

IMPORTANT PROGRAM HIGHLIGHTS FOR 2017

Please review all of the instructions on the enclosed applications. The following administrative policies are in effect for enrollment in 2017 courses.

- It is possible for course participants to complete registration applications and make payments online. Credit card payments will be accepted through online registration only. Paper applications are still accepted and may be downloaded online through the Superpave website. If you choose to register with a paper application, you must pay by check or money order. Make checks and money orders payable to Pennsylvania State University.
- Applications for Bituminous Technician Review and Certification Courses and for renewal of Bituminous Technician Certification Cards must be verified and signed off by a PennDOT ACE/ACM/DME/DMM. If you register online, your application will automatically be submitted for review to the ACE/ACM/DME/DMM of the District you choose and the ACE/ACM/DME/DMM will accept or decline your application by an e-signature.
- All courses will have an attendee limit noted on the 2017 schedule. The limit is based on a number of factors and we are unable to increase the number.
- **Certification renewal cards are not automatically issued after attending an Update/Refresher course.** You must apply for your certification renewal card separately by completing an online application, or if using a paper application, you may check the box to apply for your card at the time of registering for your Update/Refresher Course. The option for sending in a separate paper application after attending the Update/Refresher course is also still available. There is a separate fee involved to obtain a certification renewal card (\$35).
- During winter break (December 23, 2016 – January 1, 2017), PSU, LTI, & NECEPT are closed. Applications received after December 23, 2016 will not be processed until after January 2, 2017. **NOTE:** During this time, the preferred way to contact NECEPT is through email superpave@psu.edu. Due to the heavy emails, phone calls, and voicemail messages, a quick response may not be possible. We will do our best to get back to you in a timely manner.
- Applications and fees for courses must be received at least 10 business days prior to the course start date. No exceptions will be made.
- The passing grade for all Bituminous courses is 75%.
- Only **one** retest is allowed. A retest must take place no earlier than 30 days after initial test date and no later than 90 days after initial test date.
- Written requests to NECEPT are required to change any participant information and to make course changes. These written requests may be submitted to NECEPT via fax, mail, or email.
- For further information or to receive updated information, please visit the NECEPT website, www.superpave.psu.edu.