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Recertification Requirements: Continuing Professional Development (CPD) hours-API 982		

Recertification Requirements: Continuing Professional Development Hours: API 982

Introduction:

For API 982 recertification, certificants will have to complete 8 hours of Continuing Professional Development (CPD) hours in order to recertify. The CPD requirements are in addition to existing recertification requirements for continued inspection experience and the Web Quiz required every 6-years or every other recertification.

CPD activities should relate to refractory inspection and associated activities in the petroleum and petrochemical industry. As per the [industry related topics](#) identified below, ICP staff will review and determine acceptability of the activity. It is up to the certificant to provide proof of attendance, including duration, topic, activity type. Registration documentation alone is not evidence of proof of attendance. Activities fewer than 50 minutes will not be accepted.

Requirement: Recertifying certificants must submit 8 CPD hours completed for every 3-year recertification period.

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Continuing Professional Development (CPD) Hours

Defining CPD hours

For ICP, one CPD hour is defined as one contact hour of an activity in an industry-related topic as defined below. An “activity” is an umbrella term that ICP has deemed, in consultation with industry experts, to be acceptable for recertification purposes. Acceptable activities include training, publishing technical papers, participation in industry conferences, and other activities as outlined in this document.

Each contact hour shall be at least 50 minutes of related activity. No activities under 50 contact minutes may be submitted to ICP for CPD credit and ICP does not grant partial hours of CPD for activities under the 50 minutes minimum.

Examples:

- For example, a one-day activity that begins at 8 am and ends at 5 pm. With a one-hour lunch break this is considered 8 contact hours and ICP will accept it as 8 CPD Hours.
- If that day-long activity includes multiple small breaks, at least 50 minutes of every hour needs to be spent doing the activity.

Participation in CPD related activities may be in-person or virtual. However, all must have the required documentation.

CPD Carry Over

A Certificant that completes more than the required hours for a recertification period may carry over a maximum of 4 CPD hours to the next recertification period.

Industry Related Topics for CPD

Topics considered relevant by ICP must be directly related to fields of refractory inspection and associated activities in the petroleum/petrochemical industry. Examples are included in the list below; this is not intended to be all inclusive.

1. Anchors
2. Asset integrity
3. Auditor for oil and gas (ex. API Spec Q1, API Spec Q2, ISO/TS 29001)
4. Burner
5. Cement
6. Ceramics
7. Coatings
8. Corrosion mitigation/inspection
9. Damage mechanisms: e.g., cracking, corrosion, fatigue, embrittlement (including software)
10. Drones/Unmanned Aerial Vehicles (UAVs)
11. Dryout of refractory
12. Failure Analysis/Incident Investigations/ Root Cause Analysis (refractory related)
13. Fire heater/heat exchanger/furnace inspection
14. Fitness for service
15. Green/blue hydrogen
16. Green refractory processes
17. Heat transfer calculation
18. Heat transfer theory
19. Heat treatment of metals
20. Hot spot
21. Hydrogen and/or decarbonization impact on refractory
22. Infrared thermography (IRT)
23. Inspection techniques and technologies
24. Inspection tools and equipment
25. Laboratory/material testing and data
26. Mechanical integrity
27. Metallurgy (ex. steel)
28. New/Emerging inspection technologies
29. Non-destructive examination (NDE)/(NDT): e.g., PT, MT, RT
30. Positive Material Identification (PMI)
31. Quality Assurance (QA)/Quality Control (QC)
32. Recycling metals and refractory
33. Refinery fixed equipment inspection
34. Refractory lined fire heater/heat exchanger/furnace inspection
35. Refractory inspection
36. Refractory raw materials
37. Renewable fuel processing
38. Risk-Based Inspection (RBI)
39. Rope access

- 40. Sandblasting
- 41. Surface preparation
- 42. Technical Writing
- 43. Welding inspection
- 44. Welding Processes

REMEMBER: These are topics for CPD activities. Actual field inspection time as part of the normal work responsibilities cannot be used for CPD credit.

Continuing Professional Development Requirements Overview:

API 982 Certificants must complete 8 CPD hours for every 3-year recertification period.

For each certification period, it is recommended that Certificants participate in CPD activities from a minimum of two different categories.

A certification is active from start date to the expiration date as is the three-year period listed on the certification and can also include the 90-day grace period. ICP will accept activities completed in the same year as the start of the recertification period or, for recertifications occurring at the start of the year, ICP will consider activities completed in the six months of the previous year.

