



Certification Renewal Guide

NACE INTERNATIONAL INSTITUTE

February 2019

15835 PARK TEN PLACE | HOUSTON, TEXAS USA 77084

Table of Contents

RE-CERTIFICATION / RENEWAL	3
RENEWAL PROCESS	3
REQUIREMENTS FOR RENEWAL.....	4
WORK EXPERIENCE	4
RE-CERTIFICATION APPLICATION.....	4
PROFESSIONAL DEVELOPMENT HOURS (PDHs).....	4
DOCUMENTATION.....	5
DEPENDENT PROGRAMS	5
RENEWAL FEES.....	5
REINSTATEMENT PROCESS FROM INACTIVE STATUS	6
ETHICS.....	6
APPENDIX A	7
SUMMARY FOR REQUIREMENTS FOR RE-CERTIFICATION	7
APPENDIX B.....	8
CERTIFICATION RENEWAL TIMELINE	8
APPENDIX C	11
INSTRUCTIONS FOR RENEWAL PROCESS.....	11
APPENDIX D	13
PROCESS FOR APPEALING THE REJECTION OF AN APPLICATION FOR RE-CERTIFICATION OF A NACE INSTITUTE CERTIFICATION	13
APPENDIX E	14
APPLICATION STATUS REFERENCE	14

RE-CERTIFICATION / RENEWAL

Recertification is required to ensure that a commitment is made to keep knowledge and skills current through relevant work experience and ongoing education.

By renewing your certification timely, you will maintain your hard-earned credentials and continue to set yourself apart from the competition.

NII certificate holders must adhere to the instructions for certification renewal and meet all of the requirements of the NII program as outlined in this guide.

The certification renewal processing fees are due in full at time of renewal and are a one-time charge per three (3) year period.

The expiration date of all current certifications can be found on the certification ("wallet") card and also through My Certification Portal.

RENEWAL PROCESS

It is the responsibility of the certificate holder to submit the recertification application and all applicable fees **prior** to the expiration date.

Approximately 3 months (90 days) prior to the expiration, you will begin receiving notices and reminders alerting you and providing instructions for submitting payment. E-mail notifications will be sent to the e-mail address on file with NACE Institute.

Failure to receive notices from NII does not relieve the candidate of the responsibility to contact NII to complete the renewal process.

Candidates seeking to renew their NII certifications must apply for certification renewal at least forty-five (45) days prior to the current certification expiration date in order to maintain *uninterrupted* active status.

NII professionals are encouraged to complete their certification requirements online, by using My Certification Portal, through the user's NACE Profile. The application must be complete prior to submission. If the application is not complete, the application will be sent back to you to complete, which may delay processing.

Failure to complete the renewal process before the expiration date will result in a certification lapse and status change to "suspended".

If a person's certification is suspended for lack of activity, there is a 90-day grace period from the date of expiration whereby the candidate may seek to have their certification reinstated after they have completed the renewal application and satisfied all requirements, including paying the renewal and reinstatement fees in arrears.

Failure to complete the renewal process within the 90-day grace period will result in removal of the individual's name from the certification listing and search feature through the NACE Institute website.

The Institute may also regularly publish the names of persons with lapsed certifications.

Please allow up to four (4) weeks for processing of your renewal application. If after four weeks, your application is not completed, please contact certificationrenewal@nace.org to check the status. You can also refer to APPENDIX to view the list of status references.

REQUIREMENTS FOR RENEWAL

Requirements for renewal consist of:

- Work Experience *See Appendix A*
- Recertification Application (subject to approval)
- Professional Development Hours (PDHs) *See Appendix A*
- Renewal Fees

WORK EXPERIENCE

The work experience requirement for renewals for all certifications is one and half (1.5) years for the most recent three (3) year period. Additionally, some certifications have other requirements related to responsibility in charge.

Note: NII performs random audits on a substantial number of all certification renewal applications.



RECERTIFICATION APPLICATION

NII certificate holders must properly complete a recertification application every three years in order to renew their NII certification.

Along with contact and demographic information, an important part of the form is the acknowledgment of adherence to the Attestation.

All recertification applications must be submitted through My Certification Portal via your NACE profile.

