

# **BITUMINOUS OR ASPHALT TECHNICIAN CERTIFICATION PROGRAM**

## **BITUMINOUS OR ASPHALT PLANT AND FIELD TECHNICIANS**

**Initial Certification Requirements  
Certification Renewal Requirements  
Registration Procedures  
Performance Review and Code of Ethics  
Course Administration**



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

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PUB 351 (10-16)

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## **I. BACKGROUND**

This publication provides information concerning the minimum requirements needed to become a certified bituminous or asphalt technician in the Pennsylvania Department of Transportation. These requirements are part of the Department's technician certification program developed to satisfy the requirements circulated in the Code of Federal Regulations, 23 CFR, Part 637, Quality Assurance (QA) Procedures for Construction, issued June 29, 1995. These Federal Regulations contained the following statement:

After June 29, 2000, all sampling and testing data to be used in the acceptance decision or the independent assurance program will be executed by qualified sampling and testing personnel.

In response to this new Federal regulation, the Department's Asphalt Paving Quality Improvement Committee (APQIC) began development of a bituminous technician certification program in the winter of 1995-96. The APQIC's program included the certification of bituminous plant technicians and bituminous field technicians. Continuous improvements have been made to the bituminous technician certification program since the winter of 1995-96. As part of these improvements, the APQIC agreed upon minimum requirements for initial certification and certification renewal of bituminous technicians. Each applicant must meet these minimum requirements before they are eligible to become either a certified bituminous plant technician or a certified bituminous field technician.

This publication includes the minimum requirements for initial certification and certification renewal and the application procedures for applicants requesting to become certified bituminous technicians as follows:

- Bituminous Plant Technician in Training
- Bituminous Level 1 Plant Technician
- Bituminous Level 2 Plant Technician
- Bituminous Field Technician in Training
- Bituminous Field Technician

For each of the above technician categories except the technician in training categories, the initial certification period will be five (5) years. Any subsequent certification renewal will continue the technician's certification for another five (5) years.

## **II. ACRONYMS AND ABBREVIATIONS**

The following is a list of acronyms and abbreviations used in this Publication. The list includes the acronym or abbreviation along with its meaning.

ACE	Assistant Construction Engineer
ACM	Assistant Construction Manager
AI	Asphalt Institute
APA	Asphalt Pavement Association
APC	Associated Pennsylvania Constructors
APQIC	Asphalt Paving Quality Improvement Committee
BOPD	Bureau of Project Delivery, Pennsylvania Department of Transportation
BTCB	Bituminous Technician Certification Board
CFR	Code of Federal Regulations
CMD	Construction and Materials Division, Bureau of Project Delivery, Pennsylvania Department of Transportation
CQAS	Construction Quality Assurance Section, Construction and Materials Division, Bureau of Project Delivery, Pennsylvania Department of Transportation
DME	District Materials Engineer
DMM	District Materials Manager
DOT	Department of Transportation
ECMS	Engineering and Construction Management System, Pennsylvania Department of Transportation
EMA	Excess Maintenance Agreement, Posted and Bonded Road Program, Pennsylvania Department of Transportation
FHWA	Federal Highway Administration, U.S. Department of Transportation
HOP	Highway Occupancy Permit
HMA	Hot Mix Asphalt
ID	Identification
JMF	Job Mix Formula
LTI	The Thomas D. Larson Pennsylvania Transportation Institute
LTS	Laboratory Testing Section, Construction and Materials Division, Bureau of Project Delivery, Pennsylvania Department of Transportation
MARTCP	Mid-Atlantic Region Technician Certification Program (participating State or District agencies include the District of Columbia, Delaware, Maryland, New Jersey, Pennsylvania, Virginia and West Virginia)
NAPA	National Asphalt Pavement Association
NECEPT	Northeast Center of Excellence for Pavement Technology
NEAUPG	Northeast Asphalt User/Producer Group
NCAT	National Center for Asphalt Technology
NHI	National Highway Institute
PAPA	Pennsylvania Asphalt Pavement Association
PennDOT	Pennsylvania Department of Transportation
PSU	Pennsylvania State University
PTC	Pennsylvania Turnpike Commission
QA	Quality Assurance
QC	Quality Control
QAW	Mid-Atlantic Quality Assurance Workshop
RAP	Reclaimed Asphalt Pavement

RAS	Reclaimed or Recycled Asphalt Shingles
S.R.	State Route
URL	Uniform Resource Locator
WMA	Warm Mix Asphalt

### III. TERMINOLOGY AND DEFINITIONS

The following is a list of terminologies used in this Publication. The list includes the terminology along with its definition.

*asphalt mixture*—a mixture predominately composed of aggregate and asphalt binder, but may include other mixture components or additives and predominantly produced as HMA or WMA, but may be produced as a cold mixture using emulsified asphalts or cutback asphalts.

*certification renewal*—the application for or renewal of a technician's existing certification type for a subsequent new five (5) year certification period, sometimes referred to as recertification.

*initial certification*—a specific certification applied for or obtained for the very first time by an individual technician applicant.



#### **IV. FALSIFICATION OF APPLICATION INFORMATION SUBMITTED ON OR WITH A REGISTRATION FORM**

Applicants applying for the PennDOT/NECEPT Bituminous Technician Certification Program Courses, Certifications, Certification Renewals and Exam Retests by completion of a registration form are required to provide accurate information on the registration form. This includes information related to the applicant's full legal name, company or agency name where they are currently employed or were previously employed, certification ID number, home address, email address(es), phone number(s), experience and qualifications, supervisor name(s) who can verify their experience and qualifications, prerequisite courses attended for initial certifications, and learning activities attended for certification renewals. Falsification or intentional misrepresentation of application information submitted on or with the registration form will be considered a serious offense by PennDOT, PTC and NECEPT. Falsification or intentional misrepresentation of application information, may lead to rejection of the registration form with a minimum suspension period for reapplication, or it may lead to suspension or rescindment of an applicant's certification by PennDOT or the BTCB.

#### **V. REVIEW, SIGN-OFF, AND APPROVAL OF APPLICANTS FOR TECHNICIAN CERTIFICATION, CERTIFICATION RENEWAL, OR COURSE ATTENDANCE**

The PennDOT/NECEPT technician certification program requires specific individuals (e.g., PennDOT DME, DMM, ACE, ACM or their designee, PTC Materials Supervisor, Applicant's Supervisor, or another certified PennDOT/NECEPT Bituminous Plant or Field Technician) to review and sign-off on the application form either recommending the applicant for the specific technician in training or approving the applicant for the specific temporary assignment, technician certification, certification renewal, or course listed on the application form. It is the responsibility of the specific individual, who signs-off recommending or approving the applicant, to verify that the applicant meets the minimum requirements outlined in Publication 351 for the technician in training, certification, certification renewal, or course listed on the application form [e.g., sign-off verifies minimum 500 hours of documented experience for initial certifications]. When NECEPT receives a completed registration form that has been signed-off by the required individuals, NECEPT is not verifying that the applicant meets the minimum requirements or experience for initial certification, certification renewal, or course registration.

When an application or registration form requires the sign-off from a PennDOT DME, DMM, ACE, ACM, BOPD\CMD\CQAS Section Chief, BOPD\CMD\LTS Engineer of Tests, or their designee and the applicant will be performing a majority of their Bituminous Technician work for the PTC, alternatively, a PTC Materials Supervisor, or their designee, may sign-off on the application or registration form in lieu of the PennDOT DME, DMM, ACE, ACM, BOPD\CMD\CQAS Section Chief, BOPD\CMD\LTS Engineer of Tests, or their designee.

When an application or registration form requires the sign-off from another certified Bituminous Level 2 Plant Technician, another certified Bituminous Field Technician, a Field Superintendent, or the applicant's Immediate Supervisor, it is the responsibility of the individual person who signs-off on the application form to ensure that the applicant on the registration form meets the minimum experience requirements and/or received the minimum required instruction, training, and/or supervision for the certification on the registration form, and that the applicant has regular work duties and responsibilities for the certification on the registration form. The sign-off from a certified Bituminous Level 2 Plant Technician, a certified Bituminous Field Technician, a Field Superintendent, or from applicant's Immediate Supervisor on a registration form indicates that they are verifying that:

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1. the applicant received the minimum required instruction and direct supervision from the sign-off person (Field Technician in Training and Plant Technician in Training),
2. the applicant's total hours of work experience listed on or included with the registration form is accurate,
3. the applicant's total hours of work experience listed on or included with the registration form meets the minimum total hours of work experience required for the certification on the registration form,
4. the applicant's listed work experience on or included with the registration form was related to and provided sufficient experience or continued experience for the certification on the registration form,
5. the applicant has regular work duties or responsibilities related to the certification on the registration form, and
6. the applicant is recommended by the sign-off person for the certification on the registration form.

The goal of both the Department and Industry is to have qualified, experienced personnel at the certification courses and to have qualified personnel as certified Bituminous Plant and Field Technicians. The role of the individual signing-off or approving an applicant's certification application form or course registration form is critical to the success of the PennDOT/NECEPT Bituminous Technician Certification Program.

Persons performing a sign-off without reviewing and verifying the applicant's registration form, instruction, supervision, and experience may jeopardize their own certifications or their ability to sign-off on future certification applications.

## VI. BITUMINOUS PLANT TECHNICIAN IN TRAINING – INITIAL REGISTRATION

### A. Plant Technician in Training Initial Registration Requirements

1. Applicant must have a minimum of 24 hours [three (3) full 8-hour working days] of documented technician work experience in an asphalt mixture production plant's quality control laboratory under the direct instruction and supervision of a certified Bituminous Level 1 or Level 2 Plant Technician. Experience must have been obtained within the last three (3) months prior to applying for a Bituminous Plant Technician in Training.
2. Applicant must have a sign-off from a certified Bituminous Level 1 Plant Technician or from a certified Bituminous Level 2 Plant Technician. Sign-off must be on a completed Form [CS-351P](#).
3. Applicant must have a sign-off from a PennDOT DME, DMM, or their designee. Alternatively, if the applicant will be performing a majority of their Plant Technician in Training bituminous plant testing for the PTC, applicant can have a sign-off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have a sign-off from the PennDOT BOPD/CMD/CQAS Section Chief, or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have a sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests, or their designee. Applicant is to obtain the sign-off from the PennDOT Organization or PTC where applicant will be performing a majority of their project bituminous plant testing. Sign-off must be on a completed Form [CS-351P](#) and it must be the same original Form [CS-351P](#) that has the sign-off from the certified Bituminous Level 1 Plant Technician or certified Bituminous Level 2 Plant Technician.

*Note: A **Bituminous Plant Technician in Training** may temporarily be assigned as a Bituminous Level 1 Plant Technician. This temporary assignment is by sign-off from a DME, DMM, or their designee on the same original Form [CS-351P](#) that has the original sign-off from the certified Bituminous Level 1 or Level 2 Plant Technician and the original sign-off from the DME/DMM or their designee recommending the technician for a Bituminous Plant Technician in Training. Alternatively, if the applicant will be performing a majority of their bituminous plant QC testing or plant QA inspection for PTC projects, this sign-off for temporary assignment as a Bituminous Level 1 Plant Technician can be from a PTC Materials Representative using the Form [CS-351P](#). After the Bituminous Plant Technician in Training has received sign-off for temporary assignment as a Bituminous Level 1 Plant Technician, they must apply/register for a Bituminous Level 1 Plant Technician – Initial Certification and attend a Bituminous Level 1 Plant Technician Review and Certification Course scheduled and available during the next available certification course season. This temporary assignment is valid only through March 31 of the following calendar year. Bituminous Plant Technicians in Training who receive sign-off for temporary assignment as a Bituminous Level 1 Plant Technician can register for a Bituminous Level 1 Plant Technician - Initial Certification even if they do not meet the*

*minimum required hours of experience for a Bituminous Level 1 Plant Technician – Initial Certification (i.e., the minimum required hours of experience will be waived).*

*Note: If a **Bituminous Plant Technician in Training** meets the minimum requirements to register and attend a PennDOT/NECEPT Bituminous Level 1 Plant Technician Review and Certification Course and attends the Review and Certification Course but they do not pass the certification exam, the DME, DMM or their designee or the PTC Materials Representative may agree to retain the individual as a Bituminous Plant Technician in Training for up to one (1) additional year. If the Bituminous Plant Technician in Training is agreed to for up to one (1) additional year, a new Form [CS-351P](#) must be completed for this additional year.*

### **B. Plant Technician in Training Initial Registration Procedures**

1. Applicant is to complete Section A of the Form [CS-351P](#) (PennDOT/NECEPT Bituminous Plant Technician in Training Evaluation and Sign-Off). Online registration is not available for a Bituminous Plant Technician in Training.
2. Have a certified Bituminous Level 1 or Level 2 Plant Technician from the applicant's Company or Organization (Bureau, District, or PTC) complete the appropriate checklist columns in Section B of the Form CS-351P and then sign-off, date, and provide their NECEPT Certification ID Number in Section C of the Form [CS-351P](#).
3. Contact the appropriate and required PennDOT or PTC Representative in the District, Bureau, Organization or Agency where the applicant will be performing a majority of their asphalt plant QC testing or QA inspection. Make arrangements with the PennDOT or PTC Representative to have them complete the appropriate checklist column in Section B of the Form [CS-351P](#) and then sign-off, date, and provide their District number or indicate they are from the PTC in Section D of the Form [CS-351P](#). If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to complete the appropriate portions of Section B and complete Section D of the Form [CS-351P](#). If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee to complete the appropriate portions of Section B and complete Section D of the Form [CS-351P](#).
4. If all Sign-Offs in Section C and Section D are electronic signatures, save a copy of the electronically signed-off Form [CS-351P](#). If one or more Sign-Offs in Section C or Section D are actual handwritten signatures, photocopy or electronically scan the Form [CS-351P](#). Applicant is to keep the original completed and signed-off Form [CS-351P](#). Applicant is to make this original completed and signed-off Form [CS-351P](#) available at their work location and, when requested, provide it promptly to the PennDOT or PTC Plant Inspector for review. Submit the electronically signed-off Form [CS-351P](#) or a photocopy or electronic scan of the Form [CS-351P](#) to the PennDOT or PTC Representative who signed-off on the Form [CS-351P](#) for Bituminous Plant Technician in Training.

## VII. BITUMINOUS LEVEL 1 PLANT TECHNICIAN – INITIAL CERTIFICATION

### A. Level 1 Plant Technician Initial Certification Requirements

1. Applicant must have a minimum of 500 hours of documented technician experience in asphalt mixture laboratory QC testing, QA testing, or QA inspection. The experience must come from any combination of hours from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP. Experience must have been obtained within the last three (3) years prior to applying for a Bituminous Level 1 Plant Technician.

