HIWT/ AWS CWI Registration Checklist

Important:

Hobart Institute of Welding Technology (HIWT) and the **American Welding Society (AWS)** have separate registration processes and fees. Each must be applied for and paid for individually. Fees and Registrations do not transfer from one entity to the other. During the registration process you will need to obtain data from HIWT and AWS to apply for both. Example, the AWS site code will need to be obtained from our website ~~a~~s you register for the AWS Exam. Specific steps will be explained below.

Registration for AWS (via the AWS Certification Application Portal) must take place 6 weeks prior to the selected exam date, otherwise you will be required to pay a fast-tracking fee. Though you may pay the AWS for a fast-tracking fee, it does not guarantee that HIWT will have an opening for the class and/-or the exam. It is important you follow the steps below to ensure availability.

It is recommended that you print this checklist and fill out each section & check off each step to assist with the registration process. If you are an HR Manager or Management/ Supervisor completing this process for your employee, it is recommended that the individual employee complete this process as there are specific requirements for the applicant, as the applicant is responsible for proper submittal and must register through the AWS with their own account.

For ballpark costs – see Page 11. Recommended pre-study – refer to website.

*HIWT Currently Instructs Part C using **AWS D1.1:2025** and **API 1104 22nd Edition***

☐ **Step 1**: **Determine a class start date and corresponding examination date & site code:**

Link to CWI Course Schedule: 2024 Classes- 2024 HIWT CWI Exam Dates & Codes

2025 Classes- 2025 HIWT CWI Exam Dates & Codes

Course Start Date & Site Code: _____

Course Site Code & Site Code: _____

☐ **Step 1b: Contact HIWT to verify course dates selected have openings.**

937-332-9500

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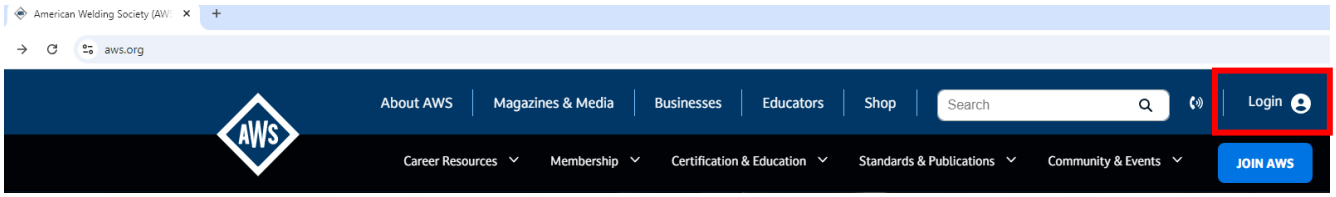
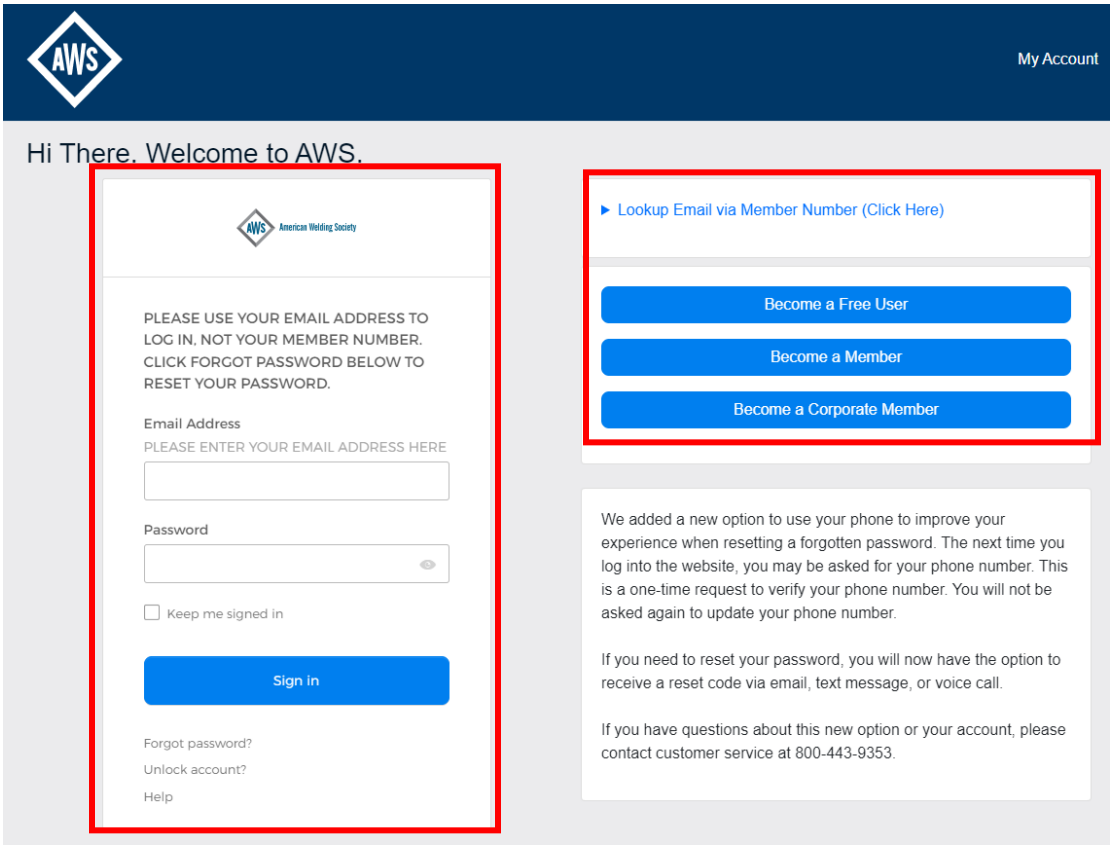
☐ **Step 2**: **Apply online with AWS** for the *AWS CWI Examination* via *the AWS Certification Application Portal.* Please note, any questions regarding AWS account information, AWS Registration, etc. – you must contact the AWS – 1-800-443-9353