PROFESSIONAL DEVELOPMENT HOURS (PDHs)

Professional Development shall be related to the certification and include:

- Corrosion-related courses or workshop seminars
- Technical Meeting Attendance
- Technical Committee Service
- Technical Community Service
- Technical Paper Presentation / Authorship
- Study of Corrosion-related Technical Papers
- Company-sponsored corrosion-related programs
- Training offered by equipment manufacturers
- Tutorials or workshops

- Speaking at a conference or chapter meeting of professionals
- Providing peer or technical review of a publication, book, or paper
- Subject Matter Expert (SME) work
- Other activity as submitted and approved by NACE International Institute
- Industry related webinars or online seminars or tutorials

Total hours shall be derived from at least two of the points above. All Professional Development counted must have taken place since last recertification for all categories.

DOCUMENTATION

NII certificate holders have the total responsibility for maintaining a record of professional development hours as it is related to certification renewal.

A log to help the certificate holder track professional development is available at www.naceinstitute.org. However, please note that when the certificate holder completes the renewal application, the professional development hours are required to be submitted through the electronic application. The log that is available is only to help in tracking the professional development hours through the certification period, but is not actually used as part of the application.

DEPENDENT PROGRAMS

Some NII certification programs are subsequent and supersede any lower level that was previously obtained. For the purpose of recertifying, only the

higher level certification must be renewed. For example, CIP Level 2 supersedes CIP Level 1. However, a higher level CIP certification **will not** update a certification that is not in the coating inspector program.

Note: Not all certifications have higher levels that supersede the lower levels. If a certification holder has more than one NII certification, he/she may be required to renew multiple certifications in order to keep them all current.

It is the responsibility of the certification holder to renew all certifications timely. If any certifications are not renewed timely, the suspension and reinstatement processes will apply.

RENEWAL FEES

Certification holders are required to pay a non-refundable processing fee of:

- Members: \$265
- Non-Members: \$475

The fees listed above must be paid when submitting the renewal application, every 3 years. NII accepts payment in the form of credit card, check, or bank transfer.

- For more information, please refer to First Service payment policies.
- Refunds on renewal application fees will not be awarded on the basis of a denied application.

All fees listed are in U.S. Dollars and are subject to change without notice.

REINSTATEMENT PROCESS FROM INACTIVE STATUS

An expired certification may be reinstated up to five years following the certification expiration date

In order to re-instate an inactive or retired certification, the below conditions must be met:

- The work experience requirement for an inactive or retired certificate must be obtained within the most recent three (3) years.
- The professional development requirement must also be met for each year during the most recent three (3) year period prior to the renewal.

After the deadline for reinstatement has passed (5 years), certification can be re-attained only by applying for initial certification as a new applicant and satisfying the current certification requirements at the time of application.

Note: Eligibility requirements and exam content are subject to change over time at the discretion of NII. **No exceptions are made.**

Persons who reapply will NOT be reissued their original certification identification number upon meeting the requirements as set forth.

Should any inquiry be made regarding the certification status of a person whose certification has been suspended, the inquirer will be informed that the person's certification under the program is

inactive. No further information will be provided.

If a candidate allows his/her certification to lapse for a period of:

- 0-3 years, certification may be reinstated with payment of \$100 reinstatement fee in addition to the renewal fees as previously described in the previous section.
- 4-5 years, certification may be reinstated with payment of \$500 reinstatement fee in addition to the renewal fees as previously described in the previous section.

Publication of the names of persons with suspended or inactive certifications is at the discretion of NII.

Please Note: During the lapsed period, no certificate holder may identify him/herself as a certified professional with NACE Institute. The name of the lapsed member will also be removed from the NACE Institute website.

See APPENDIX B.

ETHICS

All information submitted on a renewal application is subject to external verification. Renewal candidates who knowingly and willingly submit false information or forged documents will be reported to the NII Policy and Practices Committee for review.

Possible sanctions could include revocation of all certifications or barring from obtaining any future certifications.

