



## CWI® CHECKLIST

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

1. [2023 CWI Course Schedule](#) - choose a class start date and corresponding examination date/site code.
2. [Apply Online](#) for the AWS® CWI® Examination on the AWS® Certification Application Portal **(6-weeks prior to exam date deadline)**. **A Fast Tracking Processing Fee of \$395 will be charged if applying after the deadline; and if a paper application is submitted, there will be fee of \$125 charged.**

**AWS® contact number: 800/443-9353**

**Exam Cost (AWS Member) - \$1,100\* (Non-Member) / \$1,355\* (\*includes Prometric testing fee)**

- [Certification Application Portal – General Information for CWI Program](#)
    - Review and gather the required information to upload during the application process. Be sure to have all **document and picture files saved in PDF or Word format**.
  - [Certification](#) – select Certified Welding Inspector (CWI®)
  - [Application:](#)
    - [Step 1 - Certification Type](#) –
      - Certified Welding Inspector (CWI®) with API 1104 Codebook; **or**
      - Certified Welding Inspector (CWI®) with D1.1 Structural Steel Codebook
    - [Step 2 - Application Type](#) – choose CWI® with (API 1104 **or** D1.1) Initial Application
  - [Package](#) – choose **CWI® Exam Only** **and** select **CWI® Exam Only** from the dropdown at the bottom of the page
  - [Location](#) – on the right, **Search by Code** using the site code for your exam date. Verify location, exam date and deadline; **Select**.
  - [Uploads](#) – if error is produced, try saving between each document
  - [Terms](#) – **QC1 Standard for the AWS® Certification of Welding Inspectors** and **B5.1 Specification of the Qualification of Welding Inspectors** are available to download and print
  - [Payment](#) – Exam Cost and Prometric Fees are repopulated
3. AWS® has migrated to computer-based testing (CBT) at Prometric test centers for Parts A & C of the AWS® CWI® Certified Welding Inspector Examination. Some helpful links:
    - [Computer Based Testing](#)
    - [FAQ's for the CWI CBT Program](#)
    - [Prometric - schedule a test or locate a test center](#) – click down arrow beside ACTIONS to expose menu.

4. **Apply Online** @ [www.welding.org](http://www.welding.org) to register for the Preparation for AWS® CWI® Certified Welding Inspector Examination Course (CWI540) at Hobart Institute of Welding Technology
  - Choose Course number CWI540
  - Indicate a desired course start date – alternate date optional
  - Select Code (API 1104 or D1.1)

Payment – cost of CWI540 2-week course - \$1850.00 tuition and \$300.00 books + 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](mailto:registration@welding.org)

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

5. Purchase your **code book** for the exam (**AWS® D1.1 2020 Edition** or **API 1104 21<sup>st</sup> Edition**) and bring it with you the first day of class. The code books are available [online](#) through the HIWT bookstore (937-332-9500 ext 9608) or they may be purchased directly from the publisher.

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.**

The [QC1 \(Specification for AWS Certification of Welding Inspectors\)](#) can be obtained through the AWS® website.

All other books for the class are supplied by the Institute.

**HIWT contact number: 937/332-9603**