



## MEMO

**DATE:** November 9, 2020

**SUBJECT:** 2021 PennDOT/NECEPT Asphalt Technician Certification Program Course Announcement

**TO:** District Executives  
Assistant District Executives - Construction

**FROM:** Christine Reilly, P.E., Chief  
Construction and Materials Division  
Bureau of Project Delivery

I am pleased to announce the 2021 PennDOT/NECEPT Asphalt Technician Certification Program. In response to the FHWA mandate that states establish programs to have qualified concrete, aggregate, and asphalt technicians working on federally-funded construction projects, PennDOT partnered with NECEPT at The Thomas D. Larson Pennsylvania Transportation Institute, The Pennsylvania State University to administer and conduct Asphalt Technician Certification courses in a consistent and up-to-date manner on an annual basis.

Following is important information regarding this year's program. If there are any questions regarding the program or the courses, please contact either Timothy L. Ramirez, P.E. in the Bureau of Project Delivery at 717.783.6602 or by email at [tramirez@pa.gov](mailto:tramirez@pa.gov), or contact NECEPT at 814.863.1293 or by email at [superpave@psu.edu](mailto:superpave@psu.edu). If there are any questions related to the PennDOT LSO enrollment, please contact the Highway Administration Technical Training Section via email at [RA-PDHighAdminTrain@pa.gov](mailto:RA-PDHighAdminTrain@pa.gov).

**OST:** An approved Out-Service Training (OST) request is required to attend any courses under this certification program. See attachment for details.

**Schedule:** All courses will be held on various dates starting in January 2021 and ending in April 2021. Exam retest dates are scheduled for April and May 2021. All course lectures will be held virtually due to COVID-19. The Superpave Mix Design Workshop hands-on portion will be held in-person but in smaller class sizes due to COVID-19. All exams (initial certification exam and Superpave Workshop exam) will be online exams (applicant's computer or laptop must be equipped with a working webcam for NECEPT to confirm the identity of the individual taking the online exam). The course and exam retest schedule, NECEPT FAQs, and program highlights can be downloaded from NECEPT's Internet Website at <http://www.superpave.psu.edu/> under the Training menu.

PennDOT employees can also download this information as a packet at the shared network drive hyperlink on the PennDOT Employee Registration, OST Request, and Payment Process sheet attached to this memo.

**Course Fees:** The 2021 course fees have been revised from last year’s course fees. Below table shows the current course fees.

Course	2021 Fee
Field Technician Review & Certification Course	\$490 <sup>a</sup>
Level 1 Plant Technician Review & Certification Course	\$490 <sup>a</sup>
Superpave Volumetric Mix Design Workshop	\$1,150 <sup>b</sup>
Field Technician Annual Update/Refresher Course	\$230 <sup>c</sup>
Plant Technician (All Levels) Annual Update/Refresher Course	\$230 <sup>c</sup>
Certification Renewal & Plant Level 2 Technician (Cards Only)	\$35 <sup>d</sup>
Exam Retest	\$55 <sup>d</sup>
<sup>a</sup> Fee is reduced by \$60 from previous year due to virtual courses and no in-person course locations. <sup>b</sup> Fee is increased by \$290 from previous year due to smaller course capacity as a result of COVID-19. <sup>c</sup> Fee is reduced by \$20 from previous year due to virtual courses and no in-person course locations. <sup>d</sup> Fee is same as previous year.	

**Attendance:** Each District/Bureau should assess their needs for certified asphalt technicians and schedule attendees, accordingly, as permitted in the table below. Each employee or individual must meet the minimum requirements outlined in Pub. 351 and as indicated in the 2021 course information either online or in the packet.

