

Applying for Certifications/ Qualifications

Section 1: AMPP and Legacy NACE Credentials

Section 2: Legacy SSPC Credentials and Craftworker Program



Section 1:

Applying for AMPP Certifications/Qualifications – Step by Step Guide

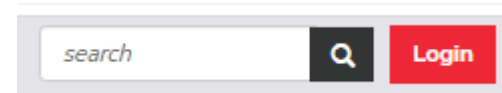
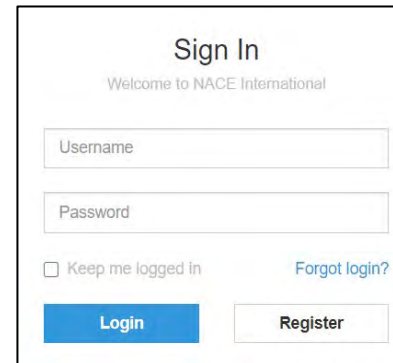
Beginning the application process...


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

Sign in with your credentials

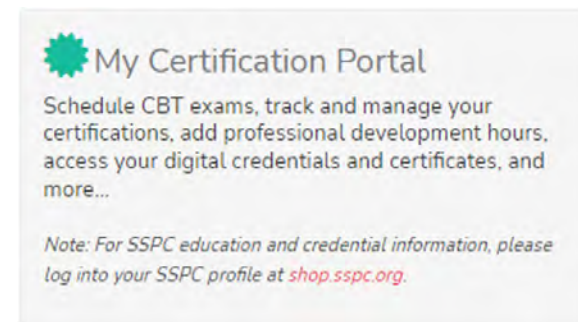
(if you don't have a login, you will create one here)

Click on the down arrow next
to your profile icon then click
Profile

A horizontal bar containing a search input field with the placeholder text "search", a magnifying glass icon, and a red "Login" button.A "Sign In" form with the heading "Sign In" and the subtext "Welcome to NACE International". It includes input fields for "Username" and "Password", a checkbox for "Keep me logged in", a "Forgot login?" link, a blue "Login" button, and a "Register" button.A horizontal bar containing a search input field with the placeholder text "search", a magnifying glass icon, a profile icon with a dropdown arrow, and a "Profile" button.

 Profile

2. Click on the profile button and
then on 'My Certification Portal'

A "My Certification Portal" section with a green gear icon. It contains the text: "Schedule CBT exams, track and manage your certifications, add professional development hours, access your digital credentials and certificates, and more...". Below this is a note: "Note: For SSPC education and credential information, please log into your SSPC profile at shop.sspc.org."

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

cp2

Q

Home

CREDENTIALS

Browse Credentials

CP2 - Cathodic Protection Technician

Initial Requirements

Application Requirements

Required Exams

Exam Preparation Guides

Resources

Save to my Home →

Click Save to my Home

The Application Process

5. This saves the credential path to your home page. 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.

Start Application

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

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

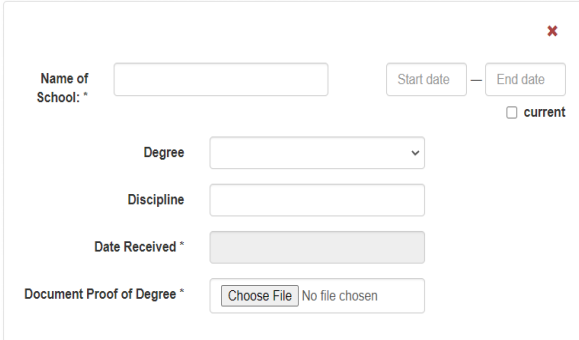
- Academic – Click on  Add

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

You can add additional achievements by clicking +Add

- 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.



A screenshot of the 'Academic' form. It includes a red close button (X) in the top right corner. The form contains the following fields: 'Name of School: *' with a text input box, 'Start date' and 'End date' with date pickers, a 'current' checkbox, 'Degree' with a dropdown menu, 'Discipline' with a text input box, 'Date Received *' with a date picker, and 'Document Proof of Degree *' with a 'Choose File' button and the text 'No file chosen'.

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 the 'Work Experience' form. It includes a red close button (X) in the top right corner. The form contains the following fields: 'Company Name: *' with a text input box, 'Start date' and 'End date' with date pickers, a 'current' checkbox, and 'Type of Work *' with a dropdown menu.