☐ **Step 2a:** Go to www.aws.org and select the Login at the top right of the screen.



☐ **Step 2b:** The applicant will need to enter their existing login info OR create a new account. It is recommended that one becomes a member as there will be cost savings for Codebooks/ Specifications and AWS Registration Fees.



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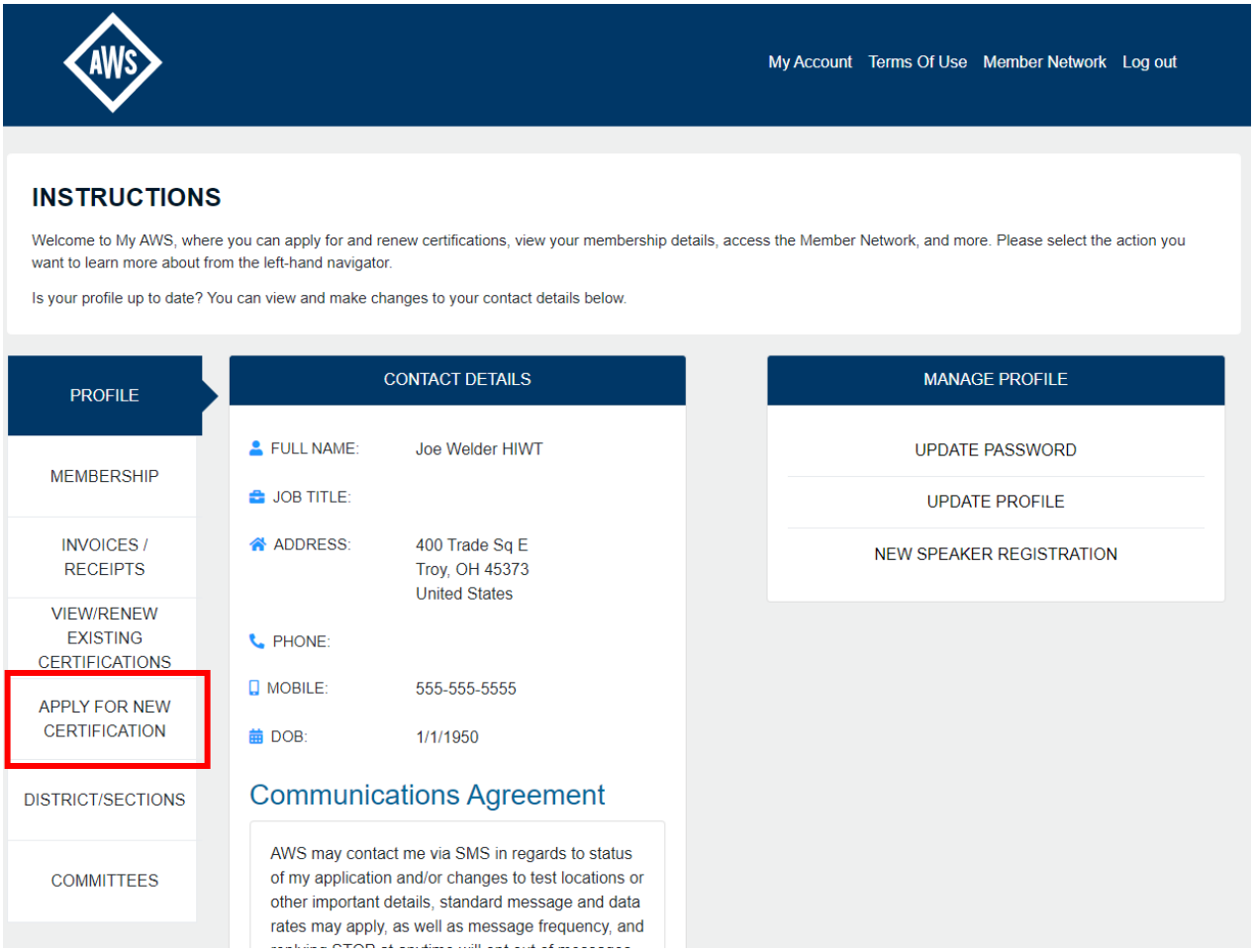
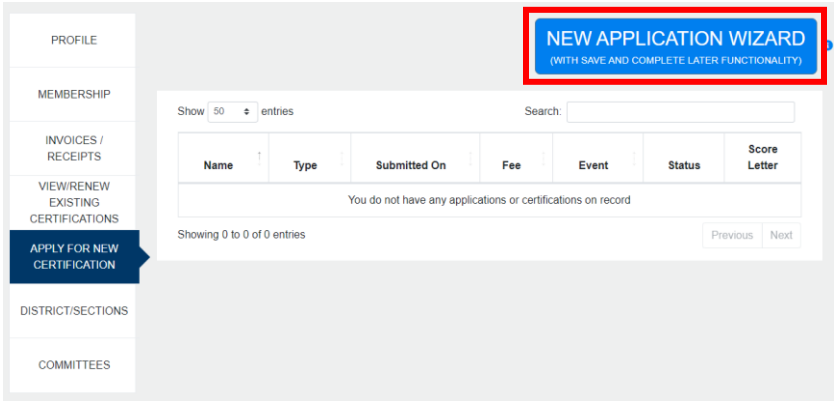
☐ **Step 2c: Apply for New Certification -** Once the applicant has signed up and has logged into their account, they will be directed to a screen like what is shown below. The applicant will need to select the “Apply for New Certification” link.



