



Introduction

Welcome! We're excited to guide and support you through our portal process. Please follow the steps below to complete your application.

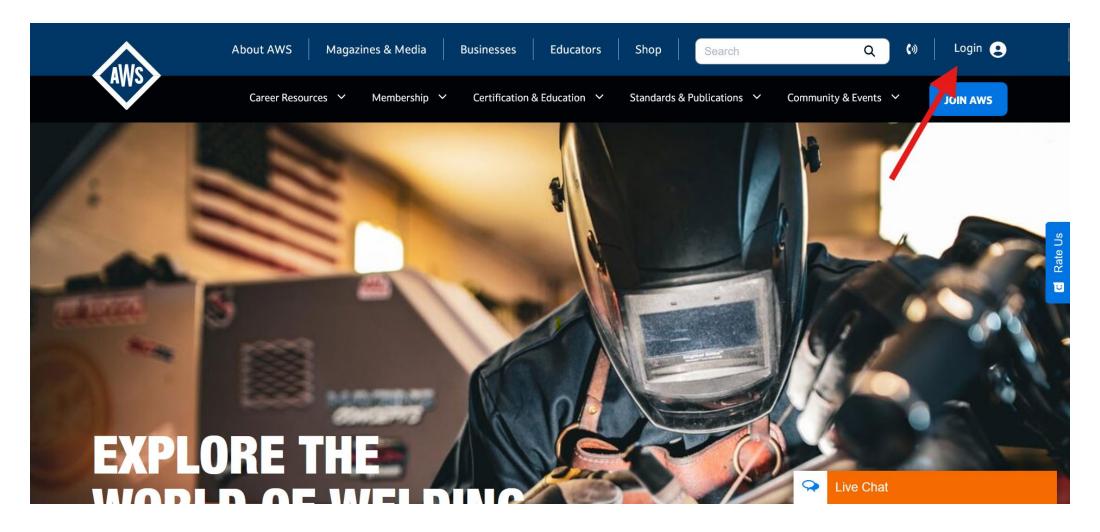
Before You Start

- 1.Please ensure all documents fields are completed.
- 2.Ensure all documents are uploaded in PDF, Word, JPEG, or PNG format.

Click <u>here</u> for a complete list of requirements.

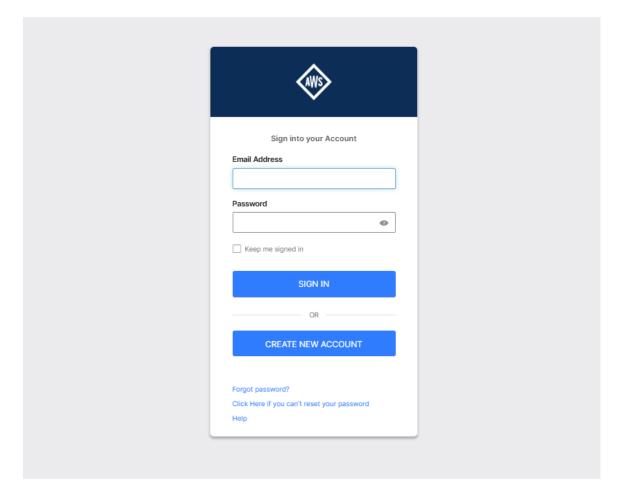


Using your preferred web browser visit our AWS website (https://www.aws.org) and click Login.





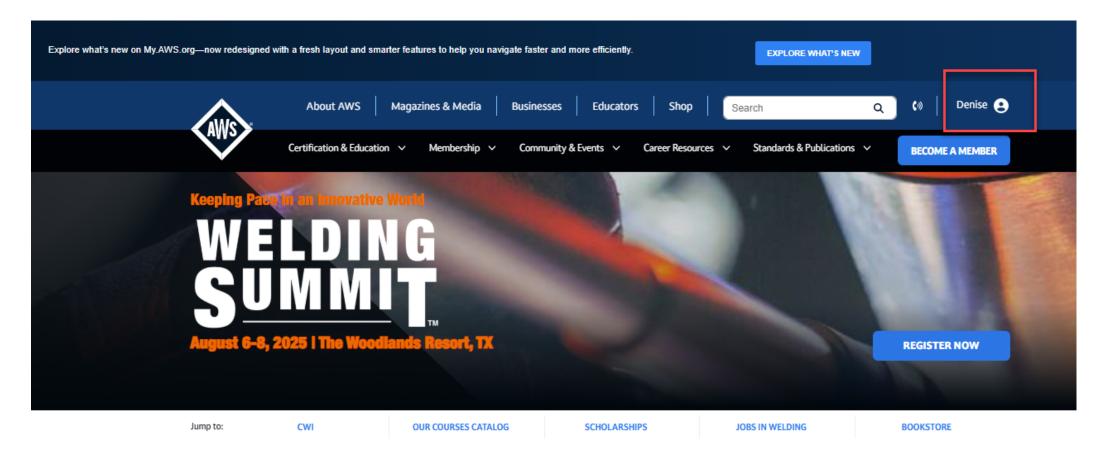
When prompted to the screen below, set up an account or log in by providing all the required information. The system will guide you through this process.





