



## MEMO

**DATE:** September 15, 2021

**SUBJECT:** PennDOT/NECEPT Certified Concrete Field Testing Technician Program  
2022 Schedule of Certification Classes

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

**FROM:** Christine Norris, P.E., Chief /s/ *Christine Norris*  
Construction and Materials Division  
Bureau of Project Delivery

The Construction and Materials Division of the Bureau of Project Delivery is pleased to announce that the 2022 schedule for the PennDOT Certified Concrete Field Testing Technician Certification classes have 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, registration forms, and directions for participants may be found on the website. Virtual courses will be held using the WebEx™ Platform, between January 4, 2022 – April 6, 2022. If there are any questions related to the PennDOT LSO enrollment, please contact the Highway Administration Deputy Secretary's Office via email at [RA-PDHighAdminTrain@pa.gov](mailto:RA-PDHighAdminTrain@pa.gov).

**OST:** An OST is required for this training. See enclosure for details.

**Schedule:** Virtual courses will be held starting in January 2022 and ending in April 2022. The course schedule, course application, course agenda, and the exam retest application form can be downloaded from NECEPT's website at [www.superpave.psu.edu](http://www.superpave.psu.edu) under the Training menu.

PennDOT employees can also download this information as packets at the shared network drive hyperlinks listed below.

**Course Fees:** The 2022 course fee is \$80 per person.

Please see the hyperlinks below for the 2022 schedule of classes, registration information, and instructions on OSTs.

[2022 Concrete Packet](#)  
[2022 Certified Concrete Field Testing Technician Program - OST-Travel-Cost](#)

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

**2022 PennDOT/NECEPT Certified Concrete Field Testing Technician Program  
PennDOT Employee Course Registration, OST Request, & Payment Process**

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

1. To be officially registered for a class, a participant must:
  - Complete the online registration at <http://www.superpave.psu.edu/> (under the menu item for “Training”) as instructed in the hyperlinked 2022 Course Information Packet.
  - All online course registrations for the January 4 – April 6, 2022 courses must be completed **no later than December 1, 2021**.
2. Upon confirmation from NECEPT, the individual is officially registered for a particular course date, and 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 an online registration.
3. The Bureau/District Training Coordinator will then complete an Out Service Training (OST) Request online form to cover all Bureau/District employees accepted by NECEPT for each course and each course offering date. The OST Request form must list each employee accepted by NECEPT for each course and course date. The OST Request must be approved before the course start date.
4. Upon approval of the OST Request, the Bureau/District Training Coordinator will register confirmed employees in the class within the LSO tracking system.

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.