



AMERICAN PETROLEUM INSTITUTE

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Individual Certification Programs:  
ICP™

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# ICP™ Application Submission

## User Guide for API 1169 Applicants

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January 2018

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# 1 Pre-Requisite Requirements

The first step before filling out your application is making sure you understand the qualification requirements for the program you are applying. The qualification requirements for all certification programs can be found at [ICP Certifications](#). Use the drop down menu to select the program you are interested in.

Qualification requirements for the API 1169 are subdivided into 4 different categories based on type of employment experience: Inspection Experience, Non-Inspection Pipeline Experience, General Oil and Gas Industry Experience and Other Heavy Industry Experience. Each category has a set of minimum years of experience required based upon the education level attained. Please study the qualification requirements below:

## API 1169 Qualification Requirements

INSPECTION EXPERIENCE		
Experience Required	Years of Experience	Plus Education
PIPELINE INSPECTION	3 years	Any or no education
Experience acquired in areas such as Utility inspection, Pressure/Leak Testing, Welding Inspection, Coating Inspection, Safety Inspection	2 years	BS or 2-year degree in a technical discipline, engineering or technology
		<b>OR</b> 2 years of military service in a technical role
GENERAL OIL & GAS INSPECTION	3 years	BS or 2-year degree in a technical discipline, engineering or technology
Experience acquired in areas such as: Equipment Inspection, NDT, In-service Inspection, Visual Inspection, Welding Inspection, Pressure/Leak Testing, Inspection of Aboveground Storage Tanks, Piping or Pressure Vessels, Manufacturing/Source Inspection		<b>OR</b>
		2 years of military service in a technical role
	4 years	High School, GED or no education

## NON-INSPECTION PIPELINE EXPERIENCE

Experience Required	Years of Experience	Plus Education
Experience acquired in areas such as: Pipeline Construction, Pipeline Surveyor, Pipeline Operation, Welding, Fitting, Coating, Operation of Heavy Equipment, Pipeline Safety Supervisor	4 years	BS or 2-year degree in a technical discipline, engineering or technology
		<b>OR</b>
	2 years of military service in a technical role	
	5 years	High School, GED or no education

## GENERAL OIL & GAS INDUSTRY EXPERIENCE

Experience Required	Years of Experience	Plus Education	Plus Certification
Experience acquired at any petrochemical facility, such as refinery or petrochemical plants.  Experience may relate to: Operation, Construction and repair of petrochemical equipment.	Total of 4 years which includes <u>at least 1 year</u> of Pipeline Specific experience	Any or no education	Any certification from any of the following: AWS, CWB NACE (Level II or greater) API ASNT (Level II or greater)
	6 years	Any or no education	Any certification from any of the following: AWS, CWB NACE (Level II or greater) API ASNT (Level II or greater)

## OTHER HEAVY INDUSTRY EXPERIENCE

Experience Required	Years of Experience	Plus Education	Plus Certification
Experience acquired in industries or areas such as: Road Building, Civil Construction, Mining, Logging, Heavy Equipment Operating, Blasting	5 years	BS or 2-year degree in a technical discipline, engineering or technology	N/A
		<b>OR</b>	
2 years of military service in a technical role			
	8 years	Any or no education	Any certification from any of the following: AWS, CWB NACE (Level II or greater) API ASNT (Level II or greater)

## Required Documents

Once you have reviewed the qualification requirements and identified that you are eligible, please make sure to gather the following documents in preparation for the application process:

### 1) **Diploma:** Copy of your diploma to prove your education level.

- a. Please note that College and Associate Degrees must be in a science based, technology oriented field in order to count for the requirements (i.e: Engineering, Applied Sciences in Technologies such as Welding, Material Sciences, etc.)
  - Information Technology degrees **do not** count as Technical degrees
- b. If you are unsure whether your degree counts as a Technology degree, please contact [inspector@api.org](mailto:inspector@api.org) before submitting your application to check.
- c. If your College or Associate Degree does not count, your qualification will be based upon the High School education level and you will be expected to have the minimum employment history and verifications necessary for that education level.
- d. Applicants with a trade school background, will be considered on an individual basis for the relevancy of the degree to the petrochemical industry to determine whether it should count as a Two-Year Degree or High School Degree.
  - Helpful Tip: If you are selecting the Trade or Vocational School option during your application submission, please make sure to add enough experience to qualify as if you had a High School degree to avoid delays in your application processing.
- e. All diplomas in a foreign language are expected to have an official/notarized translation uploaded at the time of submission, otherwise we may not be able to use it to qualify your education level.

### 2) **Employment Details:**

- a. In order to qualify, you will need to enter employment history information for at least the minimum amount of years required for your program and education level.
  - Helpful Tip: If you have more years, consider entering those as well to avoid delays in your application processing.
- b. For each employer, we will need to know:
  1. Name of Company
  2. Location
  3. Time spent working there (Start Date to End Date)
  4. Roles and Responsibilities
  5. Type of activities performed under that employer
  - Helpful Tip: Make sure to select the “Current Employer” checkbox next to the company you are currently working for.
- c. We only consider experience that has occurred in the last 20 years, so please refrain from entering any employment history that extends beyond that.

### 3) **Employment Verifiers:** Name and business e-mail address for a Supervisor that can verify your employment experience for each company.

- Helpful Tip: You cannot provide a reference for yourself. If you are self-employed, clients may be used as references.
- a. Public domain emails (gmail, hotmail, etc.) are not accepted by the system. If you encounter an issue with this, please email [inspector@api.org](mailto:inspector@api.org) with an explanation of your situation.
  - b. Please be aware that your qualification is based upon **the experience that is verified** by your employer.

- c. Any incorrect information in the employment qualifications area may lead to a delay or even a denial of your application.

**4) Payment details:**

- a. ACH, Check/Money Order and Bank Wire payments will require a proof of payment to be uploaded into the system in electronic format (such as a pdf) before the application is submitted.
- b. ICP does not allow the use of debit cards.
- c. **Please note:** Applications will not be processed until payment is received.

For any information regarding the documentation requirements, please contact [inspector@api.org](mailto:inspector@api.org).

- Helpful Tip: When contacting the inspector box, please make sure you reference your API ID for easy account look-up.

