Examination User Guide

CWI by
International Institute of Welding (IIW)
Waiver

Contact Information

American Welding Society **www.AWS.org** Office Hours: Monday – Friday: 8:00 am - 7:00 pm ET Phone: 1-800-443-9353, Option 3 Email: customercare@aws.org	• General information on the certification process • Qualifications for certification • Registration/application process • Application status • Scheduling/Rescheduling your paper-based exam appointment or test location. • Exam Scoring • FAQs • Exam accommodations
PROMETRIC **www.Prometric.com\AWS** Phone: for US, US Territories and Canada 1-800-864-5257 International phone numbers: See website.	• General information on computer-based testing • Test center locations • Test center regulations • Acceptable forms of ID • Scheduling/Rescheduling your exam appointment • Admittance requirements • Inclement weather or power failure on your scheduled exam date • For Previously Unscheduled site closure • FAQs
American Welding Society® INTERNATIONAL AGENT	• Agent Schedule and Contact Information, please click HERE • Scheduling/Rescheduling your exam appointment or test location. • General information on the certification process • Qualifications for certification • Registration/application process • Application status • Pricing for Examination and additional services

Table of Contents

CWI BY IIW WAIVER INFOGRAPHIC FOR INTERNATIONAL CANDIDATES 5
CWI BY IIW WAIVER INFOGRAPHIC FOR DOMESTIC CANDIDATES 6
ATTENTION CANDIDATES 7
OVERVIEW 7
THE CWI BY IIW WAIVER CREDENTIAL 7
THE CWI EXAMS 7
ELIGIBILITY 8
TRAINING 8
INITIAL APPLICATION INSTRUCTIONS 8
- International (outside of the US and Canada) Candidates 9
- Domestic Candidates applying to take the CWI Exam. 9
- Examination Fees 10
- Scheduling your Examination Appointment 10
  - Schedule Part B First 10
  - Schedule Part C 10
- Exam Accommodations 11
- Rescheduling / Cancellations / Refunds 11

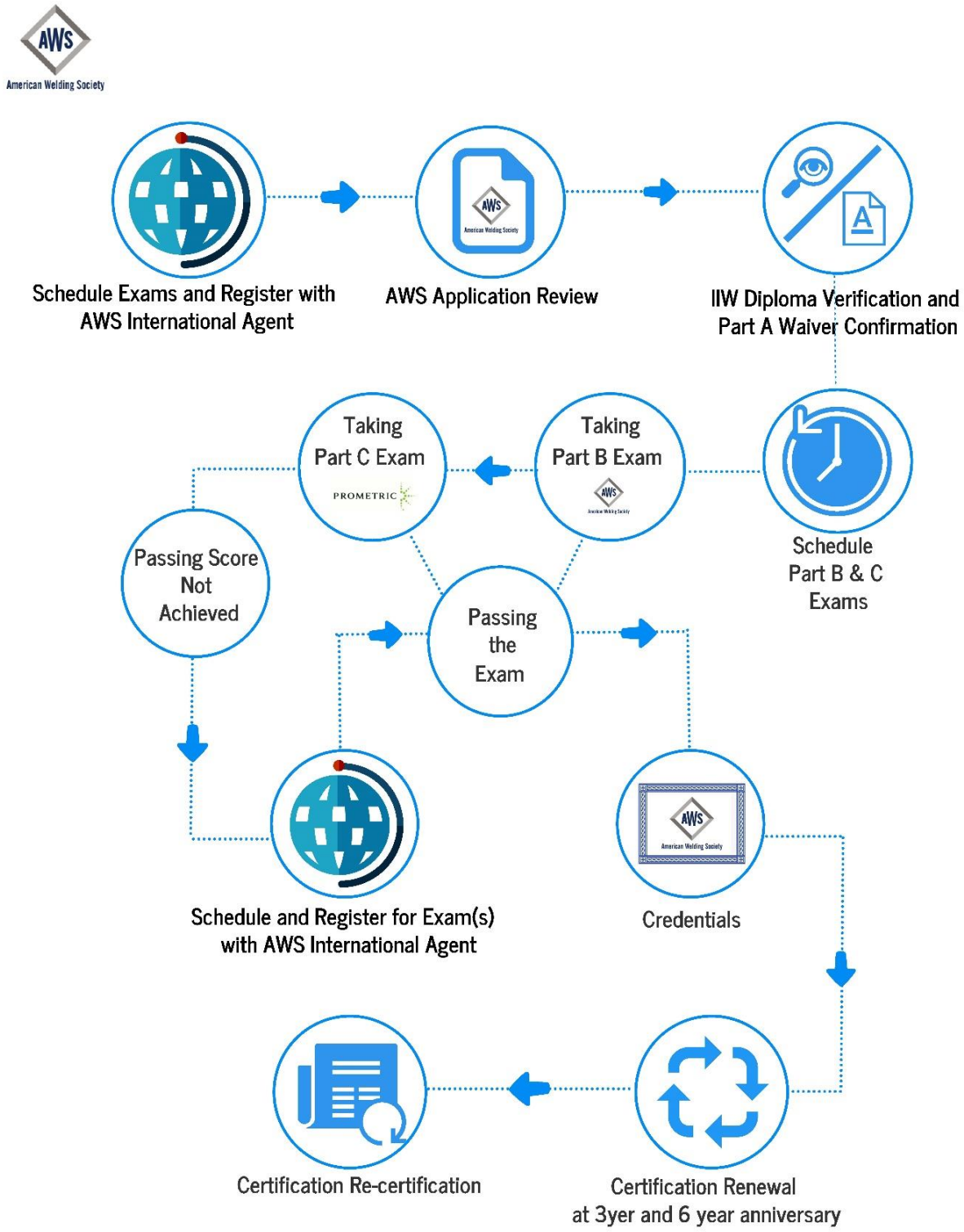
AFTER THE EXAM 12
- Exam Result Reporting 12
  - Passing Score 12
  - Preliminary CBT Exam Score Report 12
  - AWS Official Score Letter 12
  - Confidentiality of Examination Scores 12
- Retaking the Exam 12
- Receiving the CWI Credential 14

