



## **Petroleum Inspector Certification Program Americas**

# **Requirements and Guidelines**



## The International Federation of Inspection Agencies (IFIA) Americas Petroleum Inspector Certification Program

You may also read this requirements document in [Spanish](#) and [Portuguese](#).

The IFIA Americas Petroleum Inspector Certification Program provides uniform evaluation of the academic and job performance levels of petroleum and petrochemical inspectors by means of an independently proctored examination and review of on-the-job performance as defined in the [Official IFIA AC Inspector Training Record Book](#).

As the IFIA AC is committed to raising standards within the inspection industry it also accepts applications from non member inspection companies. As significant costs are borne by members through their membership charges, the fees for non members, who are not supporting the ongoing program, are significantly higher.

### Notice to Candidates

#### Hardcopy Examinations

You must present the following documents to the examination proctor to be eligible to sit for the examination:

- Picture Identification, such as a driver's license or passport
- Completed "Application for Certification"
- Completed IFIA AC Inspector Training Record Book

#### Online Examinations

You must present the following documents at the test center to be eligible to sit for the examination:

- Picture Identification, such as a driver's license or passport
- An "Authorization Letter" which is printed during the online application process

### Authority

The Program is under the authority of the Petroleum Committee of the International Federation of Inspection Agencies acting through its Americas Regional Technical Committee, as directed by the [IFIA AC Board of Directors](#).

### Applicability

Certification will be granted to anyone who meets the requirements for certification, as determined by the IFIA Petroleum Committee and approved by the IFIA AC Board of Directors. Certification will also be subject to the payment of all fees.

## Requirements for Certification

### Hardcopy Examinations

The candidate's employer must have completed the official "IFIA AC Inspector Training Record Book" and verify that all information contained in it is true and correct. The candidates must present the Training Record Book for review, at the time he or she takes the qualifying examination. The candidate must take and pass a qualifying examination composed by IFIA and proctored by an independent third party. The minimum passing grade is 75%.

### Online Examinations

Prior to taking the online examination a company representative must attest to the candidate's identity and eligibility to take the exam during the application process. Once the candidate's eligibility is confirmed, the company representative receives an authorization letter to be sent to the candidate. The candidate must present this authorization letter at the time he or she takes the qualifying examination. The candidate must take and pass a qualifying examination composed by IFIA. The minimum passing grade is 75%

IFIA also requires employers of candidates for "Certified Inspector of Petroleum" to attest that each candidate:

- ❑ Meets industry standards for respiratory protection including fit test and use of respirators.
- ❑ Meets industry standards for transportation of hazardous materials.
- ❑ Meets hazard communication requirements.
- ❑ Has a minimum of six months hands-on experience as a field inspector of petroleum.

The IFIA AC accepts the employer's attestation that candidates meet the above requirements.

## Examination Implementation

### Hardcopy Examinations

Hardcopy Examinations are two hours in length and are held as required, according to the published schedule. IFIA AC will arrange or provide:

- The location and time(s) of the examination
- Proctoring of the examination
- Review of each candidate's Training Record Book
- Grading of the examination
- Certificates for successful candidates

For a list of upcoming hardcopy exams, see the [examination schedule](#).

Each candidate is responsible for bringing to the examination location, where it will be reviewed by the proctor:

- A completed application form
- A completed IFIA AC Inspector Training Record Book
- Photo identification

Candidates will not be admitted to the examination without a completed application or Training Record Book. Candidates who fail the examination must wait 30 days to retake.

### Online Examinations

Online Examinations are two hours in length and can be scheduled at any time at various locations throughout the Americas. Each candidate is responsible for bringing to the testing location, where it will be reviewed:

- An authorization form
- Photo identification

Candidates will not be admitted to the examination without an authorization form or photo I.D. Candidates who fail the examination must wait 30 days to retake.

### **Test Question Database**

The examination will consist of 100 questions selected at random from a data base of almost 500 questions. Copies of these test questions are available [on the IFIA website](#).

The test question database is maintained by the Petroleum Subcommittee of the IFIA AC.

### **Certification Period**

Certificates will be valid for a period of five years from the date of the examination. Recertification will involve meeting all of the requirements for initial certification with the exception of the Training Record Book (Proctored Examination Only).

## Program Review

The Petroleum Subcommittee of the IFIA AC will review the program periodically to be certain that it remains current and appropriate. IFIA AC Member Companies are invited to make suggestions for change or improvement to the program at any time through their IFIA AC representative.