APPENDIX A

SUMMARY FOR REQUIREMENTS FOR RECERTIFICATION

Certification Title	Work Experience	Professional Development
	(years)	(hours/year)
Corrosion Technician	1.5	8
Corrosion Technologist	1.5	8
Senior Corrosion Technologist	1.5	12
Protective Coating Technician	1.5	8
Protective Coating Technologist	1.5	8
Refining Corrosion Technologist	1.5	8
PCIM Technician	1.5	8
PCIM Technologist	1.5	8
CP 1 Tester	1.5	8
CP 2 Technician	1.5	8
CP 3 Technologist	1.5	8
Internal Corrosion Technologist	1.5	12
Senior Internal Corrosion Technologist	1.5	12
All Specialist Certifications *	1.5	20
Certified Coating Applicator (CCA)	1.5	
CIP Level 1	1.5 or successful completion of Level 2 course	
CIP Level 2	1.5 or successful completion of Peer Review	
CIP Level 3	1.5	

* Specialist Certifications Include:

- MR0175 Certified User - CRA
- MR0175 Certified User – Carbon Steel
- Chemical Treatment Specialist
- Corrosion Specialist
- Protective Coating Specialist
- CP Specialist
- Material Selection / Design Specialist

APPENDIX B

CERTIFICATION RENEWAL TIMELINE

Prior to Expiration Date		
3 months prior	2 months prior	1 month prior
Notices are sent by email, directing certificate holders to renew online.	Notices are sent by email, directing certificate holders to renew online.	Notices are sent by email, directing certificate holders to renew online.

*Email notices are sent to the email address listed on file with NII. It is the responsibility of the certificate holder to keep the email address updated. **Failure to receive notices from NII does not relieve the candidate of the responsibility to contact NII to complete the renewal process.**

After Expiration Date	
On Time	1 day after expiration date through 90 days after expiration date
If all applicable renewal requirements are completed on or before the expiration date, certification is renewed and processed.	If all applicable requirements are not met or processed by the expiration date, the certification goes into "suspended" status, and the individual is no longer authorized to use NII marks. Prompt action should be taken to recertify.

Reinstatement Period		
90 days after through 3 years after expiration date	Four years after through the fifth year after expiration date	At the end of the fifth (5 th) year after expiration date
<p>If all applicable requirements are not met or received 90 days after the certification expires (including payment), the certification goes into "inactive" status. The individual may apply for reinstatement by submitting a recertification application and meeting all requirements, in addition to paying a non-refundable reinstatement fee of \$100 and all other fees in arrears. These individuals have relinquished their right to use NII marks. Continued use of the marks in such circumstances is viewed by NII as unauthorized use. NII considers unauthorized use an extremely serious matter and is prepared to take necessary steps to protect its certification marks in such cases.</p>	<p>If all applicable requirements are not met or received 90 days after the certification expires (including payment), the certification goes into "retired" status. The individual may apply for reinstatement by submitting a recertification application and meeting all requirements, in addition to paying a non-refundable reinstatement fee of \$500 and all other fees in arrears. These individuals have relinquished their right to use NII marks. Continued use of the marks in such circumstances is viewed by NII as unauthorized use. NII considers unauthorized use an extremely serious matter and is prepared to take necessary steps to protect its certification marks in such cases.</p>	<p>Certification is not available to renew or reinstate. There are no exceptions. The certification can only be re-attained by applying for initial certification as a new applicant and satisfying the current certification requirements at the time of application.</p>