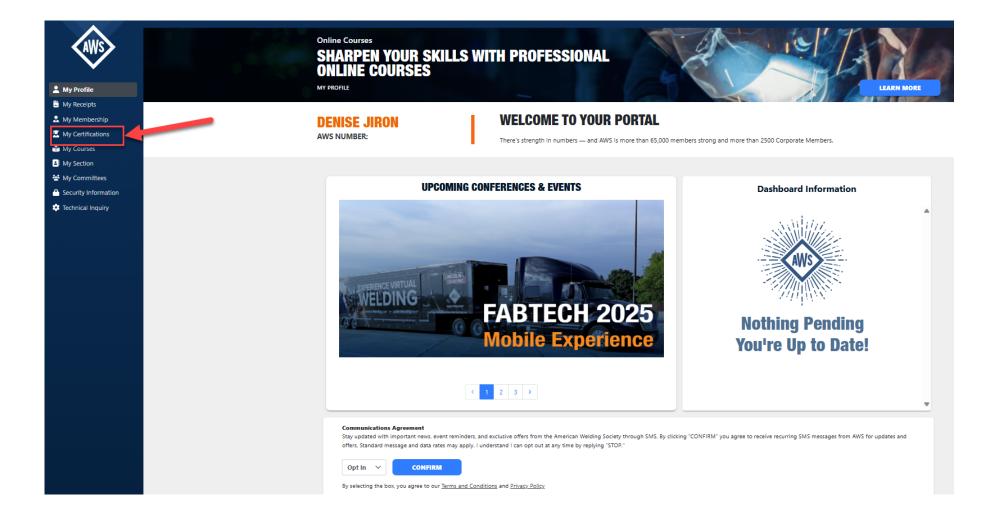
After setting up your account, you will be redirected to the home screen of our website.

Click on your name in the top right-hand corner.



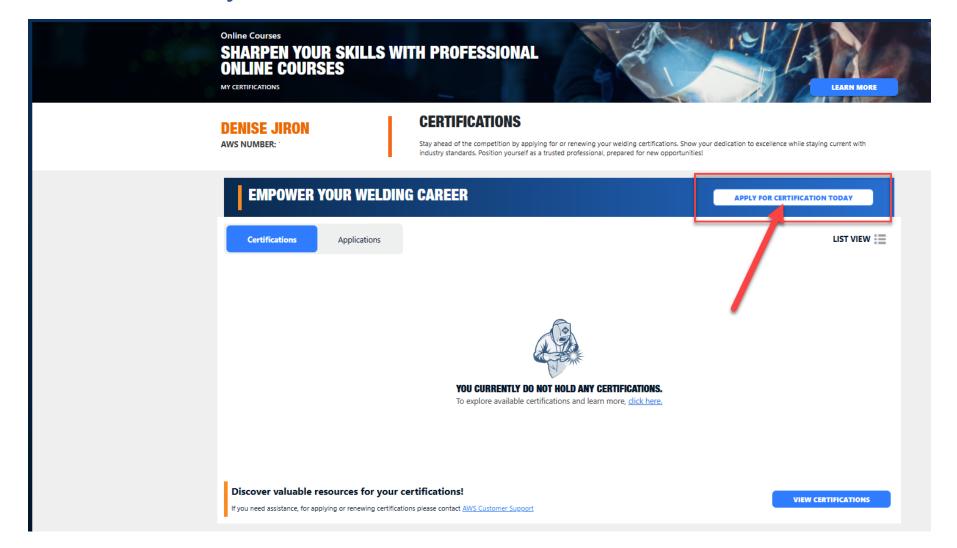


When prompted to this screen you will select on the left margin side "My Certifications"