*Note: If applicant has a certificate of completion from an annual **Hot-Mix Asphalt (HMA) 101 Course** sponsored by The Asphalt Institute which the applicant attended within the last three (3) years before applying for a Bituminous Level 1 Plant Technician –Initial Certification, the HMA 101 Course can substitute for 100 hours of the minimum required 500 hours of experience in asphalt mixture plant QC testing or plant QA inspection.*

*Note: The minimum 500 hours of documented technician experience is waived if applicant previously received sign-off from a DME, DMM, or their designate, or a PTC Materials Representative as a **Bituminous Plant Technician in Training** and then subsequently received sign-off from a DME, DMM, or their designate, or a PTC Materials Representative to be temporarily assigned as a Bituminous Level 1 Plant Technician. Both the sign-offs must have occurred on the same Form CS-351P. Submit or attach a copy of the completed and signed-off Form CS-351P when registering for a Bituminous Level 1 Plant Technician – Initial Certification as proof.*

2. Applicant must have a sign-off from a certified Bituminous Level 2 Plant Technician.
3. Applicant must have a sign-off from a PennDOT DME, DMM, or their designee. Alternatively, if the applicant will be performing a majority of their Bituminous Level 1 Plant Technician work for PTC projects, applicant can have a sign-off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have a sign-off from the PennDOT BOPD/CMD/CQAS Section Chief or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have a sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee. Applicant is to obtain the sign-off from the PennDOT Organization or PTC where applicant will be performing a majority of their project work.

*Note: If applicant is a DME, DMM, or their designee, sign-off must be from the DME's, DMM's, or designee's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

4. Applicant must attend and pass NECEPT's "Bituminous Level 1 Plant Technician Review and Certification" course. The minimum passing certification exam score is 75%.

*Note: A **Bituminous Plant Technician in Training** may temporarily be assigned as a Bituminous Level 1 Plant Technician. This temporary assignment is by sign-off from a DME/DMM or their designee on the same Form CS-351P where applicant received sign-off from a DME/DMM or their designate as a Bituminous Plant Technician in Training. Alternatively, if the applicant will be performing a majority of their asphalt mixture laboratory QC testing, QA testing, or QA inspection for PTC projects, this temporary assignment sign-off on the Form CS-351P can be by a PTC Materials Representative. Refer to the Bituminous Plant Technician in Training Initial Registration requirements.*

### **B. Level 1 Plant Technician Initial Certification Registration Procedures**

1. Using the Online Registration Form:
  - a) Using the Internet, go to <http://www.superpave.psu.edu/>.
  - b) From the "TRAINING" menu and listed under "Bituminous", select the "Plant Level 1 Technician" dropdown menu item. Then, from the "Initial Certification" section of webpage, select the link for the "Review and Certification Course Online Registration".
  - c) Select the radio button for the specific course date for the Bituminous Plant Technician course the applicant is registering to attend. If no radio buttons are available for selection, no courses are currently available or scheduled.
  - d) Enter the Quantity of applicants being registered for the selected radio button. If quantity is blank and cannot be selected, it means the course date is full and no further registrations are accepted.
  - e) Select the "ADD SELECTED ITEMS" box, then select the "VIEW CART AND CHECKOUT" box, and then select the "ENTER REGISTRATION INFORMATION AND CHECKOUT" box.
  - f) Read the Bituminous Plant and Field Technician Certification Program Requirements and then select the "I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION" box.
  - g) If applicant already has a NECEPT Certification ID number from a different certification (e.g., certified Aggregate Technician), select the "RECERTIFICATION BOX" and then enter applicant's NECEPT Certification ID number and password. If applicant does not have a NECEPT Certification ID, select the "NEW CERTIFICATION" box and then select the "START REGISTRATION" box.
  - h) Complete the online registration form including the applicant's selected course, first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address. For PennDOT employee applicants, ensure the

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company/agency name is entered as the appropriate “District #” (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).

- i) On the online registration form, where it indicates to “Select PennDOT District”, select the most appropriate PennDOT District and sign-off name, PennDOT Bureau\Section and sign-off name, or the PTC and sign-off name from the dropdown menu. The selected sign-off person will receive, review, and sign-off on the applicant’s online registration form.
- j) On the online registration form and in the form’s “Immediate Supervisor Name” and “Immediate Supervisor E-mail” fields, enter the name and email address of the certified Bituminous Level 2 Plant Technician from the applicant’s Company, Organization or Agency that can sign-off on the applicant. Ensure that the certified Bituminous Level 2 Plant Technician completes the sign-off on the applicant’s registration form.
- k) On the online registration form, enter the applicant’s work experience, start and end dates, work performed, total hours, and the applicant’s immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience.
- l) Upon completion of above information on the registration form, select the “SAVE APPLICANT INFORMATION” box.
- m) After applicant information has been saved, select the “EDIT” box to edit any information on the applicant registration form and resave the information. Or, select the “DELETE” box to remove an applicant registration form. Or, scroll down to the Add Applicant section to add additional applicants for this course and course date. The number of additional applicants that can be added is limited to the total Quantity entered when the course radio button is selected [see Step d) above]. After all editing, deleting, or adding of applicant registration forms has been completed, select the “CONFIRM ORDER” box to complete the order for the listed applicant(s) and to make payment.
- n) After confirming the order, the course registration is complete. For course fee payment, select either the “PAY WITH CREDIT CARD” box under Option 1 or select the “SELECT” box under Option 2 to open and print the completed registration form to pay with check or money order.
  - (1) PennDOT applicants who want NECEPT to direct bill the PennDOT District/Bureau by invoice should select the “SELECT” box under Option 2, print off their course registration form(s) for their records, and then exit from the online registration system.
- o) If the “PAY WITH CREDIT CARD” box under Option 1 was selected, enter and submit the credit card information for payment for the course registration fee and then exit from the online registration system.
- p) If the “SELECT” box under Option 2 was selected, the completed registration form will open. Print the completed registration form for each applicant. Obtain required sign-off from a certified Bituminous Level 2 Plant Technician. Submit the printed

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registration forms with sign-off signatures along with check or money order to NECEPT at the address on the registration form.

2. Using the Paper Application Registration Form:

- a) From NECEPT's Internet website at <http://www.superpave.psu.edu/> and under the "TRAINING" menu and listed under "Bituminous", select the "Plant Level 1 Technician" dropdown menu item. Then, from the "Initial Certification" section of webpage, select the link for "Review & Certification Course Paper Application". Print the paper application registration form from NECEPT's website or obtain a paper hardcopy of the appropriate registration form from the annual Bituminous Level 1 Plant Technician packet that is distributed by NECEPT or PennDOT.
- b) Complete the NECEPT Paper Application Registration Form indicating the application is for a Bituminous Level 1 Plant Technician. Ensure all applicable blank spaces on the registration form have been completed. NECEPT will reject and return incomplete registration forms. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate "District #" (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- c) List applicant's applicable work experience including start and end dates, the work performed, the plant locations, and the name of applicant's immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience.
- d) Have a certified Bituminous Level 2 Plant Technician from the applicant's Company or PennDOT or PTC Organization or Agency sign-off and date the Registration Form.
- e) Contact a PennDOT DME, DMM or their designee in a District where the applicant will be performing a majority of their asphalt mixture laboratory plant testing or plant inspection. Make arrangements with the DME, DMM, or their designee to have them sign-off and date the Registration Form. If applicant is a DME or DMM, sign-off must be from the DME's or DMM's supervisor. Alternatively, if the applicant will be performing a majority of their bituminous plant testing for PTC projects, contact a PTC Materials Representative to sign-off and date the Registration Form. If applicant is a PTC Materials Representative, sign-off must be from the PTC Material Representative's supervisor. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to sign-off and date the registration form. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee to sign-off and date the registration form.
- f) Submit the completed Paper Application Registration Form to NECEPT as instructed on the registration form. Submit payment by check or money order for the registration fee as instructed on the registration form.



## VIII. BITUMINOUS LEVEL 2 PLANT TECHNICIAN – INITIAL CERTIFICATION

### A. Level 2 Plant Technician Initial Certification Requirements

1. Applicant must be a certified Bituminous Level 1 Plant Technician.
2. Applicant must have attended and passed the Superpave Volumetric Mix Design Workshop or an equivalent Superpave volumetric mix design workshop/course within the last three (3) calendar years prior to applying for a Bituminous Level 2 Plant Technician. The minimum overall passing Workshop score is 75% obtained by receiving a minimum passing score of 75% for each of the three (3) Workshop components which include: conducting laboratory tests as required, preparing a Superpave mix design report, and a written exam.

*Note: If the applicant attended a hands-on Superpave volumetric mix design workshop or course not provided by NECEPT and the workshop did not assign a passing or failing grade to the applicant upon completion of the workshop, the applicant must contact NECEPT with details about the hands-on Superpave volumetric mix design workshop. Applicant is to provide to NECEPT the workshop attendance date(s), name and contact information of the organization that provided the workshop, and a copy of any certificates or other documentation the applicant received upon completion of the workshop. NECEPT will review the provided information and determine if the hands-on workshop is equivalent to the NECEPT hands-on Superpave Volumetric Mix Design Workshop. If determined to be equivalent, the workshop can be used for this requirement and registration as a Bituminous Level 2 Plant Technician. If the workshop or course is determined to be equivalent and only lacking a written exam, NECEPT may require the individual to take the written exam portion of the Superpave Volumetric Mix Design Workshop*

3. Applicant must have a minimum of 1,000 hours of documented technician experience in asphalt mixture laboratory or production plant QC testing, QA testing, or QA inspection. The 1,000 hours of documented technician experience must include a significant number of hours of higher level volumetric asphalt mixture design work (development, review, inspection, or verification) as judged by the DME, DMM, PTC Materials Representative, BOPD/CMD/CQAS Section Chief, BOPD/CMD/LTS Engineer of Tests, or their designee who signs-off on the applicant. The experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP. Experience must have been obtained within the last five (5) years prior to applying for a Bituminous Level 2 Plant Technician.
4. Applicant must have a sign-off from their immediate Supervisor or a sign-off from a certified Bituminous Level 2 Plant Technician from within their Company, Organization, or Agency.

5. Applicant must have a sign-off from a PennDOT DME, DMM, or their designee. Alternatively, if the applicant will be performing a majority of their Bituminous Level 2 Plant Technician work for the PTC, applicant can have a sign-off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have a sign-off from the PennDOT BOPD/CMD/CQAS Section Chief or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have a sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee. Applicant is to obtain the sign-off from the PennDOT Organization or PTC where applicant will be performing a majority of their asphalt mixture laboratory QC testing, QA testing, asphalt mixture design development, asphalt mixture design QA review or verification, or QA plant inspection work.

*Note: If applicant is a PennDOT DME or DMM, sign-off must be from the DME's or DMM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

### **B. Level 2 Plant Technician Initial Certification Registration Procedures**

1. Using the Online Registration Form:
  - a) Using the Internet, go to <http://www.superpave.psu.edu/>.
  - b) From the "TRAINING" menu and listed under "Bituminous", select the "Plant Level 2 Technician" dropdown menu item. Then, from the "Initial Level 2 Certification - Card" section of webpage, select the link for "Initial Level 2 Certification Card Online Registration".
  - c) Select the radio button representing the current date for the Bituminous Plant Level 2 Technician.
  - d) Enter the Quantity of applicants being registered for the selected radio button.
  - e) Select the "ADD SELECTED ITEMS" box, then select the "VIEW CART AND CHECKOUT" box, and then select the "ENTER REGISTRATION INFORMATION AND CHECKOUT" box.
  - f) Read the Bituminous Plant and Field Technician Certification Program Requirements and then select the "I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION" box.
  - g) Enter applicant's NECEPT Certification ID number and password and select the "LOGIN" box or select the "GROUP REGISTRATION" box if a company administrator is registering the technician or multiple technicians. For administrator or Group Registrations, enter the applicant's NECEPT Certification ID number and last name.
  - h) Complete the online registration form indicating the registration is for a Bituminous Level 2 Plant Technician Card, and include the applicant's first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address. For PennDOT employee applicants, ensure the company/agency

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name is entered as the appropriate “District #” (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).

- i) Enter the date when applicant completed their required Superpave Volumetric Mix Design Workshop.
- j) On the online registration form, where it indicates to “Select PennDOT District”, select the most appropriate PennDOT District and sign-off name, PennDOT Bureau\Section and sign-off name, or the PTC and sign-off name from the dropdown menu. The selected sign-off person will receive, review, and sign-off on the applicant’s online registration form.
- k) On the online registration form and in the form’s “Immediate Supervisor Name” and “Immediate Supervisor E-mail” fields, enter the name and email address of the applicant’s immediate Supervisor.
- l) On the online registration form, enter the applicant’s work experience, start and end dates, work performed, total hours, and the applicant’s immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience.
- m) Upon completion of above information on the registration form, select the “SAVE APPLICANT INFORMATION” box.
- n) After applicant information has been saved, select the “EDIT” box to edit any information on the applicant registration form and resave the information. Or, select the “DELETE” box to remove an applicant registration form. Or, scroll down to the Add Applicant section to add additional applicants for this course and course date. The number of additional applicants that can be added is limited to the total Quantity entered when the course radio button is selected [see Step d) above]. After all editing, deleting, or adding of applicant registration forms has been completed, select the “CONFIRM ORDER” box to complete the order for the listed applicant(s) and to make payment.
- o) After confirming the order, the certification registration is complete. For certification fee payment, select either the “PAY WITH CREDIT CARD” box under Option 1 or select the “SELECT” box under Option 2 to open and print the completed registration form to pay with check or money order.
  - (1) PennDOT applicants who want NECEPT to direct bill the PennDOT District/Bureau by invoice should select the “SELECT” box under Option 2, print off their certification registration form(s) for their records, and then exit from the online registration system.
- p) If the “PAY WITH CREDIT CARD” box under Option 1 was selected, enter and submit the credit card information for payment for the certification registration fee and then exit from the online registration system.
- q) If the “SELECT” box under Option 2 was selected, the completed registration form will open. Print the completed registration form for each applicant. Obtain required sign-off from Supervisor or from a certified Bituminous Level 2 Plant Technician

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from within applicant's Company/Organization/Agency. Submit the printed registration forms with sign-off signatures along with check or money order to NECEPT at the address on the registration form.

2. Using the Paper Application Registration Form:

- a) From NECEPT's Internet website at <http://www.superpave.psu.edu/> and under the "TRAINING" dropdown menu item and listed under "Bituminous", select the "Plant Level 2 Technician" menu item. Then, from the "Initial Level 2 Certification - Card" section of webpage, select the link for "Initial Level 2 Certification Card Paper Application". Print the paper application registration form from NECEPT's website or obtain a paper hardcopy of the appropriate registration form from the annual Bituminous Level 1 Plant Technician packet that is distributed by NECEPT or PennDOT.
- b) Complete the NECEPT Paper Application Registration Form indicating the application is for a Bituminous Level 2 Plant Technician Initial Certification. Ensure all applicable blank spaces on the registration form have been completed. NECEPT will reject and return incomplete registration forms. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate "District #" (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- c) If applicant successfully passed a NECEPT Superpave Volumetric Mix Design Workshop, enter the completion date or exam date of the NECEPT Superpave Volumetric Mix Design Workshop. If applicant successfully passed a hands-on Superpave volumetric mix design workshop not provided by NECEPT, provide a copy of a certificate of training, indicating successful completion of the workshop, with the registration form. Ensure either the certificate of training or other provided documentation lists the dates of the workshop and the Organization's name that provided the workshop.
- d) List applicant's applicable work experience including start and end dates, the work performed, the plant locations, and the name of applicant's immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience.
- e) Contact a PennDOT DME, DMM, or their designee in a District where the applicant will be performing a majority of their higher level volumetric asphalt mixture design testing, development or inspection. Make arrangements with the DME, DMM, or their designee to have them sign-off and date the Registration Form. If applicant is a DME or DMM, sign-off must be from the DME's or DMM's supervisor. Alternatively, if the applicant will be performing a majority of their Bituminous Level 2 Plant Technician work for PTC projects, contact a PTC Materials Representative to sign-off and date the Registration Form. If applicant is a PTC Materials Representative, sign-off must be from the PTC Material Representative's supervisor. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to sign-off and date the registration form. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT

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BOPD/CMD/LTS Engineer of Tests or their designee to sign-off and date the registration form.