Activity criteria:

All CPD activities must meet one of the [Industry Related Topics](#).

For each certification period, it is recommended that Certificants participate in CPD activities from a minimum of two different categories.

Certificants should complete their CPD hours throughout their three-year certification period and avoid front or back loading their hours. Certificants may upload their CPDs at any time, but ICP staff will only review once a recertification application is submitted.

Certificants shall not submit documentation from the same activity multiple times within the same certification period or for two different recertification periods. Certificant may not claim CPD credit for attending the same activity more than once, even if attended on a different date (i.e. attending a live webinar and then attending the recording).

ICP staff reserves the right to request additional documentation.

Determining CPD Hours for Recertification Applications:

All CPD activities below should meet one of the [Industry Related Topics](#) listed above.

Activity Type	Number of CPD Credits
Third-Party Training	1 Contact Hour = 1 CPD hour

<ul style="list-style-type: none"> Continuing Education Units (CEU) Receive a certificate of completion or mastery 	1 CEU (10 Contact Hours) = 10 CPD hours
Employer sponsored Training <ul style="list-style-type: none"> Provided by an individual's company, or a third-party provider within the company. Receive documentation of attendance that identifies duration of training. 	1 Contact Hour = 1 CPD hour
College/University Course <ul style="list-style-type: none"> Receive a passing grade Directly applicable to inspection and inspection technologies 	Quarter credit hour: Maximum of 30 CPDs Semester credit hour: Maximum of 45 CPDs
Participation in industry events <ul style="list-style-type: none"> Includes seminars, workshops, conferences, or webinars Meetings must be a minimum of 50 minutes in length to be granted CPD credits. 	
Supporting industry related events <ul style="list-style-type: none"> Includes planning, organizing, reviewing abstract, managing rooms and panels at conferences and other similar events 	No more than 36 hours will be granted for one event
Technical committee service <ul style="list-style-type: none"> Includes API committees and other industry organizations technical committees <ul style="list-style-type: none"> Includes activities for ICP programs Meetings are considered as activities that relate directly to development of standards, programs, or industry initiatives 	
Presenting/Speaking <ul style="list-style-type: none"> Including hours of preparation 	Maximum of 8 CPD hours are accepted
Technical Papers <ul style="list-style-type: none"> Must be published Must be on inspection related activities Blog posts are not accepted 	Maximum of 8 CPD hours are accepted
Technical meeting in Certificant's company <ul style="list-style-type: none"> Either attend or facilitate Meeting must be a minimum of 50 minutes in length to be granted CPD credits No more than 8 meetings will be applied in any 3-year recertification period. Typical company safety meetings are not accepted 	
Audits or Assessments <ul style="list-style-type: none"> Auditees and those being assessed Auditors and assessors 	
Patents	Maximum of 24 CPD hours are accepted

- | | |
|---|--|
| <ul style="list-style-type: none">• Directly applicable to inspection and inspection technologies | |
|---|--|

Third-Party Training

Approved Third-Party Training:

ICP does not have a list of “approved” trainer’s courses or providers. Certificants must ensure that the following criteria are met to be considered for CPD hours:

- 1) Training is to be provided by a recognized party*, as well as developed and delivered by qualified individuals** not directly employed by the Certificant’s employer.
- 2) The subject is directly relevant to the petrochemical industry and the ICP certification (see the definition of this in [Industry Related Topics](#))
- 3) The training is to have clear and relevant learning objectives, and not be related to commercial marketing activity.
- 4) For one day, or multi-day courses, there should be no more than 10 contact hours in a 24-hour period.
- 5) CEU equivalent hours should not exceed the time needed to complete the subject materials.
- 6) Must evaluate the participant’s knowledge through some assessment mechanism (i.e., quiz/test at the end of a module or course)
- 7) Must provide documentation showing completion or mastery of the course (certificate or transcript)

* A recognized party is a company or organization which is legally incorporated by the laws of its country. It must have a public-facing presence, such as a website, that includes descriptions of the courses being offered.

**A qualified individual is a person who is certified or qualified, through education and/or experience, in the information being taught. Certificants must be prepared to submit the qualifications of their trainer if not evident.

Note: Training intended as preparation for an ICP certification exam that the certificant already holds will not be considered for CPD activities.

