energy **API**

AMERICAN PETROLEUM INSTITUTE

Individual Certification Programs:
ICP™

ICP™ Application Submission

User Guide for API 510, 570 and 653 Applicants

January 2018

Contents

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 510, API 570 and API 653 are below:

API 510 Qualification Requirements

Education	Years of Experience	Experience Required
BS or higher in engineering or technology	1 year	Supervision or performance of inspection activities as described in API 510
2-year degree or certificate in engineering or technology	2 years	Design, construction, repair, operation, or inspection of pressure vessels, of which one year must be in supervision or performance of inspection activities as described in API 510
High school diploma or equivalent	3 years	Design, construction, repair, operation, or inspection of pressure vessels, of which one year must be in supervision or performance of inspection activities as described in API 510
No formal education	5 or more years	Design, construction, repair, operation, or inspection of pressure vessels, of which one year must be in supervision or performance of inspection activities as described in API 510

API 570 Qualification Requirements

Education	Years of Experience	Experience Required
BS or higher in engineering or technology	1 year	Supervision or performance of inspection activities as described in API 570
2-year degree or certificate in engineering or technology	2 years	Design, construction, repair, operation, or inspection of in-service piping systems, of which one year must be in supervision or performance of inspection activities as described in API 570
High school diploma or equivalent	3 years	Design, construction, repair, operation, or inspection of in-service piping systems, of which one year must be in supervision or performance of inspection activities as described in API 570
No formal education	5 or more years	Design, construction, repair, operation, or inspection of in-service piping systems, of which one year must be in supervision or performance of inspection activities as described in API 570.

API 653 Qualification Requirements

Education	Years of Experience	Experience Required
BS or higher in engineering or technology	1 year	Supervision or performance of inspection activities as described in API 653
2-year degree or certificate in engineering or technology	2 years	Design, construction, repair, operation, or inspection of aboveground storage tanks, of which one year must be in supervision or performance of inspection activities as described in API 653
High school diploma or equivalent	3 years	Design, construction, repair, operation, or inspection of aboveground storage tanks, of which one year must be in supervision or performance of inspection activities as described in API 653

No formal education	5 or more years	Design, construction, repair, operation, or inspection of aboveground storage tanks, of which one year must be in supervision or performance of inspection activities as described in API 653

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:

Required Documents

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)
      - 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 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. For applicants with a trade school background, we will consider on an individual basis 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 ocurred in the last 10 years, so please refrain from entering any employment history that extends beyond that.

3) **Employment Verifiers:** Name and business e-mail addresses for a Supervisor **and** a Manager/ Human Resource Representative that can verify your employment experience for each company.

        • <u>Helpful Tip:</u> You cannot use the same person for both references, and 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 before submitting your application with an explanation of your situation.

    b. Please be aware that we can only make a determination on the qualification of your application 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.
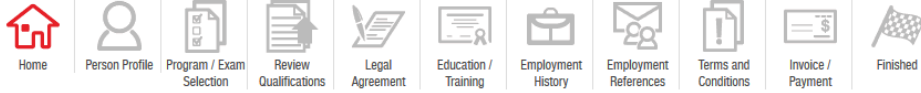
2 Start Application

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

1b If you have already started an application and have saved it for later, you can enter it again 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

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

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.

Note: Have the following handy to help complete the application process: a copy of diplomas to prove education; names and business e-mails for individuals (supervisor/ HR or Manager) who will verify your experience (necessary for API 510, 570, 653, TES, 571, 577 and 580); and your payment details (for check or wire have a copy ready to upload). Documents should be available in an electronic format (such as a pdf file).

   Important: The application will not be submitted to API until you click submit at the end of the invoice process. Applications will not be reviewed until the appropriate payment has been received and posted to your account.

To see basic qualification requirements please review general information at www.api.org/icp, then select ICP Certifications under the Certifications tab to view the appropriate program.

FAQs

How will I know if my application is reviewed?

What if I don't qualify for an exam ?

What information do I need to complete the application process?

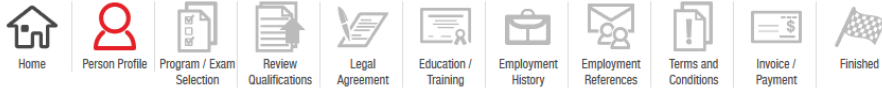What is the deadline to submit an application?