- f) Submit the completed Paper Application Registration Form to NECEPT as instructed on the registration form. Submit payment by check or money order for the registration fee as instructed on the registration form.

## IX. BITUMINOUS FIELD TECHNICIAN IN TRAINING – INITIAL REGISTRATION

### A. Field Technician in Training Initial Registration Requirements

1. Applicant must have a minimum of 24 hours [three (3) full 8-hour working days] of documented work experience on an asphalt mixture paving project under the direct instruction and supervision of a certified Bituminous Field Technician or Company Field Superintendent. Experience must have been obtained within the last three (3) months prior to applying for a Bituminous Field Technician in Training.
2. Applicant must have a sign-off and certification ID number from the certified Bituminous Field Technician who directly instructed and supervised them for the minimum work experience required above. Alternatively, the applicant can have a sign-off from the Company Field Superintendent who directly instructed and supervised them for the minimum work experience required above. This sign-off must be on a completed Form [CS-351F](#).
3. Applicant must have a sign-off from a PennDOT ACE, ACM, or their designee. Alternatively, if the applicant will be performing a majority of their Bituminous Field Technician work for the PTC, applicant can have a sign-off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have a sign-off from the PennDOT BOPD/CMD/CQAS Section Chief or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have a sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee. Applicant is to obtain the sign-off from the PennDOT Organization or PTC where applicant will be performing a majority of their project Bituminous Field Technician work. Sign-off must be on a completed Form [CS-351F](#) and it must be the same original Form [CS-351F](#) that has the sign-off from the certified Bituminous Field Technician or Company Field Superintendent.

*Note: If applicant is a PennDOT ACE or ACM, sign-off must be from the ACE's or ACM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

*Note: A Bituminous Field Technician in Training may temporarily be assigned as a Bituminous Field Technician. This temporary assignment is by sign-off from an ACE, ACM, or their designee on the same original Form [CS-351F](#) that has the original sign-off from the certified Bituminous Field Technician or Company Field Superintendent and the original sign-off from the ACE, ACM, or their designee recommending the technician as a Bituminous Field Technician in Training. Alternatively, if the applicant will be performing a majority of their bituminous field technician work for PTC projects, this sign-off for temporary assignment as a Bituminous Field Technician can be from a PTC Materials Representative using the Form [CS-351F](#). After the Bituminous Field Technician in Training has received sign-off for temporary assignment as a Bituminous Field Technician, they must apply/register for a Bituminous Field Technician – Initial Certification and attend a Bituminous Field Technician Review and Certification Course scheduled and available during the next available certification course season. This temporary assignment is valid only through March 31 of the following calendar year.*

*Bituminous Field Technicians in Training who receive sign-off for temporary assignment as a Bituminous Field Technician can register for a Bituminous Field Technician - Initial Certification even if they do not meet the minimum required hours of experience for a Bituminous Field Technician – Initial Certification (i.e., the minimum required hours of experience will be waived).*

*Note: If a **Bituminous Field Technician in Training** meets the minimum requirements to register and attend a PennDOT/NECEPT Bituminous Field Technician Review and Certification Course and attends the Review and Certification Course, but they do not pass the certification exam, the ACE, ACM, or their designee or, the PTC Materials Representative, may agree to retain the individual as a Bituminous Field Technician in Training for up to one (1) additional year. If the Bituminous Field Technician in Training is agreed to for up to one (1) additional year, a new Form [CS-351F](#) must be completed for this additional year.*

### **B. Field Technician in Training Initial Registration Procedures**

1. Applicant is to complete Section A of the Form [CS-351F](#) (PennDOT/NECEPT Bituminous Field Technician in Training Evaluation and Sign-Off). Online registration is not available for a Bituminous Field Technician in Training.
2. Have the certified Bituminous Field Technician or the Company Field Superintendent who directly instructed and supervised the applicant during the minimum required work experience, complete the initial instruction/experience start date and end date and the appropriate checklist columns in Section B of the Form [CS-351F](#). Then, have the certified Bituminous Field Technician or the Company Field Superintendent who directly instructed and supervised the applicant during the minimum required work experience, sign-off, date, and provide their certification ID number in Section C of the Form [CS-351F](#).
3. Contact the appropriate PennDOT ACE, ACM, or their designee in a District where the applicant will be performing a majority of their asphalt mixture field technician work. Make arrangements with the ACE, ACM, or their designee to have them complete the appropriate checklist column in Section B of the Form [CS-351F](#) and then, have them sign-off, date and provide their District number in Section D of the Form [CS-351F](#). Alternatively, if the applicant will be performing a majority of their Bituminous Field Technician work for PTC projects, contact a PTC Materials Representative to complete the appropriate checklist column in Section B of the Form [CS-351F](#) and then, have them sign-off, date, and indicate they are from the PTC in Section D of the Form [CS-351F](#). If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to complete the appropriate portions of Section B and complete Section D of the Form [CS-351F](#). If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee to complete the appropriate portions of Section B and complete Section D of the Form [CS-351F](#).
4. If all Sign-Offs in Section C and Section D are electronic signatures, save a copy of the electronically signed-off Form [CS-351F](#). If one or more Sign-Offs in Section C or Section D are actual handwritten signatures, photocopy or electronically scan the Form

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[CS-351F](#). Applicant is to keep the original completed and signed-off Form [CS-351F](#). Applicant is to make the original completed and signed-off Form [CS-351F](#) available at their work location and, when requested, promptly provide it to the PennDOT or PTC Field Inspector for review. Submit the electronically signed-off Form [CS-351F](#) or a photocopy or electronic scan of the Form [CS-351F](#) to the PennDOT or PTC Representative who signed-off on the Form [CS-351F](#) for a Bituminous Technician in Training.



## X. BITUMINOUS FIELD TECHNICIAN – INITIAL CERTIFICATION

### A. Field Technician Initial Certification Requirements

1. Applicant must have a minimum of 500 hours of documented experience in asphalt mixture paving or paving inspection. This experience may consist of any combination of asphalt mixture paving QC or QA inspection experience from surface preparation before asphalt mixture paving, asphalt mixture paving, asphalt mixture compaction, asphalt pavement ride quality measurement or analysis, longitudinal joint density measurement or analysis, or other asphalt mixture related field activities. The experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP. Experience must have been obtained within the last three (3) years prior to applying for a certified Bituminous Field Technician.

*Note: If applicant has a certificate of completion from an annual **Hot-Mix Asphalt (HMA) 101 Course** sponsored by The Asphalt Institute which the applicant attended within the last three (3) years before applying for a Bituminous Field Technician – Initial Certification, the HMA 101 Course can substitute for 100 hours of the minimum required 500 hours of experience in asphalt mixture paving or paving inspection.*

*Note: The minimum 500 hours of documented experience is waived if applicant previously received sign-off as a **Bituminous Field Technician in Training** and then subsequently received sign-off from an ACE, ACM, or their designate, or a PTC Materials Representative to be temporarily assigned as a Bituminous Field Technician. Both the sign-offs must have occurred on the same Form CS-351F. Submit or attach a copy of the completed and signed-off Form CS-351F when registering for a Bituminous Field Technician – Initial Certification as proof.*

2. Applicant must have a sign-off from a certified Bituminous Field Technician or a Company Field Superintendent.
3. Applicant must have a sign-off from a PennDOT ACE, ACM, or their designee. Alternatively, if the applicant will be performing a majority of their Bituminous Field Technician work for PTC projects, applicant can have a sign-off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have a sign-off from the PennDOT BOPD/CMD/CQAS Section Chief or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have a sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee. Applicant is to obtain the sign-off from the PennDOT Organization or the PTC where applicant will be performing a majority of their bituminous field technician project work.

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*Note: If applicant is an ACE or ACM, sign-off must be from the ACE's or ACM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

4. Applicant must attend and pass NECEPT's "Bituminous Field Technician Review and Certification" course. The minimum passing certification exam score is 75%.

*Note: A **Bituminous Field Technician in Training** may temporarily be assigned as a Bituminous Field Technician. This temporary assignment is by sign-off from a PennDOT ACE, ACM, or their designee on the same Form CS-351F where applicant received sign-off from a PennDOT ACE, ACM, or their designee as a Bituminous Field Technician in Training. Alternatively, if the applicant will be performing a majority of their Bituminous Field Technician work for PTC projects, this sign-off for temporary assignment as a Bituminous Field Technician on a Form CS-351F can be from a PTC Materials Representative. Refer to the Bituminous Field Technician in Training Initial Registration requirements.*

### **B. Field Technician Initial Certification Registration Procedures**

1. Using the Online Registration Form:
  - a) Using the Internet, go to <http://www.superpave.psu.edu/>.
  - b) From the "TRAINING" menu and listed under "Bituminous", select the "Field Technician Certification" dropdown menu item. Then, from the "Initial Certification" section of webpage, select the link for the "Review & Certification Course Online Registration".
  - c) Select the radio button for the specific course date for the Bituminous Field Technician course the applicant is registering to attend. If no radio buttons are available for selection, no courses are currently available or scheduled.
  - d) Enter the Quantity of applicants being registered for the selected radio button. If quantity is blank and cannot be selected, it means the course date is full and no further registrations are accepted.
  - e) Select the "ADD SELECTED ITEMS" box, then select the "VIEW CART AND CHECKOUT" box, and then select the "ENTER REGISTRATION INFORMATION AND CHECKOUT" box.
  - f) Read the Bituminous Plant and Field Technician Certification Program Requirements and then select the "I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION" box.
  - g) If applicant already has a NECEPT Certification ID number from a different certification (e.g., certified Aggregate Technician), select the "RECERTIFICATION BOX" and then enter applicant's NECEPT Certification ID number and password. If applicant does not have a NECEPT Certification ID, select the "NEW CERTIFICATION" box and then select the "START REGISTRATION" box.

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- h) Complete the online registration form including the applicant's selected course, first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate "District #" (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- i) On the online registration form where it indicates to "Select PennDOT District", select the most appropriate PennDOT District and sign-off name, PennDOT Bureau\Section and sign-off name, or the PTC and sign-off name from the dropdown menu. The selected person will receive, review, and sign-off on the applicant's online registration form.
- j) On the online registration form and in the form's "Immediate Supervisor Name" and "Immediate Supervisor E-mail" fields, enter the name and email address of either a certified Bituminous Field Technician or the applicant's immediate Supervisor from the applicant's Company, Organization or Agency that can sign-off on the applicant. Ensure that the person entered in this field completes the sign-off on the applicant's registration form.
- k) On the online registration form, enter the applicant's work experience, start and end dates, work performed, total hours, and the applicant's immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience.
- l) Upon completion of above information on the registration form, select the "SAVE APPLICANT INFORMATION" box.
- m) After applicant information has been saved, select the "EDIT" box to edit any information on the applicant registration form and resave the information. Or, select the "DELETE" box to remove an applicant registration form. Or, scroll down to the Add Applicant section to add additional applicants for this course and course date. The number of additional applicants that can be added is limited to the total Quantity entered when the course radio button is selected [see Step d) above]. After all editing, deleting, or adding of applicant registration forms has been completed, select the "CONFIRM ORDER" box to complete the order for the listed applicant(s) and to make payment.
- n) After confirming the order, the course registration is complete. For course fee payment, select either the "PAY WITH CREDIT CARD" box under Option 1 or select the "SELECT" box under Option 2 to open and print the completed registration form to pay with check or money order.
  - (1) PennDOT applicants who want NECEPT to direct bill the PennDOT District/Bureau by invoice should select the "SELECT" box under Option 2, print off their course registration form(s) for their records, and then exit from the online registration system.
- o) If the "PAY WITH CREDIT CARD" box under Option 1 was selected, enter and submit the credit card information for payment for the course registration fee and then exit from the online registration system.

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- p) If the “SELECT” box under Option 2 was selected, the completed registration form will open. Print the completed registration form for each applicant. Obtain required sign-off from Supervisor or from Company Field Superintendent. Submit the printed registration forms with sign-off signatures along with check or money order to NECEPT at the address on the registration form.

2. Using the Paper Application Registration Form:

- a) From NECEPT’s Internet website at <http://www.superpave.psu.edu/> and under the “TRAINING” menu and listed under “Bituminous”, select the “Field Technician Certification” dropdown menu. Then, from the “Initial Certification” section of webpage, select the link for “Review & Certification Course Paper Application”. Print the paper application registration form from NECEPT’s website or obtain a paper hardcopy of the appropriate registration form from the annual Bituminous Field Technician packet that is distributed by NECEPT or PennDOT.
- b) Complete the NECEPT Paper Application Registration Form indicating the application is for a Bituminous Field Technician. Ensure all applicable blank spaces on the registration form have been completed. NECEPT will reject and return incomplete registration forms. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate “District #” (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- c) List applicant’s applicable work experience including start and end dates, the work performed, the project locations, total hours, and the name of applicant’s immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of asphalt mixture paving or paving inspection experience.
- d) Have a certified Bituminous Field Technician or applicant’s Company, Field Superintendent sign-off and date the registration form.
- e) Contact a PennDOT ACE, ACM, or their designee in a District where the applicant will be performing a majority of their bituminous field technician work. Make arrangements with the ACE, ACM, or their designee to have them sign-off and date the Registration Form. Alternatively, if the applicant will be performing a majority of their Bituminous Field Technician work for PTC projects, contact a PTC Materials Representative to sign-off and date the Registration Form. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to sign-off and date the registration form. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee to sign-off and date the registration form.
- f) Submit the completed Paper Application Registration Form to NECEPT as instructed on the registration form. Submit payment by check or money order for the registration fee as instructed on the registration form.

## **XI. BITUMINOUS LEVEL 1 PLANT TECHNICIAN – CERTIFICATION RENEWAL**

### **A. Level 1 Plant Technician Certification Renewal Requirements (Option A – Learning Activities)**

1. Applicant must apply for certification renewal within the normal winter training season (typically January to April) of the same year of their certification expiration date. Certification renewal applications submitted in a calendar year prior to the calendar year of the applicant's certification expiration date will be rejected.

