




## MEMO

**DATE:** September 18, 2024

**SUBJECT:** 2025 PennDOT/NECEPT Asphalt Technician Certification Program Course Announcement

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

**FROM:** Brent L. Trivelpiece, Director  
Bureau of Construction and Materials 

I am pleased to announce the 2025 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 the Northeast Center of Excellence for Pavement Technology (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 coming 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 Construction and Materials 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 MyLearning - Success Factors enrollment, please contact the Highway Administration Technical Training and Development Section via email at [RA-PDHighAdminTrain@pa.gov](mailto:RA-PDHighAdminTrain@pa.gov) or your District Training Coordinator.

**Schedule:** All courses will be held on various dates starting in January 2025 and ending in April 2025. Exam retest dates are scheduled in April and May 2025. Most courses and course lectures will be held virtually, but there is one in-person course scheduled for the Asphalt Field Technician Review and Certification Course and one in-person course scheduled for the Asphalt Level 1 Plant Technician Review & Certification Course. In addition, all the Superpave Volumetric Mix Design Workshops will be held in-person.

Virtual courses will be offered using the Zoom platform. PennDOT employees are to open the Zoom courses by clicking the Join Zoom Meeting link provided by NECEPT and then clicking the Launch Meeting button and then clicking the Join from Your Browser link. The virtual courses will have online exams. For online exams, a desktop or laptop computer must be used,

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and applicant's computer or laptop must be equipped with a working camera/webcam for NECEPT to confirm the identity of the individual taking the online exam. Using an iPad, iPhone, or similar device will cause issues in taking the online exams and they are not permitted. In-person courses will have in-person exams. In-person courses may be changed to virtual (online) courses or canceled due to possible restrictions imposed by future Federal, State, or University safety guidelines regarding COVID-19 or due to low registration enrollment.

The course schedule, exam retest schedule, NECEPT FAQs, and program highlights are available from NECEPT's Internet Website at <http://www.superpave.psu.edu/> under the Training menu. PennDOT employees can also access this information as a packet at the hyperlinks on the PennDOT Employee Course and Certification Registration, MyLearning - Success Factors, and Payment Process attachment to this memo.

**Course Fees:** The 2025 course fees have remained the same as last year's course fees. Below table shows the current course fees.

<b>Asphalt Technician Certification Program Course</b>	<b>2025 Fee</b>
Field Technician Review & Certification Course	\$560
Level 1 Plant Technician Review & Certification Course	\$560
Superpave Volumetric Mix Design Workshop	\$970
Field Technician Annual Update/Refresher Course	\$230
Plant Technician (All Levels) Annual Update/Refresher Course	\$230
Certification Renewal & Plant Level 2 Technician (Cards Only)	\$40
Exam Retest	\$60

**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 2025 course information included online or in the hyperlinked course packets.

<b>Asphalt Technician Certification Program Course</b>	<b>Total Allotted Attendees</b>
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.*

**Registration:** An Out-Service Training (OST) request is **not** required to attend any courses, to register for certification card only registrations (Level 2 Plant Technician

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Initial Certification or Certification Renewal using Option A – Learning Activities), or to register for an exam retest under this certification program this year. See attachment for PennDOT employee course registration process.