Start Application   2

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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.

3 Person Profile

Person Profile

Return to Account

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

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.)
ICP Portal User

API ID
71412

Title

Birthday *

Primary Language

Primary Phone *

Type *

Alternate Phone

Type

Secondary Email Address

CC Email Address

Addresses

Business Address

Country *
Select a country...

Company Name *
Please select a country first.

Address Line 1 *

Address Line 2

City / Locality *

State/Province

Postal Code

Home Address

Country *
Select a country...

Address Line 1 *

Address Line 2

City / Locality *

State/Province

Postal Code

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.

4 Program/Exam Selection

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 in the right column.

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

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.

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.

5 Review Qualifications

Review Qualifications - 510 Application

Return to Account

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.

Review Qualifications

Application Requirements

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

Applicants must meet minimum requirements before an application can be approved by ICP. For most ICP programs minimum requirements are based on a combination of formal education and length of experience.

To review qualifications for the program for which you are applying, please visit www.api.org/ICPprograms and select "Programs" (option 1) from the buttons on the right.

Education History Guidelines:

"Formal Education" includes High School or GED, a two-year Associates degree or trade certificate in Engineering or Technology, or a Bachelor of Science Degree in Engineering or Technology.

If you possess any one of these degrees please *do not* select "No Formal Education." Be prepared to upload a copy of your diploma or transcripts (for foreign applicants it should be translated into English).

Employment History Guidelines:

ICP requires that you document *at least* the minimum amount of experience required based on your level of education.

For some programs it will be necessary to document inspection experience that is specific to the program for which you are applying.

510 Education / Employment Requirements

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

Education	Min. Years	Other Requirements
No Formal Education	5	At least one year must be in supervision or performance of inspection activities as described by API 510.
High School / GED	3	At least one year must be in supervision or performance of inspection activities as described by API 510.
Trade / Vocational School	2	At least one year must be in supervision or performance of inspection activities as described by API 510.
Associates Degree	2	At least one year must be in supervision or performance of inspection activities as described by API 510.
College / University	1	If only one year is documented, it must be in supervision or performance of inspection activities as described by API 510.

9

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

ICP Portal User *

Back | Print | Accept

10

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. After signing all required fields click "Accept."
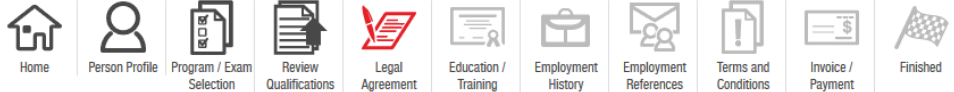
6 Legal Agreement

Application Legal Agreement - 510 Application

Return to Account

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 "Inspector/Examiner", 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 desires to obtain certification under the API ICP program.

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

1. Applicant agrees to comply with all of the program policies and requirements. Applicant agrees and understands that API shall be the sole judge of whether the Applicant has the appropriate qualifications to become certified, remain certified, or to be recertified.
2. API agrees to evaluate the applicant's qualifications to determine if the Applicant satisfies the requirements of the relevant ICP program. Applicant understands and agrees that: (1) API will not issue an ICP certificate to the Applicant unless API determines that an Applicant meets all of the requirements and Applicant has submitted the applicable fees and documentation within the specified time frame, and (2) API shall be the sole judge of whether the Applicant has the appropriate qualifications to become certified, remain certified, or be recertified.
3. The Applicant agrees not to make any misrepresentations concerning the Applicant's certification status. The Applicant agrees not to perform any acts, which directly or indirectly assist a third-party in making any misrepresentation relating to the ICP programs.
4. The Applicant agrees to pay the applicable fees, comply with all of the program requirements and submit any supplemental information or documents deemed necessary by API to verify an applicant's qualifications. Applicant understands and agrees that API does not represent or warrant that the submission of the fees and materials by the Applicant will result in the Applicant being certified under the program.
5. Applicant warrants and represents to all information that is being submitted pursuant to this application is complete and accurate. Applicant understands that API is relying upon the accuracy of this information in evaluating the Applicant's qualifications. Applicant agrees to indemnify API for any claims, losses, or damages resulting from the Applicant submitting inaccurate or misleading information.