Renewals 14
- Renewing the CWI Credential 14
- Nine-Year Recertification 14
  - Non-Exam Options 15
  - Exam Options 15

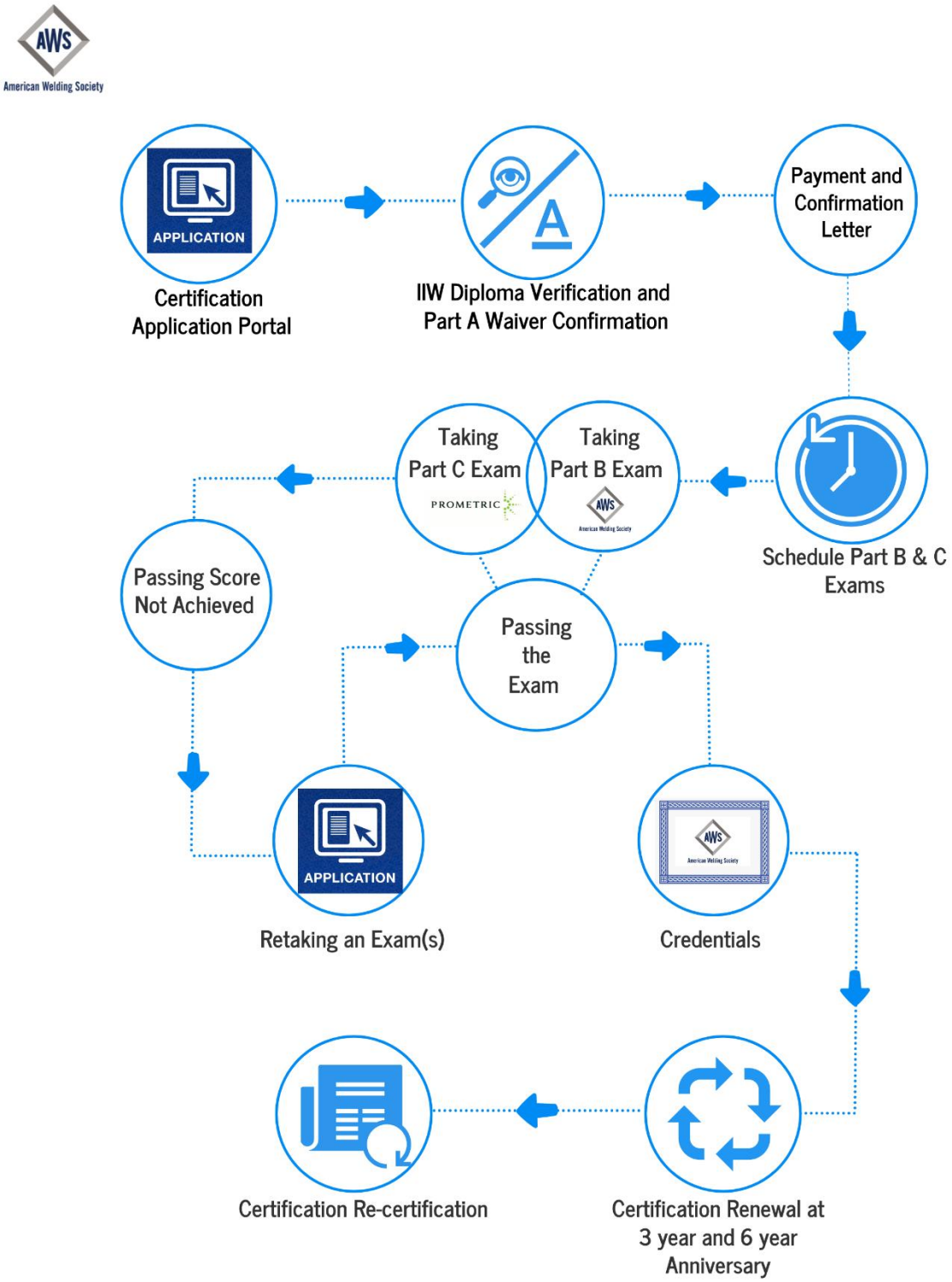
APPENDIX A: SAMPLE AWS CONFIRMATION LETTER 16
APPENDIX A: SAMPLE AWS CONFIRMATION LETTER (Pg.2) 17
APPENDIX B: SAMPLE PROMETRIC CONFIRMATION LETTER 18

