



2027 NECEPT/PennDOT Asphalt Technician Certification Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

APPLICATION REGISTRATION INSTRUCTIONS

Deadline: All 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, hover over "Training".
3. Select your type of certification "Asphalt Field", "Asphalt Plant Level 1" or "Asphalt Plant Level 2" from the dropdown.
4. Select the type of registration desired. Examples include but are not limited to: "Review & Certification Course Registration", "Update/Refresher Course Registration", or "Certification Card Renewal 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 (or add) the applicant's name, address, company, phone and email. The applicant's email is required to send the registration confirmation letter.
10. **For Review & Certification Courses and Retests Only, add your PSU User ID (letters and numbers).**
11. Remember to add the required work experience and learning activities using the "Add New" button.
12. If requested, select a PennDOT/PTC 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.
13. Enter your supervisor's name and email when requested.
14. When finished, click the button "Save Applicant Information". Repeat items 8-14 for all applicants.
15. When your order is complete, click the button "Submit Order". Then click OK.
- 16a. 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.
- 16b. Pay by check (this delays completion of your order and payment **MUST** be **RECEIVED** at least **15 business days prior**): Print your registration, include 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.
- 16c. 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**.