September 25, 2013

Dear Certified PennDOT Bituminous Level 2 Plant Technician:

This letter is to notify you that your current PENNDOT Bituminous Level 2 Plant Technician certification issued by NECEPT may be expiring in 2014, five years from the date on which you were last certified. If you do not know your expiration date and cannot locate your card, please contact NECEPT at (814) 863-1293 or log into your MY NECEPT account at www.superpave.psu.edu and click on the MY NECEPT LOGIN link on the homepage.

Certified Level 2 Plant Technicians who allow their certification to lapse must start over by attending and passing the Level 1 Plant Technician Review and Certification course and repeating the requirements for a Level 2 Plant Technician.

For renewal of your Bituminous Level 2 Plant Technician certification, PennDOT Publication 351 provides two options, A and B. Option A is an alternative that permits certified Level 2 Plant Technicians to renew their certification by participating in two PennDOT-approved learning activities and accruing a minimum of 1,000 hours of work experience during the 5-year certification period. At least one of the learning activities must be the NECEPT Bituminous Plant Technician Annual Update/Refresher Course. For a list of additional approved learning activities, please see Pub. 351 or contact your local PennDOT DME/DMM. Option B requires the applicant to meet and follow the requirements for initial certification as a Bituminous Level 2 Plant Technician. This includes being a certified Bituminous Level 1 Plant technician, attending and passing the Superpave Volumetric Mix Design Workshop within the last three years, and having at least three years of experience on State projects. Both options require a signature from a PennDOT DME/DMM.

Please refer to PennDOT Publication 351 for complete requirements and procedures for renewing your certification. Even if your company has a training coordinator to help you with renewing your certification, you are responsible for ensuring that you renew your certification on-time, meet all requirements, and the application and payment are completed correctly and submitted to NECEPT.

Enclosed you will find the 2014 course schedule, program highlights, FAQs, and application forms to attend NECEPT courses and renew your certification. You may also locate these documents or register online at www.superpave.psu.edu. Click “Training” along the top toolbar then “Certification.”

If you have any questions regarding renewing your certification after reviewing the enclosed materials, please call NECEPT at (814) 863-1293 or email superpave@psu.edu.

Sincerely,

Mansour Solaimanian, Ph.D., P.E.
Director
Northeast Center of Excellence for Pavement Technology (NECEPT)
IMPORTANT PROGRAM HIGHLIGHTS FOR 2014

Please review all of the instructions on the enclosed applications. The following administrative policies are in effect for enrollment in 2014 courses.

- It is possible for course participants to complete registration applications and make payments online. Credit card payments will be accepted through online registration only. Paper applications are still accepted and may be downloaded online through the Superpave website. If you choose to register with a paper application, you must pay by check or money order. Make checks and money orders payable to Pennsylvania State University.

- Applications for Bituminous Technician Review and Certification Courses and for Bituminous Technician Recertification Cards must be verified and signed off by a PennDOT ACE/DME/DMM. If you register online, your application will automatically be submitted for review to the ACE/DME/DMM of the District you choose and the ACE/DME/DMM will accept or decline your application by an e-signature.

- All courses will have an attendee limit noted on the 2014 schedule. The limit is based on a number of factors and we are unable to increase the number.

- Recertification cards are not automatically issued after attending an Update/Refresher course. You must apply for your recertification card separately by completing an online application, or if using a paper application, you may check the box to apply for your card at the time of registering for your Update/Refresher Course. The option for sending in a separate paper application after attending the Update/Refresher course is also still available. There is a separate fee involved to obtain a recertification card ($30).

- During winter break (December 23, 2013 – January 2, 2014), PSU, LTI, & NECEPT are closed. Applications received after December 20, 2013 will not be processed until after January 2, 2014. NOTE: During this time, the preferred way to contact NECEPT is through email superpave@psu.edu. Due to the heavy emails, phone calls, and voicemail messages, a quick response may not be possible. We will do our best to get back to you in a timely manner.

- Applications and fees for courses must be received at least 10 business days prior to the course start date. No exceptions will be made.

- The passing grade for all Bituminous courses is 75%.

- Only one retest is allowed. A retest must take place no earlier than 30 days after initial test date and no later than 90 days after initial test date.

- Written requests to NECEPT are required to change any participant information and to make course changes. These written requests may be submitted to NECEPT via fax, mail, or email.