Course	Total Allotted Attendees
Field Technician Review & Certification Course	As needed
Level 1 Plant Technician Review & Certification Course	As needed
Superpave Volumetric Mix Design Workshop	Each District/Bureau = 2*
Field Technician Annual Update/Refresher Course	As needed
Plant Technician (All Levels) Annual Update/Refresher Course	As needed

*\*If more attendees are needed, contact NECEPT at (814) 863-1293 to check availability.*

**Note:** Existing certified Asphalt Field Technicians, Asphalt Level 1 Plant Technicians, and Asphalt Level 2 Plant Technicians whose certifications expired in 2020, but whose certifications were extended to April 30, 2021 according to the PennDOT Memo dated March 16, 2020 and

entitled *2020 PennDOT/NECEPT Asphalt Technician Certification Program and Impacts from the Coronavirus Disease 2019 (COVID-19)* must complete the certification renewal requirements prior to April 30, 2021. Their certification(s) will not be further extended beyond April 30, 2021 and, therefore, their certification(s) must be renewed according to the certification renewal requirements in Publication 351.

Attachment

4814/TLR/lgb

cc: Melissa Batula, P.E., Highway Administration  
Daryl St. Clair, P.E., Highway Administration  
Jennie Granger, AICP, Multimodal Transportation  
Highway Administration Bureau Directors  
Natasha Fackler, Policy Office  
Bureau of Project Delivery Division Chiefs  
Joseph Robinson, P.E., Bureau of Project Delivery  
CMD Section Chiefs  
CQAS Team Leaders  
Cenk (Jay) Sengoz, Bureau of Project Delivery  
Troy Lehigh, Bureau of Project Delivery  
Jeffrey Smith, Bureau of Project Delivery  
Virginia Lawson, Bureau of Project Delivery  
District Materials Engineers/Managers  
District Training Coordinators  
Highway Administration Technical Training  
Pennsylvania Turnpike Commission  
Federal Highway Administration Pennsylvania Division  
Robert Latham, Associated Pennsylvania Constructors  
J.M. Koss, Constructors Association of Western Pennsylvania  
Charles Goodhart, Pennsylvania Asphalt Pavement Association  
Leeann Sherman, American Council of Engineering Companies of PA  
Mansour Solaimanian, Ph.D., P.E., Pennsylvania State University  
Brenda Geary, Pennsylvania State University

## Attachment

### 2021 PennDOT/NECEPT Asphalt Technician Certification Program PennDOT Employee Course and Certification Registration, OST Request, & Payment Process

#### Course & Certification Information Packets:

[2021 Asphalt Technician Certification Program Course Packet](#)

#### PennDOT Employee Course and Certification Registration Process:

The following process is to be followed for each proposed attendee:

1. To be officially registered for a course, certification renewal, or exam retest, a participant must:
  - Complete the online registration at <http://www.superpave.psu.edu/> (under the menu item for “Training”) as instructed in the above hyperlinked 2021 Course Information Packet
  - No hardcopy course application forms are being accepted by NECEPT for the 2021 courses.
  - All PennDOT course registrations (online registrations) for all requested courses (course start dates January 7<sup>th</sup> through April 13<sup>th</sup>) must be submitted to NECEPT **no later than 15 business days before the course start date.**
2. Upon confirmation from NECEPT that the individual is officially registered for a course date, a copy of the confirmation must be submitted to the Bureau/District Training Coordinator. Application confirmations from NECEPT are sent via email immediately upon the application being entered in NECEPT’s registration system as an online registration.
3. The Bureau/District Training Coordinator will then complete an Out-Service Training (OST) Request to cover all Bureau/District employees accepted by NECEPT for each course and each course offering date. The OST Request form must list each employee accepted by NECEPT for each course and course date. The OST Request must be approved before the course start date.
4. Upon approval of the OST Request, the Bureau/District Training Coordinator will register confirmed employees in the class within the LSO tracking system. Travel arrangements including hotel lodging (if necessary) will also be coordinated at the Bureau/District level. The travel policy, as it relates to group bookings, does not apply to these NECEPT asphalt technician certification courses. The travel policy, as it relates to COVID-19, does apply to these NECEPT asphalt technician certification courses.

Please note, PennDOT applicants are not required to submit payment at the time of online registration. NECEPT will direct bill each District/Bureau for the PennDOT attendees that completed the training. NECEPT invoices are to be paid at the District/Bureau level.