## 2

# Start Application

The screenshot shows the user dashboard for 'ICP Portal User - 71412'. The navigation menu includes ACCOUNT, CERTIFICATIONS, APPLICATIONS, PERSON PROFILE, EDUCATION HISTORY, EMPLOYMENT HISTORY, and NOTIFICATIONS. A red circle with the number '1' highlights the 'Create New Application' button in the top right corner. Below the navigation, there are three sections: Alerts (No Alerts to display), Applications (No Application Available), and Certifications (No Certification available). The footer contains copyright information and links to API Home, Terms and Conditions, and Privacy.

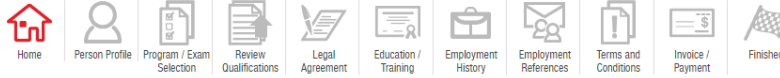
**1** From the User Dashboard, click “Create New Application.” You will be directed to the New Application Overview page.

The screenshot shows the 'New Application Overview' page for 'ICP Portal User - 71412'. The navigation menu is the same as in the previous screenshot. A red circle with the number '1b' highlights the 'Edit' and 'Delete' buttons next to a single application entry in the table. The table has columns for Program, Type, Exam Date, Status, and Date Submitted. The application entry shows a 'New' status and 'New' type. Below the table, there are sections for Alerts (No Alerts to display) and Certifications (No Certification available). The footer contains copyright information and links to API Home, Terms and Conditions, and Privacy.

**1b** If you have already started an application and have saved it for later, you can return to it by clicking on the “Edit” button next to the corresponding application. The **Edit** and **Delete** button are only available before you have submitted an application.

**Please note:** Once an application is submitted, it cannot be modified.

## New Application Process Overview



Welcome!

Click **Start Application** button and follow the directions. At any time in the application process you may click "Save for Later" button to save your work. Alternately, clicking next will save the previous screen.

We recommend that you take a few minutes before proceeding to read the user guide for the program you are applying for. Click the appropriate link below:

[510, 653 and 570 applicants.](#)

1169 applicants. - coming soon!

580, 571, and 577 applicants. - coming soon!

SIEE applicants. - coming soon!

TES applicants. - coming soon!

936, SIFE, SIRE applicants. - coming soon!

Auditor Program applicants. - coming soon!

Performance Demonstration applicants. - coming soon!

If you are not sure what program you are interested in applying for, please visit the [ICP website](#) for a complete list and description of all programs.

**Note:** Have the following handy to help complete the application process: a copy of diplomas to prove education; names and business e-mails for employment verifiers; and your payment details. Documents should be available in an electronic format (such as a pdf file).

[Start Application](#)

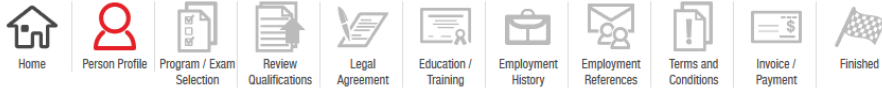
2

2

This page will display useful information and important documents you will need. When you are ready, click "Start Application" and begin the application process.



## Person Profile

[Return to Account](#)

## Note

Please take a moment to review or update your personal information.

Note: The mailing address is where the hard copy of your certificate and wallet card will be mailed upon passing the exam. Make sure that is the correct address.

If your name is misspelled or you had a legal name change, please contact ICP customer service desk to make any changes at 1-202-682-8064.

When complete select next at the bottom of the screen.

## Contact Information

3

Miss ICP Portal User

Display Name (Name should match your government issued ID. Contact ICP team at 202-682-8064 or inspector@api.org to request a change.)

API ID

71412

ICP Portal User

Title	Birthday *	Primary Language
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Phone *	Type *	
<input type="text"/>	<input type="text"/>	
Alternate Phone	Type	
<input type="text"/>	<input type="text"/>	
Secondary Email Address	CC Email Address	
<input type="text"/>	<input type="text"/>	

## Addresses

## Business Address

Country *	Company Name *	
<input type="text"/>	<b>Please select a country first.</b>	
Address Line 1 *	Address Line 2	
<input type="text"/>	<input type="text"/>	
City / Locality *	State/Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Home Address

Country *	Address Line 1 *	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/>
City / Locality *	State/Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

## API Inspector Directory

How would you like to appear in the API Inspector Directory when you receive certification? \*

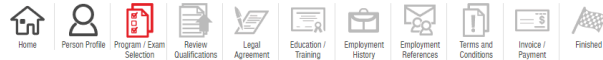
- Limited Listing - Includes Name and Certification Number only
- Full Listing - Includes Name, Contact Information, and Certification Number

[Back](#)[Next](#)

4

**3** You will be asked to review or verify your Person Profile information. Here you can update your Contact Information, Mailing Address and your API Directory listing. You can make any edits directly on the page and it will update the Person Profile section on your account.

**4** If the information is up-to-date, click “Next” to be taken to the Program Selection page.



## Instructions

Select the Certification program on the left and then select the exam method on the right before selecting date, location and language for your exam.

Computer Based exams only have one location option - Any Prometric Testing Center. If your application is approved, an exam authorization letter will be sent with instructions on how to schedule your exam with Prometric.

Special Sites: If your location is part of an approved special site it will be available in the drop down menu under locations. Exams will be administered via paper-and-pencil only. If you need assistance with this feature, please contact our Exam Coordinator at [ICPEExamcoordinator@api.org](mailto:ICPEExamcoordinator@api.org).

**Note:** Computer based exams with an open book portion will have codebooks presented onscreen in English regardless of the language of the exam.

When done, select "Next" at the bottom of the screen.

**5** Select a Certification Program from the menu in the left column.

**6** After selecting a program, you must select an Exam Method from the menu on the right.

*Computer Based Exam – Most exams will be administered at Prometric exam centers. There are over 500 locations available around the world. Once approved, the applicant will receive an Exam Authorization Letter from API with further instructions to schedule their exact date and time.*

*Special Site Exams – Special sites are set up in locations where computer centers are not available. In these cases, API has worked with a designated Group Coordinator to set up a site. If the location has been approved, it will be available in the Location drop-down menu.*

**7** Next, select a Date, Location and Language for your exam. Computer Based Exams will only have one option: “Any Prometric Testing Center.”

**8** After verifying all data selected is correct click “Next.”

*During the application process, the Next button will appear white until all required fields on the page have been filled in. After completing required fields, the button will become yellow, allowing you to proceed to the next step of the application process.*

- Home
- Person Profile
- Program / Exam Selection
- Review Qualifications
- Legal Agreement
- Education / Training
- Employment History
- Employment References
- Terms and Conditions
- Invoice / Payment
- Finished

### Instructions

[Edit](#)

Please review the agreement below and type your name in the bottom. Name must match what you have entered in the personal profile section. This will act as your legal signature and acceptance of the terms.