*Note: A certified technician will be considered certified until April 1 of their expiration date year to allow the technician to attend the necessary technician certification program courses in the last year of their certification period (e.g., a technician with a certification expiration date of February 22 will still be considered certified until April 1 of the same calendar year). After April 1 of the same calendar year, the technician's certification will be expired unless the technician completed the necessary technician certification program renewal requirements and is waiting to receive their new certification card).*

*Note: Attendance to a Bituminous Plant Technician Annual Update/Refresher Course in the same calendar year as the technician's certification expiration date year does not automatically renew a technician's certification. The technician must submit the appropriate application registration form for certification renewal along with the certification renewal fee.*

2. Applicant must have been a certified Bituminous Level 1 Plant Technician for the previous five (5) years prior to application for certification renewal.
3. Applicant must have a minimum of 500 hours of documented technician experience in an asphalt mixture laboratory or production plant performing asphalt mixture QC testing, QA testing, or performing QA inspection since date of last certification. This experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOT's participating in MARTCP.
4. Applicant must have a sign-off from their immediate Supervisor or from a certified Bituminous Level 2 Plant Technician from the applicant's Company, Organization or Agency.
5. Applicant must have a sign-off from a PennDOT DME, DMM, or their designee confirming applicant's satisfactory performance during the 500 hours of documented technician experience. Alternatively, if the applicant performed a majority of their Bituminous Level 1 Plant Technician work for PTC projects, applicant can have a sign-off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have sign-off from the PennDOT BOPD/CMD/CQAS Section Chief or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee. Applicant is to obtain the sign-

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off from the PennDOT Organization or PTC where applicant performed a majority of their project work.

*Note: If applicant is a PennDOT DME or DMM, sign-off must be from the DME's or DMM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

6. Applicant must have attended and received a Completion Certificate from NECEPT's Annual Plant Technician Update/Refresher Course for two (2) out of the five (5) previous years or, must have attended and received a Completion Certificate from NECEPT's Annual Plant Technician Update/Refresher Course for one (1) out of the previous five (5) years plus attended one (1) asphalt-related learning activity (annual conference, seminar, workshop or training course) within the previous five (5) years.
  - a) Acceptable asphalt-related learning activities are as follows:
    - (1) Annual Associated Pennsylvania Constructors (APC) Conference.
    - (2) Annual Pennsylvania Asphalt Pavement Association (PAPA) Conference.
    - (3) Annual Pennsylvania Asphalt Pavement Association (PAPA) Regional Technical Meetings (Eastern Regional, Central Regional, or Western Regional).
    - (4) Annual Asphalt Pavement Association (APA) Conference from another State participating in MARTCP.
    - (5) Mid-Atlantic States Quality Assurance Workshop (QAW).
    - (6) Nationally recognized conferences or courses [i.e., conferences or courses from the National Asphalt Pavement Association (NAPA), the Asphalt Institute (AI), the National Center for Asphalt Technology (NCAT), the Northeast Asphalt User/Producer Group (NEAUPG), the National Highway Institute (NHI), etc.].
    - (7) Department or Industry sponsored training pre-approved by a PennDOT DME or DMM or a PTC Materials Representative.
    - (8) NECEPT Maintenance Paving Training Course.
  - b) Unacceptable asphalt-related learning activities are as follows:
    - (1) PennDOT/NECEPT Bituminous Field Technician Review and Certification Course.
    - (2) PennDOT/NECEPT Bituminous Field Technician Annual Update/Refresher Course.
    - (3) PennDOT/NECEPT Superpave Volumetric Mix Design Workshop.
    - (4) The Hot Mix Asphalt (HMA) 101 Course sponsored by The Asphalt Institute.

**B. Level 1 Plant Technician Certification Renewal Requirements (Option B – Repeat Initial Certification)**

Applicant must meet and follow all the requirements for a *Bituminous Level 1 Plant Technician - Initial Certification*, except revise the first requirement completely as follows:

1. Applicant must have a minimum of 200 hours of documented experience in an asphalt mixture laboratory or production plant performing QC testing, QA testing or QA inspection. The experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP. Experience must have been obtained within the last five (5) years prior to applying for a certified Bituminous Field Technician.

*Note: Applicant cannot substitute any of the minimum required hours by attendance and completion of any courses.*

**C. Level 1 Plant Technician Certification Renewal Registration Procedures (Option A – Learning Activities)**

1. Using the Online Registration Form:
  - a) Using the Internet, go to <http://www.superpave.psu.edu/>.
  - b) From the “TRAINING” menu and listed under “Bituminous”, select the “Plant Level 1 Technician” dropdown menu item. Then, from the “Certification Renewal - Certification Card Only” section, select the link for “Certification Card Renewal Online Registration”.
  - c) Select the radio button representing the current date for the Bituminous Plant Level 1 Technician.
  - d) Enter the Quantity of applicants being registered for the selected radio button.
  - e) Select the “ADD SELECTED ITEMS” box, then select the “VIEW CART AND CHECKOUT” box, and then select the “ENTER REGISTRATION INFORMATION AND CHECKOUT” box.
  - f) Read the Bituminous Plant and Field Technician Certification Program Requirements and then select the “I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION” box.
  - g) Enter applicant’s NECEPT Certification ID number and password and select the “LOGIN” box or select the “GROUP REGISTRATION” box if a company administrator is registering the technician or multiple technicians. For administrator or Group Registrations, enter the applicant’s NECEPT Certification ID number and last name.

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- h) Complete the online registration form including the applicant's selected Bituminous Level 1 Plant Technician Certification Renewal Card, first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate "District #" (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- i) On the online registration form, where it indicates to "Select PennDOT District", select the most appropriate PennDOT District and sign-off name, PennDOT Bureau\Section and sign-off name, or the PTC and sign-off name from the dropdown menu. The selected person will receive, review, and sign-off on the applicant's online certification renewal registration form.
- j) On the online registration form and in the form's "Immediate Supervisor Name" and "Immediate Supervisor E-mail" fields, enter the name and email address of the applicant's immediate Supervisor or the name and email address of a certified Bituminous Level 2 Plant Technician from the applicant's Company, Organization or Agency.
- k) On the online registration form, enter and list the applicant's work experience, start and end dates, work performed, total hours, and the applicant's immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience since date of last certification.
- l) On the online registration form, enter and list the applicant's two (2) required asphalt-related learning activities including the single date or start and end dates, location, and name of each learning activity since date of last certification.
- m) Upon completion of above information on the registration form, select the "SAVE APPLICANT INFORMATION" box.
- n) After applicant information has been saved, select the "EDIT" box to edit any information on the applicant registration form and resave the information. Or, select the "DELETE" box to remove an applicant registration form. Or, scroll down to the Add Applicant section to add additional applicants for this certification renewal and certification renewal date. The number of additional applicants that can be added is limited to the total Quantity entered when the course radio button is selected [see Step d) above]. After all editing, deleting, or adding of applicant registration forms has been completed, select the "CONFIRM ORDER" box to complete the order for the listed applicant(s) and to make payment.
- o) After confirming the order, the certification renewal registration is complete. For certification renewal fee payment, select either the "PAY WITH CREDIT CARD" box under Option 1 or select the "SELECT" box under Option 2 to open and print the completed registration form to pay with check or money order.
  - (1) PennDOT applicants who want NECEPT to direct bill the PennDOT District/Bureau by invoice should select the "SELECT" box under Option 2, print off their certification renewal registration form(s) for their records, and then exit from the online registration system.



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- p) If the “PAY WITH CREDIT CARD” box under Option 1 was selected, enter and submit the credit card information for payment for the certification renewal registration fee and then exit from the online registration system.
- q) If the “SELECT” box under Option 2 was selected, the completed registration form will open. Print the completed registration form for each applicant. Obtain required sign-off from Supervisor or from a certified Bituminous Level 2 Plant Technician from applicant’s Company/Organization/Agency. Submit the printed registration forms with sign-off signatures along with check or money order to NECEPT at the address on the registration form.

2. Using the Paper Application Registration Form:

- a) From NECEPT’s Internet website at <http://www.superpave.psu.edu/> and under the “TRAINING” menu and listed under “Bituminous”, select the “Plant Level 1 Technician” dropdown menu item. Then, from the “Certification Renewal - Certification Card Only” section of webpage, select the link for “Certification Card Renewal Paper Application”. Print the paper application registration form from NECEPT’s website. Or, obtain a paper hardcopy of the appropriate registration form [“Bituminous Certification Renewal or Bituminous Level 2 Plant Initial Certification (Card Only)”] from the annual Bituminous Level 1 Plant Technician packet distributed by NECEPT or PennDOT.
- b) Complete the NECEPT Paper Application Registration Form indicating the application is for certification renewal of a Bituminous Level 1 Plant Technician. Ensure all applicable blank spaces on the registration form have been completed. NECEPT will reject and return incomplete registration forms. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate “District #” (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- c) On the registration form, include the applicant’s certification ID number.
- d) On the registration form, include the applicant’s last exam date or last certification renewal date for a Bituminous Level 1 Plant Technician.
- e) On the registration form, include the applicant’s first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address.
- f) On the registration form, list the applicant’s applicable work experience including start and end dates, the work performed, plant locations, total hours, and the name of applicant’s immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience since date of last certification.
- g) On the registration form, list the applicant’s two (2) required asphalt-related learning activities including the single date or start and end dates, location, and name of each learning activity since date of last certification. Include copies of any completion certificates received through any of these learning activities.

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- h) Have the applicant's immediate Supervisor or a certified Bituminous Level 2 Plant Technician from the applicant's Company, Organization, or Agency sign-off and date the Registration Form.
- i) Contact a PennDOT DME, DMM, or their designee in a District where the applicant performed a majority of their asphalt mixture laboratory or production plant QC testing, QA testing, or QA plant inspection. Make arrangements with the DME, DMM, or their designee to sign-off and date the Registration Form. Alternatively, if the applicant performed a majority of their bituminous plant testing for PTC projects, contact a PTC Materials Representative to sign-off and date the Registration Form. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to sign-off and date the registration form. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee to sign-off and date the registration form.

*Note: If applicant is a DME or DMM, sign-off must be from the DME's or DMM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Material Representative's supervisor.*

- j) Submit the completed Paper Application Registration Form to NECEPT as instructed on the registration form. Submit payment by check or money order for the registration fee as instructed on the registration form.

**D. Level 1 Plant Technician Certification Renewal Requirements (Option B – Repeat Initial Certification)**

- 1. Same registration procedure as for initial certification of a Bituminous Level 1 Plant Technician.

## XII. BITUMINOUS LEVEL 2 PLANT TECHNICIAN – CERTIFICATION RENEWAL

### A. Level 2 Plant Technician Certification Renewal Requirements (Option A – Learning Activities)

1. Applicant must apply for certification renewal by their certification expiration date. Certification renewal applications submitted in a calendar year prior to the calendar year of the applicant's certification expiration date will be rejected.

*Note: A certified technician will be considered certified until April 1 of their expiration date year to allow the technician to attend the necessary technician certification program courses in the last year of their certification period (e.g., a technician with a certification expiration date of February 22 will still be considered certified until April 1 of the same calendar year). After April 1 of the same calendar year, the technician's certification will be expired unless the technician completed the necessary technician certification program renewal requirements and is waiting to receive their new certification card).*

*Note: Attendance to a Bituminous Plant Technician Annual Update/Refresher Course in the same calendar year as the technician's certification expiration date year does not automatically renew a technician's certification. The technician must submit the appropriate application registration form for certification renewal along with the certification renewal fee.*

2. Applicant must have been a certified Bituminous Level 2 Plant Technician for the previous five (5) years prior to application for certification renewal.
3. Applicant must have a minimum of 500 hours of documented technician experience in an asphalt mixture laboratory or production plant performing QC testing, QA testing, or QA inspection since date of last certification. The 500 hours of documented technician experience must also include a significant number of hours performing higher level volumetric asphalt mixture design work (development, review, inspection, or verification) since date of last certification as judged by the DME, DMM, PTC Materials Representative, BOPD/CMD/CQAS Section Chief, BOPD/CMD/LTS Engineer of Tests, or their designee who signs-off on the applicant. This experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP.
4. Applicant must have a sign-off from their immediate Supervisor or from a certified Bituminous Level 2 Plant Technician from the applicant's Company, Organization or Agency.
5. Applicant must have a sign-off from a PennDOT DME or DMM, or their designee confirming applicant's satisfactory performance during the 500 hours of documented technician experience. Alternatively, if the applicant performed a majority of their Bituminous Level 2 Plant Technician work for PTC projects, applicant can have a sign-

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off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have a sign-off from the PennDOT BOPD/CMD/CQAS Section Chief or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have a sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee. Applicant is to obtain the sign-off from the PennDOT Organization or PTC where applicant performed a majority of their project work.

*Note: If applicant is a PennDOT DME or DMM, sign-off must be from the DME's or DMM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

6. Applicant must have attended and received a Completion Certificate from NECEPT's Annual Plant Technician Update/Refresher Course for two (2) out of the previous five (5) years or, applicant must have attended and received a Completion Certificate from NECEPT's Annual Plant Technician Update/Refresher Course for one (1) out of the previous five (5) years plus attended one (1) asphalt-related learning activity (annual conference, seminar, workshop, or training course) within the previous five (5) years.
  - a) Acceptable asphalt-related learning activities are as follows:
    - (1) Annual Associated Pennsylvania Constructors (APC) Conference.
    - (2) Annual Pennsylvania Asphalt Pavement Association (PAPA) Conference.
    - (3) Annual Pennsylvania Asphalt Pavement Association (PAPA) Regional Technical Meeting (Eastern Regional, Central Regional, or Western Regional).
    - (4) Annual Asphalt Pavement Association (APA) Conference from another State participating in MARTCP.
    - (5) Mid-Atlantic States Quality Assurance Workshop (QAW).
    - (6) Nationally recognized conferences or courses [i.e., conferences or courses from the National Asphalt Pavement Association (NAPA), the Asphalt Institute (AI), the National Center for Asphalt Technology (NCAT), the Northeast Asphalt User/Producer Group (NEAUPG), the National Highway Institute (NHI), etc.].
    - (7) Department or Industry sponsored training pre-approved by a PennDOT DME or DMM or a PTC Materials Representative.
    - (8) NECEPT Maintenance Paving Training Course.
  - b) Unacceptable asphalt-related learning activities are as follows:
    - (1) PennDOT/NECEPT Bituminous Field Technician Review and Certification Course.
    - (2) PennDOT/NECEPT Bituminous Field Technician Annual Update/Refresher Course.

(3) The Hot Mix Asphalt (HMA) 101 Course sponsored by The Asphalt Institute.

**B. Level 2 Plant Technician Certification Renewal Requirements (Option B – Repeat Initial Certification)**

Applicant must meet and follow all the requirements for a *Bituminous Level 2 Plant Technician - Initial Certification*, except revise the third requirement (documented technician experience) completely as follows:

1. Applicant must have a minimum of 500 hours of documented technician experience in asphalt mixture laboratory or production plant QC testing, QA testing, or QA inspection. The 500 hours of documented technician experience must include a significant number of hours of higher level HMA volumetric asphalt mixture design work (development, review, inspection, or verification) as judged by the DME, DMM, PTC Materials Representative, BOPD/CMD/CQAS Section Chief, BOPD/CMD/LTS Engineer of Tests, or their designee who signs-off on the applicant. The experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP. Experience must have been obtained within the last five (5) years prior to applying for a Bituminous Level 2 Plant Technician.

