



## **CWS Renewal Program Information**

The renewal process is part of your continued certification according to the enclosed **QC13:2005 Standard for AWS Certification of Welding Supervisors** (Refer to Section 10). Please complete the application accordingly and submit to AWS before your certification expiration date. For further information concerning the CWS Renewal, please refer to the **QC13:2005**.

### **CWS RENEWAL:**

Please be aware that it is your responsibility to renew your certification before it expires. You will not be allowed to renew your certification after the expiration date. In order to re-certify after your certification has expired, you will be required to test on all parts of the CWS Examination.

To qualify for a renewal, all CWS applicants must attest to continued activity, in the practice of welding supervision during the previous period of the certification. Please indicate on the renewal application, under Your Duties and Responsibilities, which areas that you had activity in at any time during the previous three years. No minimum time is required.

### **INTERNATIONAL AND DOMESTIC RENEWAL APPLICANTS:**

Please be aware that it is **MANDATORY** that all applications are notarized. There will be **NO EXCEPTIONS** to this rule. Applications without proper notarizations will not be processed.

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.**

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 Department, 550 NW LeJeune Road, Miami, Florida 33126. Please retain a copy of your completed application for your records.

### **Please be sure to do the following before submitting your application to AWS:**

- Complete and sign the application (the address indicated on the application is where your documents will be mailed).
- Application **must** be notarized – Both domestically and internationally. **NO EXCEPTIONS.**
- Payment is included with the application

If there are any questions or concerns regarding the renewal process, please feel free to contact the AWS Certification Department 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 eastern standard time.

