



## MEMO

**DATE:** September 20, 2023

**SUBJECT:** PennDOT/NECEPT Certified Concrete Field Testing Technician Program  
2024 Schedule of Certification Classes

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

**FROM:** Joseph S. Robinson, P.E., Acting Director  
Bureau of Construction and Materials

The Construction Quality Assurance Division of the Bureau of Construction and Materials is pleased to announce that the 2024 schedule for the PennDOT Certified Concrete Field Testing Technician Certification classes has been established and posted on the Northeast Center of Excellence for Pavement Technology (NECEPT) website at [www.superpave.psu.edu](http://www.superpave.psu.edu). The schedule of classes, course registration, and directions for participants may be found on the website. Six (6) virtual courses will be held using the WebEx™ Platform, between January 18, 2024 and March 28, 2024.

**Schedule:** Virtual courses will be held starting in January 2024 and ending in March 2024. The course schedule, course registration, course agenda, and the exam retest registration are available on NECEPT's website at [www.superpave.psu.edu](http://www.superpave.psu.edu) under the Training menu.

The 2024 Concrete Packet hyperlink below contains an example of NECEPT's concrete certification expiration letter employees will receive, important program highlights and administrative policies, 2024 course schedule, and course agenda.

**Course Fee:** The 2024 course fee is \$90 per person.

Please see the hyperlinks below for the 2024 schedule of classes and registration information.

[2024 Concrete Packet](#)  
[PennDOT Employee Course Registration & Payment Process](#)

Should you require additional information, please contact Brent L. Trivelpiece, Chief, Construction Quality Assurance Division at 717.787.4794 or [btrivelpie@pa.gov](mailto:btrivelpie@pa.gov).

Attachments

4801/JSR/mst

September 20, 2023

cc: Federal Highway Administration Pennsylvania Division  
Pennsylvania Turnpike Commission  
Robert Latham, Associated Pennsylvania Constructors  
Brent Sailhamer, American Council of Engineering Companies of PA  
J.M. Koss, Constructors Association of Western Pennsylvania  
Peter Vlahos, Pennsylvania Aggregates and Concrete Association  
J.M. Becker, P.E., American Concrete Pavement Association  
Mansour Solaimanian, Ph.D., P.E., Pennsylvania State University  
Brenda Geary, Pennsylvania State University  
Jonathan Fleming, Highway Administration  
Gavin Gray, P.E., Highway Administration  
Christine Norris, P.E., Major Bridge P3 Office  
Highway Administration Bureau Directors  
Bureau of Construction and Materials Division/Section Chiefs  
Daryl St. Clair, P.E., Highway Administration  
Construction Quality Assurance Division Team Leaders  
District Training Coordinators  
District Materials Engineers/Mangers  
Nathan Walker, Policy Office  
Virginia Lawson, Technical Training and Development



**PennState**

Larson Transportation Institute  
201 Transportation Research Building, University Park, PA 16802  
Tel.: (814) 863-1293 || <http://www.superpave.psu.edu> || Fax: (814) 865-3039

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September 20, 2023

Dear PennDOT Certified Concrete Field Testing Technician,

This letter is to notify you that it is time for you to renew your certification IF your PennDOT Concrete Field Testing Technician Certification expires in 2024.

**Please check the expiration date on your current Concrete Field Testing Technician Certification card.** If you cannot locate your card, please log into your NECEPT account at [www.superpave.psu.edu](http://www.superpave.psu.edu) and click MY NECEPT LOGIN on our home page or call NECEPT at (814) 863-1293. If your certification expires beyond 2024, you do not need to take action at this point.

For renewal of your PennDOT Concrete Field Testing Technician Certification, PennDOT Publication 536 requires an online registration application for the PennDOT Certified Concrete Field Testing Technician course and successful completion of the course. Please refer to PennDOT Publication 536 for complete requirements and procedures for renewing your certification.

Enclosed are a schedule that shows when PennDOT will be conducting virtual online Concrete Field Testing Technician Certification Courses using the WebEx™ Platform and a two-page document outlining important program highlights in addition to guidance for online registration. **All registration applications must be submitted online at [www.superpave.psu.edu](http://www.superpave.psu.edu).**

You are responsible for ensuring that your completed online registration application and payment are submitted prior to your expiration date, even if your organization has a training coordinator to help you with renewing your certification.

If you have any questions regarding renewing your certification after reviewing the materials, please call (814) 863-1293.