Step 2d: Select “New Application Wizard”



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☐ **Step 2e: Complete the application as shown on the AWS Website.**

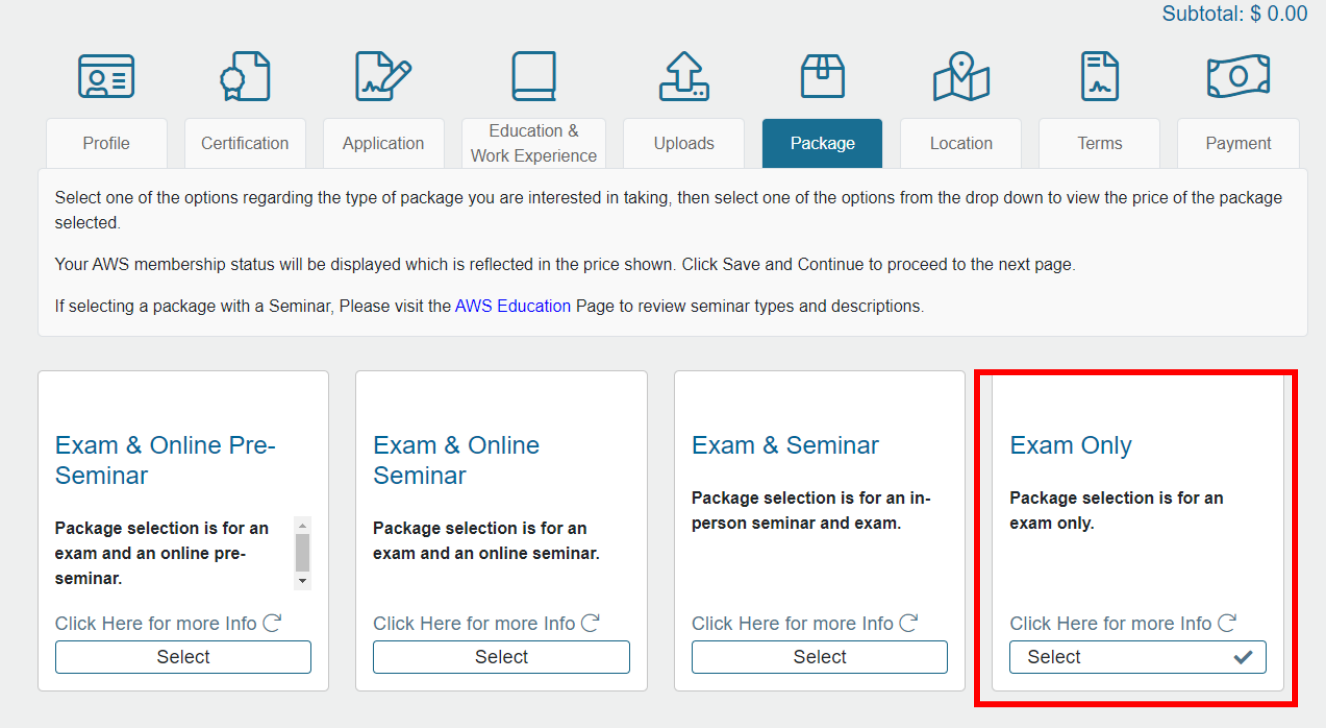
After completing the "Profile" tab, you will progress to the next tab labeled "Certification". You will need to select (click to select) Certified Welding Inspector (CWI). Once that is done, click the blue rectangle labeled "next" at the bottom of the screen.