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

ICP Portal User *

(11)

Back | Print | Accept

(11) 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.

⑦ Education/Training

Education / Training History - 510 Application

Home | Person Profile | Program / Exam Selection | Review Qualifications | Legal Agreement | Education / Training | Employment History | Employment References | Terms and Conditions | Invoice / 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, 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.

⑫ ☐ No formal education?

Add Education **⑬**

Certifications/Training

Please list any certifications/training you've achieved.

Add Certification

Back **Next** **⑱**

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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.

Add Education

All fields are required.

14 Degree / Diploma   Select [▼]   Select [▼]

Area of Academic Study   [_____]

School or Institution   [_____]

Country   select a country [▼]

State/Province   [_____]

City   [_____]

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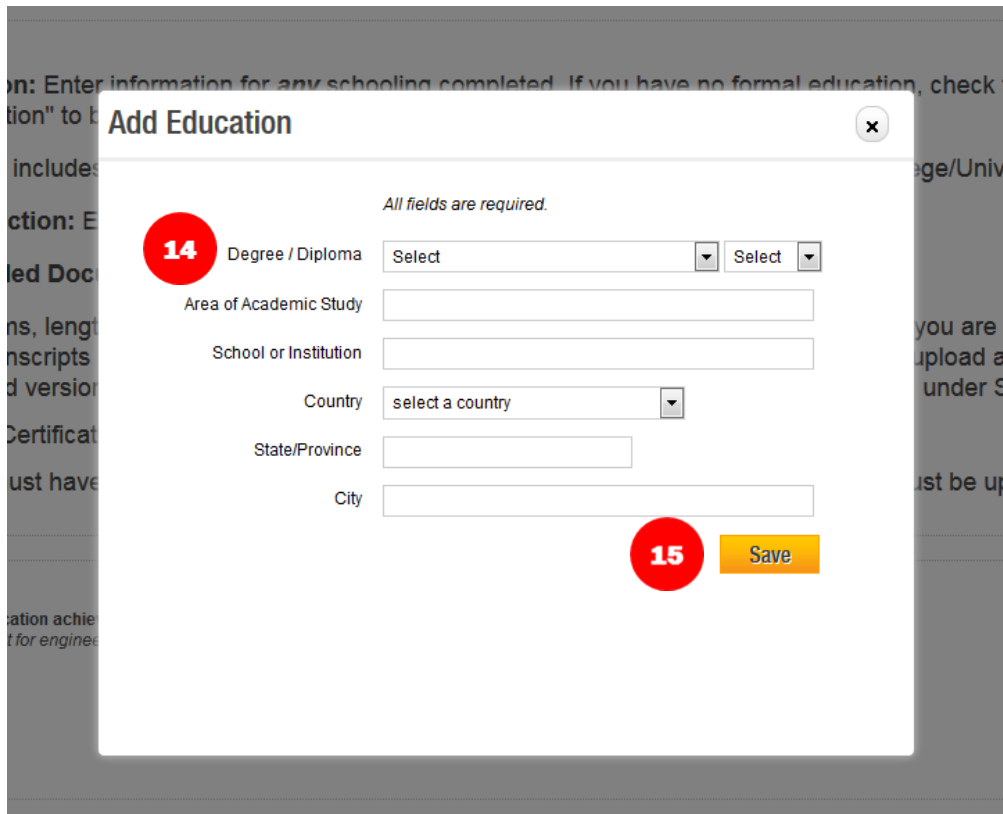
14 After clicking "Add Education," a window will pop up on the screen, prompting you to fill in all the fields for education and to upload diplomas or transcripts.

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.

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

Certifications/Training

Please list any certifications/training you've achieved.

