



## MEMO

**DATE:** October 28, 2021

**SUBJECT:** 2021/2022 PA Aggregate Technician Certification Program

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

**FROM:** Michael C. Keiser, P.E. *Michael C. Keiser*  
Acting Deputy Secretary for Highway Administration

I am pleased to announce the 2021/2022 PA 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 Industry to offer this two-day program designed to review PennDOT aggregate materials specifications and test procedures and to certify aggregate technicians.

Following is important information regarding this year’s program. If there are any questions regarding application or the courses, please contact either Patricia Baer, Bureau of Project Delivery, Concrete, Aggregate, Cement and Soils Unit Manager at 717.787.2489, or Brenda Geary of NECEPT at 814.863.1293.

If there are any questions related to the PennDOT LSO enrollment, please contact the Highway Administration Office via email at [RA-PDHighAdminTrain@pa.gov](mailto:RA-PDHighAdminTrain@pa.gov).

### **Schedule:**

Courses will be held at the PennDOT Materials and Testing Lab, 81 Lab Lane, Harrisburg, PA 17110 on the following dates and times. The course dates are also available on NECEPT’s website at [www.superpave.psu.edu](http://www.superpave.psu.edu) and in the 2021/2022 Course Information Packet attached to this memo.

<b>Date</b>	<b>Time (each day)</b>	<b>Registration Deadline</b>
December 6, 7, 2021	8:00 a.m. to 4:00 p.m.	November 15, 2021
January 24, 25, 2022	8:00 a.m. to 4:00 p.m.	January 3, 2022
February 14, 15, 2022	8:00 a.m. to 4:00 p.m.	January 21, 2022
March 14, 15, 2022	8:00 a.m. to 4:00 p.m.	February 21, 2022

**Attendance:**

Each District/Bureau should assess their needs for certified aggregate technicians and schedule attendees accordingly.

This course is open to the public and there are no seats reserved specifically for Department personnel, so it is strongly suggested that registrations are submitted as soon as possible.

**PennDOT Employee Course and Certification Registration Process:**

The following process is to be followed for each proposed attendee:

1. 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”) as instructed in the attached 2021/2022 Course Information Packet. All course participants need to complete registration online and submit a completed Aggregate Technician Certification/Recertification Test Form by email to NECEPT at [superpave@psu.edu](mailto:superpave@psu.edu). **Paper applications are not accepted.**
2. Upon confirmation from NECEPT that the individual is officially registered for a 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 online registration system.
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 enter confirmed employees in the class within the LSO tracking system at the request of the PennDOT employee.
5. Travel arrangements and hotel bookings (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 certification courses.

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.

**Payment of Registration & Expenses:**

Each District/Bureau is responsible to pay the registration fee and associated hotel, subsistence, and travel expenses for each of its employees attending this course. The registration fee is \$90.00. NECEPT has agreed to bill each District/Bureau directly for each of its attendees. This course is considered an Out-Service Training event and the Out-Service Training Authorization and employee's time is to be charged to cost function 9836.

Should you have any further questions, please do not hesitate to call Brenda Geary of NECEPT at 814.863.1293 or Patricia Baer of PennDOT at 717.787.2489.