Applying for Certifications/Qualifications – Step by Step Guide

Beginning the application process...

1. Go to naceinstitute.org
   Click on the Login button

   Sign in with your credentials
   (if you don’t have a login, you will create one here)

   Click on the down arrow next to your profile icon

2. Click on the profile button and then on ‘My Certification Portal’
Choosing your path forward

3. If you have already met a requirement within a path, the credential card may already show on your Home page. If you are just beginning, Click on Browse Credentials on the left navigation menu.

4. Search for the credential you wish to pursue.

Then Click Save to my Home
The Application Process

5. This saves the card to your home. Here you can begin the application, review the requirements, or click on helpful links and information.

6. When you are ready to begin click on Start Application.

7. If there are multiple paths available, review the paths and then select the path you plan to pursue.
Completing the details

8. Complete the required information and details

• Academic – Click on + Add

Be sure to upload a copy of your degree where required.

You can add additional achievements by clicking +Add

• Work Experience  + Add

Add your work experience including as much detail as possible regarding your specific responsibilities and experience, equipment used, etc. You must complete all required (*) fields. List the person we can contact to verify the work experience listed.

You can add additional work experience by clicking +Add
Qualification References

- Qualification References

You must submit at least two References
(See specifics reference requirements listed)

You will enter the references name and email

Click Send

An automated email and form will be sent to your Reference for completion and submission. You should let them know you are sending this so that they can be on the look out for it (have them check spam filters).

Note: You will not be able to submit your application until your References have responded to the automated request.

In the meantime, if you are not currently a NACE member, consider becoming a member and receive a discounted application processing fee.

Once your references have responded to the automated request, you will then be able to complete the application submission process.
Final Steps and Submission

9. Agree to the Code of Professional Conduct, Attestation and Applicant’s Affidavit.

Please enter your full name in the Digital Signature field

Click on ‘Pay’ to proceed to the check out to complete the submission process and payment.

- Please note – if you are a NACE International member you will receive a discounted member rate for your application. If you are not currently a member and wish to purchase a membership, you can log out (the system will save your work), purchase your NACE membership, and then return to My Certification Portal to continue. The member submission rate should then be reflected when Finalizing your application or in your cart.

- Your application will then be audited and sent to a review board for final determination.

- Please allow up to four to six weeks for the application review process.

- Digital credentials will be available through your NACE profile under “My Digital Credentials” within two weeks after you are granted your certification.