

Applying for Certifications/Qualifications – Step by Step Guide

Beginning the application process...

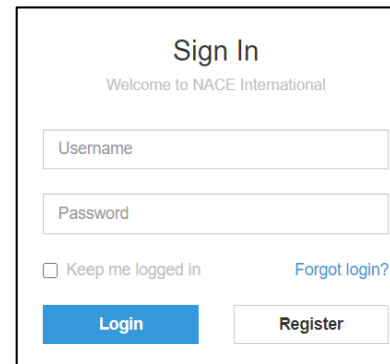
1. Go to naceinstitute.org
Click on the Login button



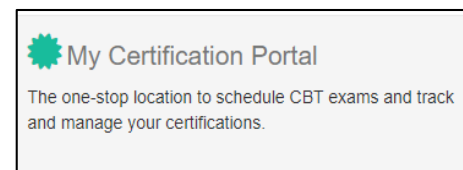
Sign in with your credentials

(if you don't have a login, you will create one here)

Click on the down arrow next
to your profile icon

A screenshot of the 'Sign In' form. The title is 'Sign In' with the subtitle 'Welcome to NACE International'. It contains two input fields: 'Username' and 'Password'. Below the fields are a checkbox for 'Keep me logged in' and a link for 'Forgot login?'. At the bottom are two buttons: a blue 'Login' button and a white 'Register' button.

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.

Available Credentials

[Home](#)

CREDENTIALS

[Browse Credentials](#)

CP2 - Cathodic Protection Technician

Initial Requirements	Exam Preparation Guides
Application Requirements	CP Technician - Theory (Written) Exam Preparation Guide
CP2 - Cathodic Protection Technician Application	Coming soon: Practical Exam Preparation Guide
Required Exams	Resources
NACE CP2 - Cathodic Protection Technician - Theory Exam →	About computer-based testing (CBT)
NACE CP Technician Practical Exam →	Certification ethics
	Certification Program Descriptions

[Save to my Home](#) →

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.

Start Application

Please select the pathway you intend to pursue.

*

Select an Option


Please select the pathway you intend to pursue.

*

Path 3

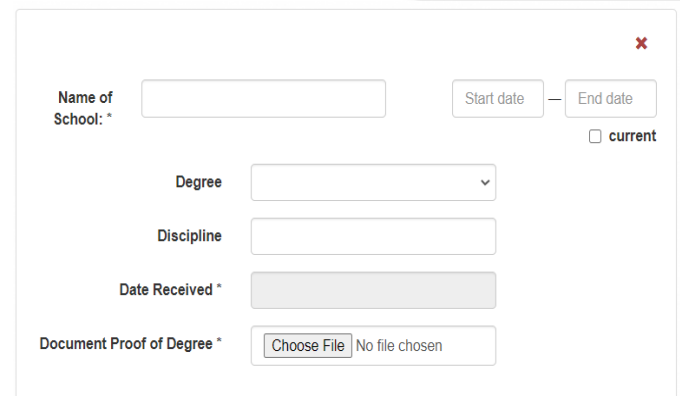
Completing the details

8. Complete the required information and details

- Academic – Click on 

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

You can add additional achievements by clicking +Add



A screenshot of a web form for adding academic achievements. The form is titled 'Academic' and has a close button (X) in the top right corner. It contains the following fields: 'Name of School: *' (text input), 'Start date' and 'End date' (date pickers), 'Degree' (dropdown menu), 'Discipline' (text input), 'Date Received *' (text input), and 'Document Proof of Degree *' (file upload button labeled 'Choose File' and 'No file chosen'). There is also a checkbox labeled 'current'.

- Work Experience 

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.

Work Experience

For the purpose of this form, "job" is defined as "a position in which you are/were regularly employed for a period of time." Work performed as part of an education experience (e.g., work study, summer jobs, graduate research, etc.) may be included. You may have more than one "job" per employer, for example, if you get promoted.

Please provide all information requested. For assistance with this form, contact the Certification Department at NACE International Headquarters.



A screenshot of a web form for adding work experience. The form is titled 'Work Experience' and has a close button (X) in the top right corner. It contains the following fields: 'Company Name: *' (text input), 'Start date' and 'End date' (date pickers), 'Type of Work *' (dropdown menu), and a checkbox labeled 'current'.

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

Name

Email

Send

Qualification References

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

Digital Signature *

(*) denotes a required 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.*

Digital Signature *

- *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.*