**C. Level 2 Plant Technician Certification Renewal Registration Procedures (Option A – Learning Activities)**

1. Using the Online Registration Form:
  - a) Using the Internet, go to <http://www.superpave.psu.edu/>.
  - b) From the “TRAINING” menu and listed under “Bituminous”, select the “Plant Level 2 Technician” dropdown menu item. Then, from the “Certification Renewal - Certification Card Only” section, select the link for the “Certification Card Renewal Online Registration”.
  - c) Select the radio button representing the current date for the Bituminous Plant Level 2 Technician.
  - d) Enter the Quantity of applicants being registered for the selected radio button.
  - e) Select the “ADD SELECTED ITEMS” box, then select the “VIEW CART AND CHECKOUT” box, and then select the “ENTER REGISTRATION INFORMATION AND CHECKOUT” box.
  - f) Read the Bituminous Plant and Field Technician Certification Program Requirements and then select the “I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION” box.
  - g) Enter applicant’s NECEPT Certification ID number and password and select the “LOGIN” box or select the “GROUP REGISTRATION” box if a company administrator is registering the technician or multiple technicians. For administrator

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or Group Registrations, enter the applicant's NECEPT Certification ID number and last name.

- h) Complete the online registration form including the applicant's selected Bituminous Level 2 Plant Technician Certification Renewal Card, first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate "District #" (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- i) On the online registration form, where it indicates to "Select PennDOT District", select the most appropriate PennDOT District and sign-off name, PennDOT Bureau\Section and sign-off name, or the PTC and sign-off name from the dropdown menu. The selected person will receive, review, and sign-off on the applicant's online certification renewal registration form.
- j) On the online registration form and in the form's "Immediate Supervisor Name" and "Immediate Supervisor E-mail" fields, enter the name and email address of the applicant's immediate Supervisor or the name and email address of a certified Bituminous Level 2 Plant Technician from the applicant's Company, Organization or Agency.
- k) On the online registration form, enter and list the applicant's work experience, start and end dates, work performed, total hours, and the applicant's immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience since date of last certification.
- l) On the online registration form, enter and list the applicant's two (2) required asphalt-related learning activities including the single date or start and end dates, location, and name of each learning activity since date of last certification.
- m) Upon completion of above information on the registration form, select the "SAVE APPLICANT INFORMATION" box.
- n) After applicant information has been saved, select the "EDIT" box to edit any information on the applicant registration form and resave the information. Or, select the "DELETE" box to remove an applicant registration form. Or, scroll down to the Add Applicant section to add additional applicants for this certification renewal and certification renewal date. The number of additional applicants that can be added is limited to the total Quantity entered when the course radio button is selected [see Step d) above]. After all editing, deleting, or adding of applicant registration forms has been completed, select the "CONFIRM ORDER" box to complete the order for the listed applicant(s) and to make payment.
- o) After confirming the order, the certification renewal registration is complete. For certification renewal fee payment, select either the "PAY WITH CREDIT CARD" box under Option 1 or select the "SELECT" box under Option 2 to open and print the completed registration form to pay with check or money order.
  - (1) PennDOT applicants who want NECEPT to direct bill the PennDOT District/Bureau by invoice should select the "SELECT" box under Option 2, print

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off their certification renewal registration form(s) for their records, and then exit from the online registration system.

- p) If the “PAY WITH CREDIT CARD” box under Option 1 was selected, enter and submit the credit card information for payment for the certification renewal registration fee and then exit from the online registration system.
- q) If the “SELECT” box under Option 2 was selected, the completed registration form will open. Print the completed registration form for each applicant. Obtain required sign-off from Supervisor or from certified Bituminous Level 2 Plant Technician from applicant’s Company/Organization/Agency. Submit the printed registration forms with sign-off signatures along with check or money order to NECEPT at the address on the registration form.

2. Using the Paper Application Registration Form:

- a) From NECEPT’s Internet website at <http://www.superpave.psu.edu/> and under the “TRAINING” menu and listed under “Bituminous”, select the “Plant Level 2 Technician” dropdown menu item. Then, from the “Certification Renewal - Certification Card Only” section of webpage, select the link for “Certification Card Renewal Paper Application”. Print the paper application registration form from NECEPT’s website. Or, obtain a hardcopy of the appropriate registration form [“Bituminous Certification Renewal or Bituminous Level 2 Plant Initial Certification (Card Only)”] from the annual Bituminous Level 2 Plant Technician packet distributed by NECEPT or PennDOT.
- b) Complete the hardcopy NECEPT Registration Form indicating the application is for certification renewal of a Bituminous Level 2 Plant Technician. Ensure all applicable blank spaces on the registration form have been completed. NECEPT will reject and return incomplete registration forms. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate “District #” (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- c) On the registration form, include the applicant’s certification ID number.
- d) On the registration form, include the applicant’s last certification date or last certification renewal date for a Bituminous Level 2 Plant Technician.
- e) On the registration form, include the applicant’s first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address.
- f) On the registration form list the applicant’s applicable work experience including start and end dates, the work performed, plant locations, total hours, and the name of applicant’s immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience since date of last certification.
- g) On the registration form, list the applicant’s two (2) required asphalt-related learning activities including the single date or start and end dates, location, and name of

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each learning activity since date of last certification. Include copies of any completion certificates received through any of these learning activities.

- h) Have the applicant's immediate Supervisor or a certified Bituminous Level 2 Plant Technician from the applicant's Company, Organization, or Agency sign-off and date the Registration Form.
- i) Contact a PennDOT DME, DMM, or their designee in a District where the applicant performed a majority of their bituminous technician work. Make arrangements with the DME, DMM or their designee to sign-off and date the Registration Form. Alternatively, if the applicant performed a majority of their Bituminous Level 2 Plant Technician work for PTC projects, contact a PTC Materials Representative to sign-off and date the Registration Form. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to sign-off and date the registration form. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee to sign-off and date the registration form.

*Note: If applicant is a DME or DMM, sign-off must be from the DME's or DMM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

- j) Submit the completed Paper Application Registration Form to NECEPT as instructed on the registration form. Submit payment by check or money order for the registration fee as instructed on the registration form.

***D. Level 2 Plant Technician Certification Renewal Requirements (Option B – Repeat Initial Certification)***

1. Same registration procedure as for initial certification of a Bituminous Level 2 Plant Technician.



### **XIII. BITUMINOUS FIELD TECHNICIAN – CERTIFICATION RENEWAL**

#### **A. Field Technician Certification Renewal Requirements (Option A – Learning Activities)**

1. Applicant must apply for certification renewal within the normal winter training season (typically January to April) of the same calendar year of their certification expiration date. Certification renewal applications submitted in a calendar year prior to the calendar year of the applicant's certification expiration date will be rejected.

*Note: A certified technician will be considered certified until April 1 of their expiration date year to allow the technician to attend the necessary technician certification program courses in the last year of their certification period. (e.g., a technician with a certification expiration date of February 22 will still be considered certified until April 1 of the same calendar year. After April 1 of the same calendar year, the technician's certification is expired unless the technician completed the necessary technician certification program renewal requirements and is waiting to receive their new certification card).*

*Note: Attendance to a Bituminous Field Technician Annual Update/Refresher Course in the same calendar year as the technician's certification expiration date year does not automatically renew a technician's certification. The technician must submit the appropriate application registration form for certification renewal along with the certification renewal fee.*

2. Applicant must have been a certified Bituminous Field Technician for the previous five (5) years prior to application for certification renewal.
3. Applicant must have a minimum of 500 hours of documented technician experience in asphalt mixture paving or paving inspection since date of last certification. This experience may consist of any combination of QC or QA inspection experience from surface preparation before asphalt mixture paving, asphalt mixture paving, asphalt mixture compaction, asphalt pavement ride quality measurement or analysis, longitudinal joint density measurement or analysis, or other asphalt mixture related field activities. This experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP.
4. Applicant must have a sign-off from their immediate Supervisor in their Company, Organization or Agency.
5. Applicant must have a sign-off from a PennDOT ACE, ACM, or their designee confirming applicant's satisfactory performance during the 500 hours of technician experience. Alternatively, if the applicant performed a majority of their Bituminous Field Technician work for PTC projects, applicant can have a sign-off from a PTC Materials Representative. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must have sign-off from the PennDOT

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BOPD/CMD/CQAS Section Chief or their designee. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must have sign-off from the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee. Applicant is to obtain the sign-off from the PennDOT Organization or PTC where applicant performed a majority of their project work.

*Note: If applicant is a PennDOT ACE or ACM, sign-off must be from the ACE's or ACM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

6. Applicant must have attended and received a Completion Certificate from NECEPT's Annual Field Technician Update/Refresher Course for two (2) out of the previous five (5) years or, applicant must have attended and received a Completion Certificate from NECEPT's Annual Field Technician Update/Refresher Course for one (1) out of the previous five (5) years plus attended one (1) asphalt-related learning activity (annual conference, seminar, workshop, or training course) within the previous five (5) years.

a) Acceptable asphalt-related learning activities are as follows:

- (1) Annual Associated Pennsylvania Constructors (APC) Conference.
- (2) Annual Pennsylvania Asphalt Pavement Association (PAPA) Conference.
- (3) Annual Pennsylvania Asphalt Pavement Association (PAPA) Regional Technical Meeting (Eastern Regional, Central Regional, or Western Regional).
- (4) Annual Asphalt Pavement Association (APA) Conference from another State participating in MARTCP.
- (5) Mid-Atlantic States Quality Assurance Workshop (QAW).
- (6) Nationally recognized conferences or courses [i.e., conferences or courses from the National Asphalt Pavement Association (NAPA), the Asphalt Institute (AI), the National Center for Asphalt Technology (NCAT), the Northeast Asphalt User/Producer Group (NEAUPG), the National Highway Institute (NHI), etc.].
- (7) Department or Industry sponsored training pre-approved by a PennDOT DME or DMM or a PTC Materials Representative.
- (8) NECEPT Maintenance Paving Training Course.

b) Unacceptable asphalt-related learning activities are as follows:

- (1) PennDOT/NECEPT Bituminous Plant Technician Review and Certification Course.
- (2) PennDOT/NECEPT Bituminous Plant Technician Annual Update/Refresher Course.
- (3) PennDOT/NECEPT Superpave Volumetric Mix Design Workshop.
- (4) The Hot Mix Asphalt (HMA) 101 Course sponsored by The Asphalt Institute.

**B. Field Technician Certification Renewal Requirements (Option B – Repeat Initial Certification)**

Applicant must meet and follow all the requirements for *Bituminous Field Technician - Initial Certification*, except revise the first requirement completely as follows:

1. Applicant must have a minimum of 200 hours of documented experience in asphalt mixture paving or paving inspection. This experience may consist of any combination of QC or QA inspection experience from surface preparation before asphalt mixture paving, asphalt mixture paving, asphalt mixture compaction, asphalt pavement ride quality measurement or analysis, longitudinal joint density sampling or evaluation, or other asphalt mixture related field activities. The experience must come from any combination of experience from PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds, or from projects in other State DOTs participating in MARTCP. Experience must have been obtained within the last five (5) years prior to applying for a certified Bituminous Field Technician.

*Note: Applicant cannot substitute any of the minimum required hours by attendance and completion of any courses.*

**C. Field Technician Certification Renewal Registration Procedures (Option A – Learning Activities)**

1. Using the Online Registration Form:
  - a) Using the Internet, go to <http://www.superpave.psu.edu/>.
  - b) From the “TRAINING” menu and listed under “Bituminous”, select the “Field Technician Certification” dropdown menu item. Then, from the “Certification Renewal - Certification Card Only” section, select the link for “Certification Card Renewal Online Registration”.
  - c) Select the radio button representing the current date for the Bituminous Field Technician.
  - d) Enter the Quantity of applicants being registered for the selected radio button.
  - e) Select the “ADD SELECTED ITEMS” box, then select the “VIEW CART AND CHECKOUT” box, and then select the “ENTER REGISTRATION INFORMATION AND CHECKOUT” box.
  - f) Read the Bituminous Plant and Field Technician Certification Program Requirements and then select the “I HAVE READ THE REQUIREMENTS, PROCEED TO REGISTRATION” box.
  - g) Enter applicant’s NECEPT Certification ID number and password and select the “LOGIN” box or select the “GROUP REGISTRATION” box if a company administrator is registering the technician or multiple technicians. For administrator

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or Group Registrations, enter the applicant's NECEPT Certification ID number and last name.

- h) Complete the online registration form including the applicant's selected Bituminous Field Technician Certification Renewal Card, first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate "District #" (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- i) On the online registration form, where it indicates to "Select PennDOT District", select the most appropriate PennDOT District and sign-off name, PennDOT Bureau/Section and sign-off name, or the PTC and sign-off name from the dropdown menu. The selected person will receive, review, and sign-off on the applicant's online certification renewal registration form.
- j) On the online registration form and in the form's "Immediate Supervisor Name" and "Immediate Supervisor E-mail" fields, enter the name and email address of the applicant's immediate Supervisor from the applicant's Company, Organization or Agency.
- k) On the online registration form, enter and list the applicant's work experience, start and end dates, work performed, total hours, and the applicant's immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of technician experience since date of last certification.
- l) On the online registration form, enter and list the applicant's two (2) required asphalt-related learning activities including the single date or start and end dates, location, and name of each learning activity since date of last certification.
- m) Upon completion of above information on the registration form, select the "SAVE APPLICANT INFORMATION" box.
- n) After applicant information has been saved, select the "EDIT" box to edit any information on the applicant registration form and resave the information. Or, select the "DELETE" box to remove an applicant registration form. Or, scroll down to the Add Applicant section to add additional applicants for this certification renewal and certification renewal date. The number of additional applicants that can be added is limited to the total Quantity entered when the course radio button is selected [see Step d) above]. After all editing, deleting, or adding of applicant registration forms has been completed, select the "CONFIRM ORDER" box to complete the order for the listed applicant(s) and to make payment.
- o) After confirming the order, the certification renewal registration is complete. For certification renewal fee payment, select either the "PAY WITH CREDIT CARD" box under Option 1 or select the "SELECT" box under Option 2 to open and print the completed registration form to pay with check or money order.
  - (1) PennDOT applicants who want NECEPT to direct bill the PennDOT District/Bureau by invoice should select the "SELECT" box under Option 2, print

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off their certification renewal registration form(s) for their records, and then exit from the online registration system.

- p) If the “PAY WITH CREDIT CARD” box under Option 1 was selected, enter and submit the credit card information for payment for the certification renewal registration fee and then exit from the online registration system.
- q) If the “SELECT” box under Option 2 was selected, the completed registration form will open. Print the completed registration form for each applicant. Obtain required sign-off from Supervisor. Submit the printed registration forms with sign-off signatures along with check or money order to NECEPT at the address on the registration form.

