



Application Guide

NACE INTERNATIONAL INSTITUTE

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CERTIFICATION APPLICATIONS

Candidates seeking NACE International Institute (NII) certification are required to complete a profile and an application online anytime at www.naceinstitute.org. Candidates are not required to be members of NACE International or the NACE International Institute.

Candidates may be asked to agree to terms and conditions at the time of creating a profile.

Maintaining an updated profile is the responsibility of the candidate to ensure all information is current, including physical and mailing address, phone numbers, and email address. This will help NII efficiently track and process the NII certification, documentation, and renewal.

The NII is not responsible for any lack of communication resulting from an out of date profile or missed communication.

NII certifications are available to any candidate who wishes to certify and meets the necessary requirements.

APPLICATION REQUIREMENTS

The necessary requirements may include the following:

LITERACY

- Demonstration* of literacy on par with the reading level of the subject examination(s)
- Demonstration* of writing skills on par with the essay portion of subject examination(s) (if applicable)

(*This is implied and will not be tested.)

WORK EXPERIENCE

The work experience requirement varies for each certification. See table in APPENDIX B. The work experience must be completed within a time period twice the length of the required amount of work experience. For example, if CIP Level 2 requires two (2) years of work experience, the candidate must complete those 2 years within the most recent four (4) year period. In certifications where the time period meets or exceeds fifteen (15) years, the time period is capped at 15 years.

EDUCATION

Candidates must have verifiable education, in the event education is a requirement for the certification being applied for. Determining whether education will be verified is at the determination of the NII Certification Director.

TRAINING

In order to achieve certification, all training requirements must be met.

In the CIP program, the NII does require the training courses be completed through NACE International. For the other certification programs, training requirements may be fulfilled by other providers.

*Note: Training and examination/certification requirements are not synonymous.



APPLICATION

A certification application consists of several parts:

- Technical Work Experience and/or Education
- Attestation and Code of Ethics See APPENDIX C and APPENDIX D
- Qualification References
- Applicant's Affidavit
- Application Fee. See www.naceinstitute.org for more information.

Candidates will receive an automated email receipt acknowledging the date of their online application submission. Staff will review application for

completeness within fourteen (14) business days.

If any portion of the application is incomplete, the application will be returned to the customer for completion.

The requirements below must be completed within four (4) years of the start date. Start date is defined as the first day in which the first requirement is completed.

Requirements include:

- All exams (written, practical, essay, and oral)
- Application (education, references, and work experience)
- Attestation
- Other items that may be unique to a particular program

REVIEW AND VERIFICATION OF APPLICATION

The Specialty Board and Certification Commission will review and set the work experience requirements for each certification. It is the responsibility of staff to conduct the audit of the application.

Once staff has reviewed the application for completeness, the application will be sent to an Application Evaluator. The Application Evaluator is responsible for reviewing the application to ensure the candidate has met the technical requirements.

Certification technical requirements can be found:

- In the Certification Commission Operating Manual; or
- www.naceinstitute.org

The Application Evaluator is sent the application for review and is required to review the application to ensure all work experience requirements are met.

Application Processing

This process can take up to a few weeks for review. If your application is still showing a status of "At Review Board" for four or more weeks, contact certificationapplications@nace.org.

The full *Application Review* policy is available for review upon request.

NII reserves the right to directly contact any references provided on the application to validate employment and education history.



APPENDIX A

PROCESS FOR APPEALING THE REJECTION OF AN APPLICATION FOR NACE INSTITUTE CERTIFICATION

** This same process applies to all NII certification renewal applications.*

- The process for appealing the rejection of an application for certification shall be included with the notification to the applicant of his/her rejection.
- To appeal, the application must submit a written appeal to the Certification Director stating the basis of the appeal and providing all information the appellant wishes to be considered. The appeal must be delivered to NII within thirty (30) days from the date of the rejection notification.
- The Certification Director shall consult with two qualified application evaluators who did not review the original application to consider the appeal within thirty (30) days of receipt of the written appeal. The Certification Director and the application evaluator will be provided with all previous review documentation. The Certification Director and the application evaluator may contact the appellant to gather additional information, if needed.
- A consensus of the Certification Director and the two application evaluators require a two out of three (2/3) vote to sustain the appeal. Should the appeal be sustained, the appellant's application and supporting documentation are accepted and considered approved.
 - The only basis for sustaining an appeal is that deficiencies in the application and/or supporting documentation that caused the rejection have been eliminated.

