

HIWT/ AWS CWI Registration Checklist



Important:

Hobart Institute of Welding Technology (HIWT) and the **American Welding Society (AWS)** have separate registration processes and fees. Each must be applied for and paid for individually. Fees and Registrations do not transfer from one entity to the other. During the registration process you will need to obtain data from HIWT and AWS to apply for both. Example, the AWS site code will need to be obtained from our website as you register for the AWS Exam. Specific steps will be explained below.

Registration for AWS (via the AWS Certification Application Portal) must take place 6 weeks prior to the selected exam date, otherwise you will be required to pay a fast-tracking fee. Though you may pay the AWS for a fast-tracking fee, it does not guarantee that HIWT will have an opening for the class and/or the exam. It is important you follow the steps below to ensure availability.

It is recommended that you print this checklist and fill out each section & check off each step to assist with the registration process. If you are an HR Manager or Management/ Supervisor completing this process for your employee, it is recommended that the individual employee complete this process as there are specific requirements for the applicant, as the applicant is responsible for proper submittal and must register through the AWS with their own account.

For ballpark costs – see Page 11. Recommended pre-study – refer to website.
HIWT Currently Instructs Part C using AWS D1.1:2020 and API 1104 22nd Edition

Step 1: Determine a class start date and corresponding examination date & site code:

Link to CWI Course Schedule: 2024 Classes- [2024 HIWT CWI Exam Dates & Codes](#)

2025 Classes- [2025 HIWT CWI Exam Dates & Codes](#)

Course Start Date & Site Code: _____

Course Site Code & Site Code: _____

Step 1b: Contact HIWT to verify course dates selected have openings.