2. Using the Paper Application Registration Form:

- a) From NECEPT’s Internet website at <http://www.superpave.psu.edu/> and under the “TRAINING” menu and listed under “Bituminous”, select the “Field Technician Certification” dropdown menu item. Then, from the “Certification Renewal - Certification Card Only” section of webpage, select the link for “Certification Card Renewal Paper Application”. Print the paper application registration form from NECEPT’s website. Or, obtain a paper hardcopy of the appropriate registration form [“Bituminous Certification Renewal or Bituminous Level 2 Plant Initial Certification (Card Only)”] from the annual Bituminous Field Technician packet distributed by NECEPT or PennDOT.
- b) Complete the NECEPT Paper Application Registration Form indicating the application is for certification renewal of a Bituminous Field Technician. Ensure all applicable blank spaces on the registration form have been completed. NECEPT will reject and return incomplete registration forms. For PennDOT employee applicants, ensure the company/agency name is entered as the appropriate “District #” (e.g., District 1-0 or District 12-0) or Central Office Bureau acronym (e.g., BOPD or BOMO).
- c) On the paper application registration form, include the applicant’s certification ID number.
- d) On the paper application registration form, include the applicant’s last exam date or last certification renewal date for a Bituminous Field Technician.
- e) On the paper application registration form, include the applicant’s first and last name, affiliation, company/agency name, job title, home address, phone number(s), and e-mail address.
- f) On the paper application registration form, list the applicant’s applicable work experience including start and end dates, the work performed, projects, total hours, and the name of applicant’s immediate Supervisor for the listed work experience where applicant obtained the minimum required hours of field technician experience since date of last certification.
- g) On the paper application registration form, list the applicant’s two (2) required asphalt-related learning activities including the single date or start and end dates,

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location, and name of each learning activity since date of last certification. Include copies of any completion certificates received through any of these learning activities.

- h) Have the applicant's immediate Supervisor from the applicant's Company, Organization, or Agency sign-off and date the Registration Form.
- i) Contact a PennDOT ACE, ACM, or their designee in a District where the applicant performed a majority of their field technician work. Make arrangements with the ACE, ACM, or their designee to sign-off and date the Registration Form. Alternatively, if the applicant performed a majority of their field technician work for PTC projects, contact a PTC Materials Representative to sign-off and date the Registration Form. If the applicant is a PennDOT employee from the BOPD/CMD/CQAS, applicant must contact the PennDOT BOPD/CMD/CQAS Section Chief or their designee to sign-off and date the registration form. If the applicant is a PennDOT employee from the BOPD/CMD/LTS, applicant must contact the PennDOT BOPD/CMD/LTS Engineer of Tests or their designee to sign-off and date the registration form.

*Note: If applicant is an ACE or ACM, sign-off must be from the ACE's or ACM's supervisor. If applicant is a PTC Materials Representative, sign-off must be from the PTC Materials Representative's supervisor.*

- j) Submit the completed Paper Application Registration Form to NECEPT as instructed on the registration form. Submit payment by check or money order for the registration fee as instructed on the registration form.

**D. Field Technician Certification Renewal Requirements (Option B – Repeat Initial Certification)**

1. Same procedure as for initial certification of a Bituminous Field Technician.

## **XIV. PLANT AND FIELD TECHNICIANS CERTIFIED IN OTHER STATES (RECIPROCITY)**

### ***A. General Information***

PennDOT will recognize equivalent bituminous or asphalt technician certification programs from other states within the Mid-Atlantic Region. This recognition was initiated through efforts to develop a Mid-Atlantic Region Technician Certification Program (MARTCP). To date, MARTCP is not an official regional technician certification program; however, PennDOT will recognize equivalent bituminous or asphalt technician certifications from the original MARTCP participating states. The original MARTCP participating states included: Delaware, Maryland, New Jersey, Pennsylvania, Virginia, Washington DC, and West Virginia. Technicians that are not currently PennDOT/NECEPT certified Bituminous Level 1 Plant Technicians, Bituminous Level 2 Plant Technicians, or Bituminous Field Technicians but, who are already and currently equivalently certified in the MARTCP participating states as bituminous or asphalt plant or field technicians can apply to be certified PennDOT/NECEPT Bituminous Technicians by the procedures identified within this Section.

### ***B. Equivalency to PennDOT/NECEPT Bituminous Technician Certifications***

For equivalency to a PennDOT/NECEPT Bituminous Level 1 Plant Technician certification, a bituminous or asphalt plant technician certification from a MARTCP participating state must be a certified plant technician whose responsibilities, skills, knowledge, and experience include the following:

- daily QC sampling and testing at an asphalt mixture production plant,
- testing based on AASHTO, ASTM or State DOT Test Methods or procedures for asphalt mixture gradation, asphalt content, and Superpave volumetric analysis of compacted specimens,
- sampling and testing of raw component materials used to produce the completed asphalt mixture, such as, coarse and fine aggregates, RAP and RAS, and
- controlling the plant operations, through adjustments and corrective actions, to accurately produce the designed JMF based on QC test results.

For equivalency to a PennDOT/NECEPT Bituminous Level 2 Plant Technician certification, a bituminous or asphalt plant technician certification from a MARTCP participating state must be a certified plant technician whose responsibilities, skills, knowledge, and experience include the following:

- all responsibilities equivalent to a PennDOT/NECEPT Bituminous Level 1 Plant Technician,
- attendance and passing grade (if required) from a hands-on laboratory Superpave volumetric mix design course or workshop equivalent to the PennDOT/NECEPT Superpave Volumetric Mix Design Workshop.

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- a higher level of knowledge and experience used to develop asphalt mixture designs that meet specified asphalt mixture design requirements, and
- have primary responsibility for reviewing, signing and submitting asphalt mixture designs to the State DOT for review and/or approval.

For equivalency to a PennDOT/NECEPT Bituminous Field Technician certification, a bituminous or asphalt field technician certification from a MARTCP participating state must be a certified field technician whose responsibilities, skills, knowledge, and experience include the following:

- sampling loose mixture and compacted mixture for acceptance or verification testing,
- controlling the paving operations, through adjustments, corrective actions, and use of best management practices, to place and compact the asphalt mixture to the lines, grades, depths, required compaction level, and any specified ride quality criteria, for a durable and long lasting asphalt pavement, and
- any field testing based on AASHTO, ASTM or State DOT Test Methods or procedures for pavement density, surface tolerance, segregation identification, etc.

***C. Initial Certification Requirements for Technicians Certified in Other MARTCP States.***

1. Applicant must be an equivalent certified technician in the other MARTCP participating state.
2. Applicant must have a current and valid certification card or certificate issued by the other MARTCP participating state which provides the certification level and certification expiration date if applicable.
3. Applicant's certification status must be in good standing and not under suspension or other limiting conditions from the technician certification program from the other MARTCP participating state.
4. Applicant for a Bituminous Level 1 Plant Technician or a Bituminous Level 2 Plant Technician must have a DME, DMM, or their designee, print their name, sign-off and date the PennDOT Bituminous Plant Technician Certification Checklist Form indicating they were evaluated by the appropriate DME, DMM, or their designee and demonstrated satisfactory knowledge/performance to be a Bituminous Level 1 Plant Technician or a Bituminous Level 2 Plant Technician.

***D. Initial Certification Registration Procedures for Technicians Certified in Other MARTCP States)***

1. Contact NECEPT by telephone at (814) 863-1293 or through NECEPT's website (<http://www.superpave.psu.edu>) to request or to access a PennDOT Bituminous Field Technician or Plant Technician Application Form for individuals certified by a MARTCP participating State and not currently certified by PennDOT.



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2. Complete the Application Form indicating the application is for either a Bituminous Field Technician Certification, Bituminous Level 1 Plant Technician Certification, or a Bituminous Level 2 Plant Technician Certification.
3. Have either a State DOT representative from the state the applicant is certified in or applicant's Supervisor sign-off and date the application form.

*Note: If the application form is signed-off and dated by the applicant's Supervisor, NECEPT may verify applicant's certification status with the State DOT where the applicant indicates that they are a certified technician.*

4. Submit the completed Application Form to NECEPT as instructed on the application form and include the required application fee and a photocopy of applicant's current and valid certification (card or certificate). The fee covers application processing, the course material, the exam that will be sent to the applicant, grading of the exam, and certification card issuance by NECEPT for PennDOT.
5. Upon receipt of completed application form, fee, and photocopy of technician's current valid certification, NECEPT will ship the applicant a packet which will contain the items listed below. At the discretion of NECEPT, NECEPT may provide the applicant with an Internet website URL to view/download any of the listed documents in lieu of mailing hardcopies to the applicant. In this case, NECEPT will provide the URL web address and the viewing/downloading directions in the packet. The multiple choice exam and the pledge will be mailed as paper hardcopies in either case.
  - a) PennDOT Publication 351 that covers PennDOT Bituminous Technician certification requirements.
  - b) Course material that is covered in PennDOT/NECEPT's certification courses.
  - c) A list of relevant PennDOT Publications, Specifications, and test procedures.
  - d) A checklist for applicant to complete indicating that they reviewed and understand pertinent specifications and test methods and for applicant to sign, date, and return to NECEPT. If the application is for a Bituminous Level 1 Plant Technician or a Bituminous Level 2 Plant Technician, the checklist must have the printed name, sign-off, and date from the DME, DMM, or their designee where technician will be performing a majority of their plant technician work. Applicant must contact the appropriate DME, DMM, or their designee responsible for the asphalt plant to evaluate the applicant to ensure applicant demonstrates satisfactory knowledge/performance as a Bituminous Level 1 Plant Technician or a Bituminous Level 2 Plant Technician.
  - e) A 45 question multiple choice exam and a corresponding exam pledge that must be completed, dated, and returned to NECEPT. The exam is tailored towards PennDOT specifications as well as general topics. If the exam pledge is not completed, signed, dated, and/or returned to NECEPT, the exam will not be graded. The pledge indicates that the applicant completed the exam independently without any other individual's assistance and the applicant will not copy the exam or provide the exam to others.

*Note: NECEPT will only ship a hardcopy of the packet and will not electronically provide the packet to an applicant. The reason is that the exam sheet is a computer graded exam sheet which cannot be provided electronically.*

6. Upon NECEPT's receipt of the completed exam, exam pledge, and checklist, the exam will be graded. If applicant receives a passing grade on the exam (minimum 75% correct answers), NECEPT will issue the applicant a PennDOT/NECEPT certification card for the registered Bituminous Technician certification. The expiration date on the PennDOT/NECEPT certification card will be dependent on the applicant's equivalent bituminous technician certification expiration date in their home state. If applicant's equivalent bituminous technician certification expiration date is less than one (1) year from the exam pledge date, the PennDOT/NECEPT Bituminous Technician certification card will be issued with an expiration date that is one (1) year from the exam pledge date. If applicant's equivalent bituminous technician certification expiration date is more than one (1) year from the exam pledge date, the PennDOT/NECEPT Bituminous Technician certification card will be issued with an expiration date that matches their equivalent bituminous technician certification from their home state.

#### **E. Certification Renewal After Initial Certification for Technicians Certified in Other MARTCP States.**

1. Upon a technician certified in another MARTCP State being initially certified as a PennDOT/NECEPT Bituminous Plant or Field Technician, the technician is required to follow the regular certification renewal requirements and registration procedures for the specific PennDOT/NECEPT Bituminous Plant or Field Technician Certification outlined in other Sections of this Publication. When certification renewal is by Option A - Learning Activities, a MARTCP State annual asphalt-related seminar, workshop, conference, or technical meeting will qualify as one (1) of the two (2) Learning Activities required for PennDOT certification renewal with the other Learning Activity required to be the appropriate PennDOT/NECEPT Bituminous Technician Annual Update/Refresher Course.

## **XV. EXAM REVIEWS AND EXAM RETESTS**

### **A. General**

Applicants who do not pass the certification exam for the Bituminous Level 1 Plant Technician or the Bituminous Field Technician or applicants who do not pass the written exam portion of the Superpave Volumetric Mix Design Workshop may apply to take an exam retest one (1) time before they are required to repeat the appropriate Technician Review and Certification course or repeat the Superpave Volumetric Mix Design Workshop. Repeating a course may not be done any earlier than the following calendar year. The exam retest must be taken in the time period from 1-month to 4-months after the original certification or course exam date (e.g., the original exam date was February 22 so; the exam retest can be taken from March 22 to June 22 of the same calendar year). Registration forms for exam retests may be submitted immediately following notification of the original exam test results.

To register for an exam retest, refer to NECEPT's Internet webpage at <http://www.superpave.psu.edu/> and under the "TRAINING" menu and listed under "Bituminous", select either the "Field Technician Certification", the "Plant Level 1 Technician", or the "Plant Level 2 Technician" dropdown menu item as appropriate for the exam retest. Then, either under the "Initial

Certification - Retest" section (Field Technician Certification and Plant Level 1 Technician) or the "Superpave Retest" section (Plant Level 2 Technician), select either the "Retest Online Registration", "Retest Paper Application", "Superpave Retest Online Registration", or "Superpave Retest Paper Application" as appropriate for the exam retest. Or, obtain a paper application registration form from the current annual exam retest packet distributed by NECEPT and PennDOT. The packet includes the exam retest schedule, the paper application exam retest registration form, instructions for the optional online registration, and the current exam retest fee(s).

***B. Exam Review and Exam Retest.***

For the exam review and exam retest, the applicant registers for an exam review and retest that is scheduled post season (i.e., after the current annual PennDOT/NECEPT Bituminous Technician Certification Program courses are completed) on a date specifically scheduled for an exam review and exam retest. The exam review and exam retest allows the applicant to review their original exam results and ask questions about their original exam results prior to taking the exam retest.

The exam review is a process that has proved very effective for those who have used it. The exam review and exam retest is typically held at the NECEPT Office at the Thomas D. Larson Pennsylvania Transportation Institute (LTI) located in the Research Office Building on the Penn State University campus in State College, PA. The exam review and retest is scheduled to take place within regular NECEPT business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) when a NECEPT representative is available to answer questions that may arise, although applicants will conduct the reviews mostly on their own. Applicants who may have more than one exam to review and retest may register for both exam reviews and retests on a single scheduled post-season exam review and retest date (registering and submitting payment for each exam review and retest), even if one exam was for a Bituminous Level 1 Plant Technician and the other for a Bituminous Field Technician. During the exam review, a room is reserved at LTI for the applicant's use, typically for 3 to 4 hours, although longer periods may sometimes be arranged if needed. During the exam review, the applicant is provided with the answer sheet(s) he or she filled out during the original exam(s) and provided a copy of the corresponding exam form(s) answer sheet(s). The applicant is then left alone to go through the exam and determine for themselves what topic areas they are strong or weak in understanding. It is recommended that the applicant bring the books, manuals and handouts received during the original Review and Certification course or the Superpave Volumetric Mix Design Workshop to aid in reviewing their original exam. Supervisors or other experienced co-workers may accompany applicants as desired at no additional charge to enhance learning. Applicants may take notes, but may not keep or copy the exam form(s) or answer sheet(s). After the applicant completes the exam review, NECEPT will provide them with the exam retest. The time allowed for the applicant to take the exam retest is the same amount of time provided for the exam on the last day (3<sup>rd</sup> day) of a scheduled 2-1/2 day Bituminous Technician Review and Certification Course or on the last day (4<sup>th</sup> day) of a scheduled 4 day Superpave Volumetric Mix Design Workshop.

***C. Exam Review and Exam Retest Registration Procedures.***

Applicants must register for an exam retest by submitting a completed exam retest online registration form or by submitting a current exam retest paper application registration form to NECEPT. Applicants must use the current exam retest schedule to indicate the specific date(s) and location(s) desired in order of preference. Registrations for exam retest applicants will be confirmed on a space-available basis and as long as NECEPT determines there is sufficient space available to accommodate the applicant. A fee will be charged for each exam review and retest with the fee

amount and method of payment indicated on the online registration form or on the current paper application registration form.