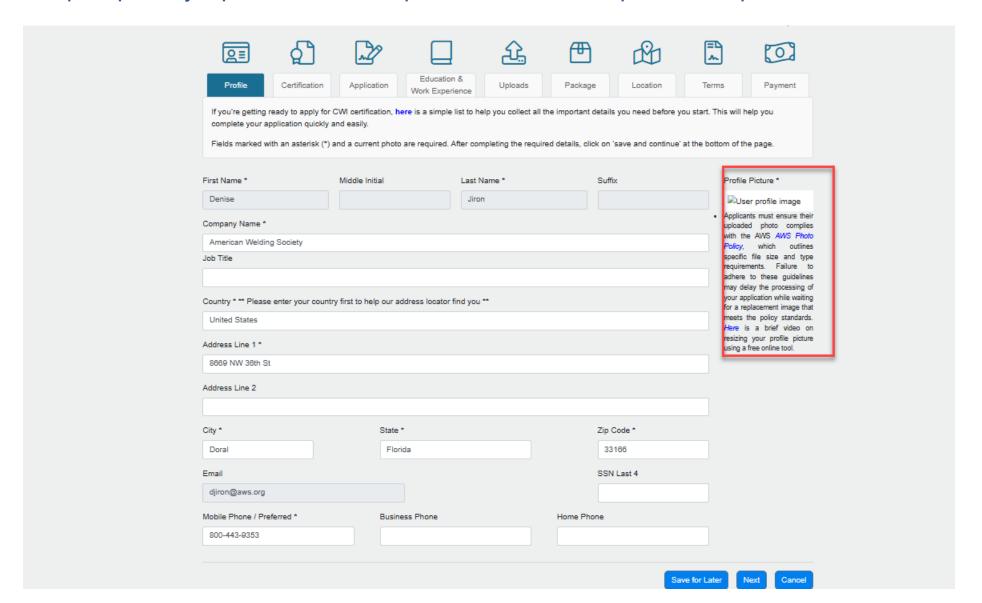


Once you are prompted to this screen you will select "Apply For Certification Today"



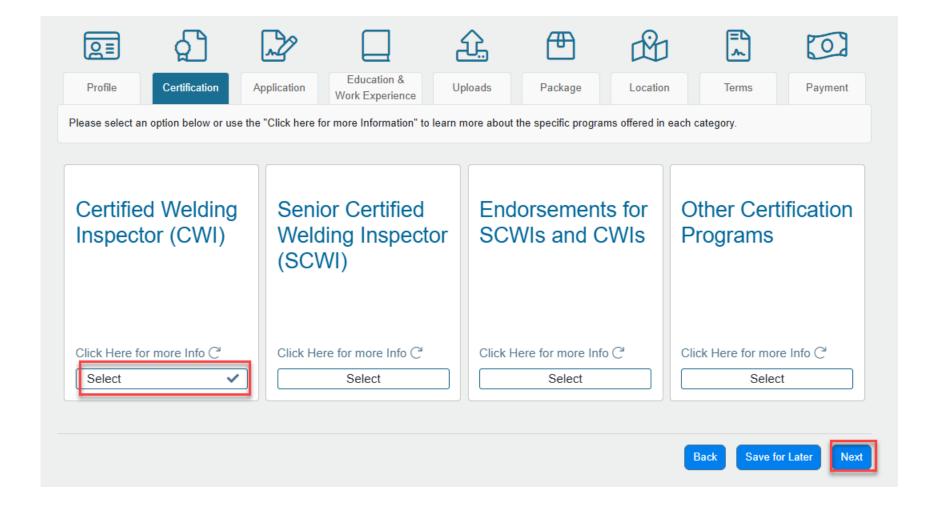


Make sure all your Profile information is correct. Click on the avatar box or User profile image to upload your JPG passport style photo. Once completed click 'next'. A photo is required at time of submission.



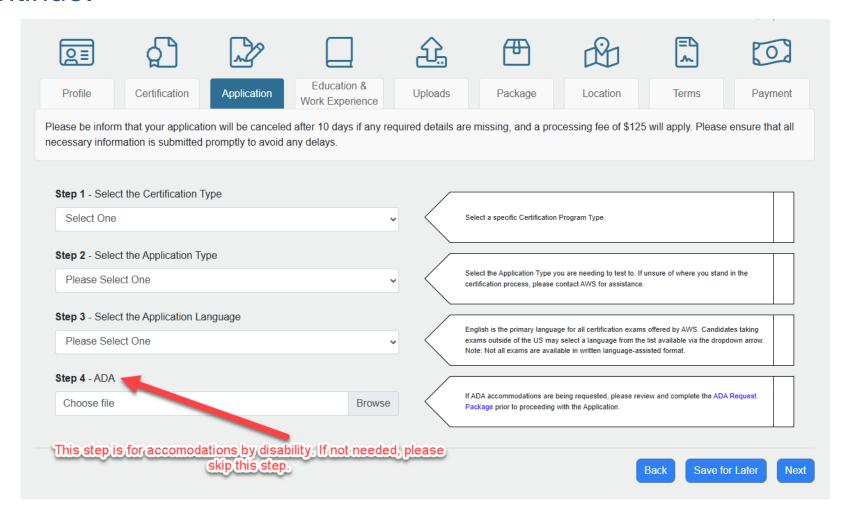


Once you are prompted to this screen select your certification program below and then click Next.



