

## NECEPT Frequently Asked Questions Bituminous Technician Certification Program

1. Which publication covers the initial certification, certification renewal, and applications procedures? **PENNDOT Publication 351**
2. Where can I find Publication 351? **The District Office should have one or it can be downloaded from the PENNDOT web site ([www.dot.state.pa.us/](http://www.dot.state.pa.us/)) by clicking on the link for “Forms and Publications”, then “PENNDOT SALES STORE”, then “Sales STORE PRICE LIST (PUB 12). Scroll down the price list, and look for Pub No. “351”. It is also available on the NECEPT website under training: <http://www.superpave.psu.edu/training/certification.html>**
3. The initial certification and subsequent certification renewal periods will be for how many years? **Five (5) years**
4. In order to qualify for a Level 1 Plant Technician – Initial Certification, the applicant must have how many hours of documented experience in asphalt testing? **One (1) year (minimum 500 hours) obtained within the past three (3) years.**
5. What are the requirements for certification renewal of a Field Technician or Level 1 Plant Technician? **The applicant must have 500 hours of documented technician experience in asphalt paving within the previous five (5) years of certification. The applicant must also have attended one (1) NECEPT Update/Refresher Course and one (1) PENNDOT approved asphalt-related annual conference, seminar, or workshop within the previous five (5) years or received a Certificate of Training from NECEPT’s Technician Update/Refresher Course for two (2) out of the previous five years. Then, submit a completed and PENNDOT signed Certification Renewal Application Form after all requirements have been met.**
6. How many retests is each applicant allowed before they have to repeat the corresponding 2-1/2 day review and certification course? **One (1)**
7. I lost my card. What do I do? **Submit a request in writing to NECEPT and include your name, NECEPT ID#, mailing address, and type of certification.**
8. I do not have the 500 hours of documented experience in asphalt paving required for certification renewal. Will I get certification renewal? **No, you will have to apply and attend the appropriate Bituminous Field Technician or Level 1 Plant Technician Initial Review & Certification Course.**
9. This is my one and only Update/Refresher Course. My certification expires in a few months. What do I do? **Attend a PennDOT approved asphalt-related conference, seminar, or workshop before your certification expires or you have to apply and attend the appropriate Bituminous Field Technician or Level 1 Plant Technician Initial Review & Certification Course and meet the requirements for the Review and Certification Course.**
10. What counts as continuing education? **Please refer to PENNDOT Publication 351.**
11. How do I document my 500 hours and who is responsible for maintaining those records? **Keep a diary of projects, time & locations, and if possible, have it documented/signed by a Project Supervisor. The individual certified technician is responsible for maintaining his or her own records.**
12. Who checks my 500 hours? **PENNDOT**
13. No one has ever checked my certification on the job site. Why do I need this? **PENNDOT may check it tomorrow; however, one of the reasons you may not have been checked is because the District knows your history.**
14. I am the Lead Inspector and I never get out near the paver. What do I do for 500 hours experience? **It is your responsibility to make sure PENNDOT works with you to meet the requirements. If not, you have to start the certification process over.**
15. What do I do with my paper certification renewal application after I get it signed by PENNDOT? **Submit the signed application, record of hours, list of training, and payment for NECEPT fees to NECEPT c/o PSU/The Larson Transportation Institute, 201 Transportation Research Bldg, University Park, PA 16802.**