***D. Successful Completion of an Exam Retest.***

Upon an applicant completing an exam retest and scoring a minimum 75% on the exam retest, NECEPT will revise the completion of the applicant's previous exam score from a "No" to a "Yes". If the previous exam score was for a Bituminous Field Technician or Bituminous Level 1 Plant Technician Review and Certification Course, NECEPT will issue the applicant a certification wallet card with the certification date being the original exam date of the Review and Certification Course and the expiration date being 5-years from the Review and Certification Course exam date. If the previous exam score was for the written exam portion of a Superpave Volumetric Mix Design Workshop, NECEPT will revise the completion of the Superpave Volumetric Mix Design Workshop from a "No" to a "Yes". This will make the successfully completed Superpave Volumetric Mix Design Workshop eligible for the applicant to use for registering for a Bituminous Level 2 Plant Technician.

**XVI. CERTIFICATION SPECIAL EXCEPTIONS**

***A. General.***

PennDOT may grant Bituminous Technician certification special exceptions to extend Bituminous Technician certification periods or to allow submission of a Bituminous Technician certification renewal registration form beyond a technician's certification expiration date. These special exceptions will be reviewed and granted on a case-by-case basis depending on the circumstances and the time period that has elapsed since Bituminous Technician certification expiration.

For some specific circumstances, such as, active military duty, severe or long-term illness / injury of the technician, or the technician's care of an immediate family member with a severe or long-term illness / injury, and where the technician is on leave from work due to the military duty, illness or injury, the special exceptions will be granted.

Technicians are responsible for monitoring their own certifications and maintaining their certifications in a current and active status especially if the certifications are required for the work that they perform. If a technician is employed by a company, organization or agency that uses a central training person or training unit to coordinate its technician certifications, the technician is still responsible for monitoring and maintaining their own certifications. A technician should annually be reviewing their technician certification wallet cards for their certification status, when their certifications expire, and reviewing Publication 351 for Bituminous Technician certification renewal requirements.

***B. Special Exception for Inadvertently Forgetting to Submit Certification Renewal Registration Form.***

Special exceptions for Bituminous Technicians inadvertently forgetting to submit their certification renewal registration form may be granted depending on elapsed time since their certification expiration date and if they met all certification renewal requirements before their certification expired.

If a Bituminous Technician inadvertently forgot to submit their certification renewal registration form and their Bituminous Technician certification has expired, the technician must first

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contact NECEPT as soon as possible by email at [superpave@psu.edu](mailto:superpave@psu.edu) and provide the following information:

1. first and last name as they appear on their Bituminous Technician certification wallet card,
2. certification ID number on their Bituminous Technician certification wallet card,
3. Bituminous Technician certification that has expired,
4. expiration date of Bituminous Technician certification,
5. date of last Update/Refresher Course for the Bituminous Technician certification that has expired,
6. another acceptable learning activity taken during the 5-year Bituminous Technician certification period that just expired,
7. reason for not submitting their Bituminous Technician certification renewal registration form on time, and
8. a statement from the certified Bituminous Technician that they will review their certifications on an annual basis and submit certification renewal registration forms on time in the future.

If the technician contacts NECEPT before March 15 of the next calendar year following the technician's certification expiration date (e.g., contacts NECEPT before 3/15/17 for a certification that expired 1/27/16), then NECEPT and the PennDOT organizations or PTC will grant a special exception allowing the Bituminous Technician to submit a registration form for certification renewal if the applicant met all the certification renewal requirements and all the certification renewal requirements were completed during the certification period that expired (i.e., all experience, Update/Refresher Courses, and the one (1) other learning activity were completed during the certification period, not completed after the certification expiration date).

If the technician contacts NECEPT after March 15 of the next calendar year following the technician's certification expiration date (e.g., contacts NECEPT after 3/15/17 for an certification that expired on 1/27/16), then NECEPT and the PennDOT organizations or PTC may consider granting a special exception on a case-by-case basis. This will depend on the reason the registration was not submitted on time and only if the applicant met all the certification renewal requirements and all the certification renewal requirements were completed during the certification period that expired (i.e., all experience, Update/Refresher Courses, and the one (1) other learning activity were completed during the certification period, not completed after the certification expiration date). If the special exception is granted, this will allow the Bituminous Technician to submit a registration form for certification renewal.

Special exceptions will not be granted to Bituminous Technicians who repeatedly forget to submit their Bituminous Technician certification renewal registration form. Special exceptions are not intended nor considered to be a routine practice.

NECEPT will instruct the technician how to properly submit a certification renewal registration form for a certification that has expired and requires a certification special exception. Upon receipt of the certification renewal registration form and completion of all required registration form sign-offs, NECEPT will issue the technician a new certification card with the certification period extending 5-years from the expiration date of their last certification period, not 5-years from submission or sign-off of the certification special exception renewal registration form.

**C. Special Exception for Military Active Duty.**

Special exceptions for Bituminous Technician certifications will be granted for Bituminous Technicians called to military active duty.

If a certified Bituminous Technician is called to military active duty during their certification period, their certification period will be extended in full calendar year increments to cover the full length of the military deployment upon returning from military active duty. This certification period extension will allow the technician a full 5-year cycle to meet the certification renewal requirements.

If a certified Bituminous Technician is called to military active duty and their Bituminous Technician certification expires while they are on their military deployment, the certified technician will automatically have their Bituminous Technician certification extended in full calendar year increments to cover the full length of the military deployment upon returning from military active duty. This certification extension will allow the technician to have an opportunity to obtain their required total hours of experience or to complete any Update/Refresher Courses or other learning activities.

Technicians called to military active duty should notify NECEPT by email at [superpave@psu.edu](mailto:superpave@psu.edu) before departing for military active duty especially if their certification(s) will expire during their military deployment. Certified Bituminous Technicians must contact NECEPT upon returning from military active duty to receive a certification extension especially when their technician certification(s) expired during their military deployment.

Upon a certified Bituminous Technician returning from military active duty, the Bituminous Technician must first contact NECEPT as soon as possible by email at [superpave@psu.edu](mailto:superpave@psu.edu) and provide the following information:

1. first and last name as they appear on their Bituminous Technician certification wallet card,
2. certification ID number on their Bituminous Technician certification wallet card,
3. Bituminous Technician certifications that have expired,
4. expiration dates of the Bituminous Technician certifications, and
5. copy of applicable military active duty documentation showing length of active duty deployment, if possible.

Upon receiving the above listed information, NECEPT will issue the technician a new certification card with a new certification expiration date which has been extended the proper number of full years from the original certification expiration date to cover the full length of the military active duty deployment.

**D. Special Exception for Severe or Long-Term Illness or Injury.**

Special exceptions for Bituminous Technician certifications will be granted for Bituminous Technicians on leave from work due to a severe or long-term illness or injury, or due to care of an immediate family member with a severe or long-term illness or injury.

If a certified Bituminous Technician is on leave from work for a severe or long-term illness or injury, or for the care of an immediate family member with a severe or long-term illness or injury and the leave from work has prevented the Bituminous Technician from also attending the required one (1) Update/Refresher Course or attending another learning activity, or obtaining the total hours of experience required for recertification renewal during their 5-year Bituminous Technician certification

period, their certification period will be extended in full calendar year increments to cover the technician's full length of leave from work. This certification period extension will allow the technician a full 5-year cycle to meet the certification renewal requirements.

If a certified Bituminous Technician is on leave from work for a severe or long-term illness or injury or for the care of an immediate family member with a severe or long-term illness or injury and their Bituminous Technician certification expires while they are on leave from work, the certified technician will automatically have their Bituminous Technician certification extended in full calendar year increments to cover the full length of the leave from work upon returning to work. This certification extension will allow the technician to have an opportunity to obtain their required total hours of experience or to complete any Update/Refresher Courses or other learning activities.

Technicians who are on leave from work due to a severe or long-term illness or injury or due to care of an immediate family member with a severe or long-term illness or injury should notify NECEPT, if possible, or have their Supervisor notify NECEPT, by email at [superpave@psu.edu](mailto:superpave@psu.edu) indicating the technician is on leave from work for a severe or long-term illness or injury or for care of an immediate family member with a severe or long-term illness or injury. Certified Bituminous Technicians must contact NECEPT upon returning from a leave of absence due to a severe or long-term illness or injury to receive a certification extension especially when their technician certification(s) expired during their leave from work due to the severe or long-term illness or injury.

Upon a certified Bituminous Technician returning to work from a severe or long-term illness or injury or from the care of an immediate family member with a severe or long-term injury, the Bituminous Technician must first contact NECEPT as soon as possible by email at [superpave@psu.edu](mailto:superpave@psu.edu) and provide the following information:

1. first and last name as they appear on their Bituminous Technician certification wallet card,
2. certification ID number on their Bituminous Technician certification wallet card,
3. Bituminous Technician certifications that have expired,
4. expiration dates of the Bituminous Technician certifications, and
5. copy of medical Physician's certificate or written statement from the Bituminous Technician's Supervisor.

Upon receiving the above listed information, NECEPT will issue the technician a new certification card with a new certification expiration date which has been extended the proper number of full years from the original certification expiration date to cover the full length of the severe or long-term illness or injury.

***E. Special Exception for Bituminous Level 2 Plant Technician – Initial Certification.***

Special exceptions for Bituminous Level 1 Plant Technicians who complete the Superpave Volumetric Mix Design Workshop, but fail or forget to register for a Bituminous Level 2 Plant Technician within 3 calendar years from completing the Superpave Volumetric Mix Design Workshop will not be granted.

***F. Special Exception for All Other Circumstances.***

Special exceptions for other circumstances will be reviewed and may be granted on a case-by-case basis depending on the circumstances and the time period that has elapsed since

Bituminous Technician certification expiration. The technician must first contact NECEPT as soon as possible by email at [superpave@psu.edu](mailto:superpave@psu.edu) and provide the following information:

1. first and last name as they appear on their Bituminous Technician certification wallet card,
2. certification ID number on their Bituminous Technician certification wallet card,
3. Bituminous Technician certification that has expired, if applicable,
4. Bituminous Technician certification that applicant requests a special exception,
5. history of technician's applicable prerequisite courses, Update/Refresher courses, or total hours of technician experience related to the special exception request, and
6. reason/justification for the special exception request.

## **XVII. REGISTERED APPLICANT LATE ARRIVAL, ILLNESS, OR OTHER CIRCUMSTANCE AFFECTING COURSE ATTENDANCE**

### ***A. Late Arrival of a Registered Applicant to a Course.***

1. Applicants who are registered and confirmed for a course date should make every effort to arrive at the course location prior to the course start time. Applicants missing a significant portion of the course, as judged by NECEPT, will be required to attend an additional course to receive credit for the course. NECEPT will notify applicants when a late arrival requires attendance to another course.

### ***B. Applicant Illness or Other Circumstance Affecting Course Attendance.***

1. Within the last 10 business days before a course date, if a course applicant becomes ill or experiences another circumstance where they cannot attend a confirmed registration course date, they are to notify NECEPT by email at [superpave@psu.edu](mailto:superpave@psu.edu) or by telephone at (814) 863-1293 as soon as possible, but no later than the course start time on the date of the course, that they will not be attending the course. An applicant with a confirmed registration course date who misses the course due to illness or other circumstance will need to contact NECEPT to determine if they can reschedule and attend another course date. NECEPT may not be able to reschedule the applicant in another upcoming course date. The applicant may also forfeit their course registration fee. Applicants are encouraged to attend their confirmed registration course and course date(s) unless they are severely ill or experience emergency circumstances to avoid affecting their certifications.

### ***C. Course Cancellation.***

1. Applicants are encouraged to ensure they receive course registration confirmation information and check NECEPT's Internet website for any information related to their course and scheduled course date(s) especially if inclement or severe weather is forecast on date(s) of a registration confirmed course. NECEPT may cancel a course date as outlined in Section XX.B.



## XVIII. PERFORMANCE REVIEW PROCESS

### A. Purpose and Makeup

The performance review process evaluates the performance of certified bituminous technicians to determine if their substandard performance or intentional misrepresentation requires any action to be taken against their current certification status. The review of a certified bituminous technician's substandard performance or intentional misrepresentation will be conducted by the Bituminous Technician Certification Board (BTCB). The BTCB is composed of the representation shown in Table 1.

<b>Organization</b>	<b>Number of Representatives</b>
PennDOT-Bureau of Project Delivery (BOPD)	1
Pennsylvania Asphalt Pavement Association (PAPA)	2
Northeast Center of Excellence for Pavement Technology (NECEPT)	1

Representatives to the BTCB will be identified by their organization through a scheduled meeting of the Asphalt Paving Quality Improvement Committee (APQIC) or other official means. Each representative will serve for a three-year term. Representatives may serve on the BTCB for an unlimited number of consecutive terms.

In general, the review process will rely on written documentation of a certified bituminous technician not following practices identified in the Bituminous Technician Review and Certification Courses or intentionally misrepresenting quality of the work. The written documentation should only be provided to the BTCB after the certified bituminous technician has been verbally notified that they are not following practices identified in the Bituminous Technician Review and Certification Courses or that they have intentionally misrepresented quality of the work. The BTCB will review the written documentation and allow for an interview prior to making a determination on the certification status of the certified bituminous technician under review.

### B. Procedure

1. Certified Bituminous Technician Not Following Practices, Procedures and Specifications

The official procedure when a certified bituminous technician is not following, or has not followed, practices identified as acceptable PennDOT practices, procedures and specifications, is as follows:

- a) A PennDOT, Consultant, Industry or other certified bituminous technician, hereafter referred to as the Observer, observes another certified bituminous technician, hereafter referred to as the technician, not following a practice or practices

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identified in the Bituminous Technician Review and Certification Courses. Immediately, the Observer is to verbally notify the technician that they are not following a practice or practices identified in the Bituminous Technician Review and Certification Courses. The Observer must record the verbal notification, including the time, date, location, technician's name and company or organization, and the specific practice or practices not being followed.

- b) If a second occurrence is observed where the same technician is not following a practice or practices identified in the Bituminous Technician Review and Certification Courses, immediately, the Observer is to again verbally notify the technician that they are not following a practice or practices identified in the Bituminous Technician Review and Certification Courses. In addition, the Observer must notify the technician's supervisor, by verbal or written communication, that the technician is not following a practice or practices identified in the Bituminous Technician Review and Certification Course and that the technician has been verbally notified for two occurrences. The Observer is to record the second occurrence and the notifications given to the technician and the technician's supervisor as detailed in a) above. In addition, the Observer is to record the name of the technician's supervisor, the date, and the time (if verbal notification was given) that the supervisor was contacted.
- c) If a third occurrence is observed where the same technician is not following a practice or practices identified in the Bituminous Technician Review and Certification Courses, immediately, the Observer is to again verbally notify the technician that they are not following a practice or practices identified in the Bituminous Technician Review and Certification Courses. In addition, the Observer is to officially document the entire situation. The official documentation should provide as much detail as possible, providing as a minimum, the full name and certification number of the Observer, the S.R., Section, Contract Number, Plant Name and Location, the full name and certification number of the technician, and the full name of the technician's supervisor. The Observer is to provide copies of all previously recorded verbal or written notifications and a detailed account of the entire situation. Only one document will be accepted by the BTCB per situation and, for this reason, it is important to include all pertinent information in this documentation. Pending action by the BTCB, the technician will be temporarily suspended.
- d) Upon the third occurrence of the same technician not following a practice or practices identified in the Bituminous Technician Review and Certification Courses, the technician will be removed from the project or plant, may be restricted in the work they can do, or may be temporarily suspended until the situation is reviewed by the BTCB. If temporarily suspended, the technician must immediately forfeit their valid wallet-sized certification card to the PennDOT DME, DMM, ACE, ACM, or appropriate Department personnel or to the PTC Materials Representative. The PennDOT DME, DMM, ACE, ACM, or appropriate Department personnel or the PTC Materials Representative will hold the confiscated wallet-sized certification card. The temporary suspension will restrict the technician from doing any technician work, including materials testing or materials certification, on PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, or on

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Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds.

