

NECEPT Frequently Asked Questions Asphalt Technician Certification Program

1. Which PennDOT publication covers the initial certification, certification renewal, and application procedures?
PennDOT Publication 351 (Pub 351)
2. Where can I find Pub 351? **It is available on the NECEPT website at <http://www.superpave.psu.edu/Training/>. It is also available at the PennDOT website (<http://www.penndot.pa.gov/>). Click “Forms, Pubs & Maps” then “Continue to the PennDOT Forms & Publications Website”. Click the search button and type “Pub 351”. Click the magnifying glass, and then select “Publication 351”.**
3. How do I apply for a course or renew a certification card? Can paper applications be accepted?
All applications need to be submitted online at www.superpave.psu.edu. Paper applications cannot be accepted.
4. I already have a NECEPT ID# from another certification. Should I request a new one for my asphalt certification?
No. You must use the same NECEPT ID# for all NECEPT certifications.
5. To qualify for an initial Asphalt Field or Level 1 Plant Technician Certification, how many hours of documented asphalt experience are required? **500 hours obtained within the past three (3) years.**
6. How do I document my 500 hours of work experience and who is responsible for maintaining those records?
Keep a log book of projects, time & locations, and if possible, have it documented/signed by a Project Supervisor. The individual certified technician is responsible for maintaining their records and certification.
7. Who checks my 500 hours of work experience? **An authorized PennDOT or PA Turnpike Commission representative**
8. How many retests is each applicant allowed before they must repeat a Review and Certification Course or the Superpave Volumetric Mix Design Workshop? **One (1) retest is permitted and must be taken within the same course season.**
9. The initial certification and subsequent certification renewal periods will be for how many years? **Five (5) years**
10. What are the renewal options for an Asphalt Field Technician or Level 1 Plant Technician certification?
 - a. **Option A: Before your certification expires, submit a certification card renewal application with the following within the 5-year certification period: 1) 500 hours of work experience; 2) A NECEPT Asphalt (Field or Plant as appropriate) Update/Refresher Course; and 3) A second learning activity with 6 hours of asphalt-related content that may be a NECEPT Asphalt (Field or Plant as appropriate) Update/Refresher taken in a different year, an approved learning activity listed in Pub 351, or a pre-approved activity listed on NECEPT’s website.**
 - b. **Option B: Repeat the initial certification procedure by attending the Asphalt (Field or Level 1 Plant) Technician Review and Certification Course and scoring at least 75% on the examination.**
 - c. **Both options require a signature from a PennDOT ACE/ACM or DME/DME (as appropriate) or their designee; a PennDOT Central Office Bureau Representative; or a PA Turnpike Commission (PTC) Representative.**
11. No one has ever checked my certification card on the job site. Why do I need this? **PennDOT may check it tomorrow. Your employer must show proof of your certification for PennDOT work, even if your District knows your history.**
12. Is a renewal card included with an Update/Refresher Course? **No. It is only one of several requirements needed to renew a certification. A separate certification card renewal application is required.**
13. I lost my card. What do I do? **Call NECEPT at 1-814-863-1293 and provide your NECEPT ID#, name and type of certification so that we can email a PDF which you can keep on your phone.**
14. I am the Lead Inspector and I never get out near the paver. What do I do for the 500 hours of work experience?
It is your responsibility to ensure that PennDOT works with you to meet all requirements for renewal. Otherwise, you will need to start the certification process again.
15. I do not have either the 500 hours of documented experience in asphalt paving, or the NECEPT Update/Refresher, or the second learning activity required for certification renewal. Will I get certification renewal? **No. You must fulfill ALL requirements listed in Pub 351 or take and pass the appropriate Initial Review & Certification Course to renew.**
16. What counts as my second learning activity with six (6) hours of asphalt-related content? **Please refer to Pub 351 or visit the Evaluated 2nd Learning Activity list in the certification card renewals at www.superpave.psu.edu. An agenda is required for review and pre-approval if your second learning activity is not listed.**