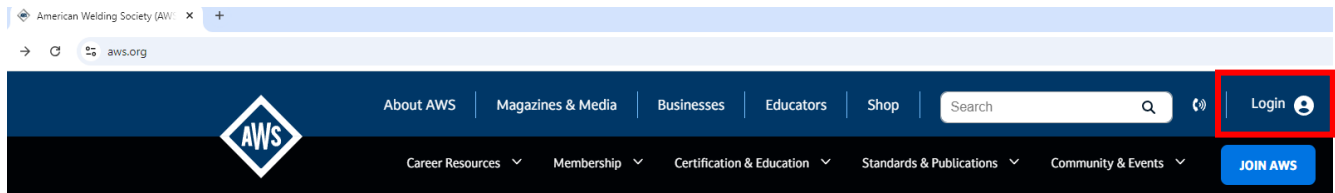
937-332-9500

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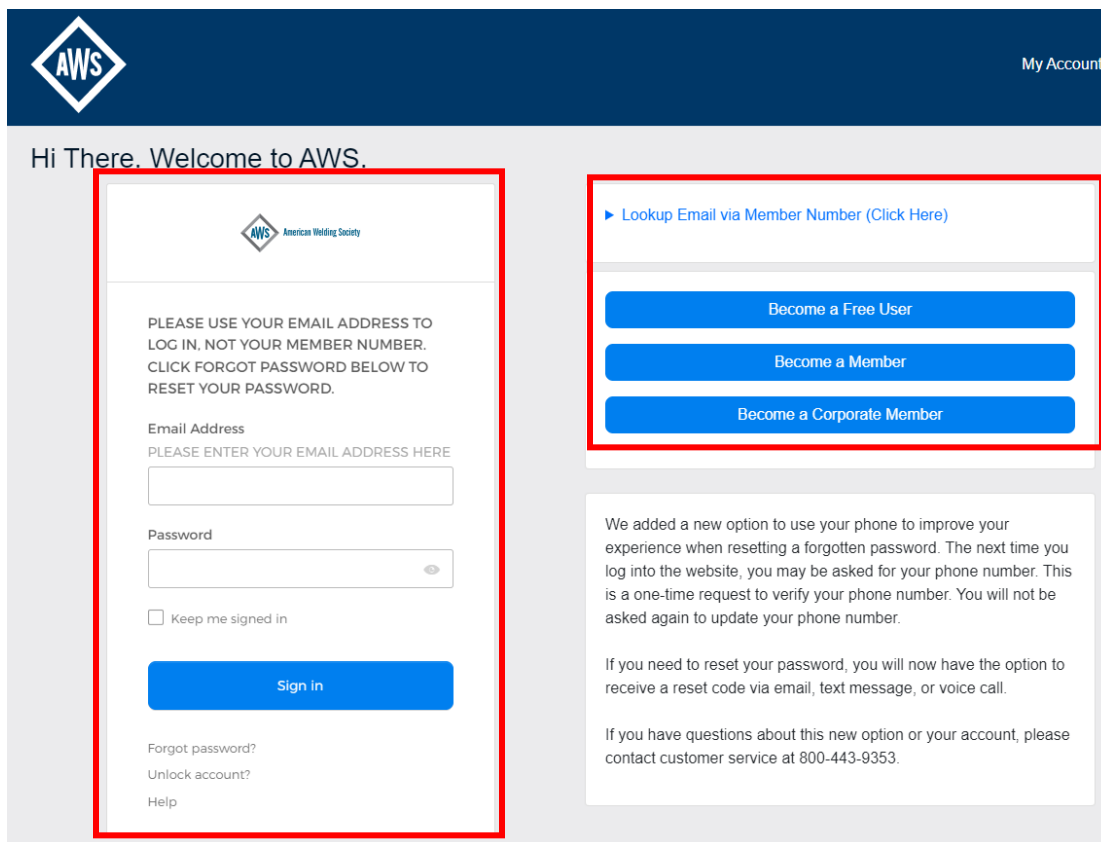
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Step 2: Apply online with AWS for the *AWS CWI Examination* via *the AWS Certification Application Portal*. Please note, any questions regarding AWS account information, AWS Registration, etc. – you must contact the AWS – 1-800-443-9353

Step 2a: Go to www.aws.org and select the Login at the top right of the screen.



Step 2b: The applicant will need to enter their existing login info OR create a new account. It is recommended that one becomes a member as there will be cost savings for Codebooks/ Specifications and AWS Registration Fees.



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Step 2c: Apply for New Certification - Once the applicant has signed up and has logged into their account, they will be directed to a screen like what is shown below. The applicant will need to select the “Apply for New Certification” link.

The screenshot shows the AWS My Account interface. At the top, there is a dark blue header with the AWS logo on the left and navigation links for 'My Account', 'Terms Of Use', 'Member Network', and 'Log out' on the right. Below the header is a white section titled 'INSTRUCTIONS' with a welcome message and a link to update the profile. The main content area is divided into three columns. The left column is a dark blue sidebar with a 'PROFILE' header and several menu items: 'MEMBERSHIP', 'INVOICES / RECEIPTS', 'VIEW/RENEW EXISTING CERTIFICATIONS', 'APPLY FOR NEW CERTIFICATION' (highlighted with a red box), 'DISTRICT/SECTIONS', and 'COMMITTEES'. The middle column is titled 'CONTACT DETAILS' and shows fields for 'FULL NAME: Joe Welder HIWT', 'JOB TITLE', 'ADDRESS: 400 Trade Sq E, Troy, OH 45373, United States', 'PHONE', 'MOBILE: 555-555-5555', and 'DOB: 1/1/1950'. Below this is a 'Communications Agreement' section. The right column is titled 'MANAGE PROFILE' and contains three buttons: 'UPDATE PASSWORD', 'UPDATE PROFILE', and 'NEW SPEAKER REGISTRATION'.

Step 2d: Select “New Application Wizard”

The screenshot shows the AWS My Account interface after clicking 'Apply for New Certification'. The left sidebar is the same as in the previous screenshot, but the 'APPLY FOR NEW CERTIFICATION' item is now highlighted with a dark blue background. The main content area is a white box with a dark blue header that says 'NEW APPLICATION WIZARD (WITH SAVE AND COMPLETE LATER FUNCTIONALITY)', which is highlighted with a red box. Below the header is a search bar and a table with columns: 'Name', 'Type', 'Submitted On', 'Fee', 'Event', 'Status', and 'Score Letter'. The table is empty, with a message that says 'You do not have any applications or certifications on record'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

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Step 2e: Complete the application as shown on the AWS Website.

