



# Certified Welding Educator (Non-Exam) Program Package

The following documents are included in this package. Please scroll down to view documents or click on the [BLUE](#) link.

## TABLE OF CONTENTS

- Certified Welding Educator Program Information
- Welding Educator Non-Exam Application
- Certified Welding Educator Credentials Form
- [2009 AWS Certification Price List](#)
- AWS Exam Cancellation Refund Policies and Other Fees
- [QC5-91, AWS Standard for Certification of Welding Educators](#)
- [B5.5:2000, Specification for the Qualification of Welding Educators](#)



## 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.



CERTIFIED WELDING EDUCATOR NON-EXAM & RENEWAL APPLICATION

LAST NAME FIRST NAME MI

DATE OF BIRTH MM/DD/YY U.S. SOCIAL SECURITY NUMBER

1. PLEASE CHECK ONE OF THE FOLLOWING:
CWE (new applicant)\*
CWE Renewal\*\*
If New Applicant, CWI or CAWI #:
If Renewing, CWE #:
Expiration Date:
AWS Member #:
Are you employed by an AWS S.E.N.S.E. program participating organization?
If yes, the Facility name:

NOTE:
\* For CWE new applicants, you must have passed parts A and B of the CWI exam...
\*\* For CWE renewal applicants, you must complete the application and have the CWE welding instructor credentials form completed by your teaching supervisor.

4. METHOD OF PAYMENT
Total:
Bill Me
PO (Staple PO to front page of application)
Check or money order #
VISA MC AMEX Diners Discover
CC#:
EXP DATE:
SIGNATURE

AWS USE ONLY
Acct #:
Date:
Amt\$: CWE / CWER

2. PLEASE PROVIDE THE FOLLOWING INFORMATION:

MAILING ADDRESS
ADDRESS CONT'D
CITY AND STATE / PROVINCE / COUNTRY
HOME TELEPHONE NUMBER WORK TELEPHONE FAX TELEPHONE NUMBER
E-MAIL ADDRESS

3. TESTIMONIAL: (this section must be notarized)

I hereby certify I have read the requirements contained in the QC-5 Standard for AWS Certification of Welding Educators. Further, I agree to comply with the existing requirements and any subsequent requirements that may be instituted by AWS.

Applicant's Signature Date:

THE FOLLOWING IS TO BE COMPLETED BY THE NOTARY PUBLIC
Sworn to and subscribed before me this day of 200.
My commission expires Notary Public Signature (seal and/or stamp is REQUIRED)



**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.