### Review Qualifications

#### Application Requirements

**Avoid delays or denial of your application. Please read carefully.**

Applicants must meet minimum requirements based on a combination of formal education and length of experience before an application can be approved.

**Applying for 936, SIFE or SIRE?** There are no requirements at this time. Please sign at the bottom of the page and press "Next."

**Applying for 510, 570, 653, 571, 577, or 580?** Please follow the instructions below.

- Look at the **Requirements** table to the right.
- Find your **Education** level.
  - College and 2 Year Degrees will only be considered if they are in Engineering and/or Applied Technical Sciences. If your degree does not meet these criteria, please use the High School requirements.
  - If you are not sure, contact [inspector@api.org](mailto:inspector@api.org).
- Find the Minimum Years required for that Education Level.
  - This is the minimum number of years of experience you will need to document and provide verifiers for. The system will not allow you to proceed if you do not have it.
- Look at the **Other Requirements** column.

### 1169 Education / Employment Requirements

Make sure you satisfy one of the following education/employment requirements.

Education	Min. Years	Other Requirements
No Formal Education	3	<p><u>Pipeline Inspection Experience:</u> Minimum 3 years.</p> <p><u>General Oil&amp;Gas Inspection Experience:</u> Minimum 4 years.</p> <p><u>Non-Inspection Pipeline Experience:</u> Minimum 5 years.</p> <p><u>General Oil &amp; Gas Industry:</u> Minimum of 4 years which include at least 1 year of Pipeline Specific experience and at least 1 certificate (AWS, CWB, NACE - Level II or greater, API or ASNT - Level II or greater), or Minimum of 6 years and at least 1 certificate (AWS, CWB, NACE - Level II or greater, API or ASNT - Level II or greater).</p> <p><u>Other Heavy Industry:</u> Minimum of 8 years and at least 1 certificate (AWS, CWB, NACE - Level II or greater, API or ASNT - Level II or greater).</p>
High School / GED	3	<p><u>Pipeline Inspection Experience:</u> Minimum 3 years.</p> <p><u>General Oil&amp;Gas Inspection Experience:</u> Minimum 4 years.</p> <p><u>Non-Inspection Pipeline Experience:</u> Minimum 5 years.</p>

Please enter your full name as displayed below to verify that you have reviewed the qualifications.

ICP Portal User \*

- [Back](#)
- [Print](#)
- [Accept](#)

9

The Review Qualifications page provides a condensed table with the selected program requirements for applicants to double check the experience required depending on their education level. The system will not allow you to continue in the Employment History and Employment Reference pages if you do not document at least the minimum requirements based on the education level selected.

*Please make sure to read the "Other Requirements" column carefully. The system might allow you to apply, but your application may still be found unqualified if you do not have the right type of education required or if you do not fulfill any other requirement denoted in that space.*

10

All applicants are required to sign the Review Qualifications page in order to proceed. Please read the instructions carefully and type your name in the text box provided under your name. This will act as your electronic signature that you have understood and accepted the terms. After signing all required fields click "Accept."



Home



Person Profile



Program / Exam Selection



Review Qualifications



Legal Agreement



Education / Training



Employment History



Employment References



Terms and Conditions



Invoice / Payment



Finished

### Instructions

Please review the agreement below and type your name in the bottom. Name must match what you have entered in the personal profile section. This will act as your legal signature and acceptance of the terms.

### Inspector Agreement

This Agreement is between the American Petroleum Institute (hereinafter "API"), a corporation of the District of Columbia, having an office at 1220 L Street, N.W., Washington, D.C. 20005, and the Applicant (the "Certificant", once certified). Whereas, API's Individual Certification Programs ("ICP") certify Inspectors, Examiners and other technical personnel that meet the guidelines and requirements specified in the program.

Whereas, Applicant/Certificant desires to obtain or maintain certification under the API ICP program.

Now therefore, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:

1. Applicant/Certificant agrees to comply with all of the program policies and requirements, including the ICP Code of Conduct, Application Requirements, and ICP Policies accessible at <http://www.api.org/products-and-services/individual-certification-programs> and incorporated herein by reference.
2. API agrees to evaluate Applicant/Certificant's qualifications to determine if he or she satisfies the requirements of the relevant ICP program. Applicant/Certificant understands and agrees that: (1) API will not issue or renew an ICP certificate to the Applicant/Certificant unless API determines that Applicant/Certificant meets all of the ICP program requirements and Applicant/Certificant has submitted the applicable fees and documentation within the specified time frame, and (2) API shall be the sole judge of whether the Applicant/Certificant has the appropriate qualifications to become certified, remain certified, or be recertified.
3. Applicant/Certificant warrants and represents that all information that is being submitted pursuant to this application is complete and accurate. Applicant/Certificant understands that API is relying upon the accuracy of this information in evaluating the Applicant/Certificant's qualifications. Applicant/Certificant agrees to indemnify API for any claims, losses, or damages resulting from

Please enter your full name as displayed below to accept the legal agreement.

ICP Portal User \*



[Back](#) [Print](#) [Accept](#)



All applicants are required to sign a Legal Agreement in order to proceed. Please read the agreement carefully and type your name in the text box provided under your name. After signing, click "Accept."

*If a foreign language was selected to take the exam, a foreign language waiver will also present on this screen. The Applicant will be required to sign the waiver before proceeding to the next page.*



Home



Person Profile

Program / Exam  
SelectionReview  
QualificationsLegal  
AgreementEducation /  
TrainingEmployment  
HistoryEmployment  
ReferencesTerms and  
ConditionsInvoice /  
Payment

Finished

## Instructions

**Education section:** Enter information for any schooling completed. If you have no formal education, check the box labeled "No formal education" to bypass this section.

Formal education includes: High School/GED, Trade/Vocational School, Associates Degree, or College/University

**Certifications section:** Enter any relevant certifications received.

**Notes on Uploaded Documents:**

For some programs, length of qualifying experience is dependent upon your level of education, and you are required to upload your diplomas/transcripts or certifications as proof of completion. For diplomas in another language upload an officially translated version. Please check requirements for your specific program at [www.api.org/icp](http://www.api.org/icp), under Step 1 Programs.