APPENDIX C: SAMPLE CWI PROMETRIC SCORE REPORT 19
APPENDIX D: SAMPLE AWS OFFICIAL CWI SCORE REPORT 20

CWI BY IIW WAIVER INFOGRAPHIC FOR INTERNATIONAL CANDIDATES



CWI BY IIW WAIVER INFOGRAPHIC FOR DOMESTIC CANDIDATES



ATTENTION CANDIDATES

This user guide contains the necessary information for International Institute of Welding (IIW) diploma holders interested in the Certified Welding Inspector (CWI) by IIW Waiver application and examination process. The following procedures and guidelines can be helpful to all individuals applying for this certification path. Please retain this User Guide for future reference. This User Guide is subject to change.

OVERVIEW

Welding inspectors are integral to the safety and quality of daily life, assuring weld integrity and protecting the businesses and consumers who use those products. The Certified Welding Inspector (CWI) Program was developed by the American Welding Society (AWS) to authenticate that the bearer has specific minimum knowledge, skills, and abilities in welding and conforms to technical requirements and ethical principles. The CWI credential is recognized both domestically and internationally and is synonymous with competence in quality and workmanship. For more information, please review the following governing Standards:

- AWS QC1:2016-AMD1 - *Specification for AWS Certification of Welding Inspectors*.
- AWS B5.1:2025 - *Specification for the Qualification of Welding Inspectors*.

THE CWI BY IIW WAIVER CREDENTIAL

The American Welding Society offers standardized examinations (Part B [Practical] and C [Codebook] of the CWI Exam) for IIW diploma holders to determine if applicants have attained the knowledge and experience considered essential to welding inspection.

THE CWI EXAMS

IIW diploma holders who are seeking to become a CWI can have the Part A (Fundamentals) exam waived and are required to pass two of the three CWI exams (Part B [Practical] and Part C [Codebook] to obtain their credential through this program:

Part A (Fundamentals) IIW Diploma holders can present the following diplomas to waive the CWI Part A examination.

- International Welding Engineer (IWE)
- International Welding Technologist (IWT)
- International Welding Specialist (IWS)
- International Welding Inspector (IWIP)

Part B (Practical) A hands-on and written exam that assesses the candidate's ability to evaluate a physical characteristic against a given acceptance criteria or code requirement and make the correct decision. For Complete information about the Part B exam and its content, please click HERE.

Part C (Codebook) A computer-based examination that tests the candidate's ability to understand and apply requirements of a code, standard, or specification. For Complete information about the Part C exam and its content, please click HERE.

Important

The AWS ISO Endorsement Exam may be of preferable choice to IIW Diploma Holders for the Part C (Codebook) portion of the CWI exam. The detailed program information can be found HERE. CWIs and SCWIs can also take the exam as an endorsement.

ELIGIBILITY

Candidates who hold the previously listed IIW diplomas are eligible for AWS to waive taking the Part A (Fundamentals) exam in pursuit of the CWI credential. However, their IIW diploma(s) must be reviewed by AWS and found to be valid in the respective country.

TRAINING

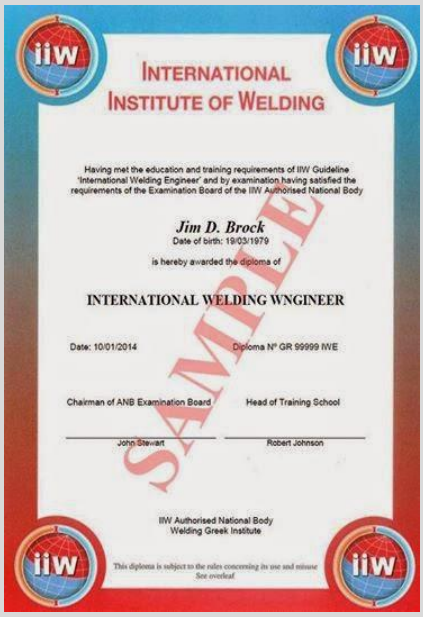
Training is not required for the Initial CAWI/CWI exam. However, candidates are encouraged to explore all resources/training available through the AWS International Agents.

