IFIA Petroleum Inspector Certification Guidelines for Certification in the Americas

1. Log in to the IFIA website: http://www.ifia-federation.org using your username and password; provided to you by IFIA.

2. You will see the "Application for Certification" screen below:

Americas Committee Petroleum Inspector Certification Application

If the Applicant has registered before, please login here to bring up their record:

Candidate's Last Name: [   ]

Candidate's Driver's License Number: [   ] [Submit]

To Register, please fill out the form below:

* Candidate's Given Name (First Name): [   ]

Given Name 2 (Middle Names): [   ]

* Family Name (Last Name): [   ]

* Government Issued Photo Identification (ID):

* Type of ID:: [   ]

* ID Number: [   ] *(No spaces or dashes, please! Correct: SD1234567. Incorrect: SD 123-456)*

* Candidate's Date of Birth: [July ▼] [5 ▼] [2011 ▼]

* Date of Registration: [July ▼] [5 ▼] [2011 ▼]

* Candidate's Employer: [▼]

If Employer is not on the above list, please add here: [   ]

* Company IFIA Membership Status: [▼]

* Office Address (for receipt of results and certificate): [   ]

Address Line 2, if needed: [   ]

* City: [   ]

State (If U.S.): [▼]

* Postal Code: [   ]

* Scheduler's Day Phone:	[_____]
* Scheduler's Evening Phone:	[_____]
Scheduler's Fax:	[_____]
* E-mail where registration information will be sent:	[_____]
Date Candidate Started Work as a Petroleum Inspector*: * Must have at least six months experience	[July ▼] [5 ▼] [2011 ▼]
* Has the candidate taken the IFIA ICP Examination before?:	[No ▼]
Type of Examination:	If Yes, is this application to retake the examination or for recertification? ○ Retake ○ Recertification **Retake** is for candidates who have previously taken the examination, but failed (must be more than 30 days prior). **Recertification** is for candidates who are currently or previously certified.
* Employment Location (city and state if U.S., otherwise city and country abbreviation):	[_____]
* Examination Location:	City: [_____] Country: [_____]

Requirements for Certification as an IFIA Certified Inspector of Petroleum

Meet the requirements for training and experience as specified and published by IFIA. All supporting training records must be available for audit during the entire period of certification.
Take and pass a qualifying examination set by the IFIA Petroleum Committee
Where applicable, meet local requirements for pulmonary function tests and for training in respiratory protection, including wearing and use of respirators
Where applicable, meet local requirements for training in standards for transportation of hazardous materials
Where applicable, meet local requirements for training in Hazard Communications
Have a minimum of six months field experience as an inspector of petroleum and continue to be active in the field

(For the purposes of this application, "local requirements" refer to the national requirements of the inspector's country of residence.)
EMPLOYER'S STATEMENT OF CANDIDATE'S ELIGIBILITY
As the authorized representative of the employer of this candidate, I hereby verify that the candidate meets the above requirements. I understand that it is the employer's responsibility to determine that the candidate continues to meet the above requirements to retain his or her standing as an IFIA Certified Inspector of Petroleum. This candidate's experience and training records have been reviewed and meet the requirements as stipulated by IFIA.
It is understood that any incorrect attestation to these facts will render the candidate's certification null and void.

* Name: [_____] *Title: [_____]

* = required fields. The application cannot be processed unless ALL required fields are complete.

[Submit]

3. Please note that there are two sections--the first is for applicants previously registered (and is usually used for recertification), the second is for new applicants into the system.

4. Once you have completed the required information please hit "Submit".

5. When you hit the "Submit" button, if the information has successfully been sent, you will receive a message, thanking you for your submission. If there is a problem with the submission you will receive a message asking you to please fix it. If you do not receive any form of message, this means the information was not submitted and you should try again.