For our Auditors Certification Programs only, any undergraduate degree will be considered.

TES applicants must have High School diploma or GED equivalent to qualify, and documentation must be uploaded.

## Education

Indicate all levels of education achieved. Click "Add Education" to begin.

*Note: API only gives credit for engineering or technology degrees.*

No formal education?

Add Education

13

## Certifications/Training

Please list any certifications/training you've achieved.

Add Certification

Back

Next

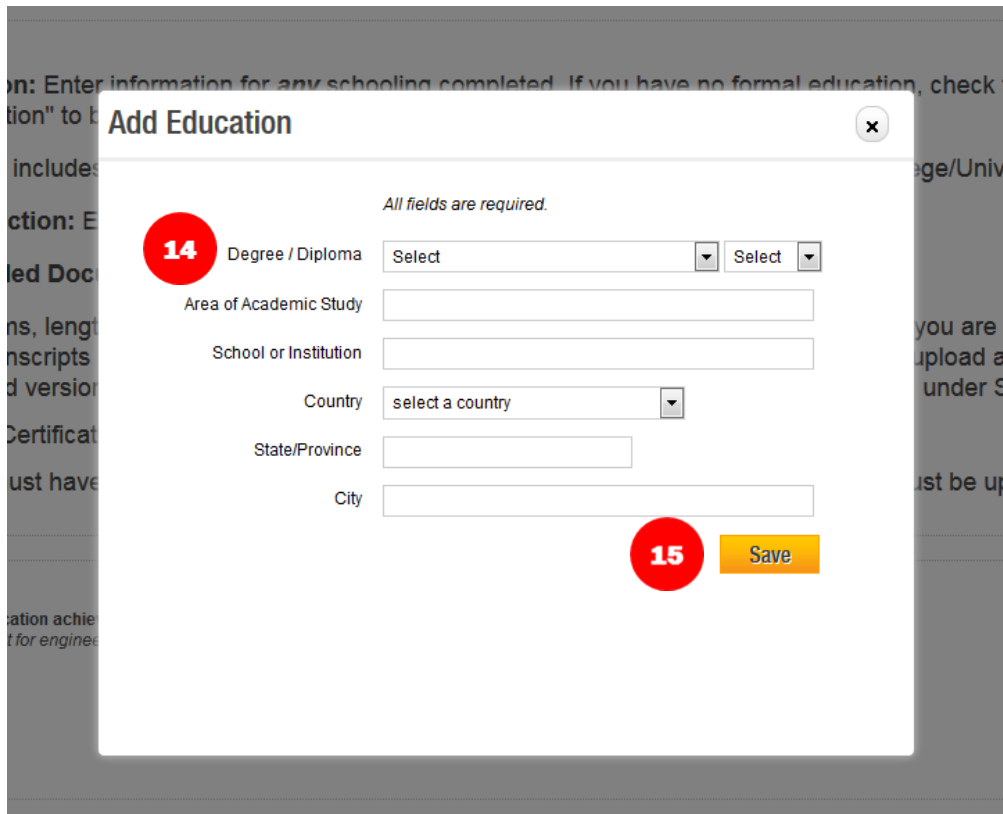
18

**12** On this page, you will fill out your Education/Training History. Formal education includes: High School/GED, Trade/Vocational School, Associates Degree or College/University.

If you have no formal education, click the check-box labeled "No formal education?" and skip ahead to Step 17.

**13** If you have formal education to add, click "Add Education."

*If you have filled in Education/Training from the Education History Tab, it will pre-populate here to be verified.*

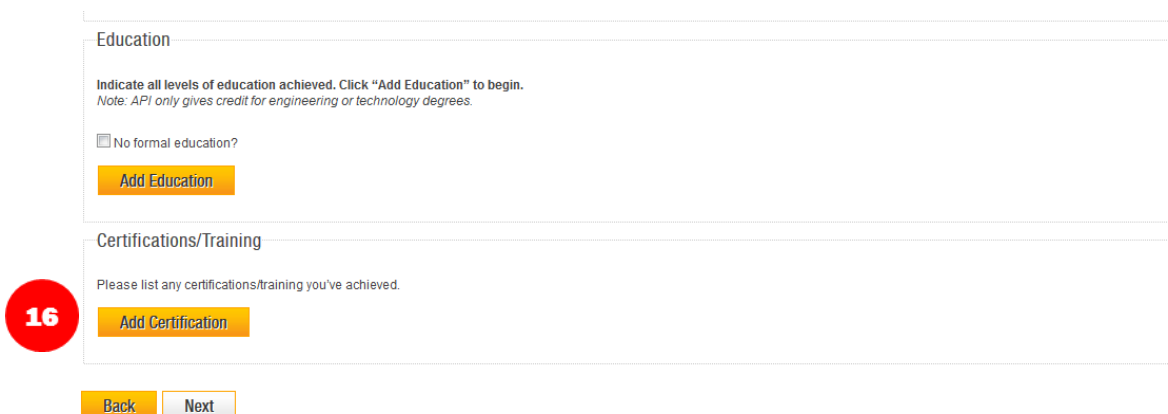


**14** After clicking “Add Education,” a window will pop up on the screen, prompting you to fill in all the fields for education and to upload diplomas or transcripts.

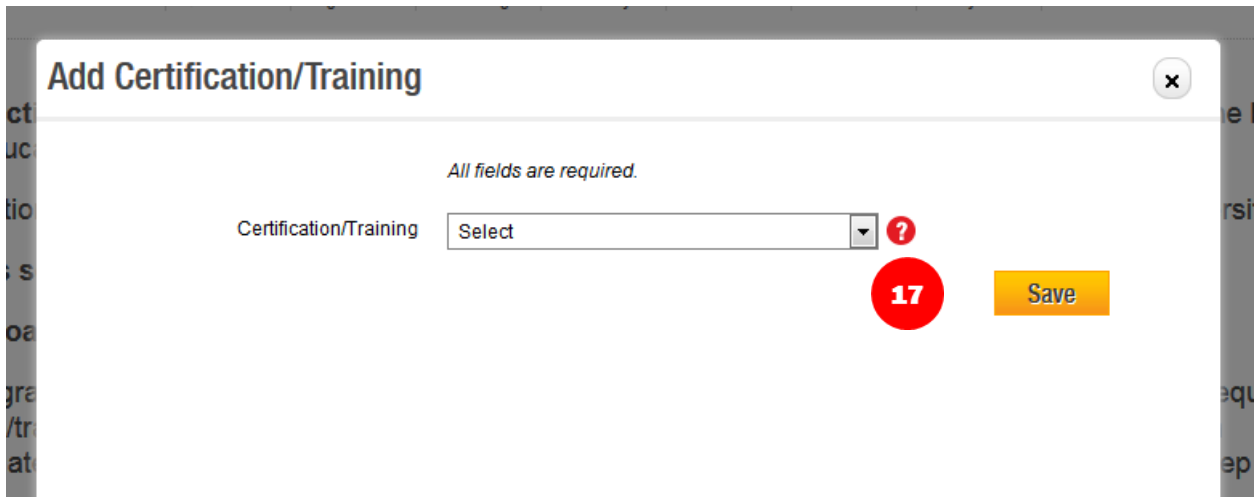
*If you have previously submitted copies of diplomas or transcripts for other programs, ICP should have them on file, but if you have them readily available please upload them to your account here.*