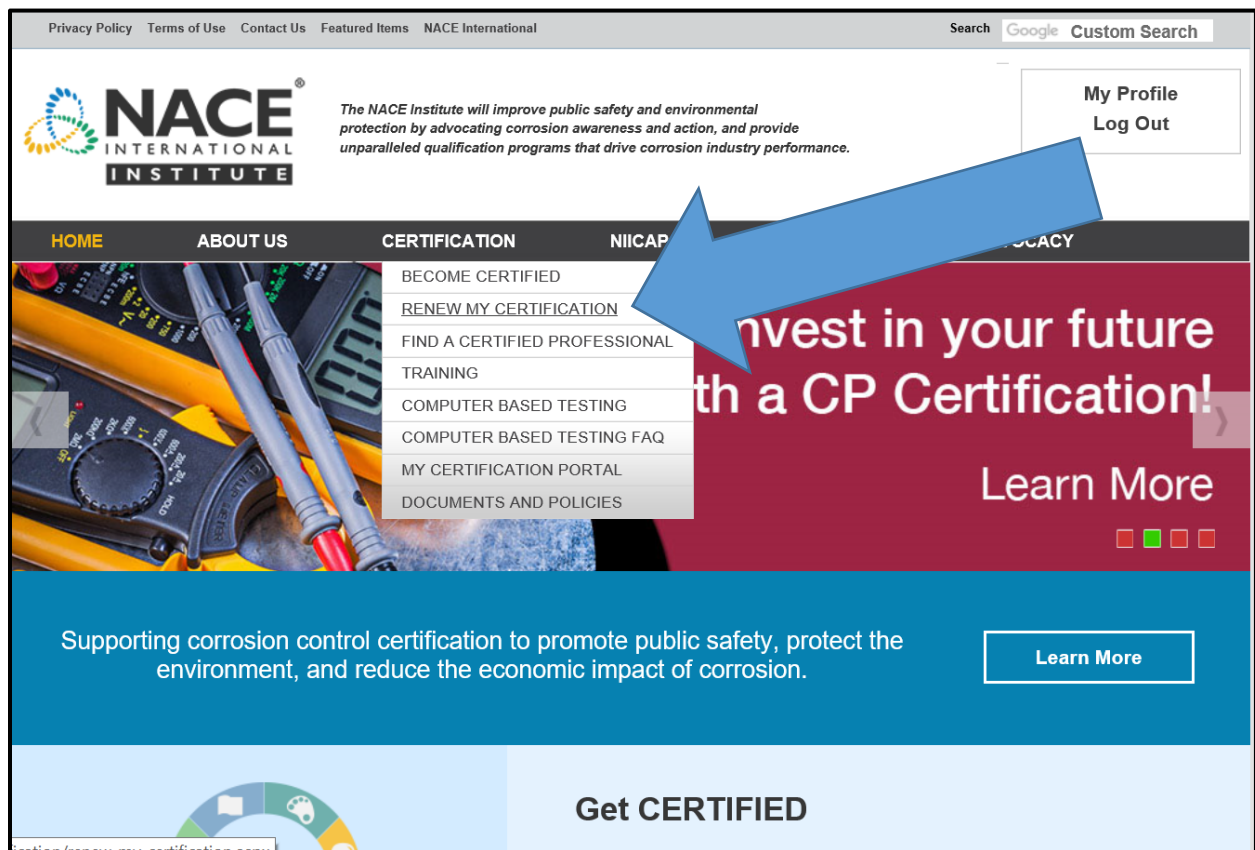
The chart below illustrates the status' that are displayed during each period:

Active	The expiration date shown is the actual expiration date of the Certification.
Suspended	The certification is shown in "Suspended" status from the expiration date up to 90 days following the expiration date. Suspended status gives you a 90-day grace period to renew your certification without incurring additional renewal or reinstatement fees.
Inactive	The status is shown as "Inactive" after the grace period through the end of the third year, following the expiration date. This means that you have 3 years from the expiration date to reinstate for an additional fee of \$100 (in additional to other renewal fees).
Retired	The status is shown as "Retired" during the fourth and fifth years following the expiration date. This means that you have 5 years from the last expiration date to reinstate for an additional fee of \$500 (in additional to other renewal fees).
Expired	The status is shown as "Expired" when the certification is no longer able to be reinstated. If you wish to pursue renewal, you must start the program over and forfeit use of any certification marks.

APPENDIX C

INSTRUCTIONS FOR RENEWAL PROCESS

1. Visit www.naceinstitute.org. Hover over the "Certification" tab, and click on the "Renew My Certification" link on the drop down menu.



The screenshot displays the NACE International Institute website. At the top, there is a navigation bar with links for Privacy Policy, Terms of Use, Contact Us, Featured Items, and NACE International. A search bar is located on the right. The main header features the NACE International Institute logo and a tagline: "The NACE Institute will improve public safety and environmental protection by advocating corrosion awareness and action, and provide unparalleled qualification programs that drive corrosion industry performance." Below the header is a navigation menu with tabs for HOME, ABOUT US, CERTIFICATION, and NIICAP. The CERTIFICATION tab is active, and a dropdown menu is open, listing several options: BECOME CERTIFIED, RENEW MY CERTIFICATION (highlighted with a blue arrow), FIND A CERTIFIED PROFESSIONAL, TRAINING, COMPUTER BASED TESTING, COMPUTER BASED TESTING FAQ, MY CERTIFICATION PORTAL, and DOCUMENTS AND POLICIES. To the right of the dropdown menu, there is a "My Profile Log Out" button. Below the navigation menu is a large banner with the text "Invest in your future with a CP Certification!" and a "Learn More" button. Below the banner is a blue section with the text "Supporting corrosion control certification to promote public safety, protect the environment, and reduce the economic impact of corrosion." and another "Learn More" button. At the bottom of the page, there is a light blue section with the text "Get CERTIFIED" and a "Learn More" button.