☐ **Step 2f:** Fill out the Application, Education & Work Experience

☐ **Step 2g:** Upload the required documentation (Visual Acuity and Work Experience Verification).

☐ **Step 3: Select a Package:** This is a very important step as it relates to HIWT.

Be sure to select "EXAM ONLY".



☐ **Step 3a: At the bottom of the page, select from the drop down:**

- "Exam Only"
- "Third Party Training Provider"

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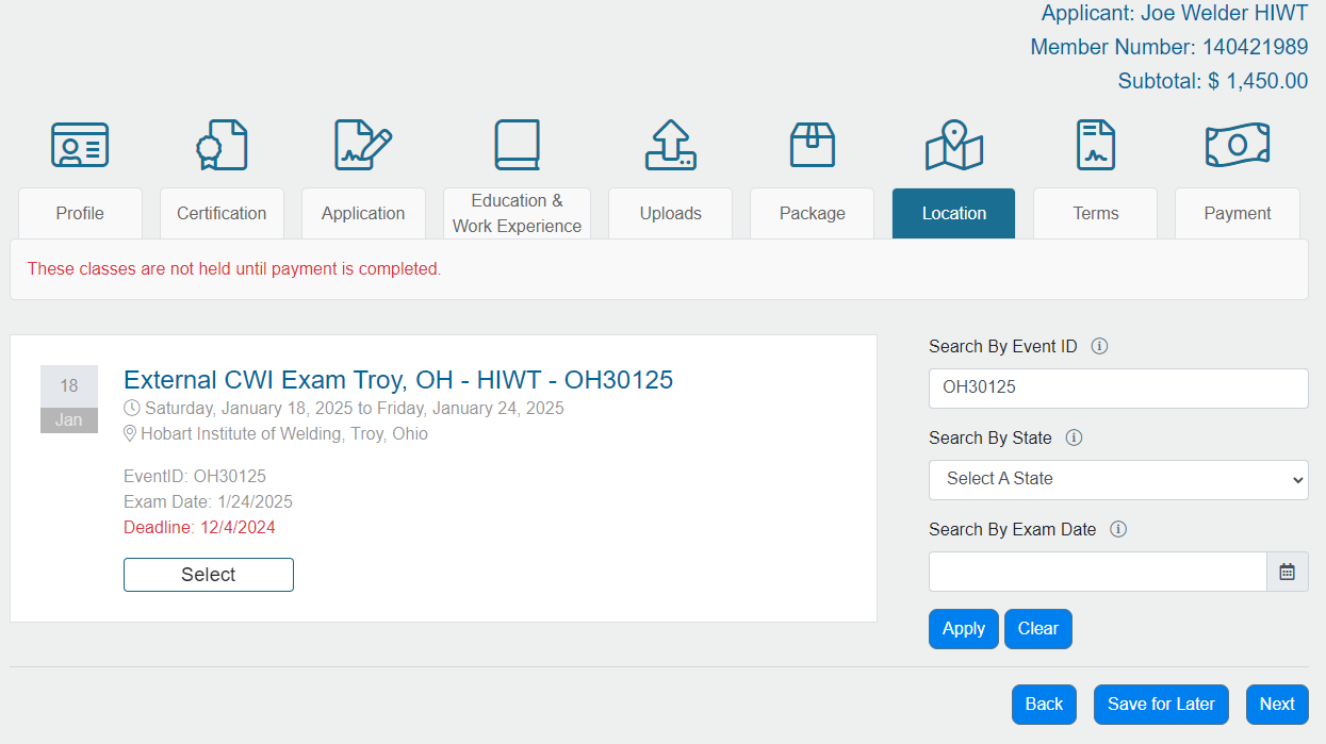
☐ **Step 4**: **LOCATION** – This is a very important step as it relates to HIWT.