Trainers who provide third-party training may receive CPD hours equivalent to the length of the training’s contact hours. The trainers may only receive CPD hours once per class developed and delivered, no matter how many times the class is delivered. Minor changes or updates to the contents of a class do not constitute a new opportunity for CPD hours.

Continuing Education Units

Continuing education units (CEUs) are an internationally recognized unit of measure for professional education and training. In accordance with International Accreditors for Continuing Education and

Training (IACET), through the ANSI/IACET 2018-1 *Standard for Continuing Education and Training*, 1 CEU is equivalent to 10 contact hours. Therefore, ICP will recognize 10 CPD hours for 1 CEU.

Lack of IACET accreditation does not preclude training from being accepted as valid CPD hours by ICP. ICP will grant CPD hours based on contact hours-only.

Verification of Activities:

Certificants must provide ICP with documentation of completion or mastery of the training course either as a certificate or a transcript. Certificants must also provide ICP with the number of contact hours attended, and the public website of the provider.

Employer-Provided Training

An employee may choose to provide in-house training or bring a third-party expert to train employees in [Industry Related Topics](#). ICP will accept CPD hours for such trainings equivalent to contact hours attended.

The employer-provided training should meet the following criteria.

- 1) Training is to be developed and delivered by qualified individuals** (Trainers) employed or contracted by the Certificant's employer.
- 2) The subject of the training is related to [Industry Related Topics](#)
- 3) The training is to have clear relevant learning objective. The purpose of the training is not to be related to commercial marketing activity.
- 4) No more than 10 contact hours may be credited in a 24-hour period.
- 5) Credit for CPD hours is dependent on a statement from the Trainer that the Certificant has met the requirements of attendance. This certifying statement should identify the subject, number of hours and date of completion, with the Trainer's identification.

**A qualified individual is a person who is certified or qualified, through education and/or experience, in the information being taught.

Verification of Employer-Provided Training:

Certificants must provide ICP with documentation of completed training, which includes the name of the company, name of the Trainer, the trainer's company if they're a third-party, summary of training, and number of contact hours. If the Trainer does not provide an official certificate or transcript, the Certificant shall use the API CPD Activities form, found on the website, and have the Trainer complete it.

Computer-based/Self-paced Training

Third-party or employer-based training may be provided on a computer platform and/or is intended to allow certificants to take the training at their own pace. In this instance, the training must adhere to the criteria identified above for either third-party training or employer-based training. Training should

identify and clearly state that it was developed by a recognized party* or qualified individual** and noted in supporting documentation. The duration of the entirety of training is to be determined and clearly identified by the provider. The training duration (or the sum of the duration of each individual module) must meet the overall 50-minute *minimum* duration.

* A recognized party is a company or organization which is legally incorporated by the laws of its country.

**A qualified individual is a person who is certified or qualified, through education and/or experience, in the information being taught.

College/University Courses

Certificants that complete a college or university course in an [Industry Related Topics](#), or directly applicable to the field or industry operations, may receive a maximum of 8 CPD hours per quarter credit hour and a maximum of 12 CPD hours per semester credit hour. Certificants must receive a passing grade on their course. If Certificant receives a failing grade that will be considered as not having demonstrated the required knowledge for the course.

Verification for University Courses:

Certificants must provide a transcript with their name, education institution, identification of whether this was a “quarter” or a “semester” course, and final passing grade. If the course title does not show a direct linkage to an [Industry Related Topics](#), Certificants should provide a copy of the class syllabus.

Participation in industry events

ICP encourages Certificants to participate in events in [Industry Related Topics](#) coordinated by technical and professional organizations, or attend industry events to stay familiar with current and emerging inspection topics.

Relevant technical or professional organizations include, but are not limited to:

1. Association for Material Protection and Performance (AMPP/NACE)
2. American Ceramic Society (ACERS)
3. American Petroleum Institute (API)
4. American Society for Testing and Materials (ASTM)
5. American Welding Society (AWS)
6. Canadian Welding Bureau (CWB)
7. Inspectioneering
8. The Welding Institute (TWI)

To be accepted by ICP, the meeting must last at least 50 minutes, which is equal to (1) ICP CPD hour.

Verification for participation in industry events:

Certificants will provide ICP with documented proof of attendance. If the industry meeting does not collect attendance, the Certificant may use the API CPD Activities form, found on the website, and ask the speaker, presenter, or a panelist to complete the form.

Note: Participating in a conference by being a vendor/exhibitor is not an acceptable CPD activity.