- For further information or to receive updated information, please visit the NECEPT website, www.superpave.psu.edu.
1. Which publication covers the initial certification, recertification, and applications procedures? **PENNDOT Publication 351**

2. Where can I find Publication 351? The District Office should have one or it can be downloaded from the PENNDOT web site ([www.dot.state.pa.us/](http://www.dot.state.pa.us/)) by clicking on the link for “Forms and Publications”, then “PENNDOT SALES STORE”, then “Sales STORE PRICE LIST (PUB 12).” Scroll down the price list, and look for Pub No. “351”. It is also available on the NECEPT website under training: [http://www.superpave.psu.edu/training/certification.html](http://www.superpave.psu.edu/training/certification.html)

3. The initial certification and subsequent recertification periods will be for how many years? **Five (5) years**

4. In order to qualify for a Level 1 Plant Technician – Initial Certification, the applicant must have how many years of documented experience in asphalt testing? **One (1) full construction season (6-months or 1,000 hours) within the past three (3) years.**

5. What are the requirements for recertification of a Field Technician or Level 1 Plant Technician? **The applicant must have 500 hours of documented technician experience in asphalt paving within the previous five (5) years of certification. The applicant must also have attended one (1) NECEPT Update/Refresher Course and one (1) PENNDOT approved asphalt-related annual conference, seminar, or workshop within the previous five (5) years or received a Certificate of Training from NECEPT’s Technician Update/Refresher Course for two (2) out of the previous five years. Then, submit a completed and PENNDOT signed Recertification Application Form after all requirements have been met.**

6. How many retests is each applicant allowed before they have to repeat the corresponding 2-1/2 day review and certification course? **One (1)**

7. I lost my card. What do I do? **Submit a request in writing to NECEPT and include your name, NECEPT ID#, mailing address, and type of certification.**

8. I do not have the 500 hours of documented experience in asphalt paving required for recertification. Will I get re-certified? **No, you will have to apply and attend the appropriate Bituminous Field Technician or Level 1 Plant Technician Initial Review & Certification Course.**

9. This is my one and only Update/Refresher Course. My certification expires in a few months. What do I do? **Attend a PennDOT approved asphalt-related conference, seminar, or workshop before your certification expires or you have to apply and attend the appropriate Bituminous Field Technician or Level 1 Plant Technician Initial Review & Certification Course and meet the requirements for the Review and Certification Course.**

10. What counts as continuing education? **Please refer to PENNDOT Publication 351.**

11. How do I document my 500 hours and who is responsible for maintaining those records? **Keep a diary of projects, time & locations, and if possible, have it documented/signed by a Project Supervisor. The individual certified technician is responsible for maintaining his or her own records.**

12. Who checks my 500 hours? **PENNDOT**

13. No one has ever checked my certification on the job site. Why do I need this? **PENNDOT may check it tomorrow, however, one of the reasons you may not have been checked is because the District knows your history.**

14. I am the Lead Inspector and I never get out near the paver. What do I do for 500 hours experience? **It is your responsibility to make sure PENNDOT works with you to meet the requirements. If not, you have to start the certification process over.**

15. What do I do with my paper recertification application after I get it signed by PENNDOT? **Submit the signed application, record of hours, list of training, and payment for NECEPT fees to NECEPT c/o PSU/The Thomas D. Larson Pennsylvania Transportation Institute, 201 Transportation Research Bldg, University Park, PA 16802.**
## PENNDOT BITUMINOUS PLANT & FIELD
### TECHNICIAN CERTIFICATION COURSES AND WORKSHOP
#### 2014 Schedule

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Dates</th>
<th>City</th>
<th>Venue Name</th>
<th>Course ID</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BITUMINOUS FIELD TECHNICIAN ANNUAL UPDATE/REFRESHER COURSE</strong></td>
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<td>Jan 7, 2014 State College</td>
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<td>Feb 4, 2014 Indiana</td>
<td>The Rustic Lodge</td>
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<tr>
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<td>Mar 4, 2014 State College</td>
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<tr>
<td><strong>BITUMINOUS FIELD TECHNICIAN REVIEW &amp; CERTIFICATION COURSE</strong></td>
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<td><strong>BITUMINOUS PLANT TECHNICIAN ANNUAL UPDATE/REFRESHER COURSE</strong></td>
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<td>Mar 12-14, 2014 University Park</td>
<td>Thomas D Larson PA Transportation Institute</td>
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<tr>
<td><strong>SUPERPAVE VOLUMETRIC MIX DESIGN WORKSHOP</strong></td>
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<tr>
<td>Jan 21-24, 2014 University Park</td>
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<td>Feb 25-28, 2014 University Park</td>
<td>Thomas D. Larson PA Transportation Institute</td>
<td>161018</td>
<td>12</td>
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Some locations offer a discounted overnight room rate. All hotel information is listed in the confirmation letter that you will receive after registration. You may register online at www.superpave.psu.edu or by paper application. Payment MUST be made at time of registration.
Registration can be done using this form, OR on-line at www.superpave.psu.edu.
Please read and follow these directions. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR COURSE REGISTRATION.