The location you are selecting is for your **Part B Examination** at the end of our class (the 2nd Friday). Please ensure you select the right site code! Moving your examination site/date can be quite difficult through the AWS and you may miss the required examination dates.

Utilzing the site code obtained from the **HIWT Website**, insert the **HIWT Site Code** under "Search by Event ID" (example is OH30125). This will populate the specific Exam Date associated with the class dates you have selected.



☐ **Step 4a**: **Before you click "SELECT"** verify the class dates and exam dates with what is populated on the screen. Example for OH30125 (code is for demo only), The Part B Exam Date on the HIWT form is 1/24/2025. Verify this date with the exam date listed on the AWS Website. Once verified, select the event on the AWS Website. Then click "NEXT".

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☐ **Step 5**: **Complete the AWS Terms and Conditions and Submit Payment**

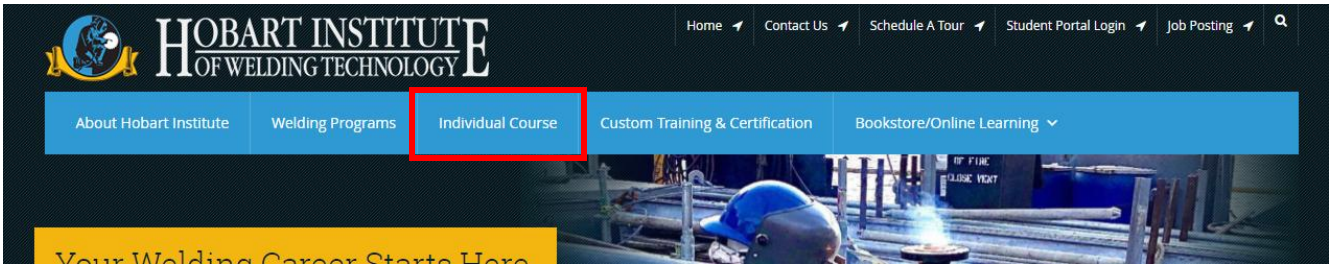
Recall that the payment submitted via the AWS Portal is ONLY for the CWI Exam and the Prometric Examination Fees. These fees do not apply to the HIWT course fees.

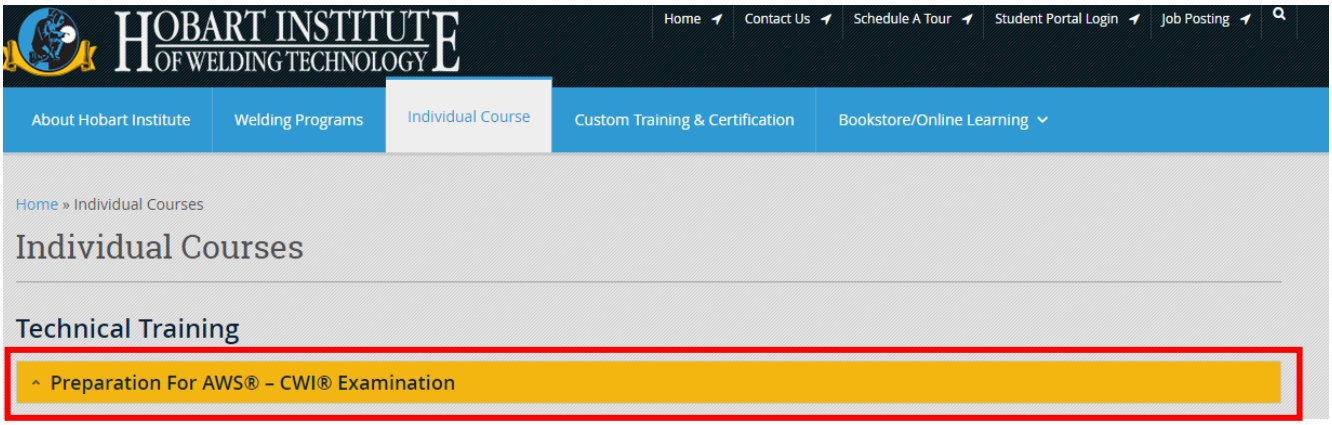
Congratulations. You are now one step closer to the CWI Course and Exam.

