DATE: September 25, 2013

SUBJECT: 2014 PennDOT/NECEPT Bituminous Technician Certification Program Course Announcement

TO: ALL DISTRICT EXECUTIVES
ATTENTION: Assistant District Executives-Construction

FROM: R. Scott Christie, P.E.
Deputy Secretary for Highway Administration

In response to the FHWA mandate that States establish programs to have qualified concrete, aggregate and bituminous technicians working on federally-funded construction projects by June 29, 2000, PennDOT partnered with NECEPT at The Thomas D. Larson Pennsylvania Transportation Institute, The Pennsylvania State University to administer and conduct Bituminous Technician Certification courses in a consistent and up-to-date manner on an annual basis.

The 2014 PennDOT/NECEPT Bituminous Technician Certification Program Courses will be held at various locations throughout the Commonwealth including Easton, Indiana, Mechanicsburg, State College, University Park, and Wexford, PA. NECEPT has scheduled the Bituminous Technician Certification courses starting in January 2014 and ending in March 2014.

Please see the attached four (4) 2014 NECEPT Bituminous Technician Certification Information Packets for additional information about the 2014 PennDOT/NECEPT Bituminous Technician Certification Courses. The four (4) information packets are listed as follows and include the following items:

1. 2014 Bituminous Field Technician Packet
   a. Introduction Letter from Mansour Solaimanian, Director, NECEPT
   b. Important Program Highlights for 2014
   c. NECEPT Frequently Asked Questions
   d. 2014 Course Schedule
   e. 2014 Bituminous Annual Update/Refresher Course Application Form
   f. 2014 Bituminous Recertification Application Form (Cards Only)
   g. 2014 Bituminous Review and Certification Courses and Superpave Volumetric
      Mix Design Workshop Application Form
   h. PennDOT Bituminous Field Technician Annual Update/Refresher Course Agenda
   i. PennDOT Bituminous Field Technician Review & Certification Course Agenda
2. **2014 Bituminous Plant Level 1 Packet**
   a. Introduction Letter from Mansour Solaimanian, Director, NECEPT
   b. Important Program Highlights for 2014
   c. NECEPT Frequently Asked Questions
   d. 2014 Course Schedule
   e. 2014 Bituminous Annual Update/Refresher Course Application Form
   f. 2014 Bituminous Recertification Application Form & Plant Level 2 Application Form (Cards Only)
   g. 2014 Bituminous Review and Certification Courses & Superpave Volumetric Mix Design Workshop Application Form
   h. Bituminous Level 1 Plant Technician Review & Certification Course Agenda
   i. Bituminous Plant Technician Annual Update/Refresher Course Agenda (All Levels)
   j. Superpave Volumetric Mix Design Workshop Agenda

3. **2014 Bituminous Plant Level 2 Packet**
   a. Introduction Letter from Mansour Solaimanian, Director, NECEPT
   b. Important Program Highlights for 2014
   c. NECEPT Frequently Asked Questions
   d. 2014 Course Schedule
   e. 2014 Bituminous Annual Update/Refresher Course Application Form
   f. 2014 Bituminous Recertification or Level 2 Plant Application Form (Cards Only)
   g. PennDOT Bituminous Plant Technician Annual Update/Refresher Course Agenda (All Levels)

4. **2014 Bituminous Retest Application Package**
   a. 2014 Bituminous Retest Application Form
   b. 2014 Bituminous Retest Schedule

The 2014 course schedule, course application forms, recertification form, and all course agendas can also be obtained on NECEPT’s Internet Website at [http://www.superpave.psu.edu/](http://www.superpave.psu.edu/) under the menu items for “Training” and then “Certification.”

Each District/Bureau is to assess their needs for certified technicians and schedule attendees accordingly, as permitted in the table below. Each individual must meet the minimum requirements outlined in Pub. 351 and as indicated in the attached information packets.

<table>
<thead>
<tr>
<th>Course</th>
<th>Total Allotted Attendees</th>
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<tbody>
<tr>
<td>Field Technician Review &amp; Certification Course</td>
<td>As needed</td>
</tr>
<tr>
<td>Level 1 Plant Technician Review &amp; Certification Course</td>
<td>As needed</td>
</tr>
<tr>
<td>Superpave Volumetric Mix Design Workshop</td>
<td>Each District/Bureau = 2*</td>
</tr>
<tr>
<td>Field Technician Annual Update/Refresher Course</td>
<td>As needed</td>
</tr>
<tr>
<td>Plant Technician (All Levels) Annual Update/Refresher Course</td>
<td>As needed</td>
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</tbody>
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*If more attendees are needed, contact NECEPT at (814) 863-1293 to check availability.*
The following process is to be followed for each proposed attendee:

1. To be officialy registered for a course, a participant must either:
   - Complete the on-line registration at http://www.superpave.psu.edu/ (under the menu items for “Training” – “Certification”) as instructed in the attached 2014 Course Information Packet, OR
   - Complete the appropriate, attached course application form, or the attached recertification application form, and submit the completed form to NECEPT as directed on the form.

All applications for all requested classes (start dates January 7th through March 26th) must be submitted to NECEPT no later than Wednesday, November 27, 2013.

2. Upon confirmation from NECEPT that the individual is officially registered for a particular course date, a copy of the confirmation must be submitted to the Bureau/District Training Coordinator. Application confirmations are sent via email immediately upon the application being entered in NECEPT’s registration system as a result of the online registration or NECEPT’s processing of a paper application.

3. The Bureau/District Training Coordinator will then complete an Out Service Training (OST) Request form to cover all Bureau/District employees accepted by NECEPT for each course offering date. The OST form must list each individual accepted by NECEPT for training and the OST must be approved before the training session is conducted.

4. Upon approval of the OST, the Bureau/District Training Coordinator will register confirmed individuals in the class within the LSO tracking system. Travel arrangements and hotel bookings (if necessary) will also be coordinated at the District level. The travel policy, as it relates to group bookings, does not apply to these NECEPT training sessions.

Please note, PennDOT applicants are not required to submit payment at the time of 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.

If there are any questions regarding the application or the courses, please contact either Timothy L. Ramirez, P.E. in the Bureau of Project Delivery at (717) 783-6602 or contact NECEPT at (814) 863-1293. If there are any questions related to the LSO enrollment, please contact the Business Leadership and Administrative Services Office (BLASO) via email at RA-PDHighAdminTrain@pa.gov.

Attachments
CC:  All ADE's for Construction
       All District Materials Engineers/Managers
       All District Training Coordinators
       Central Office Highway Administration Bureau Directors
       Rebecca S. Bums, P.E., 7th Floor CKB
       Robert D. Horwhat, P.E., MTL
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