



Certified Welding Educator (Non-Exam) Program Package

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CWE Program Information

The **Certified Welding Educator Program (CWE)** is geared for the welding professional specifically in the welding *education* field. This AWS certification confirms your ability, talent and knowledge to specifically direct and perform operations associated with welder training and classroom instruction. The **CWI** and **CWE** exams are identical; however the *Part C: Code Book* portion is ***not*** a requirement for the **CWE** certification. Both certifications (**CWI** and **CWE**) may be achieved simultaneously. Please check the appropriate box located on the top-left corner of the **CWI/CWE Exam Application** whether you applying for one or both certifications. It is *mandatory* that you also submit the **CWE Welding Instructor Credentials** form along with the ***completed* CWI/CWE Exam Application**.

Listed for your information are the following items. Please review these items carefully before applying for the **CWE** exam:

- QC5-91, *AWS Standard for Certification of Welding Educators*
- AWS Exam Cancellation Refund Policies and other Fees
- Seminars and Examinations Schedule
- AWS Certified Welder Program Brochure
- AWS Price List
- CWI/CWE Exam Application

If you are a current **SCWI**, **CWI** or **CAWI**, **and** you meet the Certified Welding Educator criteria outlined below, no testing is required for the **CWE** certification. Simply complete the **CWE Short Form Application**:

- Teach full or part-time in a classroom environment.
- Hold a valid welder certificate.
- Written recommendation from your teaching supervisor attesting to your teaching qualifications and ability.

The standard application processing time is (6) weeks. Please be advised that you will be notified (6) weeks **AFTER** your application has been submitted. We strongly urge applicants to please allow the (6) weeks processing time so that we at AWS may efficiently and accurately serve your certification needs.

We cannot guarantee space at an exam site if the application is received after the application submission deadline. We understand that sometimes circumstances may result in missing deadlines so a Fast Track Process Fee is available. **APPLICATIONS CANNOT BE FAXED IN**, so please be prompt in submitting your application. We recommend you use priority mail with tracking options when mailing your application. If you choose to mail your application via overnight delivery, please mail directly to: **American Welding Society, Certification Business Unit, 550 NW LeJeune Road, Miami, Florida, 33126. PLEASE RETAIN A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS.**

All checks and money orders should be made payable to AWS. Payments **must** accompany your application. Please provide a copy of the S.E.N.S.E. certificate **or** original letter from your organization, verifying your employment in order to qualify for a discount on fees

If you have questions, please contact the Certification Business Unit at (800) 443-9353, ext. 273.



American Welding Society

550 NW LeJeune Rd Miami, FL 33126
(800) 443-9353 or (305) 443-9353, ext. 273
FAXED OR EMAILED APPLICATIONS ARE NOT ACCEPTED

CERTIFIED WELDING EDUCATOR NON-EXAM & RENEWAL APPLICATION

LAST NAME												FIRST NAME												MI	

DATE OF BIRTH MM/DD/YY				U.S. SOCIAL SECURITY NUMBER									
				X	X	X		X	X				

1. PLEASE CHECK ONE OF THE FOLLOWING:

CWE (new applicant)* CWE Renewal**

If New Applicant, CWI or CAWI #: _____

If Renewing, CWE #: _____

Expiration Date: _____

AWS Member #: _____

Are you employed by an AWS S.E.N.S.E. program participating organization? Yes No

If yes, the Facility name: _____

NOTE:

* For CWE new applicants, you must have passed parts A and B of the CWI exam, have the CWE welding instructor credentials form completed by your teaching supervisor and provide proof of welding certifications you have earned.

** For CWE renewal applicants, you must complete the application and have the CWE welding instructor credentials form completed by your teaching supervisor.

4. METHOD OF PAYMENT

PAYMENT MUST ACCOMPANY YOUR APPLICATION.

