



## **CWS® CHECKLIST**

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

1. [2024 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) \$610\* / (Non-Member) \$701\* (\*includes Prometric testing fee). AWS pricing can change without notification. Visit [www.aws.org](http://www.aws.org) for the most accurate pricing.**

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](http://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 - \$1450.00 + 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](mailto: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**