Supporting Industry Related events:

Volunteering to help support industry related events (e.g., conference, symposia etc.), run by relevant technical or professional organizations, are eligible for CPD hours. Examples of relevant technical organizations provided under [Participation in Industry Events](#).

Activities that would be recognized as supporting an industry event would include, but not limited to:

- Actively participating in the planning of an event
- Organizing an event
- Acting as an abstract reviewer
- Assisting in administrative activities during the event (e.g., room managers, day managers)

ICP will grant up to 12 hours of CPD credit in any certification cycle, with proof, for one event.

Verification for supporting industry events:

To receive credit, certificants will provide ICP with a letter or other documentation of their support activities and hours from the event organizer, a member of the organization's staff, or the volunteer leader of their track.

Technical Committee Service:

Volunteering on a technical or professional committee for the development of industry documents, training, or certifications would fall under this activity.

Verification for Participation in Technical Committee Service:

Certificants will provide ICP with proof of attendance in the form of an attendance sheet, or confirmation of attendance from the sponsoring organization, that will detail hours of participation. If the sponsoring organization does not collect attendance, the Certificant may use the API CPD Activities form found on the website and ask the host/chair to complete the form.

Webinars:

Certificants may watch webinars on [Industry Related Topics](#) and receive CPD hours for the duration of the webinar. The webinar less than 50 minutes will not be granted CPD credit. Webinars may not be commercial in nature, with the explicit purpose of marketing a product.

Webinar is to be developed and delivered by qualified individuals** (Trainers).

**A qualified individual is a person who is certified or qualified, through education and/or experience, in the information being taught. ICP may not accept an activity if they cannot verify the instructor's qualifications.

Verification for Webinars:

Certificants will provide ICP with proof of completion for the webinar with the duration (contact hours) listed.

Certificants may not complete the same webinar multiple times for the same recertification period or for two different recertification periods.

API Sponsored Industry Events

Certificants may have the opportunity to participate in API sponsored industry events, such as API's *State of American Energy*, for CPD hours. In those instances, API/ICP will send out an invitation to all certified individuals with registration details.

Verification for API Sponsored Industry Events

Certificant must provide proof of registration such as a confirmation email.

Presenting/Speaking

A Certificant acting as a presenter, speaker, or member of a panel at an industry event hosted by a relevant technical or professional organization or as a training presenter for their or another company may earn CPD hours for the time taken to present on the topic as well as the time to prepare the materials. ICP will not grant more than 8 CPD hours for one presentation.

Note: Speakers and trainers will be given credit for the initial development of training. Updates to existing training will not be granted credit as a CPD activity. Speakers/trainers will be given credit for the first time they provide the training, subsequent redelivery will not be accepted as a CPD activity.

Verification for Presenting/Speaking:

Certificants who are speaking, presenting, or part of a panel should provide ICP with a schedule or agenda. This should include the name of the organization and industry event, the name of the Certificant as a presenter, speaker, or panelist, and a brief content summary with CPD hours claimed. If such a

document does not exist or does not provide all the information requested, the Certificant may have the host/organizer complete the API CPD Activities form, found on the website.

Technical Papers

A Certificant may receive credit for writing and publishing articles and papers on [Industry Related Topics](#). The article must be published in a reputable journal or online publication for ICP to consider it for CPD hours; ICP will not accept blog posts for CPD credit. ICP will consider up to 8 CPD hours for research and writing per article.

Verification for Technical papers:

Certificants who publish an article or paper on an [Industry Related Topic](#) must provide ICP a copy of the article or paper or abstract along with the date and name of publication. If the article or abstract are available online, a link should be provided. If the article is in a hard copy only: an image or scanned version of the article should be submitted showing the name of the publication and the date published.

The Certificant must identify how many hours were spent researching and writing the article or paper. ICP will grant no more than 8 CPD hours per article or paper.

Technical meeting in the Certificant's company

Certificants may receive CPD hours from attending, presenting, or facilitating technical meetings within their company or at a contract company. To be considered, the meetings must be at least 50 minutes in duration.

Examples of acceptable technical meetings:

1. Corrosion study or damage mechanism review
2. Process hazard analysis
3. Equipment deficiency management
4. Meetings on [Industry Related Topics](#)

General company safety meetings are not accepted by ICP for CPD hours.

No more than 8 company technical meetings can be applied in any 3-year recertification period.