Check or money order # _____

VISA MC AMEX Diners Discover

CC#: _____ / _____ / _____ / _____

EXP DATE: _____ / _____ / _____

SIGNATURE

AWS USE ONLY

Acct #: _____

Date: _____

Amt\$: _____ CWEN / CWER / CWERS

2. PLEASE PROVIDE THE FOLLOWING INFORMATION:

MAILING ADDRESS

ADDRESS CONT'D **APT No.**

CITY AND STATE / PROVINCE / COUNTRY **ZIP CODE**

HOME TELEPHONE NUMBER **WORK TELEPHONE** **FAX TELEPHONE NUMBER**

E-MAIL ADDRESS

3. TESTIMONIAL: (this section must be notarized)

I hereby certify I have read the requirements contained in the *QC-5 Standard for AWS Certification of Welding Educators*. Further, I agree to comply with the existing requirements and any subsequent requirements that may be instituted by AWS. I certify the information I have included on this application is true. I understand any false statements will nullify this application. I give AWS permission to verify this information. I agree to comply with the provisions set forth in the Standard concerning the administration of my examination and certification. Upon obtaining my certification, I give AWS the right to reveal my certification status as it relates to my validity and expiration date only. I further understand any information that is incomplete or missing will place my application on a conditional basis. Therefore, test results will not be released until all obligations are fulfilled.

Applicant's Signature _____ Date: _____

THE FOLLOWING IS TO BE COMPLETED BY THE NOTARY PUBLIC

Sworn to and subscribed before me this _____ day of _____ 20____.

My commission expires _____ Notary Public Signature _____ (seal and/or stamp is REQUIRED)



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**CWE WELDING
INSTRUCTOR CREDENTIALS**

CWE APPLICANTS: PLEASE HAVE THIS FORM COMPLETED BY YOUR TEACHING SUPERVISOR OR PERSONNEL MANAGER WHICH MAY BE SUBSTITUTED WITH A WRITTEN VERIFICATION LETTER SIGNED. ALSO, A COPY OF A VALID AWS CERTIFIED WELDER ID/CERTIFICATION CARD OR ITS EQUAL, OR SHALL PASS A VALID AWS CERTIFIED WELDER TEST, FOR THE WELDING PROCESS TO BE TAUGHT MUST ACCOMPANY THIS FORM FOR NEW CWE APPLICANTS.

Name of Applicant: _____

CHECK: University 4-YR College 2-YR College Vo-Tech High School Private or Union Company

Institution Name: _____

Institution Address: _____

City: _____ ST/Prov.: _____ Zip: _____ Country: _____

A. STATEMENT OF INSTRUCTIONAL METHODS REQUIRED AT THIS INSTITUTION

List the subjects/processes that you teach at your institution/company. For each subject/process, provide information on the duration of training and how much time is spent between classroom and laboratory. Describe how students in your courses are evaluated and what documentation is furnished to track the completion of instruction at your institution. Also describe how you as an instructor are evaluated.

B. CONFIRMATION OF INSTRUCTIONAL METHOD DELIVERY

The applicant's administrator, direct supervisor or personnel manager shall provide a brief statement attesting to the accuracy of the above description of the applicant's performance as a welding educator, followed by a formal recommendation for certification as an AWS Certified Welding Educator.

**** NOTE: SELF-EMPLOYED OR CONTRACT APPLICANTS, IN LIEU OF THIS SECTION, MUST PROVIDE TWO LETTERS OF REFERENCE ON COMPANY LETTERHEAD FROM SEPARATE CLIENTS, ATTESTING TO THE NATURE OF WORK ASSIGNMENTS DURING THE PERIOD OF PERFORMANCE. IF THE EMPLOYER IS NO LONGER IN BUSINESS, PLEASE INCLUDE A COPY OF THE W2 FORM.**

I recommend that _____ be recognized for certification as an AWS Certified Welding Educator.

NAME (PRINT) _____ SIGNATURE _____

TITLE _____ DATE _____