After completing the “Profile” tab, you will progress to the next tab labeled “Certification”.

You will need to select (click to select) **Certified Welding Inspector (CWI)**. Once that is done, click the blue rectangle labeled “next” at the bottom of the screen.

Step 2f: Fill out the Application, Education & Work Experience

Step 2g: Upload the required documentation (Visual Acuity and Work Experience Verification).

Step 3: Select a Package: This is a very important step as it relates to HIWT.

Be sure to select “EXAM ONLY”.

Subtotal: \$ 0.00

Profile Certification Application Education & Work Experience Uploads **Package** Location Terms Payment

Select one of the options regarding the type of package you are interested in taking, then select one of the options from the drop down to view the price of the package selected.

Your AWS membership status will be displayed which is reflected in the price shown. Click Save and Continue to proceed to the next page.

If selecting a package with a Seminar, Please visit the [AWS Education](#) Page to review seminar types and descriptions.

Exam & Online Pre-Seminar Package selection is for an exam and an online pre-seminar. Click Here for more Info Select	Exam & Online Seminar Package selection is for an exam and an online seminar. Click Here for more Info Select	Exam & Seminar Package selection is for an in-person seminar and exam. Click Here for more Info Select	Exam Only Package selection is for an exam only. Click Here for more Info Select
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Step 3a: At the bottom of the page, select from the drop down:

- “Exam Only”
- “Third Party Training Provider”

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Step 4: LOCATION – This is a very important step as it relates to HIWT.

The location you are selecting is for your **Part B Examination** at the end of our class (the 2nd Friday). Please ensure you select the right site code! Moving your examination site/date can be quite difficult through the AWS and `[you][cc1]` may miss the required examination dates.

Utilizing the site code obtained from the **HIWT Website**, insert the **HIWT Site Code** under “Search by Event ID” (example is OH30125). This will populate the specific Exam Date associated with the class dates you have selected.

Applicant: Joe Welder HIWT
Member Number: 140421989
Subtotal: \$ 1,450.00

Profile Certification Application Education & Work Experience Uploads Package **Location** Terms Payment

These classes are not held until payment is completed.

18 Jan **External CWI Exam Troy, OH - HIWT - OH30125**
🕒 Saturday, January 18, 2025 to Friday, January 24, 2025
📍 Hobart Institute of Welding, Troy, Ohio

EventID: OH30125
Exam Date: 1/24/2025
Deadline: 12/4/2024

Select

Search By Event ID ⓘ
OH30125

Search By State ⓘ
Select A State

Search By Exam Date ⓘ

Apply Clear

Back Save for Later Next

Step 4a: Before you click “SELECT” verify the class dates and exam dates with what is populated on the screen. Example for OH30125 (code is for demo only), The Part B Exam Date on the HIWT form is 1/24/2025. Verify this date with the exam date listed on the AWS Website. Once verified, select the event on the AWS Website. Then click “NEXT”.

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Step 5: Complete the AWS Terms and Conditions and Submit Payment

Recall that the payment submitted via the AWS Portal is ONLY for the CWI Exam and the Prometric Examination Fees. These fees do not apply to the HIWT course fees.

Congratulations. You are now one step closer to the CWI Course and Exam.
Now to complete the HIWT application and registration process.

Step 6: Navigate to the Hobart Institute website – www.welding.org

Once you have arrived at the home page, select the tab labeled “Individual Course” and then select “Preparation for AWS – CWI Examination”. This will provide you with a dropdown of various links (some of which you have already visited).