Attachment

5004/4814/TLR/lgb

CC: Federal Highway Administration Pennsylvania Division  
Pennsylvania Turnpike Commission  
Robert Latham, Associated Pennsylvania Constructors  
Richard Barcaskey, Constructors Association of Western Pennsylvania  
Brent Sailhamer, American Council of Engineering Companies of PA (ACEC/PA)  
Charles Goodhart, Pennsylvania Asphalt Pavement Association (PAPA)  
Mansour Solaimanian, Ph.D., P.E., Pennsylvania State University  
Brenda Geary, Pennsylvania State University  
Jonathan Eboli, P.E., Highway Administration  
Gavin Gray, P.E., Highway Administration  
Daryl St. Clair, P.E., Highway Administration  
Highway Administration Bureau Directors  
Shane Rice, Policy Office  
Joseph Robinson, P.E., Bureau of Construction and Materials  
Timothy Ramirez, P.E., Bureau of Construction and Materials  
Michael Hoffecker, Bureau of Construction and Materials  
Matthew Briggs, Bureau of Construction and Materials  
Cenk (Jay) Sengoz, Bureau of Construction and Materials  
Troy Lehigh, Bureau of Construction and Materials  
Dawn Warden, Bureau of Construction and Materials  
Lorraine Bennett, Bureau of Construction and Materials  
Virginia Lawson, Technical Training and Development  
District Materials Engineers/Managers (PD-District Materials Managers)  
PennDOT Bureau Training Coordinators (PD-Training Coordinators(Bureau))  
PennDOT District Training Coordinators (PD-Training Coordinators(District))  
District Construction Unit Secretaries (PD-Construction Unit Secretaries)  
District Fiscal Officers (PD-Dist Fiscal & Asst Officers)

## Attachment

### 2025 PennDOT/NECEPT Asphalt Technician Certification Program PennDOT Employee Course and Certification Registration, MyLearning - Success Factors, & Payment Process

#### Course & Certification Information Packets:

[2025 Asphalt Field Technician Certification Packet](#)

[2025 Asphalt Level 1 Plant Technician Certification Packet](#)

[2025 Asphalt Level 2 Plant Technician Certification Packet](#)

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

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

1. An Out Service Training (OST) Request is **NOT** required for the 2025 Asphalt Technician Certification Courses, Card Only Registrations (Level 2 Plant Technician Initial Certifications and Certification Renewals Using Option A – Learning Activities), or Exam Retests.
2. To be officially registered for a course, card only registration, 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 2025 Asphalt Technician Certification Packets. Hardcopy course application forms will not be accepted by NECEPT.
  - All PennDOT employee course registrations (online registrations) are strongly encouraged to be submitted to NECEPT by November 27, 2024 (day before the Thanksgiving Day Holiday), but ultimately, all course registrations **MUST** be submitted to NECEPT **no later than 15 business days before the course start date.**
3. Upon receiving the course registration confirmation email from NECEPT that the individual is officially registered for a specific course and course date, certification card only registration, or exam retest, the confirmation email **MUST** be forwarded to the Bureau/District Training Coordinator along with a request for enrollment in MyLearning - Success Factors for the specific course and course date. Enrollment in My Learning - Success Factors is **NOT** required for certification card only registrations or exam retest registrations. The enrollment request may require completion of the *Highway Admin Training Enrollment Form* (Central Office employees). Registration confirmation emails are sent immediately upon the registration being successfully completed and submitted in NECEPT’s online registration system.
4. After receiving a PennDOT employee’s course registration confirmation email and a MyLearning - Success Factors enrollment request, the Bureau/District Training Coordinator will enroll each PennDOT employee in MyLearning - Success Factors for the appropriate course and course date. Enrollment in MyLearning - Success Factors must occur before the course start date. MyLearning - Success Factors enrollment is **NOT** required for certification card only type registrations (Level 2 Plant Technician Initial Certifications and Certification Renewals Using Option A – Learning Activities), or for Exam Retests. The MyLearning - Success Factors Course Codes are as shown in the table below.

<b>NECEPT Course Name</b>	<b>MyLearning - Success Factors Course Code</b>
Asphalt Field Technician Review & Certification Course	78TECH400291
Asphalt Field Technician Update/Refresher Course	78TECH400292
Asphalt Level 1 Plant Technician Review & Certification Course	78TECH400293
Asphalt Plant Technician Annual Update/Refresher Course	78TECH400294
Superpave Volumetric Mix Design Workshop	78TECH400296

5. The roster in MyLearning - Success Factors will be used to verify and approve payment of invoices received from NECEPT for each course, course date, and course attendee.
6. Travel arrangements, including 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.

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.