

# ETHICS REQUIREMENT

## Step-by Step Guide for 3rd Party Submissions

Candidates who take or have taken the NACE/AMPP "Ethics for the Corrosion Professional" eCourse do not need to do anything additional at this time. The system will update the record automatically upon completion. Please note that this requirement needs to be completed/updated every 3 years.

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# 3rd Party Ethics Training

Candidates who complete 3<sup>rd</sup> party ethics training and wish to submit this in place of the NACE/AMPP course for review should follow these steps. Please note all submissions are subject to approval.

1. Review website for requirement details
2. Have documentation ready to upload when submitting the 3<sup>rd</sup> party training for review
3. Log into your NACE/AMPP profile and click “My Certification Portal”
4. Add the Ethics for the Corrosion Professional credential card to your home page by clicking on “Browse Credentials” (for existing candidates as of launch 2-10-2021 the card may already be on their home page so they can bypass steps 4-6)
5. Search by ‘ethics’

## 6. Click on “Save to my Home”

The screenshot displays the NACE Institute website interface. On the left is a navigation sidebar with categories: Home, CREDENTIALS, SHOP, INFORMATION, EXAMS, and PROFESSIONAL DEVELOPMENT HOURS. Under CREDENTIALS, the 'Browse Credentials' link is circled in red. The main content area is titled 'Available Credentials' and features a search bar with 'ethics' entered and a search icon. Below the search bar, the page displays the title 'Ethics for the Corrosion Professional' and a sub-heading 'New NACE Institute Ethics Requirement'. The text describes the requirement starting January 1, 2021, and lists equivalent training topics. At the bottom right of the content area, a green button labeled 'Save to my Home' with a right-pointing arrow is circled in red.

Home

CREDENTIALS

**Browse Credentials**

SHOP

Store

My Purchases

INFORMATION

Documents

Messages

EXAMS

Schedule/Manage Exams

Results

PROFESSIONAL DEVELOPMENT HOURS

Manage your PDH's

Available Credentials

ethics

Ethics for the Corrosion Professional

### New NACE Institute Ethics Requirement

Ethics is the foundation of any certification program and reinforces the principles set forth by the NACE Institute. Starting January 1, 2021 all new certification applicants and certification renewal applicants will be required to meet the new Ethics Requirement passed by the NACE Institute Certification Commission. A course is offered by NACE International that meets this requirement, but this can be met by participating in any ethics course or training that meets the below criteria:

Equivalent training must cover each of the topics listed below. Proof of completion will need to be submitted as part of the new or renewal application process.

- Types of unethical behavior commonly encountered in the corrosion field
- Factors that may lead to unethical decision making in the field of corrosion
- Ethical decision-making best practices or processes
- Impacts of unethical decisions or unethical behavior
- How to report unethical behavior

[View information about the Ethics for the Corrosion Professional Course.](#)

If you have questions related to course equivalency, please view the [FAQ document](#) for topics required in a 3rd party training, if you have further questions, contact [ethicsquestions@nace.org](mailto:ethicsquestions@nace.org).

Save to my Home →

7. Once this is saved to your home page you can click on:

- Register for the Ethics for the Corrosion Professional Course (this will redirect you to the website purchase the eCourse). If you chose this option, you may skip the rest of the steps outlined, once the course is completed the requirement will be reflected as met in your record.

OR

- Submit 3<sup>rd</sup> Party Ethics Documentation  
(this will bring up the application to submit the  
3<sup>rd</sup> party documentation to be reviewed)

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[Register for Ethics for the Corrosion Professional Course](#)

[Submit 3rd Party Ethics Documentation](#)

## 8. Attach/upload your 3<sup>rd</sup> Party Ethics training documentation

- Click **Choose File**, click on file to upload. You will see it added.

(If you want to remove it and add something different, click the Red **X** and repeat).

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Note: attachment file names cannot contain foreign or special characters

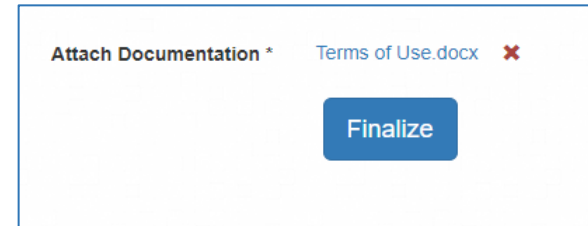
Attach Documentation \*

Choose File No file chosen

Finalize

*Note: Be sure that attachment file names do NOT include any foreign or special characters.*

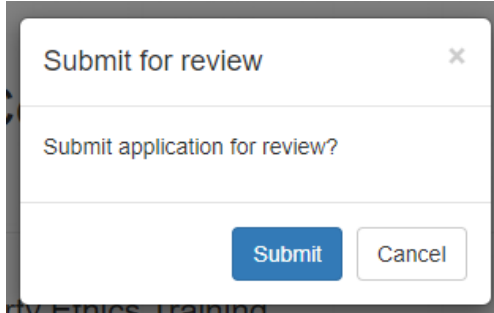
## 9. Then Click **Finalize**



Attach Documentation \* Terms of Use.docx ✖

Finalize

## 10. Follow the prompt and click Submit when ready



- Your request will go into a queue for review. Please allow 10-14 business days for response.
- Once approved your completed ethics requirement will show under the My Credentials tab in your profile. Please note this must be retaken/updated every 3 years. A current/valid ethics credential requirement will apply to all new credentials or when renewing currently held credentials if it is current and valid at the time.

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