APPENDIX B

TIME ALLOWED TO GAIN WORK EXPERIENCE

Certification	Path	# of years required	Work experience history not to exceed <u>x</u> number of years (must be from most recent time period and is capped at a maximum of 15 years)	Notes
CIP Level 2		2	4	
CIP Level 3		5	10	
CP 2	Path 1	3	6	
	Path 2	1	2	
	Path 3	2	4	
CP 2 Maritime	Path 1	3	6	1 year of work experience must be in the maritime industry.
	Path 2	2	4	1 year of work experience must be in the maritime industry.
	Path 3	1	2	1 year of work experience must be in the maritime industry.
CP 3	Path 1	8	15	
	Path 2	3	6	
	Path 3	6	12	
CP 4	Path 1	12	15	4 years must be in responsible charge.
	Path 2	6	12	4 years must be in responsible charge.
	Path 3	4	8	4 years must be in responsible charge.
Corrosion Technician	Traditional	2	4	
Corrosion Technologist	Path 1	4	8	
	Path 2	4	8	

Certification	Path	# of years required	Work experience history not to exceed <u>x</u> number of years (must be from most recent time period and is capped at a maximum of 15 years)	Notes
Senior Corrosion Technologist	Parallel Path 1	8	15	4 years must be in responsible charge.
	Parallel Path 2	4	8	4 years must be in responsible charge.
	Parallel Path 3	8	15	4 years must be in responsible charge.
	Traditional Path 1	8	15	4 years must be in responsible charge.
	Traditional Path 2	4	8	4 years must be in responsible charge.
Refining Corrosion Technologist	Path 1	2	4	Work experience must be in the refining industry.
	Path 2	4	8	Work experience must be in the refining industry.
Protective Coating Technician	Parallel Path 1	6	12	Work experience must be in protective coatings.
	Parallel Path 2	3	6	Work experience must be in protective coatings.
	Traditional Path 1	2	4	Work experience must be in protective coatings.
	Traditional Path 2	1	2	Work experience must be in protective coatings.
Protective Coating Specialist	Traditional Path 1	12	15	Work experience must be in protective coatings.
	Traditional Path 2	8	15	Work experience must be in protective coatings.
	Traditional Path 3	8	15	Work experience must be in protective coatings.

Certification	Path	# of years required	Work experience history not to exceed <u>x</u> number of years (must be from most recent time period and is capped at a maximum of 15 years)	Notes
Internal Corrosion Technologist	Parallel Path 1	4	8	4 years including some background in Corrosion and Pipeline Operations.
	Parallel Path 2	2	4	2 years in Internal Corrosion in Pipeline Environment.
Senior Internal Corrosion Technologist	Parallel Path 1	4	8	4 years in Internal Corrosion in Pipeline Environment.
	Parallel Path 2	8	15	8 years in Internal Corrosion in Pipeline Environment.
Internal Corrosion Specialist	Path 2	8	15	8 years in Internal Corrosion in Pipeline Environment.
	Path 3	8	15	8 years in Internal Corrosion in Pipeline Environment.
PCIM Technician		2	4	2 years in pipeline.
PCIM Technologist	Path 2	8	15	8 years in pipeline.
	Path 3	4	8	4 years in pipeline.
Chemical Treatment Specialist	Path 2	4	8	4 years in responsible charge.
Material Selection/Design Specialist	Path	8	15	4 years in responsible charge.
	Path 3	4	8	4 years in responsible charge.

APPENDIX C

CIP ATTESTATION

ATTESTATION: Requirements for certification under the NACE International Coating Inspector Program include the signing of the following Attestation. In order to maintain your certification as a NACE International Coating Inspector, you must, on an ongoing basis, fully comply with the NACE International Coating Inspector Program Code of Professional Conduct and the standards contained in this Attestation. Failure to fully comply with the Code of Professional Conduct and/or the Attestation constitutes unprofessional conduct and is a sufficient reason for a reprimand, suspension, revocation, or for the denial of the initial certification or recertification, which will be determined at the sole discretion of NACE.

I, the undersigned, recognize and acknowledge that:

1. Proper coating inspection can be critical to the safety and welfare of the general public and industrial facilities.
2. Coating inspection is obligatory to maximize conservation of our material resources and to reduce economic losses.
3. The entire field of coatings encompasses many diverse skills and disciplines and level of technical competence which must often be taken into consideration.
4. Through continual association and cooperation with others in the coatings field, the safest and most economical solutions may be found to many types of coating problems.
5. The quality of work and personal conduct of each coating inspector reflect on the entire profession of coating inspection.