Sincerely,

Mansour Solaimanian, Ph.D., P.E.  
Director  
Northeast Center of Excellence for Pavement Technology (NECEPT)



# 2024 NECEPT/PennDOT Concrete Field Testing Technician Certification Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

## COURSE REGISTRATION GENERAL INFORMATION

- **Registration:** All course participants will be required to complete registration online and submit payment at [www.superpave.psu.edu](http://www.superpave.psu.edu). Paper applications are NOT accepted. The course fee for the 2024 season is \$90.
- **Application Deadlines:** Online registration applications and fees for courses must be **received** at least **15 business days** prior to the course start date.
- **Requirements:** For an initial certification OR if your certification has expired beyond 90 days, you must provide proof of a current ACI certification by email to [superpave@psu.edu](mailto:superpave@psu.edu) at the time of application.
- **Course Capacity:** All courses will have the capacity limit noted on the 2024 schedule of courses.
- **Cancellations:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the 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 day of the course. **No exceptions.**
- **Registrant Replacement:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the day of the course. NO replacements within 14 business days before the day of the course.
- **Transfer to a Different Course:** Requests must be received by email to [superpave@psu.edu](mailto:superpave@psu.edu) at least 15 business days before the 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 day of the course.
- **Course Materials:** Course materials will be provided electronically at NECEPT's website, [www.superpave.psu.edu](http://www.superpave.psu.edu). A hard copy of course materials will not be provided.
- **Courses:** All courses will be held online in WebEx™
- **Required On Day of the Course:** A standard desktop or laptop computer with a webcam and consistent internet access of at least 3.0 Mbps will be required to take the course. Mobile devices (iPad, Tablet, Droid, Chromebook, Surface Tablet, etc.) **CANNOT** be used and **WILL NOT** connect to the exam.
- **Passing Score for all Concrete Courses: 75%.** Scores will automatically be provided at the end of the exam.
- **Retests:** Only **one** retest is allowed. **Only technicians who previously took a course this year are permitted to take a retest. Registration for a retest is the technician's responsibility.** A retest must take place during the current NECEPT training season. The fee for a retest is \$35.
- **Winter Break:** December 22, 2023 through January 1, 2024 PSU, LTI, and NECEPT are closed. Online registration applications will be accepted during that time. Due to heavy emails, phone calls, and voicemail messages, an immediate response may not be possible. We will do our best to get back to you in a timely manner.
- **Verification to Employer:** It is the **applicant's** responsibility to provide a copy of the certification card or course attendance certificate to the employer.
- PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
- **For Further Information or Updates:** Please visit the NECEPT website, [www.superpave.psu.edu](http://www.superpave.psu.edu).



# 2024 NECEPT/PennDOT Concrete Field Testing Technician Certification Important Program Highlights and Administrative Policies

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY

## APPLICATION REGISTRATION INSTRUCTIONS

**Deadline:** Online registration applications and fees must be RECEIVED at least **15 business days prior to the course**.

1. All course registration applications must be submitted online at [www.superpave.psu.edu](http://www.superpave.psu.edu). Paper applications cannot be accepted. **Falsification of information on your application may jeopardize your certification status.** PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
2. On the top toolbar of NECEPT's website, select "Training". Then select "Concrete".
3. Select "Concrete Certification".
4. Select the type of registration desired, "Concrete Course Online Registration" or "Concrete Retest Online Registration".
5. If the quantity "1" appears in the box of the desired item, click the circle to the left to select. If Quantity is blank, the course has reached its full capacity.
6. Click on the orange box "ADD SELECTED ITEMS", then the blue box "VIEW CART AND CHECKOUT".
7. Review your shopping cart. If you wish to delete any item, place a check in the box to the left of any item that you wish to delete. Then click on the red box "DEL CHECKED" to remove.
8. When you wish to checkout, click on the blue box "ENTER REGISTRATION AND CHECKOUT".
9. Read the requirements and click on the red box "I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION".
10. Enter your NECEPT ID and Password then click on the blue box "LOGIN".
11. Verify your name, address, company name, phone and email. Your **CURRENT EMAIL IS REQUIRED** to send your admission confirmation letter. Enter your supervisor's name and email if requested. Remember to click the orange box "ADD" for new data. When finished, click the orange box "SAVE APPLICANT INFORMATION".
12. Click on the red box "CONFIRM ORDER" if you are satisfied with your order. Then click OK.
- 13a. **Pay by credit card** (this option will expedite the completion of your application): Click on the blue box "PAY WITH CREDIT CARD" and enter your credit card information. Click on the white box "Process" at the bottom to submit your payment.
- 13b. Pay by check or money order (this option will delay the completion of your registration). **All payments must be RECEIVED no later than 15 business days prior to the course:** Print your online registration application (click on the red box "PRINT APPLICATION"), attach your payment payable to: **Pennsylvania State University**, and mail to: NECEPT, The Larson Transportation Institute, Penn State University, 201 Transportation Research Building, University Park, PA 16802-4710.
- 13c. PennDOT employees are not required to remit payment with the application. PennDOT will be invoiced after registrations are complete. **ALL** PennDOT employees must forward the registration confirmation to their training coordinator IMMEDIATELY so that it can be entered into the PennDOT Success Factor (previously ESS/LSO) system.
14. **Remember:** For an initial certification OR if your certification has expired beyond 90 days, you must provide proof of a current ACI certification by email to [superpave@psu.edu](mailto:superpave@psu.edu). Passing the ACI certification is required **BEFORE** applying.