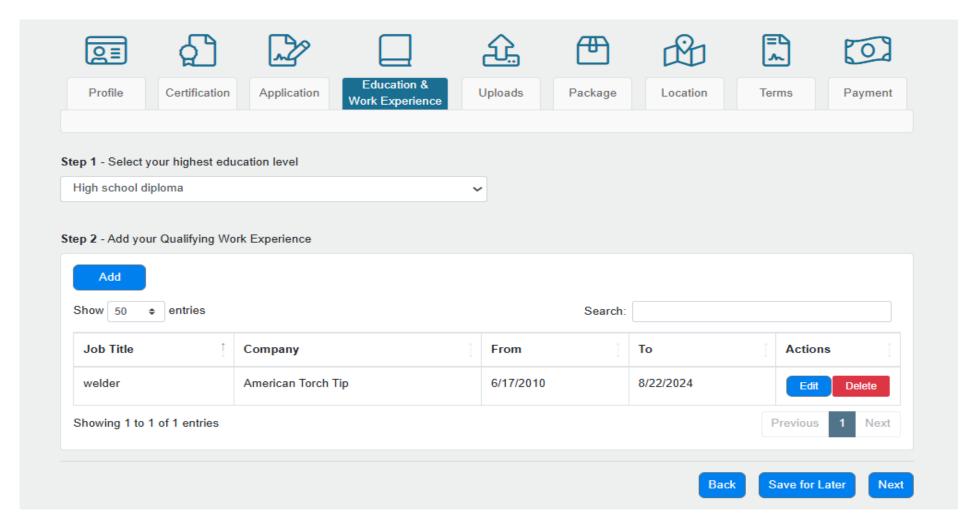


When you reach this screen, follow the arrow instructions. Use the dropdown menus to select options for all required fields, then click "Save and Continue."



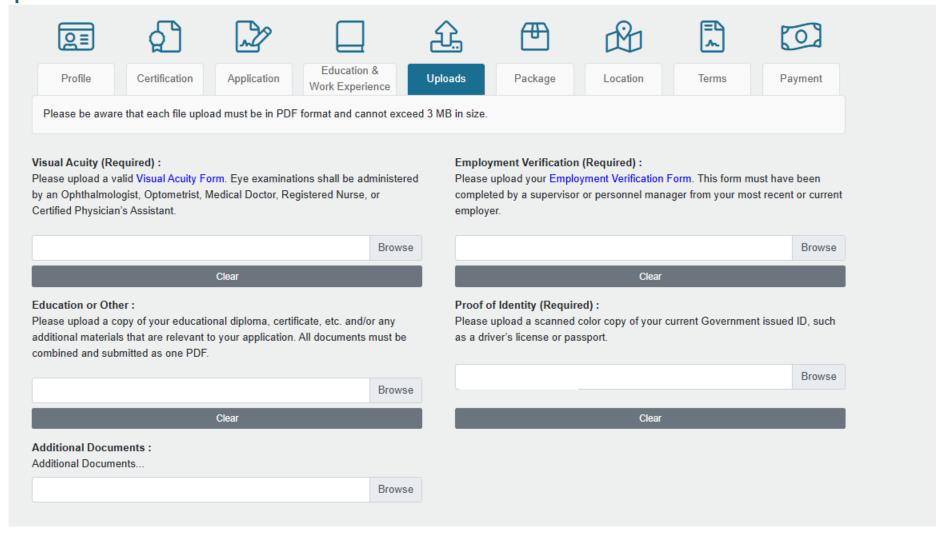


Click on the drop down in Step 1. and select level of education. On Step 2. click on the 'Add button' to add in all qualifying work experience. Once added be sure to hit 'Save'. Once completed proceed to next step.