Therefore, I hereby agree to:

1. Give first consideration in my coating inspection work to safety and public welfare.
2. Apply myself with diligence and responsibility to my coating inspection work.
3. Pursue my work with fairness, honesty, integrity, and courtesy, ever mindful of the best interests of the public, my employer and my fellow workers.
4. Not represent myself to be proficient or make recommendations concerning coatings-related work for which I am not qualified by knowledge and experience.
5. Avoid and discourage untrue, sensational, exaggerated, or unwarranted statements regarding my work.
6. Treat as confidential my knowledge of the business affairs or technical processes of clients, employers, or customers.
7. Inform clients or employers of any affiliations, interests, or connections which might influence my judgment.
8. Accept no money gratuities of any kind or other gratuities whose value could cause a question as to whether they may have influenced my inspection activities, decisions, or reports.
9. Be fair, reasonable, and objective in my work, not allowing myself to be

- influenced by personalities or other individual considerations.
10. Completely, accurately, and honestly fulfill the reporting requirements of the specifications for any coating operation I may be responsible for inspecting.
 11. Take it upon myself to determine from my superiors the scope of my authority and work within it.
 12. Ensure, to the best of my ability, that the terms, language, and requirements of the coating specification are clearly understood and agreed to by all parties involved.
 13. Strive to obtain the best possible results under given conditions within a given coating specification.

I hereby agree to uphold and abide by the NACE International Coating Inspector Program Code of Professional Conduct and the standards contained in this Attestation as an applicant under this Program, and so long as I am a participant in the NACE International Coating Inspector Program. I understand that failure to fully comply with the Code of Professional Conduct and/or the Attestation will be deemed to constitute unprofessional conduct and is a sufficient reason for a reprimand, suspension, revocation, or for the denial of the initial certification or recertification, which will be determined at the sole discretion of NACE.

Signature: _____ Date: _____

APPENDIX D

ATTESTATION

I hereby:

- (1) Recognize and acknowledge that the proper control of corrosion can be critical to the safety and welfare of the general public and industrial facilities.
- (2) Recognize and acknowledge that the control of corrosion is obligatory to maximize conservation of our material resources, to reduce economic losses, and to protect the environment.
- (3) Recognize and acknowledge that the entire field of corrosion and its control encompasses the application of the knowledge and experience of many diverse disciplines and levels of technical competence which must often be consulted.
- (4) Recognize and acknowledge that only through continual association and cooperation with others in this field can the safest and most economical solutions be found to the many corrosion problems.
- (5) Recognize and acknowledge that the quality of my work reflects on the entire profession of corrosion control.

For these reasons I:

- (1) Agree to give first consideration in my corrosion control work to public safety and welfare and to protection of the environment.
- (2) Agree to apply myself with diligence and responsibility to the corrosion control work that lies within my area of competence.
- (3) Agree to pursue my work with fairness, honesty, integrity and courtesy, ever mindful of the best interests of the public, my employer, and of fellow workers.
- (4) Agree to not represent myself to be proficient or make recommendations in phases of corrosion control work in which I am not qualified by knowledge and experience.
- (5) Agree to avoid and discourage untrue, sensational, exaggerated, and/or unwarranted statements regarding my work in oral presentations, written text, and/or advertising media.
- (6) Agree to treat as confidential my knowledge of the business affairs and/or technical process of clients, employers, or customers when their interests so require.

- (7) Agree to inform clients or employers of any business affiliations, interests, and/or connections which might influence my judgment.
- (8) Agree to uphold, foster and contribute to the achievement of the objectives of NACE International.
- (9) I understand that my failure to comply with these requirements could result in disciplinary action.

Signature: _____

Printed Name: _____ Date: _____

APPENDIX E

APPLICATION STATUS REFERENCE

Unsubmitted	The application has not been submitted to NACE Institute for review and can still be edited by the applicant.
Under Staff Review	The application has been submitted to NACE Institute and is being reviewed by a NACE Institute staff member.
At Review Board	The application has passed a cursory review by a NACE Institute staff member and has been submitted to one or more application reviewers.
Returned for Revisions	Some portion of the application was denied by a reviewer, or additional information was needed.
Awaiting Verification	NACE Institute is in the process of verifying necessary information that was provided on the application. If additional information is needed to expedite this step, NACE Institute staff will contact you.
Verification Complete	NACE Institute has received the necessary verification(s) to move forward with processing the application.
Approved	The application has been approved and NACE Institute staff is in the process of creating a record of the new or renewed certification.
Complete	The new certification has been recorded by NACE Institute and the certification period (three years) has begun.
Application Denied	The application for certification has been rejected completely due to substantial missing qualifications or falsification of information.
Payment Pending	Payment has not been received for the application fees.