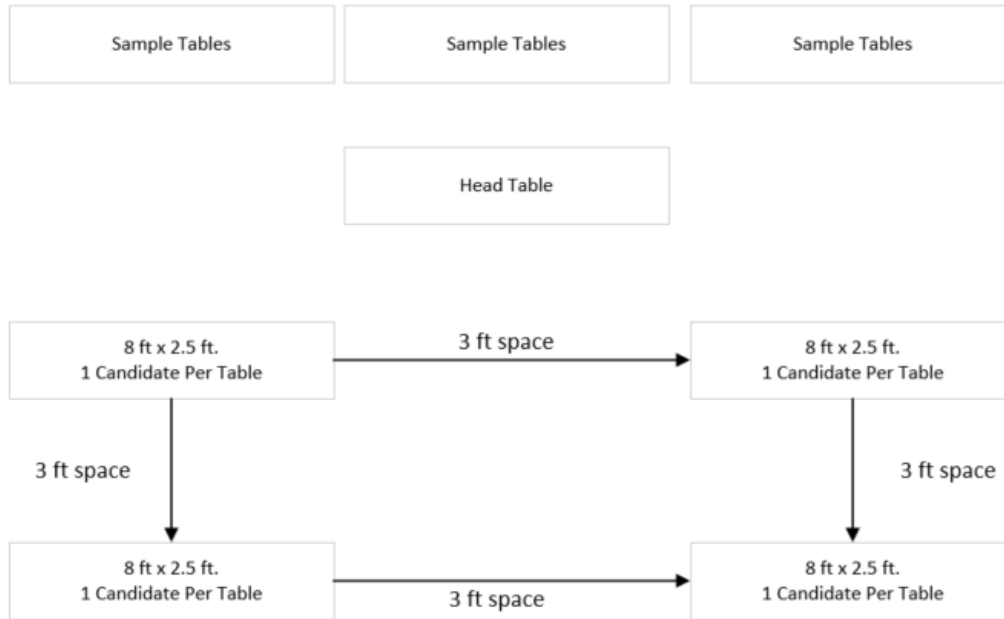


Guidelines for Special Site Request for Ultrasonic Testing

The Qualification of Ultrasonic Testing (UT) is a performance-based demonstration exam to assist in defining criteria for assessing the performance of UT technicians. API offers 5 different performance-based exams in multiple exam windows throughout the calendar year. If a group or company would like to request a special exam site or date for UT candidates, please review the following guidelines to begin the process. Each exam is conducted over a 1-day, 8-hour period.

1. Special site requests must be submitted at least 45 days prior to the start of the exam session. API requires a group of 5 individuals at a minimum for a special exam site request, unless other arrangements have been made with API or the program administrator.
2. Compile a roster of all exam takers with the date, location and specific UT program and send to Marian Merewitz at MerewitzM@api.org. Once the request has been submitted, API will confirm whether the exam administration is possible. Please allow 5-7 days to hear back from API regarding the confirmation of a special site.
3. In addition to the customary application fee for the individual candidates, special sites may require an additional fee for shipment and setup of materials. Before the special site can be approved, UT exam proctor and administrator John Nyholt will contact the group or company representative to discuss the payment details for that portion. This will be a separate fee payable to the exam proctor. The specific amount will vary depending upon the request and will cover proctor travel, delivery of exam samples/materials, exam administration and site reservation.
4. Once the special site has been confirmed, applicants will apply through the [ICP Application Portal](#) and select the dates for which the special site has been approved for. All special sites will have a deadline for which candidates need to have their application and payment in to ICP.
5. To be eligible for a Special Site, the following criteria must be met:
 - A stand-alone exam room that allows for uninterrupted testing during the scheduled exam time period
 - A separate area where cell phones and non-exam related materials can be collected and stored. Nothing should be allowed in the test area
 - Approximate room set-up:
 - Head table for 2 personnel (depending on # testing). Three additional tables for samples (For QUTE-TM probably need 2.)
 - Each exam candidate has their own table and chair. Candidates shall not double up at workstations.
 - The table must be sturdy, 30 in. (760 mm) ± 1 in. (25 mm) tall, and at least 8 ft (2.5m) in length by 2.5 ft (0.7 m) wide.
 - Each table shall be separated by a minimum of 3 feet (1 m), to allow staff to walk through and monitor the testing.
 - One electrical outlet per table, including head table



Please ensure that all candidates are in compliance with the following:

1. Prior to applying for API certification, ensure that all candidates are qualified to take the exam. Candidates for any UT Examination require a current or previous certification in ASNT UT Level II, Level III, or employer equivalent. Review the qualifications at <http://www.api.org/products-and-services/individual-certification-programs/certifications/>
2. Candidates are bound by the [application deadlines](#) found on the website, unless otherwise discussed with API. Applications must be submitted by each candidate on or before the deadline.
3. New candidates will be assigned an API ID. They must keep a record of that ID. Returning candidates will use the API ID previously assigned.
4. Candidates will receive correspondence from API via email regarding their application status.
5. ICP certifications and any information pertaining to candidates belong to the individual applicant. API does not share score reports with group contacts, training facilitators or employers. If the candidate would like to have a third party receive this information, in addition to other notices that API sends, they should provide the additional email address their account profile page.

Please contact Marian Merewitz at MerewitzM@api.org with any questions.