Now to complete the HIWT application and registration process.

☐ **Step 6**: **Navigate to the Hobart Institute website – www.welding.org**

Once you have arrived at the home page, select the tab labeled “Individual Course” and then select “Preparation for AWS – CWI Examination”. This will provide you with a dropdown of various links (some of which you have already visited).





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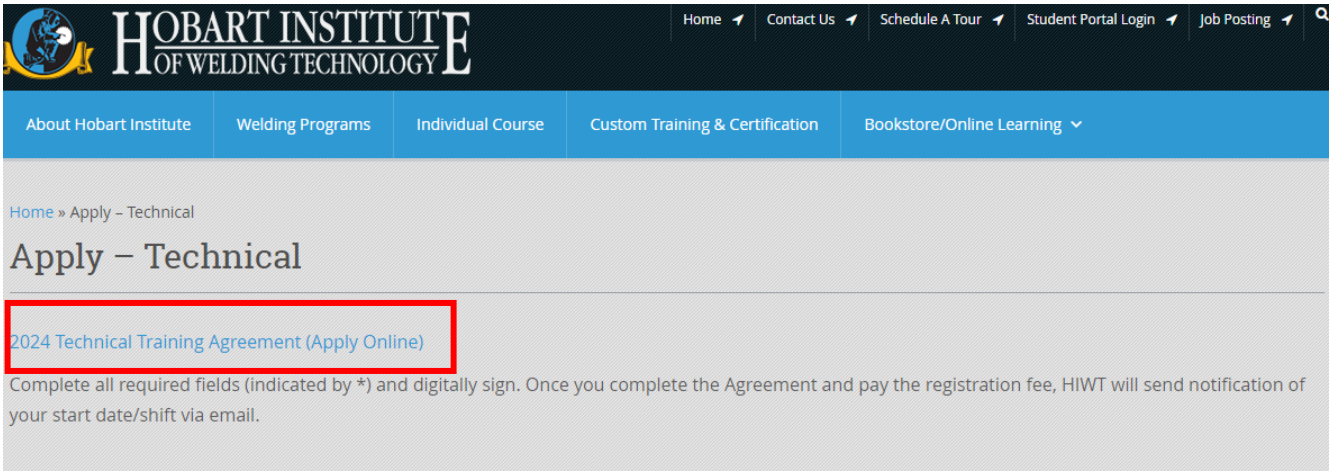
Step 6 – continued:

Select the blue hyperlink *"HIWT Technical Training Agreement (Apply Online)".* This will navigate you to another webpage which states in another blue hyperlink "2024 Technical Training Agreement (Apply Online). Please select the link.



You will be then redirected (in your web browser) to an Docusign webpage with our enrollment agreement. You are required to fill this out. Please fill out all necessary fields.

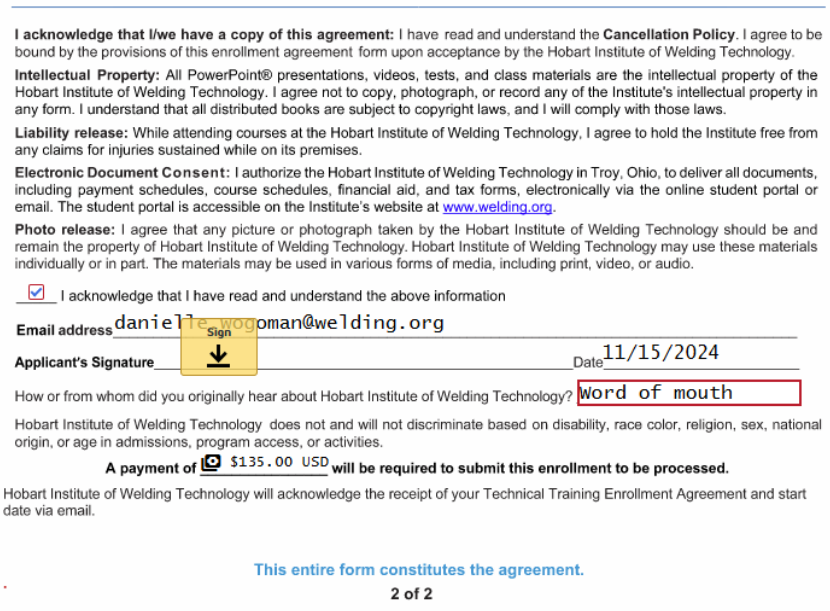
Step 6b – Selection of Course, Code and Alternate Date(s)

Once you reach the **"Course #"** portion of the enrollment agreement, please select **CWI540.** After that, select the Code to which you are testing (this will be the same exact Code you selected on your AWS Application)

Add the desired date and the alternate date (in the rare case class is full). The desired date should align with the date selected with your site code. Example give, site code is OH30125. Start date for that class (and exam) is 1/13/2025. This date is what you would record in the "desired" box. HIWT will contact you if the class is full. You should not have availability issues if you verify with HIWT at the beginning of the application process and register the day of the inquiry.