16   **Add Certification**
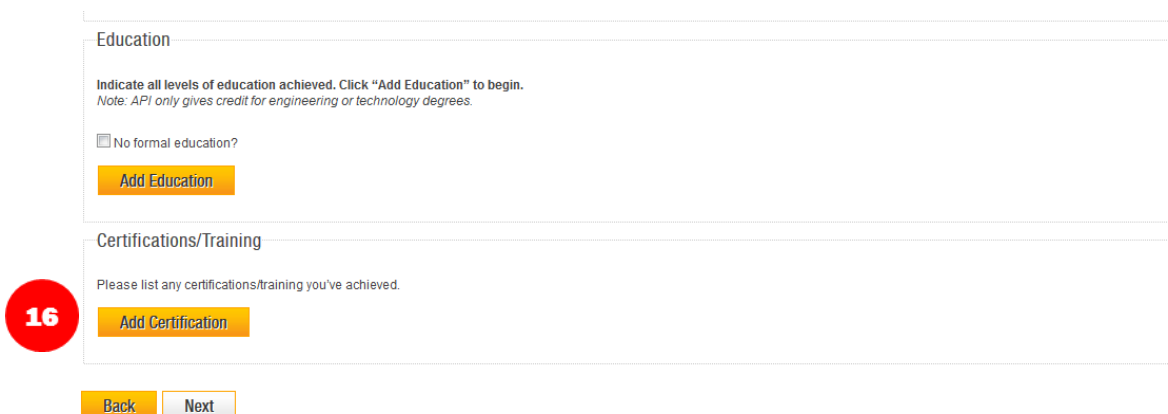
Back   **Next**

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

Add Certification/Training

×

All fields are required.

Certification/Training   Select ▼ ❓

(17)   **Save**

(17) 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."

8   Employment History

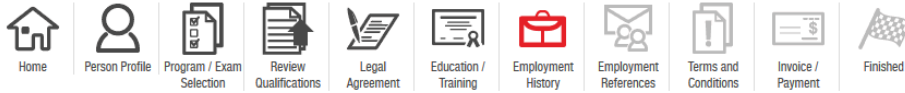## Employment History - 510 Application

Return to Account

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

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 —) ⊖

Employer Details

(19)

Remove Employer

Employer *
[   ] ❓

Date Of Employment *
[MM ▼] [YEAR ▼] To [MM ▼] [YEAR ▼] ☐ Current Employer **(20)**

Country *
[select a country ▼] ❓

State / Province *
[   ]

City / Locality *
[   ]

Phone
[   ]

Job Title *
[   ]

Description of Responsibilities *
[   ]

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

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	
Fitter or helper	[MM ▼]	[YEAR ▼]	[MM ▼]	[YEAR ▼]
Mechanical craftsman / Journeyman	[MM ▼]	[YEAR ▼]	[MM ▼]	[YEAR ▼]

(21)

(22) Back | Save For Later | Next

(23) Add Employer

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 indication you must select dates within your employment date rage.

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.
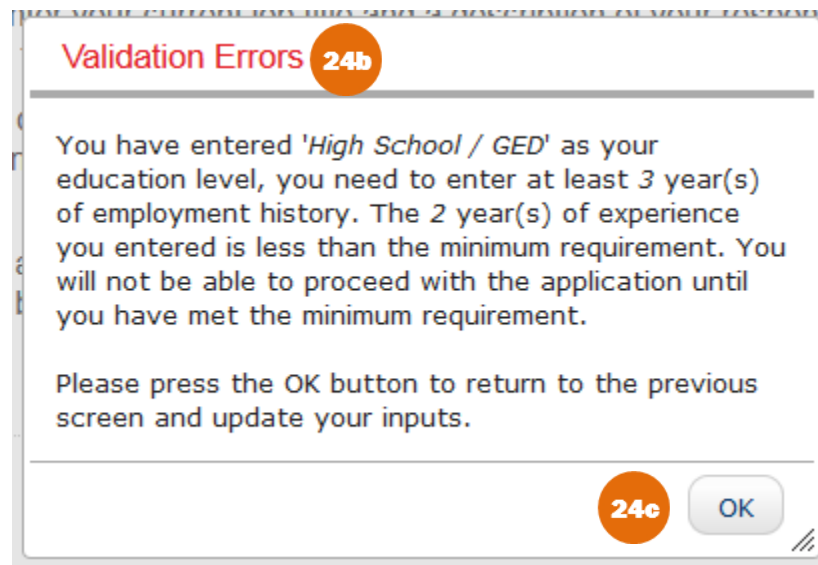
23b **COMMON MISTAKE** – If you click on both "Add Employer" buttons or double-click on one, it will open up multiple blank forms to enter employment information. These extra employment records will appear collapsed. If you do not have any more employment history to add, click on the (+) sign next to 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.*

Validation Errors **24b**

You have entered '*High School / GED*' as your education level, you need to enter at least *3* year(s) of employment history. The *2* year(s) of experience you entered is less than the minimum requirement. You will not be able to proceed with the application until you have met the minimum requirement.

