



2026 NECEPT/PennDOT Concrete Field Testing Technician Certification

Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

COURSE REGISTRATION GENERAL INFORMATION

- **Registration:** All course participants will be required to complete registration online and submit payment at www.superpave.psu.edu. Paper applications are NOT accepted. The course fee for the 2026 season is \$90.
- **Application Deadlines:** Online registration applications must be complete and fees for courses must be **received** at least **15 business days (3 weeks)** prior to the course start date.
- **Requirements:** For an initial certification OR if your certification has expired beyond 90 days, you must provide proof of a current ACI certification by email to superpave@psu.edu at the time of application.
- **Course Capacity:** All courses will have the capacity limit noted on the 2026 schedule of courses.
- **Cancellations:** Requests must be received by email to superpave@psu.edu at least 15 business days (3 weeks) before the day of the course to receive a refund of the fee minus a \$25 processing fee. No refunds for cancellations received 14 business days or less before the day of the course. **No exceptions.**
- **Registrant Replacement:** Requests must be received by email to superpave@psu.edu at least 15 business days (3 weeks) before the day of the course. NO replacements within 14 business days before the day 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 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 made within 14 business days before the day of the course.
- **Course Materials:** Course materials will be provided electronically at NECEPT's website, www.superpave.psu.edu. The course materials will also be available through the WebEx™ course link after completing the registration confirmation. A hard copy of course materials will not be provided.
- **Courses:** All courses will be held online in WebEx™
- **Required On Day of the Course:** A standard desktop or laptop computer with a webcam and consistent internet access of at least 3.0 Mbps will be required to take the course. Mobile devices (iPad, Tablet, Droid, Chromebook, Surface Tablet, etc.) **CANNOT** be used and **WILL NOT** connect to the exam.
- **Passing Score for all Concrete Courses: 75%.** Scores will automatically be provided at the end of the exam. NOTE: No credit will be given to those who log in after 9AM without approval from the course instructors or staff.
- **Retests:** Only **one** retest is allowed. **ONLY technicians who previously took a course this year are permitted to take a retest. Registration for a retest is the technician's responsibility.** A retest must take place during the current NECEPT training season. The fee for a retest is \$35.
- **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 heavy emails, phone calls, and voicemail messages, an immediate response may not be possible. We will do our best to get back to you in a timely manner.
- **Verification to Employer:** It is the **applicant's** responsibility to provide a copy of the certification card or course attendance certificate to the employer.
- PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
- **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 must fulfill the requirements of Pub. 536 and fees must be RECEIVED at least **15 business days (3 weeks) 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 "Concrete".
3. Select "Concrete Field Certification".
4. Select the type of registration desired, "Concrete Course Online Registration" or "Concrete Retest 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 admission confirmation letter.** When finished, click the SAVE APPLICANT INFORMATION button. The applicant's email is required to send the admission confirmation letter.
10. When finished, click the button "Save Applicant Information". Repeat items 8-14 for all applicants.
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" and 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 the 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. **ACI:** For an initial certification OR if your certification has expired beyond 90 days, you must provide proof of a current ACI certification by email to superpave@psu.edu. Passing the ACI certification is required **BEFORE** applying.