1. Fill in or attach information as indicated and obtain required signatures when noted.
2. If payment by check or money order, submit by mail a separate copy of this form for each applicant and for each certification or course to NECEPT at the address below. Check or money orders must be included with the application for the corresponding total fee payable to Pennsylvania State University. Credit card payments are accepted only if paid on-line (i.e., through online registration). If you register online, you MUST pay with a credit card; you may not mail in a check or money order separately.
3. Applications that are not complete or are not accompanied with payment will be returned to the sender. (Note: All PennDOT employees will automatically be direct billed to the appropriate PennDOT District unless payment is enclosed with this application or a request is made to be emailed a link to pay online.)
4. The applicant can attend the courses after a confirmation of payment and registration is received from NECEPT via e-mail. Therefore, you must enter a valid e-mail address on the application. More than one e-mail address may be listed if you would like multiple people to receive the confirmation letter, directions to the course location, and hotel information.
5. Registration will only be accepted up to 10 business days before the course start date. There will not be any exceptions! This means that NECEPT must have the application in hand 10 business days prior. If you are close to the cut-off time, please consider registering online.
6. PennDOT and NECEPT reserve the right to reschedule and/or cancel under-enrolled courses.
7. The applicant has the option to cancel up to 10 business days before the course start date and is eligible for a full refund less a $15.00 processing fee. The cancellation must be in writing and must be received by NECEPT 10 business days before the deadline. Refunds for emergency circumstances will be considered on a case-by-case basis.
8. If applicant checks the box to be recertified when completing the Update/Refresher Course application, the applicant will receive their new certification card immediately following the Update/Refresher Course. If applying for recertification separately (card only), the applicant should allow 3 to 5 weeks after submitting the card only application to receive their certification card. All certification cards will be mailed to the home address listed on the application. It is up to the certified technician to give a copy of their certification card to their place of employment if necessary.

Falsification of information on this form may jeopardize your certification status.

NECEPT Contact Information:
Penn State/ Larson Transportation Institute
NECEPT/PENNDOT Technician Certification Program
201 Transportation Research Building
University Park, PA  16802
Phone: 814.863.1293
Fax: 814.865.3039
E-mail: superpave@psu.edu
BEFORE YOU FILL OUT THIS FORM READ THE PRECEEDING PAGE

- Enter your 2-6 Digit NECEPT ID number here ____________
- Enter your current expiration date here ____________
- If you do not know your ID number, call (814) 863-1293. Do not submit this application without your ID number.
- If you expire in 2014 you will not automatically receive your NECEPT recertification card unless you check the box below to apply for a card at this time or submit a separate application for your recertification card after you complete the course and meet all other requirements.

REFER TO PENNDOT PUB. 351 FOR REQUIREMENTS FOR INITIAL CERTIFICATION & RECERTIFICATION.

APPLICATION CATEGORIES:

| FEE |
|-----------------|------------------|
| Bituminous Field Technician Annual Update/Refresher Course | $240.00 |
| Date/Location of 1st Choice ___________________________ | Date/Location of 2nd Choice ___________________________ |
| Bituminous Plant Technician (all levels) Annual Update/Refresher Course | $240.00 |
| Date/Location of 1st Choice ___________________________ | Date/Location of 2nd Choice ___________________________ |

Do you wish to apply for your new certification card at this time?  YES________  NO_______  $30.00
If you are renewing your card at this time, you MUST fill in all work and course experience below, secure the proper PennDOT signature, and enclose the additional fee.

Applicant Name: _______________________________________________________

Email Address(es) for Course Confirmation: You must enter at least one e-mail address.
1. _______________________________  2. _______________________________

Affiliation: PENNDOT (District) ______ Industry____ Consultant____ Other (please specify) ______________

Company/Agency_______________________________________________________Job Title__________________________

Home Address__________________________________________City_______________________State_____Zip__________

Daytime Phone__________________________ Home Phone _______________________ FAX ______________________

Work Experience (Required only if renewing your card at this time). You must list a minimum of 500 hours. If insufficient space below, attach separate sheet(s).