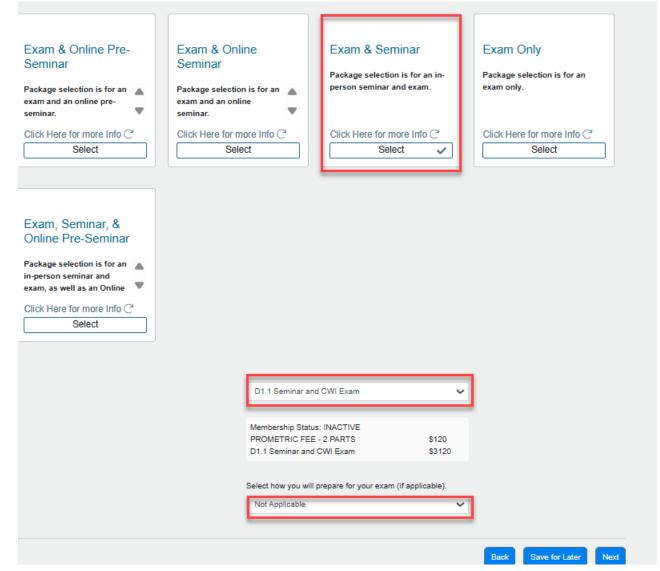


You will need to upload all required documents on this step. Each file must be in PDF format and cannot exceed 3 MB in size. Proceed to next step.



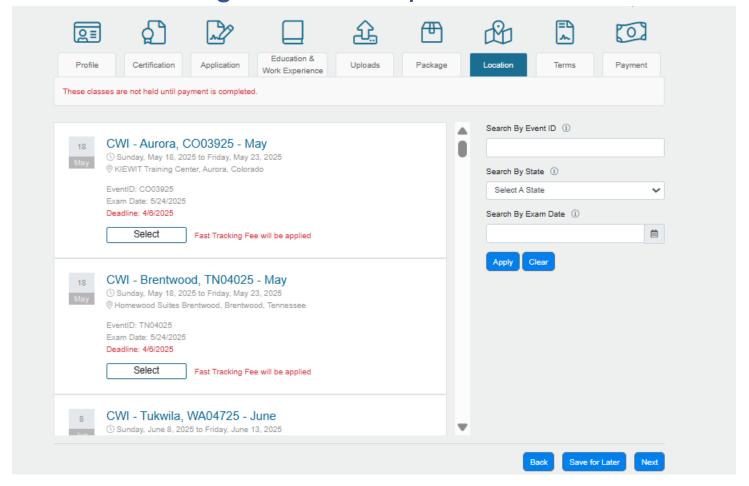


On the Package step. Make your selection and proceed to the drop down and select in accordance to your certification type and click Next.



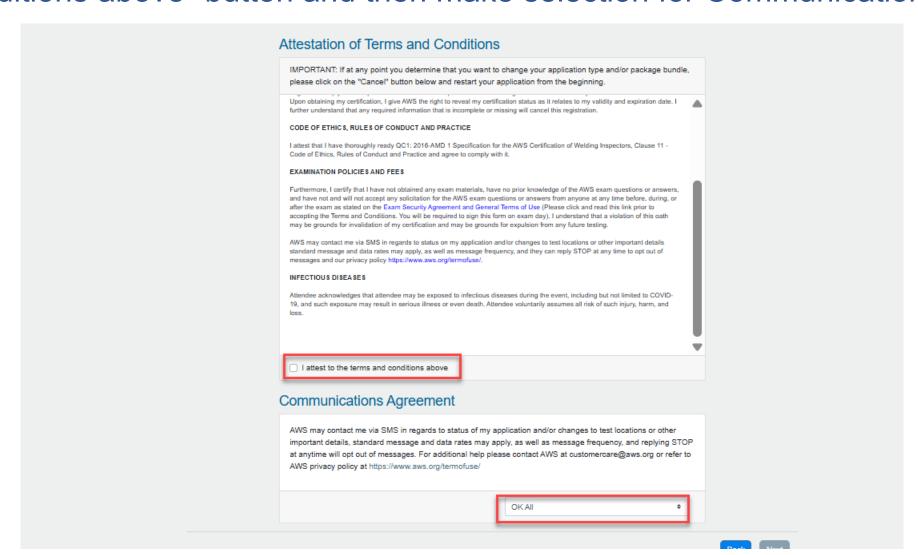


You will need to enter the site code onto the 'Search by event ID' box and hit the apply button. Please allow sometime for it to populate. Once it appears be sure to hit the select button and then click next to proceed to 'Terms and Agreement' step.





Once you are prompted to this screen, carefully read all our Terms and Conditions & Communications Agreement. Click the "I attest to the terms and conditions above" button and then make selection for Communications section.





CONGRATULATIONS!!!

Please be sure to hit the submit button to submit application. Once submitted, one of our AWS Processing Associates will promptly review it. To track your application's progress, simply select the 'Applications' tab and click the "Check Status" button. If you have any questions or concerns, please contact Customer Success 1-800-443-9353.