Please press the OK button to return to the previous screen and update your inputs.

24c OK

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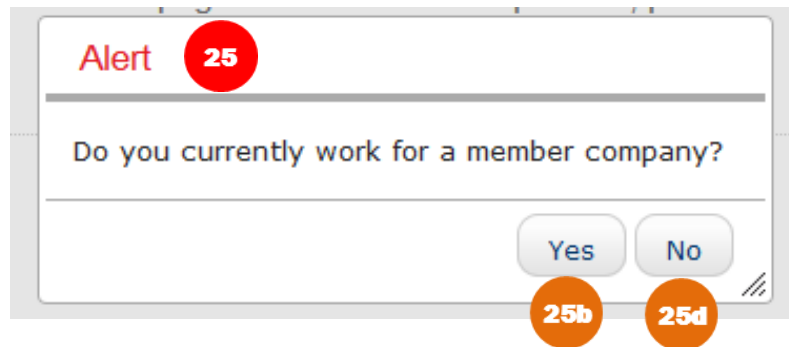
25 After successfully filling out your employment history, you might get an Alert and be asked whether your company is a Member Company.

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:
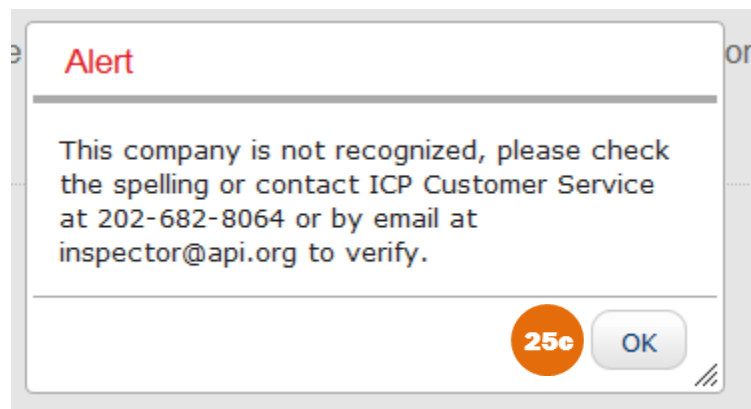

25c The system is set up to recognize Member Companies that it can verify as being a Member. The validation process sometimes does not work, depending on the way that the Member Company name was written. Please contact ICP Program Support at inspector@api.org to receive some assistance inputting the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

Employager Verifications

9 **Employment Verifications**

Employment Verification - 510 Application [Return to Account]

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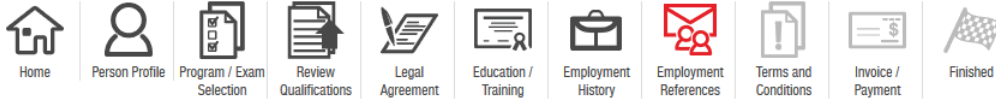
Instructions

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 (Jan-2010 To Current) **26**

Supervisor's Name *

Supervisor's Email *

Supervisor's Phone *

Management or HR Rep's Name *

Management or HR Rep's Email *

Management or HR Rep's Phone *
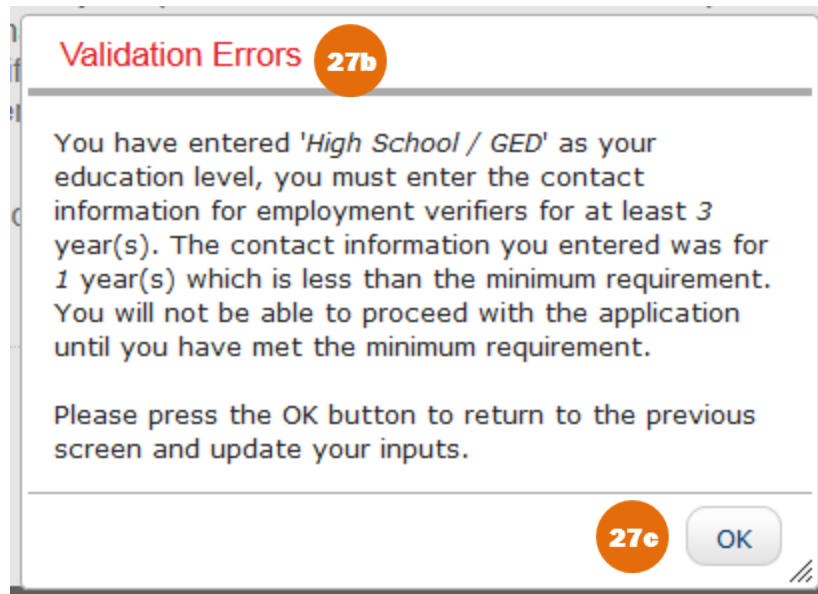
[Back] [Save For Later] [Next] **27**

