



CWE Renewal Program Information

In order to renew your CWE certification, you **must** complete the *CWE Renewal Application* to the Certification Business Unit **before** your expiration date. Your CWE certification will automatically expire if your application is received **after** the expiration date.

Written documentation from your teaching supervisor attesting that you have been an active CWE for at least (2) years of the last (4) years in the field(s) of welding education, production, construction, inspection or repair **must** accompany the application. Details regarding the validity of this experience are described in Section 5.2 in the QC5-91 *AWS Standard for Certification of Welding Educators*. Additionally, the application **must** be signed, stamped and/or sealed by a Notary Public.

Please refer to the **AWS Price List** for all applicable fees. If you are a member of the S.E.N.S.E. Program, please be sure to fill out this section, which is located in the upper left hand corner of the application, in order to receive any applicable discounts. Also, complete the Method of Payment section on the application. All checks and money orders should be made payable to AWS. Payment **must** accompany your application. **NO RENEWAL INFORMATION WILL BE MAILED UNTIL PAYMENT HAS BEEN FULLY SATISFIED.**

The standard application processing time is (6) weeks. Please be advised that you will be notified (6) weeks **AFTER** your application has been submitted. Contacting the AWS Certification Business Unit **BEFORE** the (6) week period will delay the application processing time and further hinder the receipt of your certification materials. 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. Applications **CANNOT** be faxed in so please be prompt in submitting your application.

If there are any questions or concerns regarding the CWE renewal process, please feel free to contact the AWS Certification Business Unit at: 1-800-443-9353, ext. #273. Our Certification Coordinators are available to assist you Monday through Friday from 8:00 am to 5:00 pm.