*Any diplomas or transcripts in a foreign language should be officially translated to English before being uploaded.*

**15** After all required information has been entered, click “Save.” This information will be saved in the system and pre-populated for any subsequent applications. Repeat this step to enter another educational achievement.

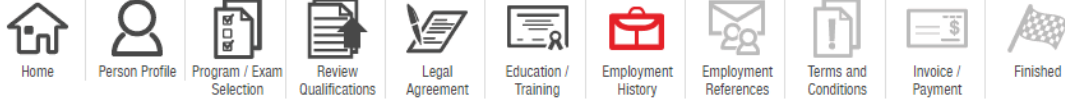


**16** To enter certifications, click “Add Certification.” If you have no certifications to add, click “Next” and skip ahead to Step 20.



**17** After clicking “Add Certification,” a window will pop up on the screen, prompting you to select from a drop-down list. Once you select a record to add to your application, fill in all required fields associated with that record and click “Save.” Repeat if necessary.

**18** After you have finished entering all education and certifications click “Next.”



### Instructions

Start with your most current employer and work back in chronological order. Enter dates of employment. If you have a current employer, please check the button to indicate which entry that applies to. Enter your current job title and a description of your responsibilities. Be sure to specify all the skills and experience you obtained at each employer and fill in appropriate dates for that employer only. Do not enter cumulative experience in one employer.

If you are updating employment history, please click on the button to add employer, make sure you mark the record as "current employer" and then go to the previous employer to add the appropriate end date. **Do not overwrite previous employment history as this may create errors for previous employment verifications.**

Please Note: If your company is recognized as a member company, any discount will be applied on the invoice page. If there are discrepancies, please contact ICP customer service at 202-682-8064 before you submit the application.

When finished click next.

23

Add Employer

### Employment History

New Entry (— To —) -

19

#### Employer Details

Remove Employer

Employer \*  ?  
This value is required

Date Of Employment \*  
 MM ▼ YEAR ▼ From Month is required From Year is required

To MM ▼ YEAR ▼ ?  
To Month is required To Year is required

Current Employer

Country \*  
 select a country ?  
Country is required

State / Province \*

City / Locality \*  
  
This value is required

Phone  Job Title \*

20

#### Current Employment Details

20b

Please select the option that currently describes your employment status \*

Full-time employee of an inspection agency / other company

Full-time employer of an owner / user

Independent contractor

Organization Type \*

Consulting / Construction

Individual Contractor

Inspection Company

Owner / User

Other

Industry \*

Chemical

Petroleum

Serving All Industries

Other

#### Experience

Specify minimum of one skill per employer \*

If you have experience in Construction / Fabrication / Repair of Pressure Vessels, please specify the dates below

Experience	From	To
Filter or helper	MM ▼ YEAR ▼	MM ▼ YEAR ▼
Mechanical craftsman / Journeyman	MM ▼ YEAR ▼	MM ▼ YEAR ▼

21

22

23

Add Employer

Back

Save For Later

Next



- 19** Complete the “New Entry” form starting with your most recent or current employer and work backward in chronological order. Fields marked with an asterisk (\*) are required.

*As you enter the company name in the “Employer” field, a list of known companies will be presented from our database. If you see your company listed, select it from the list. Otherwise, continue to enter your company name until complete.*

*If you have submitted employment information through the Employment History tab or in a previous application online, it will pre-populate in this area.*

- 20** If you have a current employer, please click the “Current Employer” button for the appropriate entry.

- 20b** If the “Current Employer” button is checked, complete the Current Employment Details section.

- 21** Specify all the applied skills and experience you obtained at each employer by filling in appropriate dates for that employer only. DO NOT enter cumulative experience in one employer.

*Example: If you worked at your company January 2010 to Current, you will select “Jan” for the month and “2010” for the year in the “From” column and select the current month and year in the “To” column.*

- 21b** **COMMON MISTAKE** – When filling out the Experience section be sure to match the “From” date to what you entered for the “Date of Employment” in the Employer Details section. If you select dates outside your Date of Employment for an employer, you will receive an error message indicating you must select dates within your employment date range.

The screenshot shows a web form titled "New Entry" with a sub-header "(— To —) +". At the top, there are two date range selectors: "From" (with dropdowns for APR and 2000) and "To" (with dropdowns for JAN and 2017). A red error message states: "Skill date range must be within employment date range". Below the form, there are four navigation buttons: "Back", "Save For Later", "Next", and "Add Employer". The "Add Employer" button is highlighted in yellow. Red callout boxes with numbers 21b, 22, 23, and 24 point to the error message, the "Save For Later" button, the "Add Employer" button, and the "Next" button, respectively.

- 22** When you are satisfied that all information you have entered for an employer is correct, click “Save For Later” to save your entry.

*If you have entered incomplete information for an employer when you click “Save for Later,” you will receive a validation error message. The data you have entered will be saved in any case, along with the errors, if you choose to exit.*

- 23** To add another employer, click “Add Employer.”

*You will notice that there are two buttons labeled Add Employer, one at the top and one at the bottom of the page. Both buttons have the same functionality. The bottom one will expand as you add employers so you don’t have to scroll back to the top to find the button. You should only click one of these buttons to add an employer. Do not click this to save the information after your first employer was entered. Use the Save for Later button at the bottom of the page if you would like save your information.*

23b

**COMMON MISTAKE** – If you click on both “Add Employer” buttons or double-click on one, it will open up multiple blank forms to enter employment information. These extra employment records will appear collapsed. If you do not have any more employment history to add, click on the (+) sign next to the blank entry to expand the record.

