

**NECEPT Frequently Asked Questions
Bituminous Technician Certification Program**

1. Which publication covers the initial certification, recertification, and applications procedures? **PENNDOT Publication 351**
2. Where can I find Publication 351? **The District Office should have one or it can be downloaded from the PENNDOT web site (www.dot.state.pa.us/) by following the links for General Information, Publications, PENNDOT Publications, and Pub Number 351.**
3. The initial and subsequent certification and recertification period will be for how many years? **Five (5) years**
4. In order to qualify for a Level 1 Plant Technician – Initial Certification, the applicant must have how many years of documented experience in HMA testing? **One (1) year**
5. What are the requirements for recertification of a Field or Plant Technician? **The applicant must have 500 hours of documented technician experience in HMA paving within the previous five (5) years of certification. The applicant must also have attended one (1) NECEPT Update Course and one (1) PENNDOT approved asphalt-related annual conference, seminar, or workshop within the previous five (5) years or receive a Certificate of Training for NECEPT’s Field Tech Update course for two (2) out of the previous five years. Then, submit a completed and PENNDOT signed Recertification Application Form after all requirements have been met.**
6. How many retests is each applicant allowed before they have to repeat the corresponding 2-1/2 day review course? **Two (2)**
7. I lost my card. What do I do? **Submit a request in writing to NECEPT and include your name, ID#, mailing address, type of certification and a check or money order for \$5.00 made out to PSU.**
8. I do not have the 500 hours of documented experience in HMA paving required for recertification. Will I get recertified? **No, you will have to apply and attend the Bituminous Field Technician-Initial Review & Certification Course.**
9. This is my one and only update class. My certification expires in a few months. What do I do? **You have to apply and attend the Bituminous Field Technician-Initial Review & Certification Course.**
10. What counts as continuing education? **Please refer to PENNDOT Publication 351.**
11. How do I document my 500 hours and who is responsible for maintaining those records? **Keep a diary of projects, time & locations, and if possible, have it documented/signed by a Project Supervisor. The individual certified technician is responsible for maintaining his or her own records.**
12. Who checks my 500 hours? **PENNDOT**
13. No one has ever checked my certification on the job site. Why do I need this? **PENNDOT may check it tomorrow, however, one of the reasons you may not have been asked is because the District knows your history.**
14. I am the Lead Inspector and I never get out near the paver. What do I do for 500 hours experience? **It is your responsibility to make sure PENNDOT works with you to meet the requirements. If not, you have to start the certification process over.**
15. What do I do with my recertification application after I get it signed by PENNDOT? **Submit the signed application, record of hours, list of training, and payment for NECEPT fees to NECEPT c/o PSU/Pennsylvania Transportation Institute, 201 Transportation Research Bldg, University Park, PA 16802.**