



2027 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/certification renewal 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 2026 for an April 30, 2027 expiration). **Apply early!**
- **Requirements:** Please read PennDOT's Pub. 351 available by hyperlink on the NECEPT website at www.superpave.psu.edu to ensure that you meet the requirements for initial certification or certification renewal.
 - **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 Technician 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 Technician Review and Certification Course (Level 1 Plant) 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 lab tests; basic asphalt mix design principles and procedures; and researching relevant sections in PennDOT Bulletin 27 and Pub. 408 such as Section 413 and relevant PTMs.
- **Course Capacity/Schedule:** All courses will have an attendee capacity limit noted on the 2027 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 will be made 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 will be allowed 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 will be allowed 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 their employer.
- **Winter Break:** December 24, 2026 through January 3, 2027 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, videos, and a practice exam are currently available on the NECEPT website at www.superpave.psu.edu and are subject to change. Updated materials will be available approximately two weeks prior to the first day of the course. **Please begin to study as early as possible and use the practice exams.** This is highly recommended to achieve greater success on the certification exam.
 - 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. Canvas™ login directions will be provided by email approximately two weeks prior to the first day of the course. 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 are also 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 the exam CANNOT be reliably completed using a mobile device (iPad, Tablet, Droid, Chromebook, 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 on how to connect to the online course.
- **Online Course Attendance Requirements:** To receive credit for an online course, attendance must be 90% of 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 written exams is **75%**.
- **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 sheet will be used by participants and the answers to the exam questions will need to be properly indicated on the exam scan sheet.
- **Date and Time:** Exams are held on Day 3, generally in the morning. Additional information will be included in an email prior to the course.



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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 exam 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 available 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 certification 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 previous 5-year certification period.
 - **Update/Refresher Course:** **One** appropriate type (Asphalt Field or Plant) of Annual NECEPT Update/Refresher Course within the previous 5-year certification period.
 - **A Second Learning Activity (or multiple activities) totaling at least 6 hours of asphalt-related content** within the previous 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 one or more pre-approved learning activities not listed in Pub. 351. View the pre-approved learning activities list at www.superpave.psu.edu. If your second or other learning activity is not listed, please submit an agenda to NECEPT for review and pre-approval.
 - **Required PennDOT/PTC Sign-Off:** All Asphalt Certification Card applications 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: Fall 2026 for 2027 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.