Interested parties who are not IFIA AC Members should contact the chair of the IFIA AC Petroleum Subcommittee regarding comments about the program.

## Application Process - IFIA AC Members

### Hardcopy Examinations

The member company's representative will advise the IFIA AC of the company-wide number of "examination slots" required two weeks prior to the proctored examination in question. For security and other reasons, it may be necessary provide the names of candidates prior to the examination, as directed by IFIA AC.

### Online Examinations

The member company's representative will complete the online application attesting to the candidate's identity and eligibility prior to the exam being scheduled. The application is located on the secure portion of the IFIA website. Contact IFIA AC headquarters for your user name and password. For questions about eligibility, contact IFIA AC headquarters. For questions regarding scheduling an examination, call 888-845-2634 and press "2," or e-mail [supportteam@netcertification.com](mailto:supportteam@netcertification.com).

## Application Process - Non IFIA AC Members

### Hardcopy Examinations

Each candidate must register by sending a copy of the completed application and the required examination fee in U.S. dollars to the IFIA AC at the address shown below. The registration and payment must arrive at least three weeks prior to the examination date. Inspectors will bring the original application with them to the examination.

### Online Examinations

The non-member company will register by sending a completed application and payment to the IFIA AC three weeks prior to the examination. A staff member of the IFIA AC will then submit the online application form and send the candidate's authorization letter to the company representative, so that they may schedule the examination. Instructions on how to schedule the examination will accompany the authorization letter. For questions regarding scheduling an examination, call 888-845-2634 and press "2," or e-mail [supportteam@netcertification.com](mailto:supportteam@netcertification.com).

### Examination Process

#### Hardcopy Examinations

A list of candidates and/or examination slots will be forwarded to the proctor who will conduct the examination. The IFIA AC reserves the right to cancel any examination if an insufficient number of applications are received. Fees for any cancelled examination will be refunded or applied to a later examination. The proctor will forward examination papers and applications to the Energy Institute within one week of the date of the examination. The Energy Institute will send certificates of successful candidates to their employers within three weeks from the date of the examination. These will then be distributed to the appropriate person within the candidate's Company for internal distribution within that Company or directly to the candidate if not Company sponsored. For duplicate certificates, contact IFIA AC headquarters. There is a \$25 fee for each duplicate.

#### Online Examinations

Candidates will be deemed eligible via the IFIA website. Once deemed eligible, the candidate may schedule an exam at a testing center of his/her choosing, where a 100-question certification examination will be delivered via the internet. The candidate will be informed whether they pass or fail immediately upon completing the examination. If they pass, they can print out their certificate at this time if this service is available at the testing center. The candidate's certificate will always be available at the URL displayed with the certificate. For assistance with duplicate certificates, call 888-845-2634 and press "2," or e-mail [supportteam@netcertification.com](mailto:supportteam@netcertification.com).

### Refund Policy - IFIA AC Members

IFIA AC members will not be eligible for refunds. However, "no shows" at hardcopy examinations will be billed at \$60.00 each. For online examinations, cancellations/rescheduling from 5 – 29 days prior to the scheduled test date require an additional \$30.00 to be paid to Prometric at the test site. If less than 5 days prior to the test date, or the candidate fails to appear or is more than 15 minutes late and is refused admission, member companies will incur an additional \$72.00 fee.

### Refund Policy - Non IFIA AC Members

Examination fees, less a \$10.00 per application handling fee, will be refunded if a refund request is received 30 days prior to the requested examination date. No refund of application fees will be given within 30 days of the requested examination date; however, substitutions will be allowed for hardcopy examinations, up to one week prior to the examination, subject to a \$10.00 administrative fee. No substitutions will be allowed for online examinations. No refunds will be made for Test Question Books or Training Record Books.

## Fee Schedule

The following fee schedule applies. Checks should be made payable to “IFIA ARTC” and sent to:

Adrienne Bush  
IFIA Americas Committee  
1600 N Oak Street, #1710  
Arlington, VA 22209  
Ph. (703) 528-2737

	<b>IFIA AC Members</b>	<b>Non- Members</b>
<b>Examination Fee</b>	<b>\$200.00</b>	<b>\$500.00</b>
<b>Reissue of Certificates[1]</b>	<b>\$25.00</b>	<b>\$100.00</b>

[1] Complimentary electronic certificates for the online examinations may be requested from [supportteam@netcertification.com](mailto:supportteam@netcertification.com). For hardcopy examinations, requests for reissuing certificates that were never received (i.e., lost in the mail, etc.) must be received within eight weeks from the date of the examination to avoid imposition of the above fee.