Verification for technical meetings within the Certificant's Company

Certificant must provide ICP with a document showing the company name, the topic, and the duration of the technical meeting. This should be submitted along with the API CPD Activities form. If the Certificant is a participant, the facilitator of the meeting should complete the form. If the Certificant is the presenter/facilitator, their direct supervisor should complete the form.

Certificants who attend several company technical meetings must complete the API CPD Activities form for each date attended. Multiple meetings shall not be on a single API CPD Activities form.

Auditing and Assessment Activities

Auditor/Assessor:

Certificants that act in the capacity of an internal or third-party auditor or assessors or part of an audit/assessment team for petroleum or petrochemical equipment or processes, related to the Industry Related Topics, may receive a maximum of 12 CPD hours.

Verification of Auditor/Assessor Activities

Certificants must provide ICP with proof of audit completion, which should include the company being audited, audit dates, the scopes, with the signature from the company representative (the company being audited). Certificants may provide a completed and signed API CPD Activities Form.

Auditee

Certificants that are significantly involved as auditees during an internal or third-party audit or assessment for petroleum or petrochemical equipment or processes, related to the Industry Related Topics, may receive a maximum of 12 CPD hours. Individuals who can receive CPD credits are those who participate in more than 50% of the audit preparation and/or the audit activities taking place.

Verification of Auditee Activities

Certificants must provide ICP with proof of audit completion, which should include the company being audited, audit dates, the scopes, and signature of the lead auditor. Certificants may provide a completed and signed API CPD Activities Form.

Note: Involvement in a PSAAP audit, as an auditor or auditee, would qualify as CPD activities. Participants should contact their API PSSAP contact for proof of participation.

Patent

For those involved in the research and development of new technologies for or within their company, or personal endeavor, ICP will grant a maximum of 12 CPD hours to Certificants who have a patent issued during their recertification period. The patent must be directly related to an [Industry Related Topic](#).

Verification for Patent credit

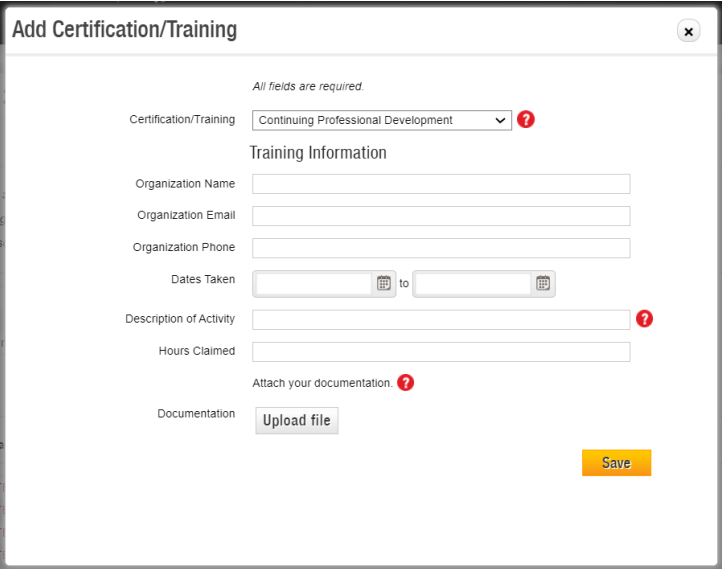
Certificant/Inventor must submit official proof from the patent agency for their existing patent. It must include the Certificant name as the inventor or co-inventor as well as a description that links the patent to an [Industry Related Topic](#).

Verification and submission of CPD Hours:

Proof of CPD hours will be uploaded to the Education page on the ICP Portal. It is recommended that Certificants submit their CPD hours as they are completed. However, they may also be submitted at the time of their recertification application. See the Appendix at the end of the document for examples of completed forms and acceptable documentation.

Any documentation that is not in English must be professionally translated into English.

On the Education History page, click “Add Certification” under the section listed as Certification/Training page in the application or account level. Then select Continuing Professional Development from the drop down and complete the fields. Make sure to upload the proof of completion.



The screenshot shows a web form titled "Add Certification/Training". At the top, it says "All fields are required." Below this is a dropdown menu for "Certification/Training" with "Continuing Professional Development" selected. Underneath is a section titled "Training Information" containing several input fields: "Organization Name", "Organization Email", "Organization Phone", and "Dates Taken" (which is a date range selector). Below these are "Description of Activity" and "Hours Claimed" fields. At the bottom of the form, there is a section "Attach your documentation." with an "Upload file" button and a "Save" button.