6. Once the information has been successfully submitted the email you will receive from the automated IFIA system (info@ifia.ac.org) will contain the following information:

   a) *For New Applicants:*

*We are pleased to inform you that **(INSPECTOR'S NAME)** meets the basic eligibility criteria to take the Inspector Recertification Exam. You may proceed with scheduling this candidate for the examination after 8:00 AM central time.*

Test scheduling procedures are as follows:

Goto:http://www.netcertification.com/prod2/eNetManager/login.jsp?AID=896KCD838CEC and in the Already Registered box on the left side of the page enter:
*· Student Login IC: **TBN***
*· Student Password: **TBN***
· Click 'Login'
· Click on 'Details' button to the right of the Inspector Recertification Exam
· Click on the "Details" link to the far right of the next page
· On the Schedule Your Exam page, follow the instruction to select a test site, date, and time

Please note that the applicant has one year from the date of this approval letter in which to take the exam. If they are not successful on the exam, they may take the test two more times. To re-test they must notify IFIA in order to receive a new approval/eligibility letter. From that point, the registration and payment procedure is the same as for the initial test. The re-test fee is the same as the initial exam fee. There is a waiting period of at least ninety days between test dates.

If you have questions, contact IFIA at arbmail@aol.com. Best wishes for success on the examination.

Sincerely,

IFIA

Thank you!

b) For recertification candidates:

*Your application has been received and you were found eligible to take the IFIA recertification examination. Your exam scheduling information will be emailed to the address indicated on your application by 8:00 AM Central Time tomorrow. You will not be able to access the scheduling system until then. In the meantime, if you have any questions, please check with **the administrator.***

*If you need to register another inspector, please **click here**.*

7. Once you receive this e-mail you must wait until 0800 hours (Central time) the next day for the link to be active.

8. The next day, click on the link for additional instructions. If you encounter any problems and the link does not work, then call "Cyanna" @ 888-845-2634 and press option 2. Below is the screenshot of what you should see:

Already Registered?

Student Login ID: _____

Student Password: _____

Login

Forgot your password? Get it here.

Enter the Login ID and password that you chose when you first registered. If you have not visited the Education Center before, click on a link under New User to continue.

9. Enter in the Student ID and Student Password that you received in the e-mail. The ID and password are case sensitive. If you get a blank page after you enter this information, then the Student ID and Password were not entered correctly, and do not match. Try again.

10. Once in the system click on the "Details" icon, see below:

INSPECTOR'S NAME   International Federation of Inspection Agencies

Details Product List

Inspector Recertification Exam (Test Center Registration Required)

NetCertification
POWERED BY
CYANNA

11. It will take you to another screen and you will have to click on the "Details" again, see below:

INSPECTOR'S NAME   **International Federation of Inspection Agencies**
                                        Status | Actions

Inspector Recertification Exam

Exam

Inspector Recertification Exam   Not Taken   Details

12. Once you are at this point access the authorization letter by the "Click here icon, see below:

Prometric
Primary Testing Facility:

     1.) View and print authorization letter: Click here.

13. Then you will see:

International Federation of Inspection Agencies has teamed with Prometric, a division of Thomson Learning, Inc., and Edgia, to administer your test by computer at Prometric Test Centers.
Click on the link below to view your authorization letter which contains important information about the registration and testing process. **YOU MUST TAKE THE AUTHORIZATION LETTER WITH YOU TO THE TESTING CENTER.**

| **Test:** | **Authorization Number:** |

Inspector Recertification Exam 1H932CJC768PVP

14. Now click on the "Authorization number" link and you will be able to print out the letter, an example is below:

Test Authorization Letter

Name: **INSPECTOR'S NAME**

Address: **TBN**
City: **TBN**
State: **TBN**
Zip: **TBN**

Test Name: **Inspector Recertification Exam**

Authorization Number: **1H932CJC768PVP**

The International Federation of Inspection Agencies has teamed with Prometric, a division of Thomson Learning, Inc, and NetCertification, to administer your test by computer at Prometric Test Centers. Check the accuracy of your name, the test, and eligibility period (testing window dates) shown in the area above. If any information is incorrect, if you do not have a photo ID, or if your name on this confirmation does not match your photo ID, call NetCertification at 800-295-5783 before proceeding. Also, remember to take this authorization letter with you to the testing center.