Again - This is why we urge you to contact HIWT during the application process to see if the class is full for the dates you wish to attend.

Step 6c – Digitally sign the enrollment form.



I acknowledge that I/we have a copy of this agreement: I have read and understand the **Cancellation Policy**. I agree to be bound by the provisions of this enrollment agreement form upon acceptance by the Hobart Institute of Welding Technology.

Intellectual Property: All PowerPoint® presentations, videos, tests, and class materials are the intellectual property of the Hobart Institute of Welding Technology. I agree not to copy, photograph, or record any of the Institute's intellectual property in any form. I understand that all distributed books are subject to copyright laws, and I will comply with those laws.

Liability release: While attending courses at the Hobart Institute of Welding Technology, I agree to hold the Institute free from any claims for injuries sustained while on its premises.

Electronic Document Consent: I authorize the Hobart Institute of Welding Technology in Troy, Ohio, to deliver all documents, including payment schedules, course schedules, financial aid, and tax forms, electronically via the online student portal or email. The student portal is accessible on the Institute's website at www.welding.org.

Photo release: I agree that any picture or photograph taken by the Hobart Institute of Welding Technology should be and remain the property of Hobart Institute of Welding Technology. Hobart Institute of Welding Technology may use these materials individually or in part. The materials may be used in various forms of media, including print, video, or audio.

☑ I acknowledge that I have read and understand the above information

Email address danielle.wogoman@welding.org

Applicant's Signature Sign Date 11/15/2024

How or from whom did you originally hear about Hobart Institute of Welding Technology? Word of mouth

Hobart Institute of Welding Technology does not and will not discriminate based on disability, race color, religion, sex, national origin, or age in admissions, program access, or activities.

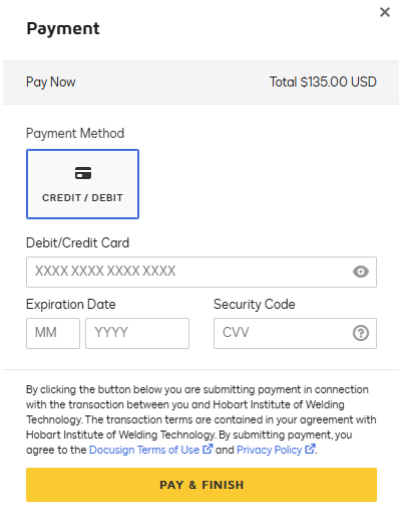
A payment of $135.00 USD will be required to submit this enrollment to be processed.

Hobart Institute of Welding Technology will acknowledge the receipt of your Technical Training Enrollment Agreement and start date via email.

This entire form constitutes the agreement.