When the blank entry is expanded, click “Remove Employer” to delete the entry.

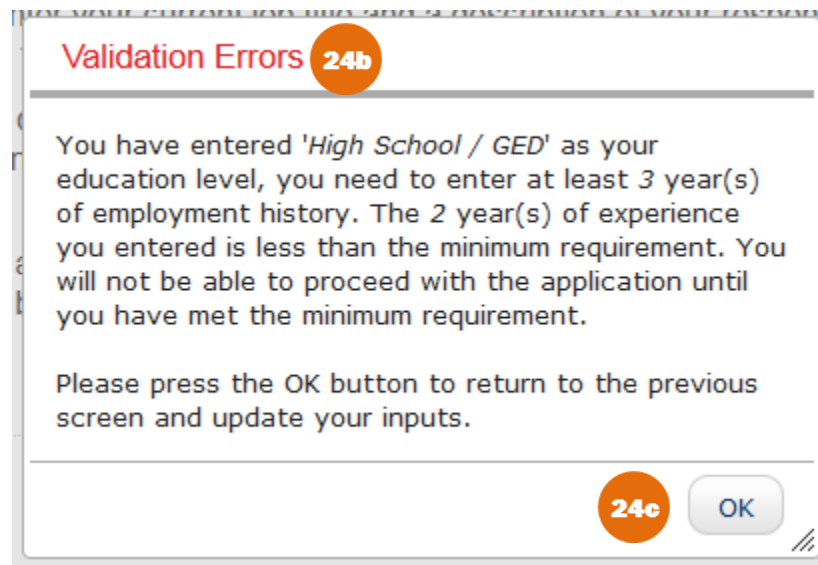
24

Repeat Steps 19 through 23 for each new entry. When you have added all employment history information click “Next” to proceed.

*Helpful Tip:* To update employment history, click “Add Employer,” mark the new entry as the “Current Employer,” and then return to the previous employer entry to add the appropriate end date. **DO NOT** overwrite previous employment history if you have submitted another application before, as this will cause errors for previously verified information.

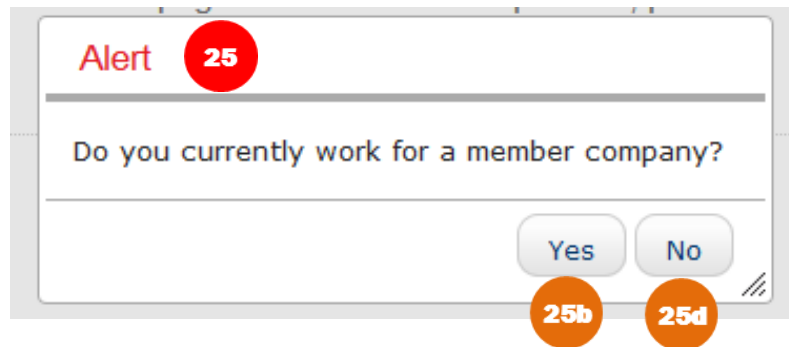
24b

**COMMON ERROR** – After clicking “Next,” you might get a pop-up that says “Validation Errors.” Read the directions in it carefully. It means that you have not entered enough employment experience in order to meet the minimum qualification requirements for the program you are applying to and the level of education you selected.



24c

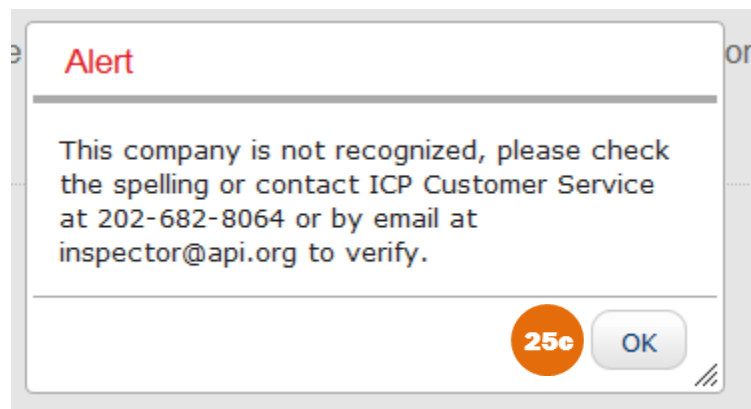
Select “OK” and you will be returned to the Employment History section. You will not be able to proceed until you add enough Education and/or Employment History to meet the requirements. If you do not have any more Education or Employment History to add, you most likely do not qualify for the program you are applying for and the system will not allow you to submit an application.



**25** After successfully filling out your employment history, you might get an Alert and be asked whether your company is a Member Company.

*If you are not sure if your company qualifies as a Member Company, please check the list of [API Member Companies](#).*

**25b** If you are a full time employee of a Member Company, you are entitled to the API Member Fee. Please click "Yes" to continue. You will receive another alert that says the following:



**25c** The system is set up to recognize Member Companies that it can verify as being a Member. The validation process sometimes does not work, depending on the way that the Member Company name was written. Please contact ICP Program Support at [inspector@api.org](mailto:inspector@api.org) to receive some assistance inputting the correct Member Company name as is required by the system.

Click "OK" and you will be taken back to the Employment History page.

**25d** If you are not a full time employee of a Member Company, please select "No" and proceed to the Employment Verifications section.



Home



Person Profile

Program / Exam  
SelectionReview  
QualificationsLegal  
AgreementEducation /  
TrainingEmployment  
HistoryEmployment  
ReferencesTerms and  
ConditionsInvoice /  
Payment

Finished

### Instructions

Your employment and skills will be verified to assess your qualifications for an API exam. Each supervisor you wish to use requires the name, email and phone number to be specified; if a company manager/HR representative is also required, an additional space will be provided. We expect supervisors to confirm your experience with the company and, if needed, the second individual to confirm your dates of employment. Please remember that for API 510/570/653/571/577/580/1169, years of experience required depend upon your level of education. To review qualification requirements for each ICP program, visit <http://www.api.org/ICPprograms>.

If we can't verify your employment, you may not qualify to sit for the exam. Please make sure all information is accurate.

When finished click next.