Acceptable Verification Types for Completed CPD hours:

Certificants must provide ICP with documentation of completion including the number of contact hours attended, and the public website of the provider.

The following are examples of acceptable evidence of CPD hours, Certificants do not have to provide everything on the list. Acceptable verification types are noted in the relevant CPD activity areas above and should be reviewed before submission.

- Certificate of completion
- Transcript
- Published article/abstract
- Agenda/program schedule/public web link to program showing proof are acceptable
 - Any of the above should document participation with the Certificant’s Name
- Proof of workshop/seminar attendance
 - Copy of sign in/attendance sheets

- Confirmation of attendance
 - Confirmation email that includes name, date, length (contact hours) of activity
- Completed API CPD Activities Form (must be completed and signed by Event Host or Supervisor)
 - Download the form prior to event

FAQs

See: *ICP-PD-102-FAQs: Recertification Requirements: Continuing Professional Development (CPD) hours: FAQs*

Appendix A: Sample API CPD Activities Forms

Technical meeting

ABC Company is holding an internal corrosion review run by their Senior Inspector Gary U. Larson. Al Attedit, who is a certified API 982 inspector is attending the two-hour meeting with other inspectors in their company.

Al Attedit prepares the API CPD Activities Form before going into the meeting with all his information (Certificant Information) and information about the technical meeting (Activity Information). After the meeting Al Attedit asks Gary U. Larson to complete the “Verification of Attendance.”

API CPD Activities Form	
<i>For activities where documentation is not readily available</i>	
Certificant Information	
Name (as displayed in the ICP Portal): Al Attedit	API ID: 201212
<i>Check Certifications</i>	<i>List Certification Numbers</i>
<input checked="" type="checkbox"/> API 510	
<input checked="" type="checkbox"/> API 570	
<input type="checkbox"/> API 653	
<input checked="" type="checkbox"/> API 982	561232
Activity Information	
Activity Date(s): Aug 21, 2025	Activity Duration (hours): 2 hours
Activity Name: Hot Spot	Location: ABC Company
Check role: <input checked="" type="checkbox"/> Participant <input type="checkbox"/> Presenter/trainer <input type="checkbox"/> Other (explain):	
Description of Activity, the knowledge you acquired (ex. NDE, Welding inspection, Damage Mechanisms) and applicability to certification(s): I participated in technical meeting discussing identification of hotspots and implications.	
Website link for event (if applicable): N/A	
Verification of Attendance	
<u>Gary U. Larson</u> Printed Name	<i>Gary U. Larson</i> Signature
Position: <i>Senior Inspector</i>	Date Signed: <i>8/21/2025</i>
Company: <i>ABC Company</i>	
*For attendees, the leader of the meeting, host, trainer, or supervisor may sign off For trainers/presenters, the host or trainer’s supervisor may sign off	

Note: Verification of attendance must be completed by the trainer or supervisor overseeing the CPD activity. Certificants may not verify their own attendance on the API CPD Activities Form.

Participation in industry events

Sally Ann Wright is attending the 2025 UniteCR as a participant. The first presentation she attends is FCC Refractory technology improvements, and common failure modes.” The meeting does not collect attendance on who comes so to provide the necessary verification for ICP CPD hours, Jane will need a completed API CPD Activities form.

Before the meeting, she completes the Certificant and Activity Information sections of the API CPD Activities form.

After the presentation, she asks the speaker, Flo T. Rulf, to fill out the Verification of Attendance.

API CPD Activities Form	
<i>For activities where documentation is not readily available</i>	
Certificant Information	
Name (as displayed in the ICP Portal): Sally Ann Wright	API ID: 201212
<i>Check Certifications</i>	<i>List Certification Numbers</i>
✓API 510	341232
✓API 570	561232
✓API 653	213068
✓API 982	1098176
Activity Information	
Activity Date(s): October 14, 2025	Activity Duration (hours): 50 minutes
Activity Name: Refractory Metals, A Nanocrystalline Approach	Location: UniteCR
Check role: <input checked="" type="checkbox"/> Participant <input type="checkbox"/> Presenter/trainer <input type="checkbox"/> Other (explain):	
Description of Activity, the knowledge you acquired (ex. NDE, Welding inspection, Damage Mechanisms) and applicability to certification(s): Nanocrystalline refractory castable mixes have been found to increase the erosion resistance properties of refractories in FCC cyclones. MegaCast and GlowRam have developed nanocrystalline technology in such a way that they are able to harness the potential of these minerals. Using Chrome, , Uranium, Cesium and Tantalum as either the major or minor phase in the mix, properties have been observed to exceed those of traditional refractory castables, although the new formulation can be subject to aggressive oxide super-displacement inside FCC cyclones with some specifications of anchor, which can lead to cracking and spalling of refractory.	
Website link for event (if applicable):	
Verification of Attendance	
Flo T. Rulf Printed Name	<i>Flo T. Rulf</i>
Position: Author/Presenter	Signature