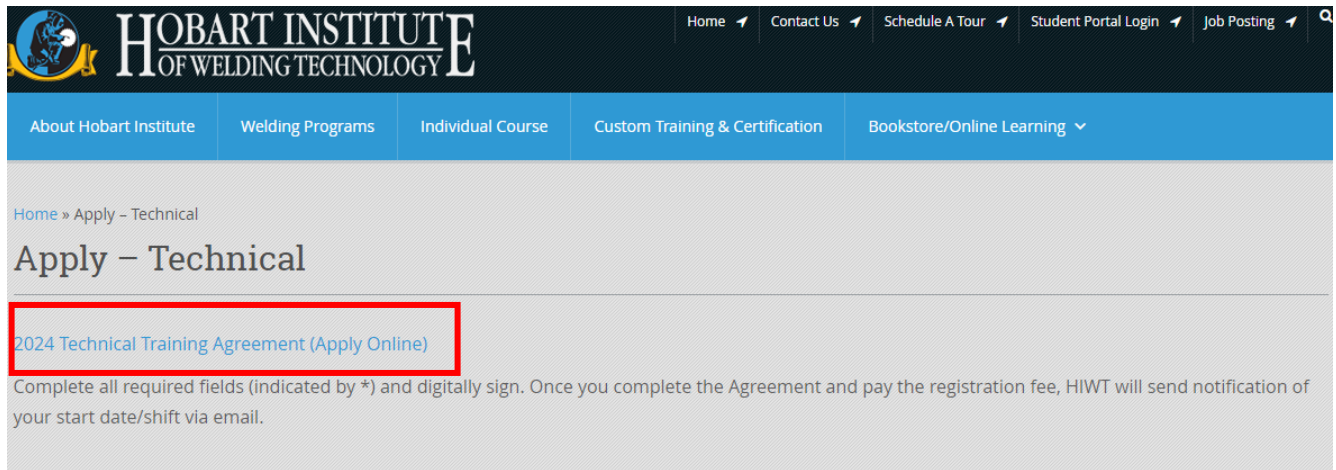
The image contains two screenshots of the Hobart Institute website. The top screenshot shows the homepage with a navigation menu where 'Individual Course' is highlighted with a red box. The bottom screenshot shows the 'Individual Courses' page with a dropdown menu under 'Technical Training' where 'Preparation For AWS® - CWI® Examination' is highlighted with a red box.

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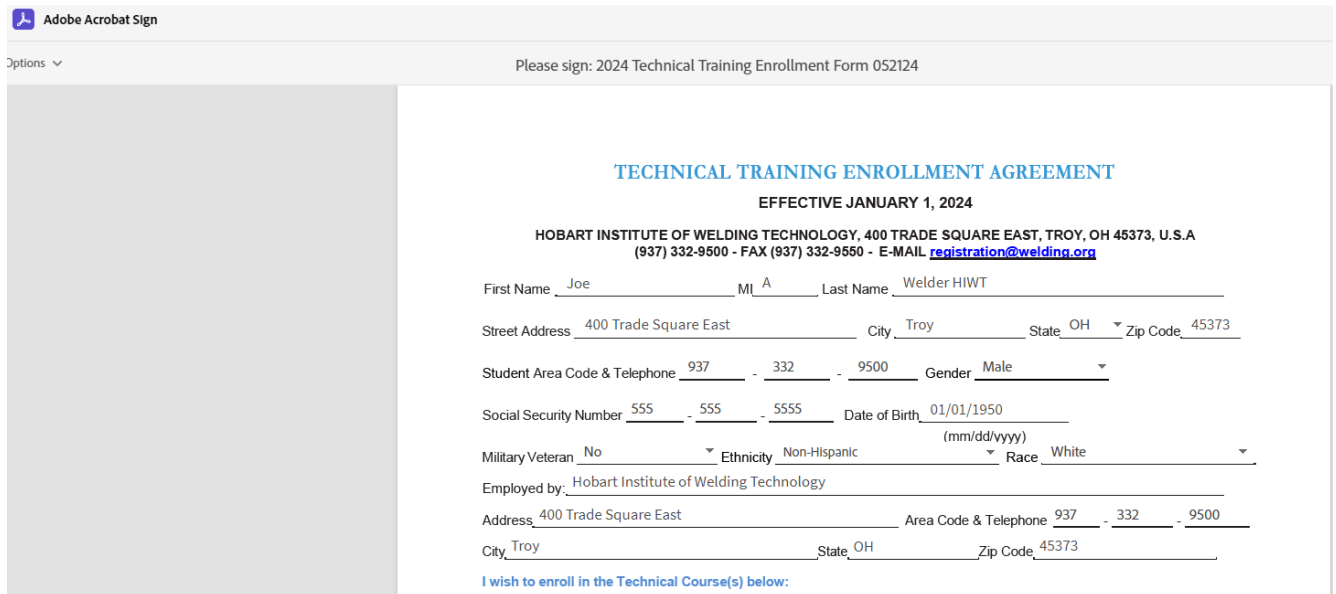
Step 6 – continued:

Select the blue hyperlink “*HIWT Technical Training Agreement (Apply Online)*”. This will navigate you to another webpage which states in another blue hyperlink “2024 Technical Training Agreement (Apply Online)”. Please select the link.



The screenshot shows the Hobart Institute of Welding Technology website. The header includes the logo and navigation links: Home, Contact Us, Schedule A Tour, Student Portal Login, and Job Posting. Below the header is a blue navigation bar with links for About Hobart Institute, Welding Programs, Individual Course, Custom Training & Certification, and Bookstore/Online Learning. The main content area shows a breadcrumb trail: Home » Apply - Technical. The title is 'Apply - Technical'. A red box highlights the link '2024 Technical Training Agreement (Apply Online)'. Below the link, there is a paragraph of text: 'Complete all required fields (indicated by *) and digitally sign. Once you complete the Agreement and pay the registration fee, HIWT will send notification of your start date/shift via email.'

You will be then redirected (in your web browser) to an Adobe Acrobat Sign webpage with our enrollment agreement. You are required to fill this out. Please fill out all necessary fields.



The screenshot shows the Adobe Acrobat Sign webpage for the '2024 Technical Training Enrollment Form 052124'. The form is titled 'TECHNICAL TRAINING ENROLLMENT AGREEMENT' and is effective January 1, 2024. The form is for the Hobart Institute of Welding Technology, located at 400 Trade Square East, Troy, OH 45373. The form includes fields for personal information, contact information, and enrollment details. The form is pre-filled with the following information:

- First Name: Joe, MI: A, Last Name: Welder HIWT
- Street Address: 400 Trade Square East, City: Troy, State: OH, Zip Code: 45373
- Student Area Code & Telephone: 937 - 332 - 9500, Gender: Male
- Social Security Number: 555 - 555 - 5555, Date of Birth: 01/01/1950 (mm/dd/yyyy)
- Military Veteran: No, Ethnicity: Non-Hispanic, Race: White
- Employed by: Hobart Institute of Welding Technology
- Address: 400 Trade Square East, Area Code & Telephone: 937 - 332 - 9500
- City: Troy, State: OH, Zip Code: 45373

At the bottom of the form, there is a section titled 'I wish to enroll in the Technical Course(s) below:'.

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Step 6b – Selection of Course, Code and Alternate Date(s)

Once you reach the “**Course #**” portion of the enrollment agreement, please select **CWI540**. After that, select the Code to which you are testing (this will be the same exact Code you selected on your AWS Application)

Add the desired date and the alternate date (in the rare case class is full). The desired date should align with the date selected with your site code. Example give, site code is OH30125. Start date for that class (and exam) is 1/13/2025. This date is what you would record in the “desired” box. HIWT will contact you if [cc2]the class is full. You should not have availability issues if you verify with HIWT at the beginning of the application process and **register the day of the inquiry**.

Again - This is why we urge you to contact HIWT during the application process to see if the class is full for the dates you wish to attend.

Step 6c – Digitally sign the enrollment form.

Step 7 – At the bottom of the page, you will see a blue button that states “Pay and Sign”. Click this and you’ll be prompted to pay via credit card. Once you have done so and click “place order and sign”, you’ll be emailed a confirmation and receipt.

The image shows a digital enrollment form for Hobart Institute of Welding Technology. A modal window titled "Choose Payment Method" is open, displaying a total amount of 125.00 USD. The modal includes fields for Card Number (with a VISA logo), Expiration Date (MM/YY), and Security Code. A blue button labeled "Place order and Sign" is visible in the modal. The background form contains various sections: "Please sign: 2024 Technical", "Liability release", "Consent to receive document", "Photo release", "Email address" (JovWelder@HW), "Applicant's Signature", and "How or from whom did you originally...". At the bottom of the form, there is a blue button labeled "Pay and Sign" and a footer that reads "This entire form constitutes the agreement. 2 of 2".