INITIAL APPLICATION INSTRUCTIONS

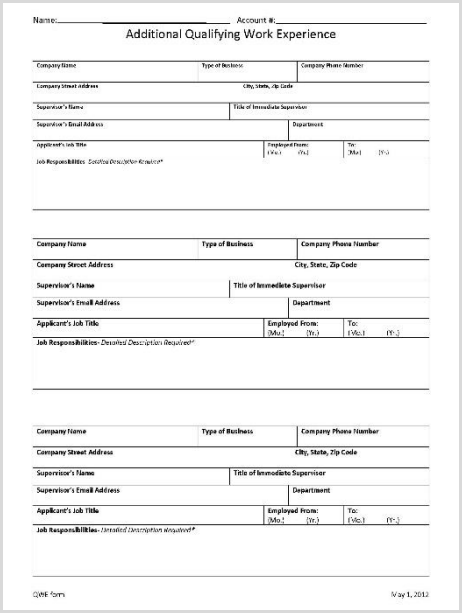
Applying for the CWI exams is different for domestic (US and Canada) and international (outside of the US and Canada) candidates. Please use the instructions and requirements below, depending on your location.

Important: AWS recommends all IIW diploma holders have the following documentation ready before applying for the CWI by IIW Waiver program:

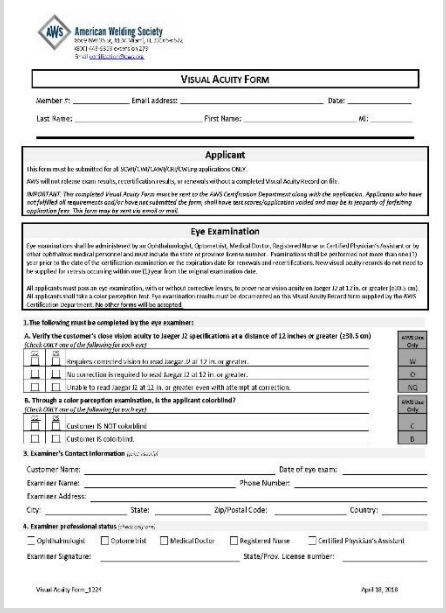
Copy of IIW Diploma



AWS Qualifying Work Experience



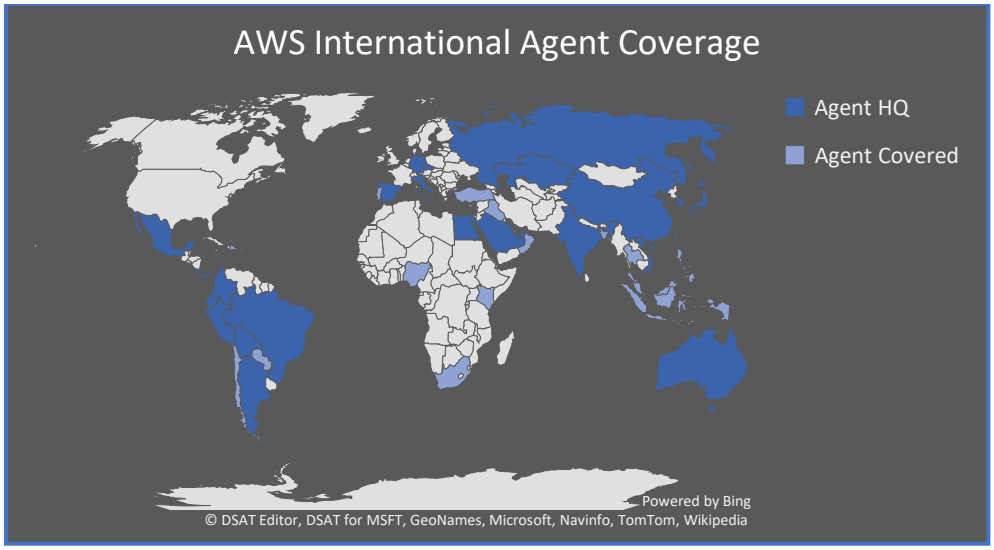
AWS Visual Acuity Form



International (outside of the US and Canada) Candidates

Currently, international applicants must apply for the CWI exams through an AWS Agent. For a list of available international Agents and test locations, please click HERE.

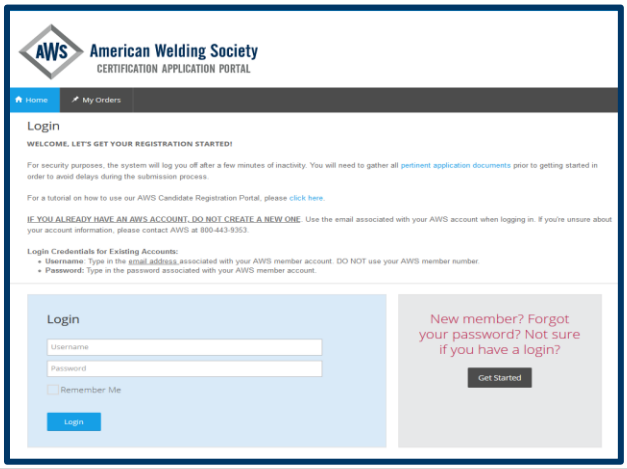
- Applicants must review the International Exam Schedule on the AWS webpage to find a suitable date and location.