Collapse All

Employer (Dec-2001 To Current)

26

Supervisor's Name \*

Supervisor's Email \*

Supervisor's Phone \*

[Back](#)

[Save For Later](#)

[Next](#)

27

26

API 1169 requires employment verifications from a Supervisor. On this page, you must provide a Supervisor's Name, Company Email and Phone Number.

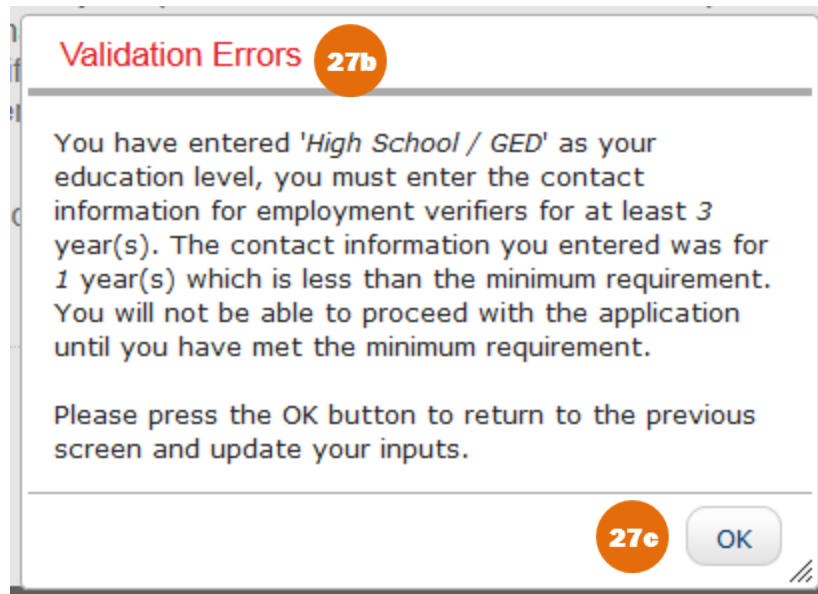
*The email address field will only accept corporate/business domain email addresses. Applicants will not be able to continue if a public domain email address is used. Example: Yahoo, Gmail, etc. will not be accepted.*

*Supervisors will be receiving an email with a link to verify the skills acquired on the job, as well as length of time and job title.*

27

Once all fields are entered click "Next."

*Employers will have the ability to verify your experience as applicable to any/all certification programs. Employment verification will be valid for a period of two years if you are applying for another certification program, or recertifying within that period. This will minimize the employer's need to fill out forms. However, if the Employer neglects to verify experience in any other skill areas, they will be asked again to verify employment on the next application submission.*



27b

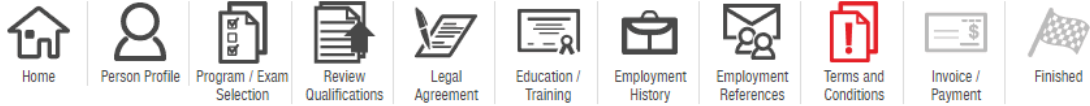
**COMMON ERROR** – After clicking “Next,” you might get a pop-up that says “Validation Errors.” Read the directions in it carefully. It means that you have not entered enough employment verifiers in order to meet the minimum qualification requirements for the program you are applying to and the level of education you selected.

27c

Select “OK” and you will be returned to the Employment Verification section. You will not be able to proceed until you add enough verifiers to meet the requirements.

*For Example: If you have a High School degree, you will need to record 3 years of employment history and enough verifiers to cover those 3 years of employment.*

# Terms and Conditions



## Instructions

Please review the terms and conditions then sign your name in the space provided. This will act as your legal acceptance to API's policies and show that you have read and understood the terms.

## Terms and Conditions

Applicant/Inspector/Examiner understands and agrees that the following additional terms and conditions are incorporated into their certification agreement with API:

- Each new application is valid for a period of 12 months from the date of the first examination date requested by the applicant. After the 12-month period the application will expire, regardless of the number of exams scheduled or taken. If the applicant does not obtain a certification within this period of time and still wishes to obtain the certification, they must start the application process again, including re-submission of a full fee and a new application.
- If API receives an exam cancellation and refund request prior to the exam application deadline, an applicant is entitled to a refund of the application fee, minus a processing fee of \$100.
- If API receives an exam cancellation and refund request after the exam application deadline but before the exam window, an applicant is entitled to a 50% refund of the application fee.
- All requests for refunds must be submitted to API no later than 3 months from the date payment was received by API and prior to the exam window.
- Requests for refunds received after this period, after an applicant has scheduled their exam appointment, or after the examination date cannot be fulfilled.
- API will not issue refunds of application fees for any applicants that are deemed to be unqualified for the requested examination.
- For normal processing, recertification applications must be submitted prior to the current certification's expiration date. API 510/570/653 programs require an online quiz every 6 years. API UT programs require a full retest every 6 years.
- API will extend the certification term for a grace period of three (3) months after the expiration date. Inspectors/Examiners will remain authorized during that period of time. For recertification applications submitted within this grace period a late fee will be required.
- Inspector/Examiners who do not apply for recertification within three months after the current certification expiration date will be decertified. Obtaining the certification again will require passing a full exam.
- Circumstances such as heavy work schedule or work in other countries do not relieve the inspector/examiner of the responsibility to file a timely renewal application.
- The Applicant/Inspector/Examiner understands and agrees that API will not disclose or return the contents of a failed exam to any applicant.
- The Applicant/Inspector/Examiner understands and agrees that API will utilize regular mail service to send a paper certificate and wallet card to each certified individual. However API is not responsible for non-delivery of said documentation to the applicant's address.
- The Inspector/Examiner agrees to comply strictly with all U.S. export laws relating to this program. The Inspector/Examiner warrants that he is not located in, or under the control of, or a national or resident of any embargoed countries.

Please enter your full name as displayed below to accept Terms and Conditions.

ICP Portal User \*



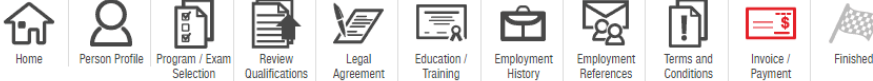
Back
Print
Accept



All applicants will be required to sign the Terms and Conditions. Please read these carefully. Type your name in the text box provided under your name.



Click "Print" if you want to print a copy for your records. When you have finished signing, click "Accept" to proceed to the next section.



## Instructions

Please verify the billing info for your order. If you need a copy sent by e-mail to a third party, include the email in the space for Additional Email for Receipt. You may print a copy of the invoice by selecting the print option at the bottom of the page.

