



Certified Welding Educator Program Package

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CWE Program Information

The Certified Welding Educator Program (CWE) is geared for the welding professional specifically in the welding *education* field. This AWS certification confirms your ability, talent and knowledge to specifically direct and perform operations associated with welder training and classroom instruction. The **CWI** and **CWE** exams are identical; however the *Part C: Code Book* portion is **not** a requirement for the **CWE** certification. Both certifications (**CWI** and **CWE**) may be achieved simultaneously. Please check the appropriate box located on the top-left corner of the **CWI/CWE Exam Application** whether you applying for one or both certifications. It is *mandatory* that you also submit the **CWE Welding Instructor Credentials** form along with the **completed** **CWI/CWE Exam Application**.

Listed for your information are the following items. Please review these items carefully before applying for the **CWE** exam:

- QC5-91, *AWS Standard for Certification of Welding Educators*
- AWS Exam Cancellation Refund Policies and other Fees
- Seminars and Examinations Schedule
- AWS Certified Welder Program Brochure
- AWS Price List
- CWI/CWE Exam Application

If you are a current **SCWI**, **CWI** or **CAWI**, *and* you meet the Certified Welding Educator criteria outlined below, no testing is required for the **CWE** certification. Simply complete the **CWE Short Form Application**:

- Teach full or part-time in a classroom environment.
- Hold a valid welder certificate.
- Written recommendation from your teaching supervisor attesting to your teaching qualifications and ability.

The standard application processing time is (6) weeks. Please be advised that you will be notified (6) weeks **AFTER** your application has been submitted. We strongly urge applicants to please allow the (6) weeks processing time so that we at AWS may efficiently and accurately serve your certification needs.

We cannot guarantee space at an exam site if the application is received after the application submission deadline. We understand that sometimes circumstances may result in missing deadlines so a Fast Track Process Fee is available. **APPLICATIONS CANNOT BE FAXED IN**, so please be prompt in submitting your application. We recommend you use priority mail with tracking options when mailing your application. If you choose to mail your application via overnight delivery, please mail directly to: **American Welding Society, Certification Business Unit, 550 NW LeJeune Road, Miami, Florida, 33126. PLEASE RETAIN A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS.**

All checks and money orders should be made payable to AWS. Payments **must** accompany your application. Please provide a copy of the S.E.N.S.E. certificate *or* original letter from your organization, verifying your employment in order to qualify for a discount on fees

If you have questions, please contact the Certification Business Unit at (800) 443-9353, ext. 273.

LAST NAME:	FIRST NAME:
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8. EDUCATION LEVEL: (only CWI, CAWI and CWE applicants are to complete the following section)

PLEASE CHECK THE APPROPRIATE BOX BELOW :	
<input type="checkbox"/>	High school graduate or achieved GED certificate. CWI and CWE applicants must document five (5) years and CAWI applicants must document two (2) years of work experience in the Qualifying Work Experience Section below. <i>(Please refer to the AWS B5.1)</i>
<input type="checkbox"/>	Did not graduate high school, but completed the 8th grade. CWI and CWE applicants must document nine (9) years and CAWI applicants must document four (4) years of work experience in the Qualifying Work Experience Section below. <i>(Please refer to the AWS B5.1)</i>
<input type="checkbox"/>	Did not complete the 8th grade. CWI and CWE applicants must document twelve (12) years and CAWI applicants must document six (6) years of work experience in the Qualifying Work Experience Section below. <i>(Please refer to the AWS B5.1)</i>

Note to CWE applicants: Applicants applying for the CWE examination must be a high school graduate or achieved a GED certificate along with the five years of work experience. You shall also complete the CWE Welding Instructor Credentials Form or submit a written verification letter signed by your teaching supervisor / personnel manager. In addition, a copy of a valid AWS Certified Welder ID/Certification card or test record of passing a valid AWS Certified Welder test for the welding process to be taught. For further information regarding the CWE program, please refer to the QC5-91.

9. ADDITIONAL EDUCATION AND EXPERIENCE: additional education and experience may be substituted according to 5.5 of AWS B5.1

<input type="checkbox"/> VoTech credits - MUST attach transcripts of welding related courses or diploma	Circle no. of years attended 0 1 2 3 4	Maximum one (1) year work substitution credit <i>only</i> if courses completed and <i>within</i> a curriculum related to welding.
<input type="checkbox"/> College credits - MUST attach transcripts of engineering-level courses or diploma	Circle no. of years attended 0 1 2 3 4	Maximum two (2) years work substitution credit <i>only</i> if the degree is in engineering technology, engineering, or physical science
<input type="checkbox"/> Committee participation - MUST attach verifiable documentation to the duration of membership of a particular committee	Circle no. of years attended 0 1 2 3 4	Membership on a technical, certification, qualification, or education committee active in the technical activities shall count towards the time requirements for experience.