- Applicants who want to work with an Agent will receive exam information from the Agent of their choice.
- Individuals who want to proceed with AWS should download and print the Initial CAWI/CWI Exam Application complete it thoroughly and submit it along with all required supporting documents to the designated Agent hosting the exam site. It is important to ensure all information is accurate and complete to avoid delays in processing. Additionally, applicants should verify the submission deadlines and confirm the required documents with the exam site agent in advance.
- Approximately 4-6 weeks after application submission, a confirmation letter will be sent to the applicant and the International Agent containing examination details. (See Appendix A for a sample of the Confirmation Letter.)

Domestic Candidates applying to take the CWI Exam.

Applicants located in the United States or Canada apply directly via the Certification Application Portal.



- Candidates must have ALL pertinent documentation available for digital upload. ***The online application must be completed in one sitting as the system does not save progress.*** The maximum file size for each individual file upload is 5 MB. A complete list of required application documents can be found HERE.
- The first and last name on the application must match what is listed on the government-issued ID presented as proof of identity at all exam sites and test centers.
- New users will be asked to create a username and password to log into the AWS Certification Application Portal.
- The Certification Application Portal will guide applicants step-by-step to complete the CWI by IIW Waiver exam application.
- Approximately 4-6 weeks after the application submission and qualification, a Confirmation Letter will be emailed from the AWS Certification Department. The Confirmation Letter contains examination details. (Appendix A shows a sample Confirmation Letter).

AWS recommends that candidates **DO NOT** make travel arrangements until after Confirmation Letter is received.

Examination Fees

Exam fees are due at the time of registration and are paid directly to AWS. AWS accepts payments online via check, MasterCard, VISA, and American Express. The CWI exam price list is available online. Domestic applicants choosing to send their application to AWS headquarters via email (pdf) or mail carrier (paper) will incur an additional $125.00 processing fee.

- For international candidates (Outside of the US and Canada), exam fees are due at registration and paid to the International Agent representing AWS. Agents can provide pricing information regarding international CWI exams.

Scheduling your Examination Appointment

Schedule Part B First

Part B is scheduled via the CWI by IIW Waiver Application with AWS. The Part B event date and location is represented by a site code on the AWS website (example of an AWS site code: TX44321).

Schedule Part C

Part C can only be scheduled after the candidate receives the Part B (Practical) Confirmation Letter. Part C (Codebook) is a computer-based test (CBT) and is offered at Prometric Testing sites located throughout the world. It is recommended that candidates schedule their exam at least 30 days in advance as seats fill up quickly.

Important

An AWS Confirmation Letter that contains an eligibility code will be provided to each eligible candidate and is used to register for the Part C examination at Prometric. This code indicates to Prometric that the exam candidate has been authorized by AWS to sit for the exam.

Scheduling the Part C examination is done via the Prometric website. Please note:

- The eligibility code found in the AWS Confirmation Letter is required to secure exam dates and locations.
- Prometric will confirm the appointment by emailing a Prometric Appointment Confirmation Letter that will indicate the test center location, appointment time, and exam name.
- Candidates are advised to print the Prometric Appointment Confirmation Letter and present it at the Prometric Testing Center at check-in.
- **IMPORTANT!** Prometric will refuse entry to candidates lacking a valid government-issued ID or when the candidate's name printed on the appointment confirmation letter does not precisely match the name on the government-issued ID presented at check-in.
- AWS can resolve naming issues in advance by phone. Unresolved naming issues may require exam rescheduling and additional fees.

Exam Accommodations

If you have a documented disability that prevents you from taking an exam under standard conditions, you may request accommodation when registering for the exam. This request must be done when you register through the Certification Application Portal.

For special accommodations that AWS provides, refer to:
ADA Accommodations.

Rescheduling / Cancellations / Refunds

Circumstances may arise that will require candidates to reschedule or cancel the exam. Appointments must be rescheduled or canceled well before the exam date, or exam fees are forfeited. Details can be found HERE.

- Prometric appointments for both domestic and international candidates may be rescheduled by calling Prometric or visiting the Prometric website. Additional fees may apply.
- Domestic candidates may cancel or reschedule their Part B exam by downloading and completing a Change of Site/Cancellation Form and emailing it to Certification@aws.org.
- International candidates may contact their selected Agent to cancel or reschedule their Part B exam and determine the Agent's refund policy/procedures.

Important

For more details regarding Exam Preparation, What to Expect at Testing Center, and Rules for the Examination, please refer HERE.

AFTER THE EXAM

Exam Result Reporting

Passing Score

The **minimum** passing score for **each CWI exam part** is 72%.The percentage is calculated by dividing the total number of correct answers by the total number of questions. **The scores are reported to the nearest lower whole percent number.**

Preliminary CBT Exam Score Report

A preliminary Prometric exam score report will be emailed directly to the candidate within twenty-four hours of completing the CBT exam. A sample Prometric Score Report is provided in Appendix C of this Guide.

