



MEMO

DATE: September 20, 2023

SUBJECT: Fall 2023 – Spring 2024 PennDOT/NECEPT Aggregate Technician Certification Program Course Announcement

TO: District Executives
Assistant District Executives - Construction

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

I am pleased to announce the Fall 2023 – Spring 2024 PennDOT/NECEPT Aggregate 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 the Aggregate Technician Certification course. The Aggregate Technician Certification courses will be held at the Department's Materials and Testing Lab in Harrisburg, PA.

Following is important information regarding this coming year's program. If there are any questions regarding the program or the courses, please contact either Michael Matthews, P.G., in the Bureau of Construction and Materials at (717) 787-7268 or by email at micmatthew@pa.gov or contact NECEPT at (814) 863-1293 or by email at superpave@psu.edu. If there are any questions related to the PennDOT Success Factors enrollment, please contact the District Training Coordinator. Central Office employees, please contact the Highway Administration Technical Training and Development Section via email at RA-PDHighAdminTrain@pa.gov.

Schedule: All courses will be held starting in November 2023 and ending in March 2024. All courses will be held in person.

The course schedule, NECEPT FAQs, and program highlights can be downloaded from NECEPT's Internet Website at <http://www.superpave.psu.edu/> under the Training menu. This information is also provided as a separate attachment with this memo.

Course Fees: The 2023-24 Aggregate Technician Certification Course fee is \$95.00.
The 2023-24 Aggregate Technician Certification Renewal Card fee is \$40.00.
The 2023-24 Aggregate Technician Certification Retest fee is \$35.00.

Attendance: Each District/Bureau should assess their needs for certified aggregate technicians and schedule attendees accordingly as permitted in the table below.

Aggregate Technician Certification Program Course	Total Allotted Attendees
Aggregate Technician Certification Course	As needed

Registration: An Out-Service Training (OST) request is **not** required to attend any courses under this certification program. See attachment for PennDOT employee course registration process.

Attachments

4896/4814/MEM/lgb

CC: Federal Highway Administration Pennsylvania Division
Pennsylvania Turnpike Commission
Robert Latham, Associated Pennsylvania Constructors
J.M. Koss, Constructors Association of Western Pennsylvania
Brent Sailhamer, American Council of Engineering Companies of PA (ACEC/PA)
Peter Vlahos, Pennsylvania Aggregate and Concrete Association (PACA)
Jim Casilio, P.E., Pennsylvania Aggregate and Concrete Association (PACA)
Mansour Solaimanian, Ph.D., P.E., Pennsylvania State University
Brenda Geary, Pennsylvania State University
Jonathan Fleming, Office of the Chief Executive
Gavin Gray, P.E., Office of the Chief Executive
Daryl St. Clair, P.E., Highway Administration
Central Office Highway Administration Bureau Directors
Nathan Walker, Policy Office
Christine Norris, P.E., Major Bridge P3 Office
Joseph Robinson, P.E., Bureau of Construction and Materials
Timothy Ramirez, P.E., Bureau of Construction and Materials
Brent Trivelpiece, Bureau of Construction and Materials
Matthew Briggs, Bureau of Construction and Materials
Michael Matthews, P.G., Bureau of Construction and Materials
Seth Wolfinger, P.G., 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))

Attachment

2023/2024 PennDOT/NECEPT Aggregate Technician Certification Program PennDOT Employee Course and Certification Registration, Success Factors, & Payment Process

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 Aggregate Technician Certification Courses.
2. To be officially registered for a course, certification renewal, or exam retest, a participant must:
 - Complete the online registration at <http://www.superpave.psu.edu/> (under the menu item for “Training”)
 - No hardcopy course application forms are being accepted by NECEPT for the 2023/2024 courses.
 - All PennDOT employee course registrations (online registrations) for all requested courses (course start dates November through March) 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, a copy of the confirmation email **MUST** be forwarded to the Bureau/District Training Coordinator with a **REQUEST** for enrollment in Success Factors for their particular course and course date. The enrollment request may require completion of an enrollment form (Central Office employees).
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 the appropriate course and course date. Registration in Success Factors must occur before the course start date. Success Factor registration is not required for exam retests. The Success Factors Course Code for the Aggregate Technician Certification Course is **78TECH400317**
5. The roster in Success Factors will be used to verify and approve payment of invoices received from NECEPT for each course and course date, and each organization attendee listed for that course and course date.
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 aggregate 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.