SCWI APPLICANTS ONLY

PLEASE BE SURE TO MEET THE FOLLOWING REQUIREMENTS:
<input type="checkbox"/> High school graduate or hold a state or military approved high school equivalency diploma. <i>(Please refer to the AWS B5.1)</i>
<input type="checkbox"/> Minimum of fifteen (15) years experience in an occupational function that has a direct relationship to welded assemblies fabricated to national or international standards. <i>(Please refer to the AWS B5.5)</i>
<input type="checkbox"/> Shall have been certified as a CWI for a minimum of six (6) years.

10. QUALIFYING WORK EXPERIENCE: RESUMES NOT ACCEPTED. THIS SECTION MUST BE COMPLETED.

**** NOTE: PLEASE DUPLICATE THIS SECTION FOR EACH ADDITIONAL EMPLOYER IN ORDER TO MEET THE QUALIFYING WORK EXPERIENCE REQUIREMENTS FOR CWI/CAWI/CWE/SCWI ELIGIBILITY.**

(Initials) I understand that all work experience documented on this application may be verified with both past and present employers.

Company Name: _____ Phone: () _____

Mailing Address: _____

City: _____ ST/Prov.: _____ Zip: _____ Country: _____

Supervisor / Personnel Manager: _____ Dept/Div.: _____

Supervisor / Personnel Manager's E-mail: _____

APPLICANT'S JOB TITLE: <i>(only for the employer listed above)</i>	FROM MONTH/YEAR	TO MONTH/YEAR

LAST NAME:	FIRST NAME:
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11. EMPLOYMENT VERIFICATION

** NOTE: THIS SECTION **MUST** TO BE COMPLETED BY A SUPERVISOR OR PERSONNEL MANAGER FROM THE MOST RECENT EMPLOYER. IF **SELF-EMPLOYED** OR **CONTRACT APPLICANT** YOU MUST SUBSTITUTE THIS SECTION WITH A LETTER OF REFERENCE ON COMPANY LETTERHEAD FROM TWO (2) SEPARATE CLIENTS ATTESTING TO THE NATURE OF WORK ASSIGNMENTS DURING THE PERIOD OF PERFORMANCE.
IF THE EMPLOYER IS NO LONGER IN BUSINESS, PLEASE INCLUDE A COPY OF THE W2 FORM.

Employee's Last Name: _____ First Name: _____ MI: _____
Employer Name: _____ Phone: () _____
Employer Address: _____
City: _____ ST/Prov.: _____ Zip: _____ Country: _____
Supervisor / Personnel Manager: _____ Dept/Div: _____
Supervisor / Personnel Manager's Email: _____

You verify that _____ is or was an employee at your company and conducts the duties during the employment periods stated in this application? No YES

Name: _____ Title: _____
Signature: _____ Date: _____

12. TESTIMONIAL: (this section **MUST be completed or application will be rejected)**

I hereby certify I have read the requirements contained in AWS QC1, *Standard for AWS Certification of Welding Inspectors*. Further, I agree to comply with the existing requirements and any subsequent requirements that may be instituted by AWS. I certify the information I have included in this application is true. I understand any false statements will nullify this application. I further understand that if any information is incomplete or missing, my application will not be processed until all documentation (except the Visual Acuity Record) is complete. Therefore, the examination will not be scheduled until all obligations are fulfilled. I agree to comply with the provisions set forth in AWS QC1 concerning the administration of my examination and certification. Upon obtaining my certification, I give AWS the right to reveal my certification status as it relates to my validity and expiration date only. Also, if applying for or when achieving a CAWI certification, I am aware that the CAWI certification is only valid for three years and is not eligible for renewal.

Furthermore, I certify that I have not obtained any exam materials, have no prior knowledge of the AWS exam questions or answers, and have not and will not accept any solicitation for the AWS exam questions or answers from anyone at any time before or after the exam. I understand that a violation of this oath may be grounds for invalidation of my certification.

Applicant's Signature _____ Date: _____

<p><u>THE FOLLOWING IS TO BE COMPLETED BY THE NOTARY PUBLIC</u></p> <p>Sworn to and subscribed before me this _____ day of _____ 20____.</p> <p>My commission expires _____ Notary Public Signature _____ (seal and/or stamp is REQUIRED)</p>



American Welding Society

550 NW LeJeune Rd Miami, FL 33126
(800) 443-9353 or (305) 443-9353, ext. 273

FAXED OR EMAILED APPLICATIONS ARE NOT ACCEPTED

**CWE WELDING
INSTRUCTOR CREDENTIALS**

CWE APPLICANTS: PLEASE HAVE THIS FORM COMPLETED BY YOUR TEACHING SUPERVISOR OR PERSONNEL MANAGER WHICH MAY BE SUBSTITUTED WITH A WRITTEN VERIFICATION LETTER SIGNED. ALSO, A COPY OF A VALID AWS CERTIFIED WELDER ID/CERTIFICATION CARD OR ITS EQUAL, OR SHALL PASS A VALID AWS CERTIFIED WELDER TEST, FOR THE WELDING PROCESS TO BE TAUGHT MUST ACCOMPANY THIS FORM FOR NEW CWE APPLICANTS.