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Work Performed (List Projects/Total Hrs/Location/Immediate Supervisor &amp; his/her phone #)</th>
</tr>
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<tbody>
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</table>

Learning Activities (Required only if renewing your card at this time). You must include either another Update/Refresher Course OR other activity that has been pre-approved by your DME/DMM. Attach proof of attendance or certificate.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Name of Course</th>
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</table>

The following signatures are needed before submission to NECEPT if you choose to apply for your new certification card at this time. If you are only applying for the class and NOT a card, no PennDOT signature is required on this application.

Printed Name of Supervisor _______________________________ Signature of Supervisor

Printed Name of PennDOT ACE/DME/DMM __________________ Signature of PennDOT ACE/DME/DMM

For information regarding course cancellation or rescheduling due to inclement weather, call 814-863-1293 or visit www.superpave.psu.edu.

BEFORE YOU MAIL THIS FORM, MAKE SURE YOU HAVE COMPLETED THE FOLLOWING.

- Enclose payment.
- Fill in the form completely, including obtaining signatures, listing work experience and one other learning activity if you have chosen to renew your card at this time.
- Enclose any necessary documents, including proof of attendance to a second learning activity course if you are renewing your certification card.
- Incomplete applications will be returned.
Registration can be done using this form, OR on-line at www.superpave.psu.edu. Please read and follow these directions. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR RECERTIFICATION OR LEVEL 2 PLANT TECHNICIAN INITIAL CERTIFICATION.

1. Fill in or attach information as indicated and obtain required signatures when noted.
2. **If payment by check or money order, submit by mail** a separate copy of this form for each applicant and for each certification to NECEPT at the address below. Check or money orders must be included for the corresponding total fee payable to Pennsylvania State University. **Credit card payments are accepted only if paid on-line (i.e., through on-line registration).** If you register on line, you MUST pay with a credit card; you may not mail in a check or money order separately.
3. Applications that are not complete or are not accompanied with payment will be returned to the sender. (Note: All PennDOT employees will automatically be direct billed to the appropriate PennDOT District unless payment is enclosed with this application or a request is made to be emailed a link to pay online.)
4. All certification cards will be mailed directly to the home address listed on the application. It is up to the certified technician to give a copy of their certification card to their place of employment, if necessary.
5. Applicant should allow 3-5 weeks after NECEPT receives the completed application to receive their new certification card.

Falsification of information on this form may jeopardize your certification status.

NECEPT Contact Information:

Penn State/The Thomas D Larson Pennsylvania Transportation Institute
NECEPT/PENNDOT Technician Certification Program
201 Transportation Research Building
University Park, PA  16802
Phone:  814.863.1293
Fax:  814.865.3039
E-mail: superpave@psu.edu
BEFORE YOU FILL OUT THIS FORM READ THE PRECEEDING PAGE

➢ Enter your 2-6 Digit NECEPT ID NUMBER HERE ____________
➢ If you do not know your ID number, call (814) 863-1293. Do not submit this application without your ID number.

REFER TO PENNDOT PUB. 351 FOR REQUIREMENTS FOR INITIAL CERTIFICATION & RECERTIFICATION.

APPLICATION CATEGORIES:          FEE

Bituminous Field Technician Recertification Card        $30.00

Current Expiration Date of Bituminous Field Tech Certification __________________________

Bituminous Level 1 Plant Technician Recertification Card      $30.00

Current Expiration Date of Bituminous Level 1 Plant Tech Certification __________________________

Bituminous Level 2 Plant Technician Recertification Card      $30.00

If this is your first time applying for Level 2 Plant, when did you complete your Superpave Mix Design Workshop? ___________

If this is not your first time applying for Level 2 Plant, what is your current Expiration Date? ______________

Applicant Name: _______________________________________________________

Email Address(es): You must enter at least one e-mail address.
1. _______________________________      2. _______________________________

Affiliation: PENNDOT (District) _______ Industry_____ Consultant_____ Other (please specify) __________

Company/Agency_____________________________________________________Job Title______________________________

Home Address___________________________________________City________________ _______State_____Zip___________

Daytime Phone_________________________Home Phone_____________________FAX number_______________________

Work Experience: If insufficient space below, attach separate sheet(s).

