**REGISTERED IFIA NON-MEMBER COMPANIES**

**HOW TO MAKE AN APPLICATION FOR THE PETROLEUM INSPECTOR CERTIFICATION EXAMINATION – USA AND CANADA**

**To start the booking process,** please go to the IFIA website at:

http://www.ifia-federation.org/content/petroleum-inspectors-certification-programme/application-process-for-non-ifia-members/

**BRANCH BOOKING FORM**

**If you do not have a branch booking code issued by IFIA,** please complete the **Branch Booking Form**, using the link at the bottom of the webpage. Click on the 'submit' button when the form has been completed.

This form provides the address, invoicing and contact details for your branch which will be used for all communications regarding the IFIA examinations.

**The contact person listed should be the person responsible for making examination appointments for candidates.** You may wish to use a single country or regional contact, rather than having a contact for each branch - in this case please complete only one branch booking form, but make sure that the contact person chosen is able to make examination bookings for all candidates. The form only needs to be completed the first time you send inspectors for the examination.

When the Branch Booking Form has been submitted and checked, you will be sent a branch booking code - please keep this safely as you will need it for all inspector application forms and when making examination appointments.

**If you have not received your branch booking code within ten working days, please contact exams@ifia-federation.org.**

**The branch booking code must be entered on all application forms, and included in all emails to exams@ifia-federation.org**

**APPLICATION FOR CERTIFICATION FORMS**

Please submit your application for certification forms as early as possible in the booking month, so that all paperwork can be completed in good time. An application for certification form must be submitted for each candidate.

The Application for Certification Forms must be completed online at:

http://www.ifia-federation.org/content/petroleum-inspectors-certification-programme/application-process-for-non-ifia-members/

Click on "Application for Certification: US and Canada" in the Online Forms box at the bottom of the page.

Fill in a form for each candidate, including the branch booking code. Make sure that the candidates' names are completed correctly, and match the name as shown on their government issue photo ID. They will be required to show their ID when attending for examination, and the name on the application for certification form and on the government issued ID must match.

Please make sure that you select the correct examination language on the form (English, or Spanish), as it will not be possible to change the examination language on the day of the examination.

If you make a mistake, please **do not** submit a new form, but contact exams@ifia-federation.org for information on what to do.

**TRAINING RECORDS AND FIELD AUDIT SUMMARIES**

You must provide field audit summaries for all candidates. Please complete the summary form provided in the Inspector Field Audit Guide, which can be downloaded from http://www.ifia-federation.org/content/petroleum-inspectors-certification-programme/worldwide/

Training records must also be provided for all candidates taking the petroleum inspector certification examination for the first time. Please complete the Inspector Training Record Book, which can be downloaded from http://www.ifia-federation.org/content/petroleum-inspectors-certification-programme/worldwide/.

Please email all required training records and field audit summaries to exams@ifia-federation.org.

**INVOICING**

When your application for certification forms, field audit summaries, and training records (where applicable) have been received and checked, you will be issued with an invoice by IFIA Accounts (accounts@ifia-federation.org). The invoice must be paid in full before your applications can be approved and examination appointments arranged.

## <u>APPROVED APPLICATION FOR CERTIFICATION FORMS</u>

When payment has been received and your applications have been approved, the approved Application for Certification Forms will be returned by email to the branch contact (as shown on the branch booking form). The email will come from exams@ifia-federation.org.

The approved form will show the inspector's candidate number. This number must be quoted when making the examination appointments. Each registration is valid for one year and allows for one examination appointment for the named candidate.

If you do not receive the Application for Certification Forms within 7 days of payment of your invoice, please contact exams@ifia-federation.org, quoting your branch code. Do not submit the Application for Certification Forms again.

## <u>HOW TO MAKE YOUR EXAMINATION APPOINTMENTS</u>

1.  Select a test centre for each candidate and enter the test centre name, city and postal code (if available). To find your local test centres please go to: http://www.pearsonvue.com/IFIA and click on the 'find a test centre' button.

2.  Please telephone the examination provider, Pearson VUE, on 866-221-6725 to make your examination appointment. You will need to quote the name and candidate/inspector number of the candidate, and also the email address, postal address and telephone number of the branch contact (as entered on the branch booking form). Please make sure that anyone calling to make an examination appointment has this information, as without it, no examination appointment can be made.

3.  When an examination date and test centre has been agreed, you will receive an email confirmation from Pearson VUE (sent to the email address of the branch contact).

4.  On the day of the examination, please make sure that candidate attend at the correct time, and that they have with them:
    - **One valid, unexpired government issued photo ID (passport, driving licence, identity card)**
    - **Completed application for certification form (which includes their candidate/inspector number)**

    As part of the registration process, all candidates will be asked to provide a signature and will have their photograph taken.

5.  At the end of the examination, the candidate will receive a print out to say if they have passed or failed. Examination scores and certificates for successful candidates will be sent to the branch contact at the beginning of the month following the examination.

**IMPORTANT INFORMATION**

- If your candidate cannot attend their examination appointment, please contact PearsonVUE at 866-221-6725 to reschedule their appointment. You must do this at least 72 hours before the date of the examination. If you contact Pearson less than 72 hours before the examination, you will not be able to reschedule. No refund will be payable.

- If your candidate does not attend for his examination appointment they will be listed as a 'no show', and it will not be possible to reschedule their appointment.  No refund will be payable.

- If a candidate arrives for their examination, but the test cannot go ahead due to technical problems, the candidate will be given an incident number by the test centre. Please contact PearsonVUE at 866-221-6725 to arrange for a new examination appointment, quoting the incident number.

- In the unlikely event of a candidate arriving at a test centre to find that it is closed, please contact PearsonVUE at 866-221-6725 to arrange for a new examination appointment.

- Where a candidate attends for an examination on the correct date and time, and at the correct test centre, but the examination cannot go ahead due to technical problems; because the test centre is closed, or because Pearson VUE have made an error in the examination arrangements, IFIA will assist you in rescheduling the examination appointment and will extend the examination period if necessary.

Your candidates can prepare for the examination by studying the Test Questions and Answers available on the IFIA website at: http://www.ifia-federation.org/content/petroleum-inspectors-certification-programme/worldwide/


**Please contact exams@ifia-federation.org if you have any problems or any questions.  Please include your branch code in all emails.**