2024/2025 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 limit as noted on the 2024/2025 schedule of courses.

➤ 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 before the first 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 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 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 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 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 certification renewal card application to NECEPT online at www.superpave.psu.edu with the associated fee. A completed Aggregate Technician Certification/Recertification Test form signed by a DMM/DME must also be emailed to NECEPT at superpave@psu.edu to complete the application. This is also 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, 2024 through January 1, 2025 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.

2024/2025 NECEPT/PennDOT Aggregate Technician Certification

Important Program Highlights and Administrative Policies
PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

APPLICATION REGISTRATION INSTRUCTIONS

Deadline: Online registration applications 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.**

2. On the top toolbar of NECEPT's website, select "Training". Then select "Aggregate". Then select "Aggregate Certification".

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".

4. If the quantity "1" appears in the box of the desired item, click the circle to the left to select. If Quantity is blank, the course has reached its full capacity.

5. Click on the orange ADD SELECTED ITEMS box, then the blue VIEW CART AND CHECKOUT box.

6. Review your shopping cart. If you wish to delete any item, place a check in the box to the left of any item that you wish to delete. Then click on the red DEL CHECKED to remove.

7. When you wish to checkout, click on the blue ENTER REGISTRATION AND CHECKOUT box.

8. Read the requirements and click on the red I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION box.

9. Enter your NECEPT ID and Password then click on the blue LOGIN box.

10. 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 orange SAVE APPLICANT INFORMATION box.

11. Click on the red CONFIRM ORDER box if you are satisfied with your order. Then click OK.

12a. Pay by credit card (this option will expedite the completion of your application): Click on the blue PAY WITH CREDIT CARD box and enter your credit card information. Click on the white Process box at the bottom to submit your payment.

12b. Pay by check or money order (this option will delay the completion of your registration): Print your online registration application (click on the red PRINT APPLICATION box), attach your payment **payable to: Pennsylvania State University**, and mail to: NECEPT, The Larson Transportation Institute, Penn State University, 201 Transportation Research Building, University Park, PA 16802-4710.

12c. PennDOT employees are not required to remit payment with 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. **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.

14. PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.