26 API 510, 570 and 653 require employment verifications from a Supervisor **and** a Management/HR Representative. On this page, you must provide a Supervisor and a Management/HR Representative'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. Managers/Human Resource Representatives will be receiving an email with a link to verify the 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.

Validation Errors 27b

You have entered 'High School / GED' as your education level, you must enter the contact information for employment verifiers for at least 3 year(s). The contact information you entered was for 1 year(s) which is less than the minimum requirement. You will not be able to proceed with the application until you have met the minimum requirement.

Please press the OK button to return to the previous screen and update your inputs.

27c OK

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.
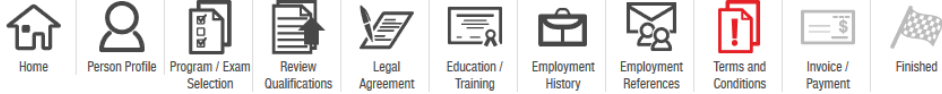
27c Select "OK" and you will be returned to the Employment Verification section. You will not be able to proceed until you add enough verifiers to meet the requirements.

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.

10 Terms and Conditions

Application Terms and Conditions - 510 Application

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 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 in writing by mail, e-mail or by fax 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.
- 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 *

(28)

Back | Print | Accept **(29)**

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28 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.

29 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.

11 Invoice/Payment

Invoice / Payment Information - 510 Application

Return to Account

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 *

Additional Email for Receipt

Country *   Company Name
select a country

Address Line 1 *   Address Line 2

City / Locality *   State / Province

Postal Code

Payment Information

Invoice Number	ICP 142864
Invoice Date	28-Dec-2017
Order Number	—

30

Payment Method *
- ACH
- Bank Wire
- Check / Money Order
- Credit Card
- Group

Amount $900.00

Upload scanned / digital image of the ACH, Check / Money Order, Wire etc.

[Upload file]

Bill

Product Code	Description	Amount
ICP510	ICP 510 Certification License for Pressure Vessels 04-May-2018	$900.00
	Grand Total	$900.00
		* Prices are subject to change.

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[Back] [Save] [Print Invoice] [Submit]

30 In order to submit the application, an applicant must submit a payment or the application will remain as incomplete in the applicant's queue. Application 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."

12 Submit Application

Invoice / Payment Confirmation - 510 Application

(33) Return to Account

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

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.

For more information on what to expect on exam day, please visit 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.

Please note: If you submitted any employment verification you, as well as 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	**Middle Name**	**Last Name**
ICP		User

Additional Email for Receipt

Country	**Company Name**
United States	—
Address Line 1	**Address Line 2**
Address	
City / Locality	**State / Province**
City	SD

Postal Code
ZIP

Payment Information

Invoice Number	ICP 142864
Invoice Date	28-Dec-2017
Order Number	924850
Payment Method	ACH
Bank Name	Bank
Remitter Name	Remitter
Amount	$900.00

File
ACH Payment.png

Bill

Product Code	Description	Amount
ICP510	ICP 510 Certification License for Pressure Vessels 04-May-2018	$900.00
	Grand Total	**$900.00**

Prices are subject to change.

Print Invoice | **Print Confirmation** | **(32)**

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(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 the application that you just submitted in the application queue.

13 Application Statuses

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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. These 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 longer to be applied since it takes a while for us to receive the payment and then we have to match it to the correct application.

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.

Scheduled – Your application was found fully qualified. You will 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.

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 by the applicant. Please familiarize yourself with the policies section of the ICP website to ensure that you understand the application guidelines.