When ready, make a selection for desired payment option and enter the appropriate information requested.

**Note:** Application is not submitted until you enter valid payment options and hit submit.

Always reference the invoice number and applicants name on any payments. For check or wire, please have the appropriate documentation handy to upload. Checks should be physically mailed to API at the address on your invoice.

## Billing Contact

First Name *	Middle Name	Last Name *
ICP Portal		User
Additional Email for Receipt		
<input type="text"/>		
Country *	Company Name	
United States	American Petroleum Institute	
Address Line 1 *	Address Line 2	
1220 NW		
City / Locality *	State / Province *	
Washington	DC	
Postal Code *		
200		

## Payment Information

Invoice Number	ICP 152168
Invoice Date	24-Jan-2018
Order Number	—
Payment Method *	<input type="radio"/> ACH <input type="radio"/> Bank Wire <input type="radio"/> Check / Money Order <input type="radio"/> Credit Card <input type="radio"/> Group
Amount	\$550.00
Upload scanned / digital image of the ACH, Check / Money Order, Wire etc.	
<input type="button" value="Upload file"/>	

## Bill

Product Code	Description	Amount
ICP1169	ICP 1169 Certification License for New Pipeline Certification 26-January-2018	\$400.00
Grand Total		\$400.00

\* Prices are subject to change.

31

30

In order to submit the application, an applicant must submit a payment or the application will remain as incomplete in the applicant's Account. Payments are accepted in five forms: ACH, Bank Wire, Check/Money Order, Credit Card, or Group Payments.

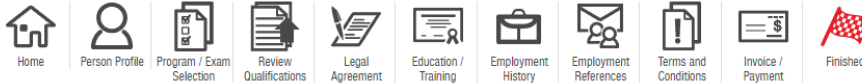
*Please make sure to mention your Invoice number when you are paying via an ACH, Bank Wire or Check/Money Order since it is the only way we can match that payment to your account.*

31

Enter payment information and upload the necessary documentation, then click "Submit."

**Helpful Tip:** *If you do not upload the corresponding wire/ACH receipt, etc. we may not be able to identify your payment in a timely manner. We will not be able to review your application until payment has been identified and posted.*

*If you are having a Third Party submit payment, you may print the invoice before submitting. You may also change the Billing information to reflect the Third Party's information. Once you have payment information, you must remember to return to the Invoice/Payment page and enter this information. Then click "Submit."*



## Instructions

Thank you for submitting an application with the Individual Certification Programs!

Once payment has posted the application will be reviewed. **We will not process applications that do not have full payment.**

Paying by Check/Money order: Please remember to **physically mail the payment to API**. Reference your name and/or invoice number so that we can match the payment to your application.

**Scheduling the Exam for Computer based testing:** Once your application is approved you will receive an Exam Authorization email from API, with instructions on how to schedule your exam with Prometric. For the body of knowledge or publications needed in preparing for the exam you should view the relevant ICP program at [www.api.org/icpprograms](http://www.api.org/icpprograms).

For more information on what to expect on exam day, please visit [www.api.org/icp](http://www.api.org/icp), and select button 3 (Schedule Exams) on the right to find out more about scheduling your test and what to expect on exam day.

**Note:** If you submitted any employment verification you, as well as the individuals identified to verify your employment, will receive periodic reminders until this process has been completed. You will also receive a notice if the application has been found to have any deficiencies.

## Billing Contact

First Name ICP Portal	Middle Name	Last Name User
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## Additional Email for Receipt

Country United States	Company Name American Petroleum Institute
--------------------------	--

Address Line 1 1220 NW	Address Line 2
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City / Locality Washington	State / Province DC
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Postal Code 200
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## Payment Information

Invoice Number	ICP 152168
Invoice Date	24-Jan-2018
Order Number	929721
Payment Method	ACH
Bank Name	Bank
Remitter Name	Remitter
Amount	\$400.00

## File

ACH Payment.png

## Bill

Product Code	Description	Amount
ICP1169	ICP 1169 Certification License for New Pipeline Certification 17-August-2018	\$400.00
	<b>Grand Total</b>	<b>\$400.00</b>

32

\* Prices are subject to change.

Print Invoice

Print Confirmation

**32** Once the application is submitted, you will be directed to the Invoice/Payment Confirmation page. You can print your invoice or confirmation by clicking "Print Invoice" or "Print Confirmation."

**33** Click "Return to Account" and you will be directed back to the User Dashboard where you will see the application that you just submitted in the application queue.



## Alerts

No Alerts to display

## Applications

Program	Type	Exam Date	Status	Date Submitted
1169	New	—	Submitted <b>34</b>	24-Jan-2018

## Certifications

No Certification available

**34**

There are multiple ways for applicants to check the status of their application. The easiest one is by looking under the Status column in the Application line. Below are all of the possible statuses and what they mean:

**Submitted** – The application was successfully submitted but payment has not been posted yet. Credit Cards generally take 24 hours to process. ACH, Bank Wires and Checks/Money orders take 10-15 days to be applied depending on when payment was sent. Make sure the ICP invoice number is included for easy identification and posting to the invoice.

**Pending Verification** – Your application and payment were successfully submitted but we are waiting on your employment verifiers to submit their verifications. Your application might remain in this status until all of the references in your application are submitted.

**Ready for Review** – Your application and payment was successfully submitted, and all of your employment verifications have come in. Our Program Support staff will shortly review it and process it.

**Note:** Applications are reviewed by upcoming exam window, on a first come- first served basis.

**Scheduled** – Your application was found fully qualified. You will receive an Exam Authorization email with instructions on how to schedule your exam. Once you have taken your exam and passed it, you will be certified.

**Scheduled-Deficient** – We believe that you have enough experience to qualify but we have not yet received important information that can allow us to fully qualify you. You may take your exam while your application is in this status, but until we receive the necessary information we will not be able to certify you, even if you pass the exam.

**Unqualified** – Unfortunately, your application has been found unqualified. If you think you have more information that might qualify you, you have 30 days to submit it to our Program Support staff at [inspector@api.org](mailto:inspector@api.org).

**Cancelled** – Your application has been cancelled and is no longer valid.

**No Cert** – Your application has expired. Applications are valid for a period of 12 months from the date of the first examination date requested. Please familiarize yourself with the [policies](#) section of the ICP website to ensure that you understand the application guidelines.