You can add additional work experience by clicking +Add

Qualification References

Qualification References

- You must submit at least two References
- (See specific reference requirements listed)
- You will enter the references name and email
- Click Send

Name	<input type="text"/>	Email	<input type="text"/>	<input type="button" value="Send"/>
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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). Some company firewalls may prohibit the email and link from getting through so personal emails may be more effective. If they do not receive your email and have checked filters, resend to a different email address.

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 an AMPP 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 Applicant's Affidavit.

Please enter your full name in the Digital Signature field

Digital Signature *

(*) denotes a required field

Pay

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

- *Please note – if you are an AMPP 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 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.*

If there is no application fee required, click Finalize (no Pay button will appear).

Finalize

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

Keep watch for secure messages from our team if further details are needed.

- *Please allow up to four to six weeks for the application review process.*
- *Digital credentials (certificate and badge) will be available through your "My Certification Portal" under 'My Credentials' on the left navigation menu. Find the credential and click "View".*

Section 2:

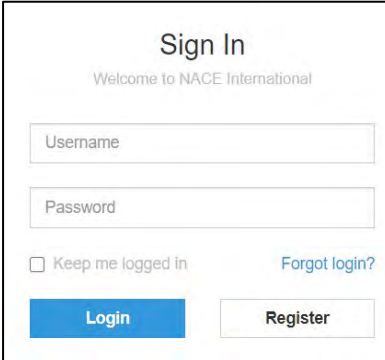
Applying for SSPC Certifications/Qualifications – Step by Step Guide

Beginning the application process...

1. Go to ampp.org
2. Click on the Course you wish to purchase/attend
3. Click on Upcoming courses
4. Sign in with your credentials

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

5. Click Register next to the course you wish to attend.
6. Agree to Liability Release
7. Click “Add to Cart” and complete purchase.

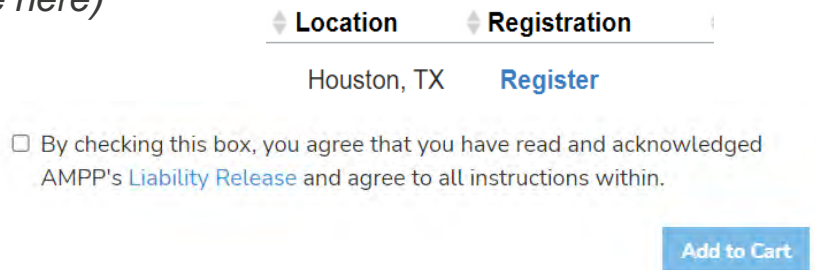


Sign In
Welcome to NACE International

Username

Password

☐ Keep me logged in [Forgot login?](#)



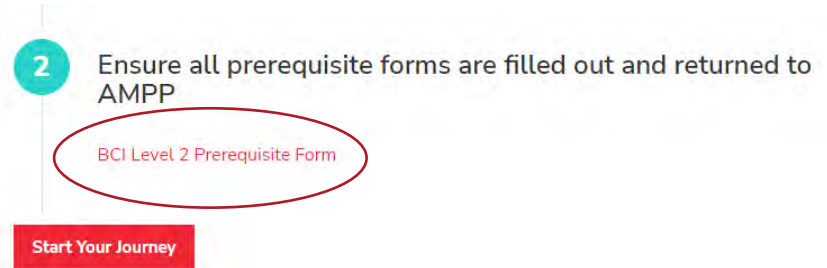
◆ Location ◆ Registration

Houston, TX [Register](#)

☐ By checking this box, you agree that you have read and acknowledged AMPP's [Liability Release](#) and agree to all instructions within.

Certification Prerequisite Forms

8. Find and download the required prerequisite form(s) on the “How to Achieve Certification” page.
9. Ensure all forms are completed and returned to AMPP (email included on form).
10. A photo is required to be submitted with the prerequisite form.
11. You will be notified once your prerequisites have been approved.



Please note:

All prerequisites and requirements are found on the How to Achieve Certification page for each program.

Instructions are provided on each form along with contact information for submission.

Craftworker programs require confirmation from the candidates HR department verifying hours worked.

Final Steps

- Your exam results will be mailed to you upon completion of the course.
- You can access your results through your AMPP Profile under Education History.
- Upon successful completion of all requirements, you will receive a letter, certificate, and wallet card.
- Unsuccessful candidates will receive instructions in their results letter with retake details provided.
- Digital copies are available within your SSPC profile (2021 and forward)