- e) The Observer is to provide one photocopy of the documentation to the technician and retain one photocopy in their project or plant office files. The Observer is to submit the original copy of the documentation to the Chairperson of the Bituminous Technician Certification Board at the address below:

Chairperson, Bituminous Technician Certification Board  
PA Department of Transportation  
Bureau of Project Delivery  
P.O. Box 2926  
Harrisburg, PA 17105

- f) Submit documentation within 14 calendar days of the date of the third occurrence. Documentation not received by the BOPD within 21 calendar days of the third occurrence will be void.
  - g) The technician will be afforded the opportunity to submit a written appeal to the Chairperson of the BTCB at the address indicated in e) above and the opportunity to appear before the BTCB. The technician is to provide one photocopy of the appeal to the Observer and to retain one photocopy for their project files. Only one written appeal will be accepted by the BTCB per situation and, for this reason, it is important to include all pertinent information in the written appeal. Submit written appeals to the Chairperson of the BTCB within 35 calendar days of the documented third occurrence. Appeals received more than 40 calendar days after the third occurrence will be void.
  - h) The documentation and written appeal (if provided) will be logged by the BOPD and then forwarded to the Chairperson of the BTCB for action.
  - i) The Chairperson of the BTCB will review the documentation and the appeal (if provided) with the other members of the BTCB. The BTCB will provide a written response to the BOPD within 21 calendar days from the date the documentation was sent to the BTCB. The written response will provide the action that is to be taken concerning the situation. The written response of the BTCB will be final and will be logged and filed by the BOPD. Possible actions of the BTCB will include but are not limited to: BTCB written warning; BTCB written reprimand; BTCB certification suspension (1, 2, or 3 months); BTCB rescindment of certification. BTCB suspension or rescindment of certification will require the technician to forfeit their wallet-sized certification card to the BTCB.
  - j) The BOPD will immediately forward the BTCB's written response concerning certification status to the technician.
2. Certified Bituminous Technician Involved in Deceptive, Questionable or Unethical Activities.
- a) A PennDOT, Consultant, Industry or other certified bituminous technician, hereafter referred to as the Observer, observes or becomes aware of an action of another

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certified bituminous technician, hereafter referred to as the technician, which may be an attempt to mislead or deceive others about the quality of the materials, about materials testing, or about test results or, an action which may be questionable or unethical. Immediately, the Observer is to report the incident to the appropriate PennDOT DME, DMM, ACE, ACM, or other appropriate Department personnel, or to the PTC Materials Representative. Together the Observer and the PennDOT DME, DMM, ACE, ACM, or other appropriate Department personnel, or the PTC Materials Representative, are to immediately contact any member of the BTCB. Initial contacts and information concerning these actions will be kept strictly confidential.

- b) The PennDOT, DME, DMM, ACE, ACM, or other appropriate Department personnel, or the PTC Materials Representative will coordinate with the BTCB to institute an investigation of the action. The investigation will determine whether or not the deceptive, questionable, or unethical action was willful. The investigation will be documented to support the final determination.
- c) With support from the BTCB member initially contacted, and before the investigation is completed, the technician and the technician's supervisor or employer will be verbally notified immediately by the PennDOT DME, DMM, ACE, or ACM, or other appropriate Department personnel, or the PTC Materials Representative that the technician will be restricted in the work they can do and will be temporarily suspended, until the investigation is completed and reviewed by the BTCB. If temporarily suspended, the technician must immediately forfeit their valid wallet-sized certification card to the appropriate PennDOT DME, DMM, ACE, ACM, or appropriate Department personnel, or to the PTC Materials Representative. The PennDOT DME, DMM, ACE, ACM, or appropriate Department personnel, or the PTC Materials Representative will hold the confiscated wallet-sized certification card pending the investigation by the BTCB. Temporary suspension will restrict the technician from doing any technician work, including materials testing or materials certification, on PennDOT ECMS projects, PennDOT maintenance projects, PennDOT HOP projects, PennDOT EMA projects, PTC construction or maintenance projects, or on Pennsylvania municipal government projects which used PennDOT Liquid Fuels Funds..
- d) The PennDOT DME, DMM, ACE, ACM, or other appropriate Department personnel, or the PTC Materials Representative with coordination from the BTCB, will complete the investigation and officially document the entire incident and subsequent investigation. The documentation should provide as much detail as possible and be similar to the documentation required in 1.c) above. The PennDOT DME, DMM, ACE, ACM, or appropriate Department personnel, or the PTC Materials Representative will provide copies and submit the documentation as instructed in 1.e) above and within 21 calendar days of the verbal notification described in c) above.
- e) The technician will be afforded the opportunity to submit a written appeal and request an interview with the BTCB. Provide copies and submit written appeals as instructed in 1.g) above and within 35 calendar days from the date of the verbal notification described in c) above. Appeals received more than 40 calendar days after the verbal notification described in c) above will be void.

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- f) The documentation and appeal (if provided) will be considered by the BTCB as described in 1.h) to 1.j) above.

## **XIX. BITUMINOUS TECHNICIAN CODE OF ETHICS.**

The Bituminous Technician Certification Board (BTCB) has found that the following rules are necessary to establish and maintain the high standard of integrity and dignity in the bituminous technician profession and are necessary in the public interest to protect the public against unprofessional conduct on the part of the bituminous technician. Certified Bituminous Technicians are put on notice that an ethical violation by themselves or by an individual rendering or offering to render bituminous technician services under their supervision, as provided by this Publication, may result in disciplinary procedures against them in accordance with Department Publication 351, Section XVIII.B.2.

### **A. Principle 1. Beneficence/autonomy.**

A certified bituminous technician will demonstrate a concern for the welfare and dignity of the recipients of the services, including PennDOT, PTC, and other Owner Agency personnel.

1. A certified bituminous technician will provide services without discriminating on the basis of race, creed, national origin, sex, age, handicap, disease, social status, financial status, or religious affiliation.
2. A certified bituminous technician will act for his client or employer in professional matters as a faithful agent or trustee, and will not accept a direct fee for services rendered as a certified bituminous technician from other than the technician's employer.
3. A certified bituminous technician will not attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects, or business of anyone.
4. A certified bituminous technician will not attempt to supplant another bituminous technician after definite steps have been taken toward his employment.
5. A certified bituminous technician will not compete with another bituminous technician for employment by the use of unethical practices.
6. A certified bituminous technician will not review the work of another bituminous technician for the same client, except with the knowledge of such bituminous technician, or unless the connection of such bituminous technician with the work has terminated.
7. A certified bituminous technician will not attempt to obtain or render technical services or assistance without fair and just compensation commensurate with the services rendered: Provided, however, the donation of such services to a civic, charitable, religious, or eleemosynary organization will not be deemed a violation.
8. A certified bituminous technician will not advertise in self-praising language, or in any other manner, derogatory to the dignity of the profession.
9. A certified bituminous technician will not create or participate in a threatening, intimidating or hostile environment toward any recipients of services, including PennDOT, PTC, or other Owner Agency personnel.

**B. Principle 2. Competence.**

A certified bituminous technician will maintain high standards of professional competence.

1. A certified bituminous technician will not attempt to practice in work in which the bituminous technician is not proficient or practice in work outside the standards of the profession.
2. A certified bituminous technician will consult with other service providers when additional knowledge and expertise is required.
3. A certified bituminous technician will accurately record and report information related to bituminous technician services provided to the Department.
4. A certified bituminous technician will require those whom the technician supervises in the provision of bituminous technician services to adhere to this Code of Ethics.

**C. Principle 3. Public Information.**

A certified bituminous technician will provide accurate information about bituminous technician services.

1. A certified bituminous technician will accurately represent their competence and training.
2. A certified bituminous technician will not use or participate in the use of a form of communication that contains a false, misleading, or deceptive statement or claim.
3. A certified bituminous technician will not use or permit the use of their signature on work over which the technician was not in responsible charge.

**D. Principle 4. Professional Relationships.**

A certified bituminous technician will function with discretion and integrity in relations with colleagues and other professionals.

1. A certified bituminous technician will report illegal, incompetent or unethical practice by colleagues or other professionals to the appropriate authority.
2. A certified bituminous technician who employs or supervises colleagues will provide appropriate supervision as necessary to provide bituminous technician services in conformance with this Code of Ethics.

## **XX. CERTIFICATION COURSE ADMINISTRATION**

### **A. General**

1. NECEPT, located at the Thomas D. Larson Pennsylvania Transportation Institute (LTI), Pennsylvania State University (PSU), 201 Transportation Research Building, University Park, PA 16802 is PennDOT's Administrator for the Bituminous Technician Certification Program.
2. The PennDOT Technician Certification Program is overseen by the APQIC through the APQIC's NECEPT Subcommittee. The NECEPT Subcommittee includes members from PennDOT, Industry, FHWA and NECEPT. The NECEPT Subcommittee may add or remove members or organizations as they determine necessary to provide proper oversight to the PennDOT/NECEPT Bituminous Technician Certification Program.
3. NECEPT determines the number of technician certification program courses, exam retest dates, and exam review/retest sessions to schedule each year and coordinates scheduling the courses in regional locations throughout Pennsylvania.
4. NECEPT provides suitable facilities to hold each technician certification course and exam review/retest session.
5. NECEPT establishes the agenda and presentation topics for each technician certification course with input from PennDOT, Industry, FHWA and the NECEPT Subcommittee.
6. NECEPT provides instructors for all the technician certification program courses and appropriate staff for exam review sessions.
7. NECEPT provides technician certification course materials and manuals for each course attendee.
8. NECEPT provides course sign-in sheets for both the morning and afternoon sessions of each course to ensure full course attendance by all participants.
9. NECEPT determines the annual fees for each certification program course, certifications (card only), certification renewals (card only), exam retests, and exam review/retest sessions and provides justifications for all course fee increases for review by PennDOT and the APQIC NECEPT Subcommittee.
  - a) NECEPT collects fees by credit card, check or money order, or by direct billing.
10. NECEPT develops and provides annual course registration packets including frequently asked questions, course schedule and locations, course registration forms, course agendas.
11. NECEPT develops and provides annual registration packets for exam retests and exam review/retest sessions including a schedule, locations, and registration forms or online registration procedure.



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12. At a minimum, NECEPT distributes the annual course registration packets to those certified technicians whose certifications will expire during the same calendar year of the annual course registration packets.
13. NECEPT maintains an Internet website that includes the annual course schedule, course agendas, course materials, course online registration and paper applications, certification renewal online registration and paper applications, individual certification course exam results, exam retest schedule, exam retest online registration and paper application, and other information related to the Bituminous Technician Certification Program.
14. NECEPT maintains an online course and certification registration system.
  - a) The online registration system will allow users to apply for courses, certifications, certification renewals, exam retests, and exam review/retest sessions.
  - b) The online registration system will allow the applicant to list and enter their work experience and learning activities required for either initial certification and/or recertification renewal.
  - c) The online registration system will allow the user to select the organization (PennDOT District/Bureau or PTC) and the organization's primary contact name for application/registration review and approval/sign-off.
  - d) The online registration system will automatically email the applicant when the selected organization and primary contact or the backup contact has reviewed and approved/signed-off on the application/registration.
  - e) The online registration system will allow payment of course fees, certification fees, certification renewal fees, and exam retest fees using a credit card.
  - f) The online registration system will allow certified technicians to maintain an account in the system by a User ID and Password. The account will allow certified technicians to maintain their home address and their email address.
15. NECEPT coordinates course registrations and exam retest registrations and notifies registrants by email that their registration is confirmed for a particular technician certification course or exam retest.
  - a) The registration confirmation email will include the technician's name, certification course title, course date(s), and course location and address.
  - b) The course registration confirmation email will provide either attachments or hyperlinks for the driving directions to the course location and hotel information at or near the course location, if applicable.
16. NECEPT issues course completion certificates to each course attendee within 5 weeks of course completion. At their discretion, NECEPT may issue course completion certificates immediately after course completion on the last day of the course. If course completion certificates are issued immediately following a course, they will be issued to

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only those attendees who applied for the course a minimum of 10 business days before the course start date.

17. NECEPT issues initial or renewal certification cards to those individuals who meet all requirements to be certified as a Bituminous Plant or Field Technician within 5 weeks of course completion or within 5 weeks of PennDOT or PTC approval/sign-off of card-only certification renewal applications/registrations. At their discretion, NECEPT may issue renewal certification cards immediately following an Annual Update/Refresher Course to those course attendees who:
  - a) attended the Annual Update/Refresher Course in the same calendar year of their certification expiration date,
  - b) applied for the Annual Update/Refresher Course a minimum of 10 business days before the course start date,
  - c) applied for certification renewal at the same time as they applied for the Annual Update/Refresher Course and a minimum of 10 business days before the course start date,
  - d) met all applicable certification renewal requirements, and
  - e) received PennDOT or PTC approval/sign-off of the certification renewal application prior to the date of the Annual Update/Refresher Course.
18. NECEPT maintains a certified technician database and allows certified technicians access to the database through a User ID and password to maintain their home address, e-mail address, and company or organization name and address.
19. NECEPT provides an annual certified technicians list document after completion of the annual courses to designated PennDOT District and Central Office Organizations and to the PTC.
20. NECEPT retains and stores all hardcopy and online registration forms and attachments for the current certification year plus the previous seven (7) certification years.

**B. Certification Course Cancellation,**

1. NECEPT may cancel technician certification program courses due to events, such as, but not limited to, low attendance, inclement weather, emergency incidents, or sudden unavailability of course instructors or facilities. NECEPT will notify all registered course attendees of course cancellations by e-mail and by posting notification of course cancellation on their Internet website (<http://www.superpave.psu.edu>). Applicants are encouraged to ensure they receive course registration confirmation information and check NECEPT's Internet website for any information related to their course and scheduled course date if inclement or severe weather is forecast on date(s) of course.
2. NECEPT will try and reschedule technician certification program courses that were cancelled due to inclement or severe weather, emergency incidents or sudden unavailability of course instructors or facilities. NECEPT will try and reschedule these courses in the same training season that the course was cancelled.

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3. If NECEPT cancels the last scheduled Plant Technician or Field Technician Update/Refresher Course for the training season, and a scheduled attendee to the course is in the last year of their certification and they need the Update/Refresher Course to fulfill their minimum requirements under certification renewal Option A – Learning Activities and, if NECEPT cannot reschedule the course in the same training season that the course was cancelled, NECEPT will automatically extend the technician's certification expiration date by one (1) year for the affected certification. The technician is required to attend the very next available Update/Refresher Course upon it being scheduled. Upon completing the next available Update/Refresher Course and applying for certification renewal, the Technician's certification expiration date will be a five (5) year certification renewal period from his original expiration date before the automatic 1-year extension.

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