2. Click on the "Submit Renewal Application through My Certification Portal" link, as shown in the picture below.

Become Certified

Renew My Certification

Find A Certified Professional

Computer Based Testing

Computer Based Testing FAQ

My Certification Portal

Documents and Policies

Renew My Certification

Is your NACE Institute Certification about to expire?

By renewing your certification now, you will maintain your hard-earned credentials and continue to set yourself apart from the competition. You can also avoid a re-instatement fee or possible suspension of your certification. Your certification still bears the same value and will continue to represent your professional achievement of certification. Certification is eligible for renewal beginning 90 days prior to the expiration date.

Renew your certification in less than 10 minutes!

Steps to Certification Renewal:

1. [Submit Renewal Application through My Certification Portal](#)
2. Pay renewal fee
 - NACE Members: \$240 USD
 - Non NACE Members: \$450 USD

How to renew your NACE Certification (English)

How to renew your NACE Certification (Español)

As you prepare for renewal, you can use the [Work Experience/Professional Development Log](#) to keep track of your work experience and Professional Development Hours (PDH's). Work experience and PDH's will be submitted in your renewal application.

3. Follow the on-screen instructions to complete the renewal application.
4. When complete and ready to submit with payment, click the "Submit" button all the way at the bottom of the last page.

To watch a video with additional instructions, visit <http://www.naceinstitute.org/certification/renew-my-certification.aspx> or follow the steps above to find the videos that are posted in both English and Spanish languages.

APPENDIX D

PROCESS FOR APPEALING THE REJECTION OF AN APPLICATION FOR RECERTIFICATION OF A NACE INSTITUTE CERTIFICATION

** This same process applies for all Institute certification applications.*

- The process for appealing the rejection of an application for renewal shall be included with the notification to the applicant of his/her rejection.
- To appeal, the applicant must submit a written appeal to the Certification Director stating the basis of the appeal and providing all information the appellant wishes to be considered. The appeal must be delivered to NII within thirty (30) days from the date of the rejection notification.
- The Certification Director shall consult with two qualified application evaluators who did not review the original application to consider the appeal within thirty (30) days of receipt of the written appeal. The Certification Director and the application evaluator will be provided with all previous review documentation. The Certification Director and the application evaluator may contact the appellant to gather additional information, if needed.
- A consensus of the Certification Director and the two application evaluators require a two out of three (2/3) vote to sustain the appeal. Should the appeal be sustained, the appellant's application and supporting documentation are accepted and considered approved.
 - The only basis for sustaining an appeal is that deficiencies in the application and/or supporting documentation that caused the rejection have been eliminated.

APPENDIX E

APPLICATION STATUS REFERENCE

Unsubmitted	The application has not been submitted to NACE Institute for review and can still be edited by the applicant.
Under Staff Review	The application has been submitted to NACE Institute and is being reviewed by a NACE Institute staff member.
Incomplete Professional Development	The candidate is required to resubmit the application with professional development hours or additional professional development is needed.
Incomplete Work Experience	The candidate is required to resubmit the application with work experience or additional work experience is needed.
Awaiting Verification / Awaiting Verification International	NACE Institute is in the process of verifying necessary information that was provided on the application. If additional information is needed to expedite this step, NACE Institute staff will contact you.
Verification – Emailed Employer	NACE Institute has reached out to the applicant’s employer to verify the work experience provided.
Verification – Insufficient Contact Info	The candidate is required to resubmit the application with sufficient information for their verification contact.
Approved	The application has been approved and NACE Institute staff is in the process of creating a record of the new or renewed certification.
Complete	The new certification has been recorded by NACE Institute and the certification period (three years) has begun.
Application Denied	The application for certification has been rejected completely due to substantial missing qualifications or falsification of information.
Payment Pending	Payment has not been received for the application fees.