PENNDOT  
**CONCRETE FIELD TESTING TECHNICIAN  
 CERTIFICATION PROGRAM  
 2024 SCHEDULE**

	Course ID	Date	Instructor Scheduled	Capacity
<b>CONCRETE FIELD TESTING TECHNICIAN CERTIFICATION COURSE</b>	2401	1/18/2024	Joe Oswald	150
	2402	1/25/2024	Bill Eibach	150
	2403	2/1/2024	Gary Wireman	150
	2404	2/15/2024	Joe Cribben	150
	2405	3/21/2024	Derek Derr	150
	2406	3/28/2024	Mark Gallardo	150
	<b>RETEST FOR THOSE WHO ATTENDED A 2024 CONCRETE COURSE AND FAILED THE EXAM ONLY</b>	2421	4/11/2024 <i>Registration Closes 3/20/2024</i>	Joe Cribben
2422		5/9/2024 <i>Registration Closes 5/6/2024</i>	D3/D4 QA Team	75

- ❖ A **complete** application must be submitted ONLINE by visiting [www.superpave.psu.edu](http://www.superpave.psu.edu) for each applicant. Paper applications cannot be accepted. Incomplete applications or applications submitted without payment will not be accepted. **ALL ONLINE APPLICATIONS AND FEES MUST BE RECEIVED NO LATER THAN 15 BUSINESS DAYS (3 WEEKS) BEFORE THE COURSE DATE! NO EXCEPTIONS!**
- ❖ When you register online, it is recommended that you pay online to expedite the completion of your application. You may also pay by check or money order; however, this will delay the completion of your registration.
- ❖ The cost for each course is \$90.00.
- ❖ Each applicant will receive course confirmation via e-mail. **It is imperative that at least one valid e-mail address be listed on the application.**
- ❖ PennDOT & NECEPT reserve the right to reschedule or cancel courses. Applicants will be notified by e-mail or phone. If time permits, the information will also be posted on our website at [www.superpave.psu.edu](http://www.superpave.psu.edu).
- ❖ PennDOT & NECEPT also reserve the right to hold additional courses.
- ❖ All courses and testing will be administered virtually through the WebEx™ Platform. **A standard laptop or desktop computer with a webcam and consistent internet access of at least 3.0 Mbps will be required to take the course. Mobile devices (iPad, Tablet, Droid, Chromebook, Surface Tablet, etc.) CANNOT be used because they WILL NOT connect to the exam.**
- ❖ The cost for a retest is \$35. One retest is permitted only for those who attended a 2024 concrete course and failed the exam. All retests must take place no sooner than 30 days after the original test date and no later than 120 after the original test date. Only the retest dates listed above are options.

# **PENNDOT Concrete Field Testing Technician**

## **2024 Course Schedule**

7:30 – 8:00	LOGIN/TROUBLESHOOTING SLIDESHOW
8:00 – 8:20	INTRODUCTION/HOUSEKEEPING
8:20 – 9:20	VIDEO REVIEW OF ACI TEST METHODS
9:20 – 9:30	<i>BREAK</i>
9:30 – 10:45	I. QUALITY CONTROL PRACTICES
10:45 – 11:00	<i>BREAK</i>
11:00 – 12:00	II. PROJECT DOCUMENTATION
12:00 – 1:00	<i>LUNCH ON YOUR OWN</i>
1:00 – 2:00	III. PENNDOT ACCEPTANCE PROCESSES
2:00 – 2:15	<i>BREAK</i>
2:15 – 2:45	IV. PENNDOT CONCRETE TEST METHODS
2:45 – 3:00	QUESTION/ANSWER
3:00 – 4:00	CLOSED BOOK EXAM

NOTE: The schedule may fluctuate somewhat based on regional issues and questions raised by the participants.

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## **2024 PennDOT/NECEPT Certified Concrete Field Testing Technician Program PennDOT Employee Course Registration & Payment Process**

PennDOT Employee Course Registration Process: The following process is to be followed for each proposed PennDOT attendee:

1. An Out Service Training (OST) Request is ***NOT*** required for this event.
2. To be officially registered for a class, a participant must:
  - Complete the online application registration at [www.superpave.psu.edu](http://www.superpave.psu.edu) (under the menu item for “Training”) as instructed in the hyperlinked 2024 Concrete Packet.
    - A registration confirmation email will be sent immediately upon successfully entering the application in NECEPT’s online registration system.
  - All online course registrations for the January 18 – March 28, 2024 courses must be completed **no later than December 1, 2023**.
3. When the PennDOT employee receives their registration confirmation email from NECEPT indicating they’re officially registered, they ***MUST*** submit a copy of their registration confirmation email to their Bureau/District Training Coordinator and ***REQUEST*** enrollment in Success Factors for their particular course date.
4. After receiving an individual PennDOT employee’s registration confirmation email from NECEPT and enrollment request, the Bureau/District Training Coordinator will register the PennDOT employee in Success Factors for their course date. The 78TECH code for this course is: **78TECH400295**. Registration in Success Factors must occur before the course start date.
5. The roster from Success Factors will be used to verify and approve payment of invoices received from NECEPT for each course and each organization attendee listed for that course.

Please note, PennDOT applicants are not required to submit payment at the time of registration. NECEPT will direct bill each Bureau/District for the PennDOT attendees that registered for and/or completed the training. NECEPT invoices are to be paid at the Bureau/District level.

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