AWS Official Score Letter

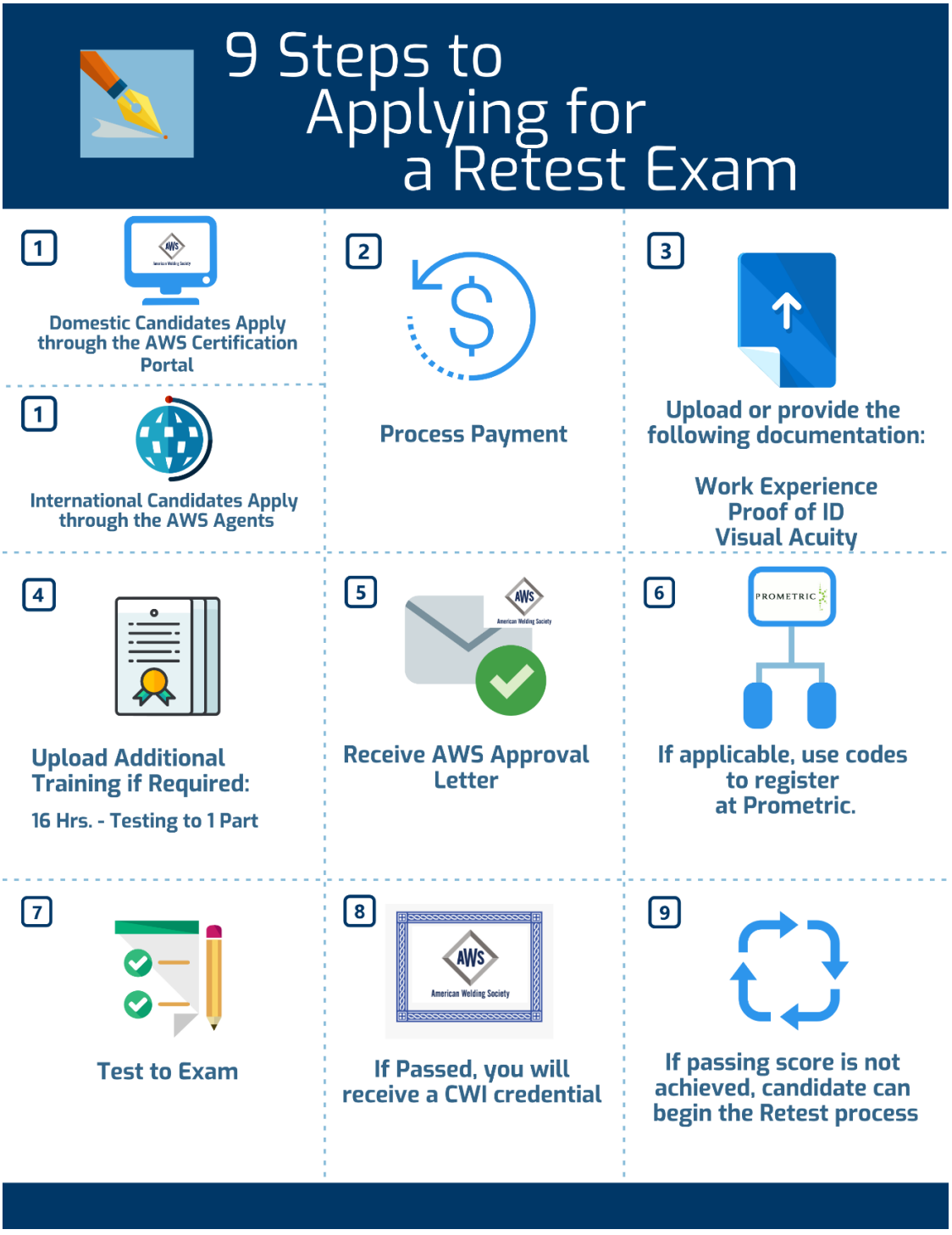
Candidates will receive their AWS Official Score Letter via email approximately two (2) to four (4) weeks after completing the final exam part at the Prometric Testing Center. The AWS Official Score Letter contains scores for the two CWI Exam parts. A sample version of the AWS Official Score Letter is provided in Appendix D of this Guide.

Confidentiality of Examination Scores

AWS will release the individual examination scores ONLY to the candidate.

Retaking the Exam

Candidates who do not pass Part B and Part C of the CWI by IIW Waiver exam on the first try may retest to that failed exam part up to a maximum number of (3) times within a three-year period, commencing on the original test date.



The first retest is permitted without additional training in the failed exam area. The 2nd or 3rd retest requires proof of additional training of 16 hours.

Receiving the CWI Credential

Six to eight weeks after CWI Exam scores are confirmed, AWS will issue all new Certified Welding Inspectors a serialized (unique) CWI number, Official Certificate, Wallet Card, and Stamp.

Certifications can be viewed through the AWS Member Portal and the AWS QuickCheck webpage. To replace a Certificate, Wallet Card, or Stamp, complete and submit the order form located HERE.

Important

For more details regarding the Policies and Procedures, please refer HERE.

Renewals

Renewing the CWI Credential

CWI Certification is valid for three years from the date of issue. CWIs who can demonstrate continued work experience in the welding industry may renew their credential for a further three years by applying via the Certification Application Portal. CWI renewals are limited to two consecutive three-year periods after which recertification is required.

Note: AWS may send reminder notices, but it remains the responsibility of the CWI to renew their certification credential or recertify on time.

