. You can select only one (1) item per order.
7. Read the requirements. Click the button "I have read the requirements, proceed to the registration".
8. Add applicants using the "Prior NECEPT ID#", "New to NECEPT" or "Add Yourself" options. When the capacity for a course has been reached, applicants can no longer be added. A 15-minute timer appears and your seat for a course is reserved until the timer expires. This allows time to complete your order. The timer resets each time an applicant is added and can be manually reset by clicking the "Reset Timer" link at the top of the page (after order/course info).
9. Verify your name, address, company name, phone and email. Update all contact information as needed. **Your current email is required to send your registration confirmation letter.**
10. When finished, click the button "Save Applicant Information".
11. When your order is complete, click the button "Submit Order". Then click OK.
- 12a. Pay by credit card (this expedites completion of your order): Click the button "Pay with Credit Card", then click the button "Checkout". Enter your credit card information. Click the button "Submit Payment" to submit payment.
- 12b. Pay by check (this delays completion of your order and payment **MUST** be **RECEIVED at least 15 business days prior**): Print your registration, attach your payment **payable to: Pennsylvania State University**, and mail to: NECEPT, Penn State, Larson Transportation Institute - Room 201, 142 Sweet Birch Road, University Park, PA 16802.
- 12c. PennDOT employees are not required to remit payment with application. PennDOT will be invoiced. **ALL** PennDOT employees must forward the registration confirmation to their training coordinator **IMMEDIATELY**.
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. Please mention "Aggregate Signoff Checklist" and the applicant's name in the subject line.
14. PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.