Name of Applicant: _____

CHECK: University 4-YR College 2-YR College Vo-Tech High School Private or Union Company

Institution Name: _____

Institution Address: _____

City: _____ ST/Prov.: _____ Zip: _____ Country: _____

A. STATEMENT OF INSTRUCTIONAL METHODS REQUIRED AT THIS INSTITUTION

List the subjects/processes that you teach at your institution/company. For each subject/process, provide information on the duration of training and how much time is spent between classroom and laboratory. Describe how students in your courses are evaluated and what documentation is furnished to track the completion of instruction at your institution. Also describe how you as an instructor are evaluated.

B. CONFIRMATION OF INSTRUCTIONAL METHOD DELIVERY

The applicant's administrator, direct supervisor or personnel manager shall provide a brief statement attesting to the accuracy of the above description of the applicant's performance as a welding educator, followed by a formal recommendation for certification as an AWS Certified Welding Educator.

**** NOTE: SELF-EMPLOYED OR CONTRACT APPLICANTS, IN LIEU OF THIS SECTION, MUST PROVIDE TWO LETTERS OF REFERENCE ON COMPANY LETTERHEAD FROM SEPARATE CLIENTS, ATTESTING TO THE NATURE OF WORK ASSIGNMENTS DURING THE PERIOD OF PERFORMANCE. IF THE EMPLOYER IS NO LONGER IN BUSINESS, PLEASE INCLUDE A COPY OF THE W2 FORM.**

I recommend that _____ be recognized for certification as an AWS Certified Welding Educator.

NAME (PRINT) _____ SIGNATURE _____

TITLE _____ DATE _____



AWS EXAM CANCELLATION REFUND POLICIES AND OTHER FEES

CANCELLATION REFUND POLICY FOR SEMINAR ONLY

Cancellations must be in writing and received two weeks prior to the first day of the seminar. Registrants will be refunded in full, less a **\$75 administrative fee**. If your cancellation notice is received less than two weeks prior to the seminar, you will be refunded your registration fee, less **\$175 administrative fee**. Substitutions or transfers to another site with two weeks notice are complimentary. No shows forfeit all registration fees.

CANCELLATION REFUND POLICY FOR BOTH SEMINAR AND EXAM

Cancellations must be in writing and received 2 weeks prior to the first day of the seminar. Registrants will be refunded in full, less a **\$75 administrative fee**. Registrants canceling less than 2 weeks before the first day of the seminar will be refunded the registration fee less a **\$315 administrative fee**. No shows forfeit all fees. AWS reserves the right to cancel any exam preparation seminar and/or exam if there are an insufficient number of participants. In the event of cancellation by AWS, all fees will be refunded in full, or the participant may transfer to the next available seminar. In either case, AWS shall have no further liability.

CANCELLATION REFUND POLICY FOR EXAM ONLY

The Certification Business Unit **MUST** receive cancellation Request Forms no later than 2 weeks prior to the exam date. If your cancellation is received less than 2 weeks prior, you will be refunded the full amount less a **\$140 exam cancellation fee**.

PROCESSING FEE

Included with all certification exam prices, there is a **\$75 processing fee**. If you do not qualify to sit for the AWS certification exam, you will be refunded in full less a **\$75 processing fee**.

FAST TRACK PROCESS FEE

Application Submission Deadline is 6 weeks prior to the scheduled test date. However, if your application is received after the 6 weeks period, AWS will expedite your application process in order to accommodate you for your requested test site. A **\$250 Fast Track Process Fee** will be assessed for this service. Please note that AWS cannot guarantee space at a test site once test materials have been shipped.

RESCHEDULING EXAM FEE

Once an application is qualified and processed, a **\$140 rescheduling fee** will be assessed if an applicant requests a test site change within 2 weeks of the exam date. A Request to Change Test Site Location Form must be completed and received by the Certification Business Unit within 2 weeks of the exam date.

EXAM NO SHOW PENALTY FEE

If an individual fails to cancel, he/she agrees to forfeit all fees.

AWS RECOMMENDS YOU USE PRIORITY MAIL WITH TRACKING OPTION WHEN SUBMITTING YOUR APPLICATION.

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

In accordance with the **Americans with Disabilities Act (ADA)**, AWS strives to accommodate all participants with special needs. If you require assistance, please inform the AWS Certification Department, (800) 443-9353, ext. 273, well in advance of the date of the exam.