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

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.

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.

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

- You must submit at least two References
- (See specific 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). 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

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).

- 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”.

The Global Leaders in Materials Protection and Performance
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.
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)