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Work Performed (List Projects/Total Hours/Location/Immediate Supervisor and his/her phone #)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Learning Activities: Must include minimum of two Update/Refresher Courses in two separate years OR one Update/Refresher Course plus one additional learning activity preapproved by your DME/DMM. If applying for INITIAL certification of Level 2 Plant, this is not required.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Work Performed (List Projects/Total Hours/Location/Immediate Supervisor and his/her phone #)</th>
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<tbody>
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Signatures required before submission to NECEPT:

_____________________________ Printed Name of Supervisor _______________________________Signature of Supervisor

_____________________________ Printed Name of PennDOT ACE/DME/DMM_____________________Signature of PennDOT ACE/DME/DMM

BEFORE YOU MAIL THIS FORM, MAKE SURE YOU HAVE COMPLETED THE FOLLOWING.

➢ Fill in the form completely, including obtaining signatures.
➢ Enclose any necessary documents, including proof of attendance to learning activities, if applicable.
➢ Enclose payment.
➢ Incomplete applications will be returned.
The certification period for PENNDOT Certified Bituminous Level 1 and Level 2 Plant Technicians is five (5) years. In the year 2014, all PENNDOT Level 1 Plant Technicians certified in 2009 who have not since been certified as Level 2 Plant Technicians must renew their certifications to avoid a lapse in certified status. Level 2 Plant Technician certifications that were initiated in spring 2009 will require renewal in 2014. Any certified Level 2 Plant Technicians who allow their Level 2 Plant certification to lapse will be required to start over by attending and passing the Level 1 Plant Technician Review and Certification course and the Superpave Volumetric Mix Design Workshop again.

For renewal/recertification as a PENNDOT Certified Bituminous Plant Technician, PENNDOT Publication 351 provides two options, A and B. Option B is simply repeating the initial certification procedure for Level 1 or Level 2 Plant Technician. Option A is an alternative which permits certified Level 1 and Level 2 Plant Technicians to participate in two PENNDOT approved technical learning activities and accrue additional work experience during the 5 year certification period to substitute for the Level 1 review and examination. (See Pub. 351 for complete recertification requirements and procedures).

Current applicants for Option A must attend at least one of NECEPT’s Annual Plant Technician Update/Refresher courses. This one (1) day long update course was developed to provide practicing PENNDOT Certified Bituminous Level 1 and Level 2 Plant Technicians with the latest information on changes in pertinent specifications, test methods, practices and policies. Time permitting; it will also address hot-mix asphalt (HMA) plant-related problems identified by PENNDOT Construction QA during the recent asphalt paving seasons and offer proposed remedies, following the established tradition of the “Winter Schools”. Time spent on each of the various agenda topics listed below may vary as needed. This course will be updated and revised annually. A certificate of attendance will be issued to each registered participant before course dismissal.

- **Picture identification is required** and will be verified upon check in to issue the certificate of attendance.
- Participants should bring a calculator and pencils/pens to the sessions, especially for the quiz.

**BITUMINOUS PLANT TECHNICIAN ANNUAL UPDATE/REFRESHER COURSE AGENDA**

(ALL LEVELS)

<table>
<thead>
<tr>
<th>TIME</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 8:00 a.m.</td>
<td>Check In</td>
</tr>
<tr>
<td>8:00 – 8:30 a.m.</td>
<td>Introduction &amp; Orientation</td>
</tr>
<tr>
<td>8:30 – 9:15 a.m.</td>
<td>Update on PENNDOT Specifications</td>
</tr>
<tr>
<td>9:15 – 10:00 a.m.</td>
<td>Update on PennDOT Bulletin 27</td>
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<tr>
<td>10:00 – 10:15 a.m.</td>
<td>BREAK</td>
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<tr>
<td>10:15 – 11:00 a.m.</td>
<td>Microsurfacing</td>
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<tr>
<td>11:00 – 11:45 a.m.</td>
<td>Warm Mix Asphalt – Mix Design Considerations</td>
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<td>11:45 a.m. – 12:45 p.m.</td>
<td>LUNCH</td>
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<tr>
<td>12:45 – 1:30 p.m.</td>
<td>Warm Mix Asphalt Foaming – Lessons Learned</td>
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<td>1:30 – 2:30 p.m.</td>
<td>Hot Issues Related to Mix Design</td>
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<tr>
<td>2:30 – 3:15 p.m.</td>
<td>Important HMA Plant Technologies &amp; Energy Efficiency</td>
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(1) This agenda is provided as an example and is subject to change.