



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.