



## MEMO

**DATE:** September 29, 2023

**SUBJECT:** Fall 2023 Hot-Mix Asphalt (HMA) 101 Training Course

**TO:** District Executives

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

I am pleased to announce the Fall 2023 Hot-Mix Asphalt (HMA) 101, 2-Day, Training Course sponsored by The Asphalt Institute (AI). The purpose of this training is to cover the fundamentals of asphalt mixture production, placement, and compaction. This course will be held in-person this year.

Following is important information regarding schedule, attendance, registration, lodging, OST, and enrollment in Success Factors. Technical questions about the Fall 2023 HMA 101 Training Course may be directed to Timothy Ramirez at 717-783-6602 or [tramirez@pa.gov](mailto:tramirez@pa.gov). Registration, lodging, and Success Factors questions may be directed to Rhiannan Nearhood at 717-214-6111 or [rhnearhood@pa.gov](mailto:rhnearhood@pa.gov).

**Schedule:** Fall 2023 Hot Mix Asphalt 101, 2-Day, In-Person, Training Course  
Day 1 – Wednesday, November 15, 2023 – 8:45 a.m. to 4:30 p.m.  
Day 2 – Thursday, November 16, 2023 – 8:15 a.m. to 4:30 p.m.  
Lunch will be provided on both Day 1 and Day 2.  
See the two attachments for more details (Flyer and Agenda).

**Event/Lodging Location:** Hilton Garden Inn State College,  
1221 East College Ave,  
State College, PA 16801.

**Attendance:** Attendees should not have attended this course in previous years.  
Attendance has been authorized as follows:

**District Offices:** Maximum four (4) attendees per District.

**Central Office:** Maximum of four (4) attendees from Bureau of Construction and Materials (BOCM).  
Maximum one (1) attendee from Bureau of Operations (BOO).  
Maximum two (2) attendees from Bureau of Maintenance (BOM).

**Registration & Lodging:** To ensure proper registration and travel and lodging reservations, ***ALL*** attendees must complete the Travel & Lodging Spreadsheet at the hyperlink below ***no later than Close-of Business on Thursday, October 12, 2023***. Please be sure to provide all information requested on the spreadsheet for each attendee. Register using the Travel & Lodging Spreadsheet hyperlink below and ***do not*** register directly with the Asphalt Institute. Registration fee is \$495 per attendee. Payment of registration fees will be handled by the Highway Administration Technical Training and Development Section. Overnight attendees will stay at the Hilton Garden Inn State College, 1221 East College Avenue, State College, PA 16801. Lodging arrangements will be handled per the Group Travel Policy. Payment will be made by the Agency Lodging Card. Please note any expenses other than rooming charges will be the responsibility of the attendee. Registration fees and lodging costs will be back charged to each attendee's District or Bureau.

[Travel & Lodging Spreadsheet](#)

**OST:** An Out Service Training (OST) Request is ***NOT*** required for the 2023 Hot Mix Asphalt (HMA) 101 Training Course. Authorization will be based on the enrollment list in Success Factors.

**Success Factors:** ***ALL*** attendees are to request enrollment in Success Factors through their District Training Coordinator or Bureau Training Coordinator upon completing the Travel & Lodging Spreadsheet. District and Bureau Training Coordinators are to add registrant names to Success Factors under the Course Name **Hot Mix Asphalt HMA-101** (Course Code: **78TECH400562**).

**AI Course Notifications:** Within 1-3 business days after the above registration deadline, the Asphalt Institute (AI) will be sending confirmation emails directly to each course registrant.

Attachments

4910/4814/TLR/lgb

CC: Daryl St. Clair, P.E., Office of the Deputy Secretary for Highway Administration  
Assistant District Executives - Construction  
Joseph Robinson, P.E., Bureau of Construction and Materials  
Brent Trivelpiece, Bureau of Construction and Materials  
Timothy Ramirez, P.E., Bureau of Construction and Materials  
Lorraine Bennett, Bureau of Construction and Materials  
Virginia Lawson, Technical Training and Development  
Daniel Farley, P.E., Bureau of Operations  
Christa Newmaster, Bureau of Maintenance  
PD-Training Coordinators(District)  
PD-Training Coordinators(Bureau)  
PD-DE Administrative Assistants  
Rhiannan Nearhood, Technical Training and Development  
Gregory Harder, P.E., The Asphalt Institute  
Charlena Gray, The Asphalt Institute