Company: XYZ Company	Date Signed: <i>October 14, 2025</i>
*For attendees, the leader of the meeting, host, trainer or supervisor may sign off For trainers/presenters, the host or trainer's supervisor may sign off	

Note: Verification of attendance must be completed by the trainer or supervisor overseeing the CPD activity. Certificants may not verify their own attendance on the API CPD Activities Form.

CPD Submission

After attending their respective meetings, Al Attendit and Sally Ann Wright login to their accounts on <https://inspector.api.org>, and upload their completed form and other necessary verification to their account level CPD Tracking, or during their application submission.

CPD Activities

Date	Title/Name of Activity	Provider Name	Activity Type	Hours Claimed	API Review Status	Hours Credited by API	API Comment	
Select	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
03-Mar-2024	Corrosion Review at ABC Company	ABC Company	Technical Meeting in the Certificant's Company	2	<input type="checkbox"/>	-	-	EDIT DELETE
Total Hours				2		-		

Showing 1 to 1 of 1 entries

Previous **1** Next

Add CPD Activity

If API Review Status box is unchecked, review of CPD activity has not yet been completed. Credit Hours are those approved after API review has been completed. If the API Review Status box is unchecked the review has not been completed.

[Export CSV file of all CPD activities](#)

In this area (see above), they should select “Add CPD Activity.”.

They should complete all the information in the window and upload all verifications.

For the [Technical Meeting](#), the Certificant must provide documentation showing the company name, the topic, and the duration of the technical meeting. This should be submitted along with documentation as proof, and if no official documentation is available a completed API CPD Activities form, signed by the appropriate parties, may be uploaded.

Continuing Professional Development

All fields are required.

Activity Type

CPD Details

Provider Name

Provider Email

Provider Phone

Dates Taken to

Title/Name of Activity

Hours Claimed

Documentation [DELETE](#)

[Upload File](#)

*Uploaded documentation should be officially translated to English.
API may not be able to determine qualifications otherwise.*

[Save](#)

Certificants who “[participate in industry events](#)” must provide proof of registration as well as proof of attendance, either as an attendance sheet or a completed API CPD Activities Form.

Add Continuing Professional Development

×

All fields are required.

Activity Type

CPD Details

Provider Name

Provider Email

Provider Phone

Dates Taken to

Title/Name of Activity

Hours Claimed

Documentation [DELETE](#)

[DELETE](#)

[Upload File](#)

*Uploaded documentation should be officially translated to English.
API may not be able to determine qualifications otherwise.*

[Save](#)

ICP staff reviews the CPD Tracking during application processing. Once the activities have been reviewed the hours credited by API will be noted.

CPD Activities

Date	Title/Name of Activity	Provider Name	Activity Type	Hours Claimed	API Review Status	Hours Credited by API	API Comment
Select	Search	Search	Search	Search	Search	Search	Search
03-Mar-2024	Corrosion Review at ABC Company	ABC Company	Technical Meeting in the Certificant's Company	2	<input type="checkbox"/>	2	
14-Oct-2023	STI vs API Tank Inspection and Repair Standards	API Storage Tank Conference	Industry-Related Event (Support/Participation)	1	<input type="checkbox"/>	1	
Total Hours				3		3	

Showing 1 to 2 of 2 entries

If ICP Staff awards the certificant CPD Carryover Hours, it will be listed under “Carryover Hours.”

Carryover Hours

(For API Staff Editing Only)

API allows 12 hours of carryover to the next certification period if you added more hours than needed for the current cycle. Hours carried over to the next recertification cycle expire three years after the expiration date of the next recertification.

Your Certifications	Next Recertification Expiration Date	Hours Carried to Next Recertification Cycle	
510	31-Jan-2027	6	EDIT DELETE
570	31-Jan-2028	-	EDIT DELETE
653	30-Nov-2028	-	EDIT DELETE

Showing 1 to 3 of 3 entries