

NOTICE OF PROGRAM CHANGES

**PLEASE REVIEW ALL OF THE INSTRUCTIONS ON THE ENCLOSED APPLICATIONS!
THE FOLLOWING ADMINISTRATIVE POLICIES ARE IN EFFECT FOR ENROLLMENT IN 2005-2006 COURSES**

EFFECTIVE FOR 2006: APPLICATIONS FOR FIELD TECHNICIAN REVIEW & CERTIFICATION COURSES MUST BE VERIFIED & SIGNED-OFF BY A PENNDOT ASSISTANT CONSTRUCTION ENGINEER (ACE) OR DESIGNATE PRIOR TO REGISTRATION. THE APPLICATION FORM HAS BEEN REVISED TO REFLECT THIS CHANGE.

PLEASE NOTE THAT THERE IS A SEPARATE APPLICATION FOR RECERTIFICATION. THIS APPLICATION MUST BE FILLED OUT & SIGNED BY PENNDOT AFTER ALL REQUIREMENTS HAVE BEEN MET IN ORDER TO BE RECERTIFIED. PLEASE USE THE CORRECT APPLICATION. ANY INCOMPLETE APPLICATIONS WILL BE RETURNED.

ONLY APPLICATIONS PAID BY CREDIT CARDS WILL BE ACCEPTED BY FAX. FAX 814-865-3039. APPLICATIONS WITH CHECK OR MONEY ORDER PAYMENTS MUST BE SUBMITTED BY MAIL WITH PAYMENT. ONLY PENNDOT IS BILLED.

DURING THE WINTER BREAK (Dec. 23 – Jan. 1), PSU, PTI & NECEPT ARE CLOSED. APPLICATIONS RECEIVED AFTER Dec. 20, 2005 MAY NOT BE PROCESSED UNTIL AFTER Jan. 2, 2006.

APPLICATIONS & FEES FOR CLASSES TO BE HELD AT HARRISBURG, KULPSVILLE & INDIANA MUST BE RECEIVED 35 CALENDAR DAYS PRIOR TO CLASS START DATE.

WRITTEN REQUESTS ARE REQUIRED TO CHANGE ANY PARTICIPANT INFORMATION AND TO MAKE ANY CHANGES TO COURSE REGISTRATIONS (USE COMPLETED APPLICATION FORMS TO CHANGE SESSION DATES, PERSONNEL, CONTACT INFO, etc.)

FOR FURTHER INFORMATION, PLEASE VISIT THE NECEPT WEBSITE, www.superpave.psu.edu. THE COURSE SCHEDULE WILL BE UPDATED FREQUENTLY.