



2027 NECEPT/PennDOT Concrete Field Testing Technician Certification

Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

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.