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Once you have submitted this, you'll be prompted to verify your signature. You will need to check the email used to register with HIWT. If you do not see an email from "Adobe Sign", please check your junk folder or spam filter/ software, as it may be located there. Email should be titled as shown below:



Please confirm your signature on 2024 Technical Training Enrollment Form 052124 - 1

Open the email and click the blue hyperlink "Confirm my email address".



Thank you for signing 2024 Technical Training Enrollment Form 052124. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of 2024 Technical Training Enrollment Form 052124 as a PDF.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

After confirming the email, you'll be redirected in your web browser confirming your verification.



Your e-signing of 2024 Technical Training Enrollment Form 052124 has been verified. A copy of the signed document is being sent to you.

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You'll then receive an email from Hobart Institute of [Welding](#)^[cc3] Technology with your completed Technical Training Enrollment Form.

Once HIWT has confirmed your enrollment, you will receive an email with important enrollment confirmation, including a separate email containing your receipt.

HIWT Enrollment Confirmation ▶ Inbox x



Hobart Institute of Welding Technology <hobartinstitute@welding.org>
to me ▾

Joe,

Thank you for choosing Hobart Institute of Welding Technology for your training! This is to confirm your reservation in 1/13/2025 CWI540-D0113

Prep for AWS (CWI/CWE) Exam
0.00

beginning 01/13/2025 at 8:00 a.m. Please report to the **Technical Training Building**, which is adjacent to the student parking lot (501 Trade Square East).

You may be observing welding demonstrations and the operation of various pieces of machinery. Please dress accordingly, including leather shoes (**no open toes permitted**).

Payment Receipt ▶ Inbox x



HIWT Bursar <registration@welding.org>
to me ▾

Name: Joe Welder HIWT
Address: Hobart Institute of Welding Technology
400 Trade Square East Troy OH 45373
Email address: JoeWelderHIWT@gmail.com
Phone number: (937) 332-9500
Date of Payment: 09/25/2024
Payment Description: Student Payment
Amount: 125.00

Dear Student:

This letter serves as a receipt for the recent payment to your student account. \n any questions regarding this payment or your account, please don't hesitate to

Sincerely,

Student Services

At this point, you have completed your registration for BOTH the AWS and HIWT. We look forward to seeing you soon and helping you advance in your career.

If you have any questions regarding the class itself, please contact the technical department at technical@welding.org or 937-332-9603.

Any questions regarding registration can be directed to **937-332-9500**

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Estimated Total Costs for HIWT Course CWI540 Preparation for AWS CWI Examination

Please note, costs are estimates and may be higher/ lower than what is purchased. These numbers can be used to provide a general quote to management for the allocation of funds.

- **AWS D1.1 Code Path - Estimated Cost: \$7475.00** - **API 1104 Code Path - \$7208.00**
 - **HIWT Course 540** – 2 weeks
 - \$1850 Tuition
 - \$315 book fee (Does NOT include Code Book)

 - **AWS Exam Fees** - \$1450
 - **Code Book** (non-member) - \$708.00 (D1.1:2020) \$441.00 (API 1104 22nd Edition)

 - **Hotel** – Arrive 1 day before class, depart 1 day after class
 - 13 Nights @ Holiday Inn Express & Suites – Troy
 - 1 King Standard - \$1361.40
 - Priced about 4 months from class

 - **Rental** - Budget @ DAY Airport, Economy Car \$525.65

 - **Food** - (\$50/day) (2024 M&IE Federal Rate is \$59/ day)
 - 14 Days - \$700

 - **Flight** – varies greatly based on location.
 - Sample is based on Denver, CO to Dayton, OH, Premium Economy, Roundtrip
 - \$524.95 + \$40/ bag = \$564.95
 - Priced about 4 months out from class. Expect flights to be approx.
 - \$1000 or more if booked within a week or two from the date of travel.

Note - Estimate does not include one's salary that a company may pay.