CWI® CHECKLIST

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

1. **2023/2024 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 –
         o Certified Welding Inspector (CWI®) with API 1104 Codebook; or
         o 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 prepopulated

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 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 $315.00 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
     - o **Mail:** Hobart Institute of Welding Technology
            400 Trade Square East
            Troy, OH 45373
     - o **Fax:** 937/332-9550
     - o **Email:** 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 22nd 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