



CWS® CHECKLIST

**READ FIRST AND FOLLOW THESE INSTRUCTIONS IN ORDER CAREFULLY
THE APPLICANT IS RESPONSIBLE FOR PROPER SUBMITTAL**

1. [2022 Technical Schedule](#) - choose a class start date
2. Review completely the [Overview and additional links](#) from AWS® for the CWS® exam. Here you will find the necessary link to the [Application Portal](#) to apply online for the CWS® exam.

AWS® contact number: 800/443-9353

Exam Cost (AWS Member) \$585* / (Non-Member) \$673* (*includes Prometric testing fee)

3. AWS® has migrated to computer-based testing (CBT) at Prometric test centers for the AWS® CWS® Certified Welding Supervisor Examination. Some helpful links:
 - [Computer Based Testing](#)
 - [Prometric - schedule a test or locate a test center](#) – click down arrow beside ACTIONS to expose menu
4. [Apply Online](#) @ www.welding.org to register for the Preparation for AWS® CWS® Certified Welding Supervisor Examination Course (CWS550) at Hobart Institute of Welding Technology
 - Choose Course number CWS550
 - Indicate a desired course start date – alternate date optional

Payment – cost of CWS550 4-day course - \$1000.00 + non-refundable \$125.00 registration fee

- **Credit Card** payments are made through the online Student Portal via instructions provided in the confirmation email
- **Checks** and **Purchase Orders** must be made out to: Hobart Institute of Welding Technology
 - **Mail:** Hobart Institute of Welding Technology
400 Trade Square East
Troy, OH 45373
 - **Fax:** 937/332-9550
 - **Email:** registration@welding.org

NOTE: All applications must be submitted through the online application process.

5. Hobart Institute will supply the books for the class. Also, bring with you a noiseless calculator. (Calculators are not available in our bookstore.) You may not use any electronic device, including cell phones, in place of a calculator.

HIWT contact number: 937/332-9603