Step-by-Step Certification Process

1. Check the minimum qualification requirements for your chosen certification program to determine your eligibility for certification.

2. Review API's testing and certification policies.

3. Determine the most convenient test date and location for your chosen program.

4. Download the application for your program from www.api.org/icp or request the application package be sent to you by mail.

5. Fill out the application completely.

6. Mail your application, all supporting documentation, and payment to API by the deadline indicated.
   PLEASE BE AWARE THAT API CANNOT PROCESS YOUR APPLICATION OR SCHEDULE YOU FOR ANY EXAMINATION UNTIL PAYMENT IS RECEIVED AND PROCESSED BY API.

7. Download the Body of Knowledge for your chosen program.

8. Obtain necessary technical documents and publications. Document titles and the relative edition numbers can be found on the Publications Effectivity Sheet included in the application package. (Instructions for ordering the publications can be found on the bottom of the Effectivity Sheet.)

9. Prepare for the examination. Training programs are optional and not provided by API. Some training providers are listed in our Training Provider Certification Program. Go to www.api.org/tpcp and select "Trainer Directory".

10. Take the examination. (Information on the examination site address is provided to each applicant approximately 3 weeks prior to the exam date.)

11. Scores and results of the examination are provided to each applicant approximately eight (8) weeks after the examination. A certification number is issued and a certificate and wallet card provided to each applicant who has provided all necessary paperwork and has passed the examination.