CWIs who fail to renew or recertify by the expiration date will be listed as having an expired credential. Renewals submitted after the administrative 60-day grace period but within one year of expiration may be accepted for renewal; however, administrative late fees may be applied.

For complete details on the renewal and recertification process and all options refer to AWS QC1:2016-AMD1 Clause 15.

Nine-Year Recertification

After eight (8) years and one (1) month, CWIs who wish to recertify may submit a 9-year recertification application via the Certification Application Portal.

A CWI due for Recertification in the 9-year cycle only has a 60-day grace period after expiration before it is permanently expired.

A CWI can recertify through any of the following non-exam and exam options:

Non-Exam Options:

- 80 PDHs
- 9-year recertification course

Exam Options:

- CWI Part B Practical Exam
- Previous CRI Certification
- CWI Endorsement Exam

***Note**:* An additional CWI endorsement achieved within 9 years prior to recertification may be eligible.

APPENDIX A: SAMPLE AWS CONFIRMATION LETTER

American Welding Society

AWS Confirmation Letter

I. VERIFICATION OF CANDIDATE CONTACT INFORMATION:

Please verify your contact information and contact AWS immediately should any corrections be necessary.

AWS Member No.:	5896321
Full Name:	John Doe
Address:	8669 NW 36 St.
	Miami, FL 33166
Email:	Jdoe@ymail.com

II. VERIFICATION OF EXAM INFORMATION:

Please verify your exam information and contact AWS immediately should any corrections be necessary. Please note that changes cannot be made at the testing facility and rescheduling an exam may result in forfeiture of seat fee.

Part B Practical:

Exam Type:	CWI - Part B
Language:	English
Exam Date:	5/22/2021
Exam Group:	CWI - Nashville, TN04521 - May - Group 1
Check-in Time:	7:00 - 7:25 AM
Exam Start Time:	7:30 AM
Location:	Ironworkers Local Union No. 492
	2524 Dickerson Road
	Nashville Tennessee 37207
Site Code:	**TN04521**

Package Type:	
Exam & Seminar	
Seminar Start Date:	5/16/2021
Seminar End Date:	5/21/2021

APPENDIX A: SAMPLE AWS CONFIRMATION LETTER (Pg.2)

Prometric Exam(s):

Language: English

Exam Type	Eligibility ID	Eligibility Start Date	Eligibility End Date
CWI - D1.1 Structural Steel Codebook Part C	AWSAPP233517	5/22/2021	1/17/2022

III. SCHEDULING AND PREPARATION:

If you are taking a Prometric exam, you must schedule your exam(s) at a convenient test center of your choosing through our partners at Prometric. Please follow the steps to schedule your appointment:

1. Go to www.prometric.com/aws or call 1-800-864-5257
2. Click on Schedule My Test
3. Select your Country and State
4. Enter Eligibility ID and First 4 Characters of Last Name
5. Select location
6. Select available date and time
7. Receive confirmation letter from Prometric

The following content must be reviewed by the candidate prior to taking his/her exam(s) in order to be fully prepared for testing. Failure to do so may result in forfeiture of exam fees, or disqualification from taking the exam.

- Letter for CBT Candidates http://www.aws.org/candidate-ltr-cbt
- Applicant Seminar Information (only applicable to candidates taking an AWS Seminar) http://www.aws.org/certification-cwi-seminar-reg-ltr
- Applicant Instructions http://www.aws.org/cwi-cbt-applicant-instructions
- AWS QC1 http://www.aws.org/library/doclib/QC1-2016.pdf
- AWS Policies and Fees http://www.aws.org/library/doclib/refundPolicy.pdf
- AWS B5.1 https://pubs.aws.org/content/free_downloads/B51-AMD1-Print.pdf
- Prometric Video – What to expect on Test Day * https://vimeo.com/190759122
- Prometric Test Delivery Tutorial * https://www.prometric.com/_layouts/results/index.html
- Prometric US & International Contact https://www.prometric.com/aws

APPENDIX B: SAMPLE PROMETRIC CONFIRMATION LETTER

To: John Doe
8669 NW 36 St.
Miami, FL 33166

Date: 29 Mar 2021

Prometric
1501 South Clinton St
Baltimore, MD 21224
United States

Subject: Confirmation of computer-based **AWS API 1104 Pipeline, #8868000000929815**

Your appointment for the computer-based **AWS API 1104 Pipeline** is confirmed. Please find the confirmation details that follow:

Confirmation:	**8868000000929815**
Program:	**American Welding Society**
Exam Code:	**SIEA**
	AWS API 1104 Pipeline
Exam Date:	**31 Mar 2021**
Exam Time:	**09:30**

Prometric Test Center:
Thomson Prometric Testing Center
8240 NW 52nd Ter.
Ste 400
Doral, FL 33166

GLOBAL TEST CENTER SECURITY PROCEDURES

Prometric takes our role of providing a secure test environment seriously. During the check-in process, we inspect any and all eyeglasses, jewelry and other accessories to look for camera devices that could be used to capture exam content.