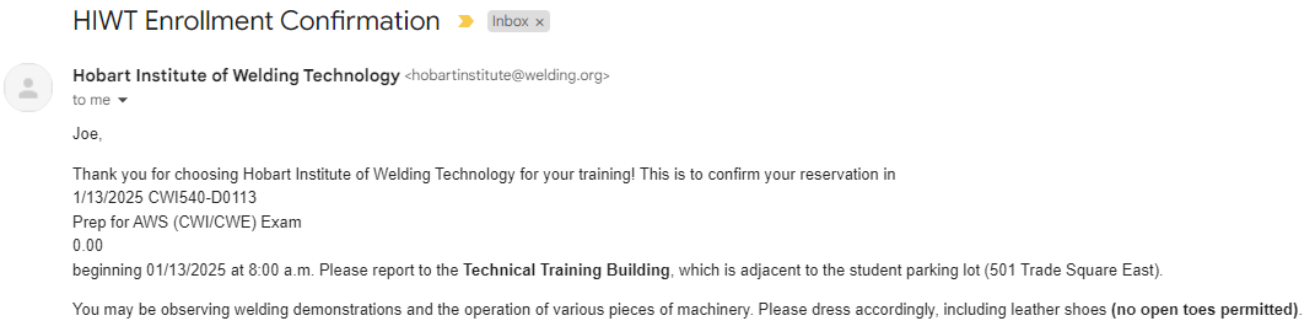
2 of 2

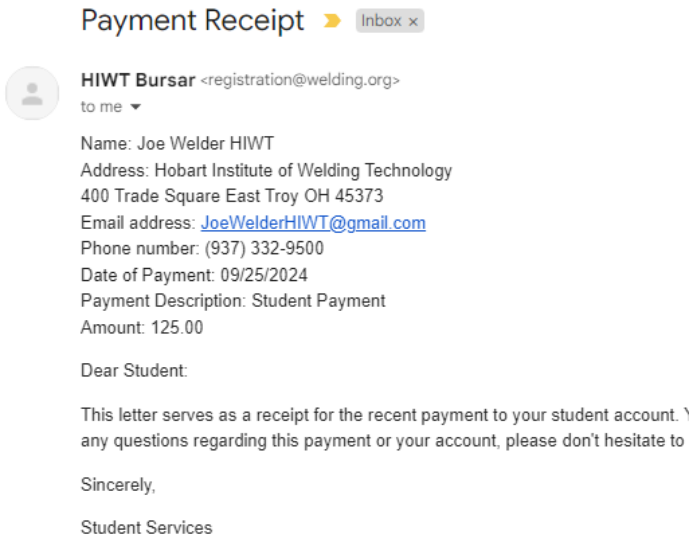
Step 7 – At the bottom of the page, you will see a yellow button that states "Finish". Click this and you'll be prompted to pay via credit card. Once you have done so and click "Pay & Finish", you'll be emailed a confirmation and receipt.



You'll then receive an email from Hobart Institute of Welding Technology with your completed Technical Training Enrollment Form.

Once HIWT has confirmed your enrollment, you will receive an email with important enrollment confirmation, including a separate email containing your receipt.





Payment Receipt Inbox ×

HIWT Bursar <registration@welding.org>
to me

Name: Joe Welder HIWT
Address: Hobart Institute of Welding Technology
400 Trade Square East Troy OH 45373
Email address: JoeWelderHIWT@gmail.com
Phone number: (937) 332-9500
Date of Payment: 09/25/2024
Payment Description: Student Payment
Amount: 125.00

Dear Student:

This letter serves as a receipt for the recent payment to your student account.
any questions regarding this payment or your account, please don't hesitate to

Sincerely,

Student Services

At this point, you have completed your registration for BOTH the AWS and HIWT. We look forward to seeing you soon and helping you advance in your career.

If you have any questions regarding the class itself, please contact the technical department at technical@welding.org or 937-332-9603.

Any questions regarding registration can be directed to 937-332-9500

Estimated Costs can be found on the next page.

HIWT/ AWS CWI Registration Checklist

Estimated Total Costs for HIWT Course CWI540 ***Preparation for AWS CWI Examination***

Please note, costs are estimates and may be higher/ lower than what is purchased. These numbers can be used to provide a general quote to management for the allocation of funds.

AWS D1.1 Code Path - Estimated Cost: $7503.00

API 1104 Code Path - Estimated Cost: $7208.00 *(main difference is cost of Standard/ Code)*

Cost Breakdown:

- **HIWT Course 540** – 2 weeks
  - $1850 Tuition
  - $300 Course Materials (This fee does NOT include a Code Book)

- **AWS Exam Fees** - $1485 (non-member), $1220 (member)

- **Code Book** - $760.00 (AWS D1.1:2025), $470.00 (API 1104 22nd Edition)
  - Non-Member Prices listed for Code Books.

- **Hotel** – Arrive 1 day before class, depart 1 day after class
  - 13 Nights @ Holiday Inn Express & Suites – Troy
  - 1 King Standard - $1361.40
  - Priced about 4 months from class

- **Rental Car** - Budget @ DAY Airport, Economy Car $525.65
  - It is recommended NOT to Uber/ Lyft to class each day.
  - Availability of Uber/ Lyft is very low in the Troy area.

- **Food** - ($50/day) (2024 M&IE Federal Rate is $59/ day)
  - 14 Days - $700

- **Flight/ Airfare** – varies greatly based on location.
  - Sample is based on Denver, CO to Dayton, OH, Premium Economy, Roundtrip
  - $524.95 + $40/ bag = $564.95
  - Priced about 4 months out from class. Expect flights to be approx.
  - $1000 or more if booked within a week or two from the date of travel.

Note - Estimate does not include one's salary that a company may pay.