The sooner you make your appointment at a Prometric Test Center, the greater your chance of getting the test date and time you want. Do not delay!

Three Simple Steps to Schedule your Test

1. Call Prometric at 800-796-9855 to schedule your test.
2. **Tell the customer service representative:**
   "My Authorization Number is 1H932CJC768PVS for the NET2 (2 hour) time block"
3. Write down the confirmation number and appointment information you receive from the Prometric representative. Repeat it back before you hang up.

Best Times to Call

- Prometric representatives are on-hand to help you schedule your test from 7 A.M. to 7 P.M. Monday through Friday, Eastern Time. But the best time to call is after 3:00 P.M. Monday - Friday.

To Change Your Test Appointment or Registration - Note Important Deadlines...

- If you fail to keep an appointment or you do not call to change your appointment within the guidelines listed below, there will be a re-scheduling fee charged by Prometric.
- If you call to reschedule your appointment within 5-29 days of your original appointment date, the rescheduling fee is $30.
- If you call to reschedule your appointment within 4 days of your original appointment date or the day of your appointment, the rescheduling fee varies as described below:

Type of Exam	Rescheduling Fee
NET1	$42
NET2	$53
NET3	$64
NET4	$75
NET5	$76

- To change the date or time of your test, call Prometric at 800-796-9855.

- *To cancel your registration all together, call Prometric, 800-796-9855 and cancel the appointment before the deadline cited above; then, call NetCertification at 800-295-5783, option 2 to cancel your registration. If you are eligible for a refund, Netcertification will be available to assist you.*

On the day of the test

- *Take a photo ID to the testing center. Your ID must match the name printed on this confirmation. Prometric will not permit you to sit for a test if you do not present a valid ID that contains both a photograph and a signature. Failure to present a valid ID, and a marriage license if this confirmation is under your maiden name, will invalidate your appointment and you will forfeit your entire registration fee. Call NetCertification at 800-295-5783 before going to the center if you have questions about proper ID.*
- *Take this authorization letter with you to the testing center.*
- *Arrive at the Prometric Test Center 30 minutes before your appointment time.*
- *Food, drink, papers, books, cell phones, purses, briefcases and beepers are prohibited in the testing room. A locker will be provided for your belongings.*
- *Scratch paper and a pencil will be provided.*
- *Please do not bring anyone with you to the testing center. Children and companions cannot wait for you inside the Prometric Test Center.*

Your Test Grade

- *Upon completion of the exam, the candidate will receive a screen that notes whether he/she passed or failed. This screen will also have a link to the candidate's certificate. Some test centers will allow the candidate to print the pass/fail screen and/or the actual certificate. Some will not possess that capability. Regardless, the certificate will automatically be sent to the e-mail address provided on the application under "E-mail where registration information will be sent." If the certificate is not available at that e-mail address immediately following the exam, contact Cyanna at 888-845-2634 and press option 2. They can manually send another certificate.*

Please note: On rare occasions, technical problems may require rescheduling of a candidates test. If circumstances arise causing a delay of more than 30 minutes after your scheduled appointment time, or a restart delay lasts longer than 30 minutes, you will be given the choice of continuing to wait or rescheduling your appointment without an additional fee. If you choose to wait, you may later change your mind at any time prior to being checked in to test. If you choose to proceed and not reschedule after a delay, you will have no further recourse and your testing results will be considered valid. Prometric will make every attempt to contact candidates if technical problems are identified prior to a scheduled appointment. We regret any inconvenience that rescheduling may cause a candidate.

15. Once you have the "Authorization Letter" you will need to print this and save a copy to your computer for two reasons as described below:

    a. You will have to give a copy of this to the Inspector to take with him along with two different form of identification both bearing his signature and one with a photograph.
    b. To finalize the scheduling process.

16. At this point you have to options to complete the process, which are:

    a. By computer online (Recommended) or by;
    b. Telephone.

17. See the embedded files below for the two completion processes Instructions:

Prometric Online Scheduling instruction

Prometric Telephone Scheduling Instruction

(end)