- You will be required to remove your eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at check-in and again upon return from breaks before you enter the testing room to ensure you do not violate any security protocol.
- Jewelry outside of wedding and engagement rings is prohibited. Please do not wear other jewelry to the test center. Hair accessories, ties and bowties are subject to inspection. Please refrain from using ornate clips, combs, barrettes, headbands, tie clips, cuff links and other accessories as you may be prohibited from wearing them into the testing room and asked to store them in your locker. Violation of security protocol may result in the confiscation of prohibited devices and termination of your exam.

IDENTIFICATION POLICY

You will be required to present one valid, unexpired and original government-issued photo ID with a signature, such as a driver's license, passport, national ID or military ID. In cases where a primary government-issued photo ID does not have a signature, a second (2nd) ID with signature must be presented.

RESCHEDULE / CANCEL POLICY

If you wish to change your exam date, time, or location within the same testing window, there is no charge if the change is made more than 30 calendar days prior to your scheduled appointment date. In between 29 and 2 calendar days prior to your scheduled appointment date, there is a $35 fee to either cancel your appointment or reschedule the appointment to another day.

If you cancel or reschedule your appointment less than 2 calendar days prior to your scheduled test date, you may not reschedule, and cancellation of your appointment will require that you re-apply with AWS in order to schedule another exam.

ADDITIONAL INFORMATION

Important Guidelines for testing During COVID-19

https://prometric-4562417.hs-sites.com/?hs_preview=KhVSEZiH-30068366739

PERSONAL DATA COLLECTION & PROCESSING

You have consented to the collection and processing of your Personal Data, and biometrics, where required by your Test Sponsor.

Sincerely,
Prometric
www.prometric.com

APPENDIX C: SAMPLE CWI PROMETRIC SCORE REPORT

First Name Middle Name Last Name

Prometric
Building 3
Co. Louth Louth
Ireland
Postal/Zip

American Welding Society®

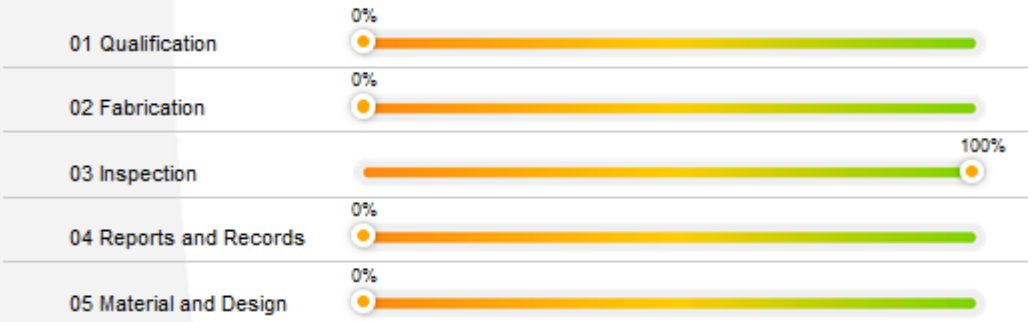
72% and Above

Test Date: May 25, 2020
Confirmation Number: 0000000000012345

{Examination Name}

Your preliminary score on this exam is 72% or better. Please consult the AWS governing standard for how this score may impact your application for an AWS credential.

The bar graph displays the percent of questions you answered correctly for each content area. Each bar represents a scale of 0% to 100% from left to right. The circle on each bar indicates the percent correct for that content area. The closer the circle towards the right, the higher percent the number of questions you answered correctly. The information is intended to provide you with information of the relative strengths and weakness across content areas.



This letter of completion does not constitute a certification or proof of an AWS certification of any kind. More information about your performance on this exam and corresponding credentials will be provided by AWS.

ABCKJEUTL4LM

This exam was delivered by
PROMETRIC

Visit https://scorereports.prometric.com to validate

APPENDIX D: SAMPLE AWS OFFICIAL CWI SCORE REPORT

American Welding Society®

Certified Welding Inspector (CWI)

Score Report

123456
John Doe
8669 NW 36 St.
Miami, FL 33166
US

Exam Status: Pass
Certified Welding Inspector
Exam Part Passing Score: 72

Congratulations! You were a CWI applicant through the CWI by IIW Waiver program and this is a report pertaining to your test performance. Your examination results qualify you for CWI certification.

Below are your examination results reflecting your performance on the CWI examinations. CWI certification requires a passing score of 72% or greater for each part of the exam. The percentage is based on the total number of correct answers divided by the total questions in each part of the exam. Your results are shown below:

Exam Type	Score
CWI – Part A	Exempt due to IIW diploma
CWI - Part B IIW	84%
CWI - Part C API 1104 Codebook	91%

Your performance of each examination part by content category can be found in the next section. Your certificate, wallet card, and official AWS stamp will be mailed to you within 4-6 weeks from the receipt of this letter. AWS QuikCheck is updated to reflect this new certification.

NOTE: It is your responsibility to contact AWS if you have not received your Credentials within 120 days of receiving this letter. After these 120 days, you may incur additional charges to order a duplicate.