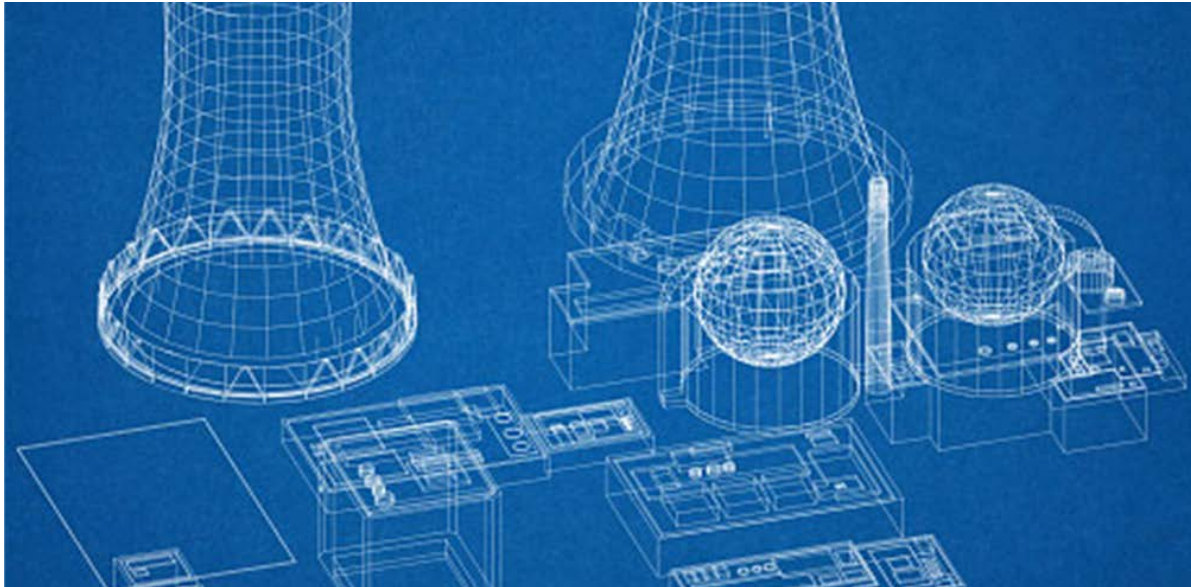


CA Connect NQA-1 Application

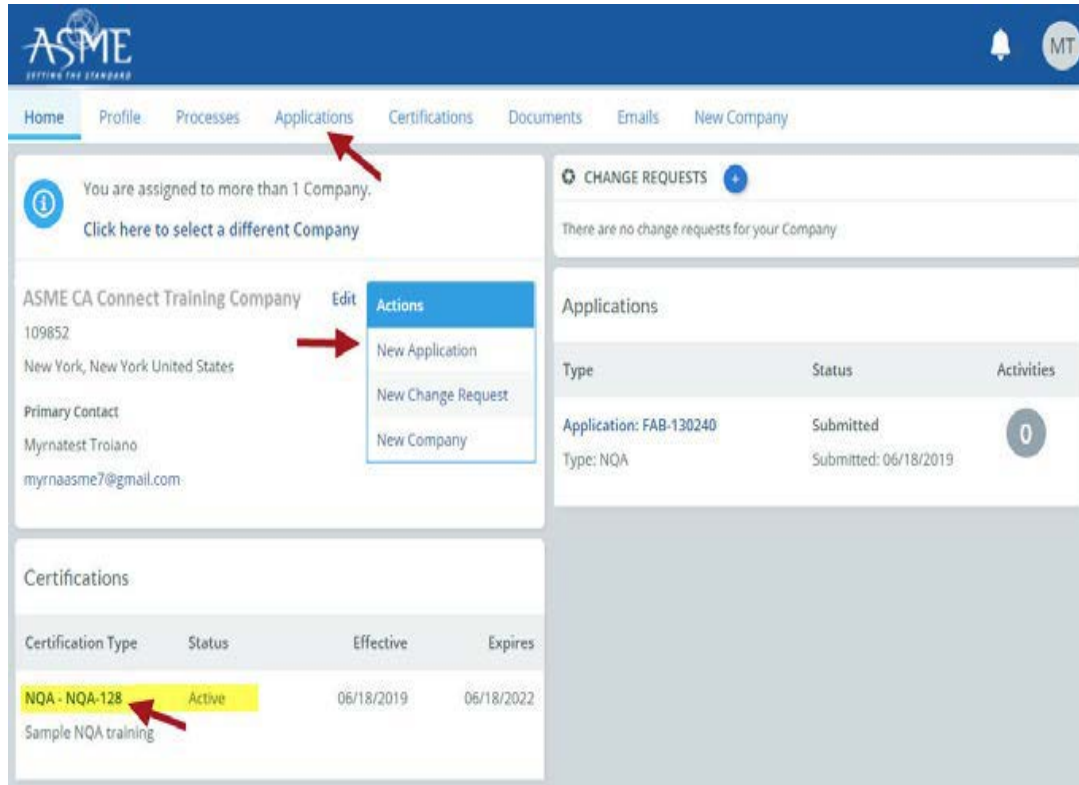


NQA Program – Renewal and New Application

The information required to process information and apply for certification/ accreditation is grouped and divided into multiple tabs and steps. The application tabs are **Profile**, **Certifications**, **Stamps**, **Travel**, **Billing**, and **Review**. Each tab consists of specific application details and downloading/uploading that are required and driven by the Program Type. In order to apply, you must complete all required information found in each of the tabs.



1. To begin the process of renewing your certification, you must be logged into CA Connect as the company's Primary Contact.
2. Once you log in,
 - a. If you are associated with a single company, you will be directed to your Company Dashboard.



- b. If you are associated with multiple companies, you will first be directed to a list of your companies.
 - 1) Once you select the Company, you will be directed to the Company Dashboard.



**Once you select the Company, you will be directed to the Company Dashboard.

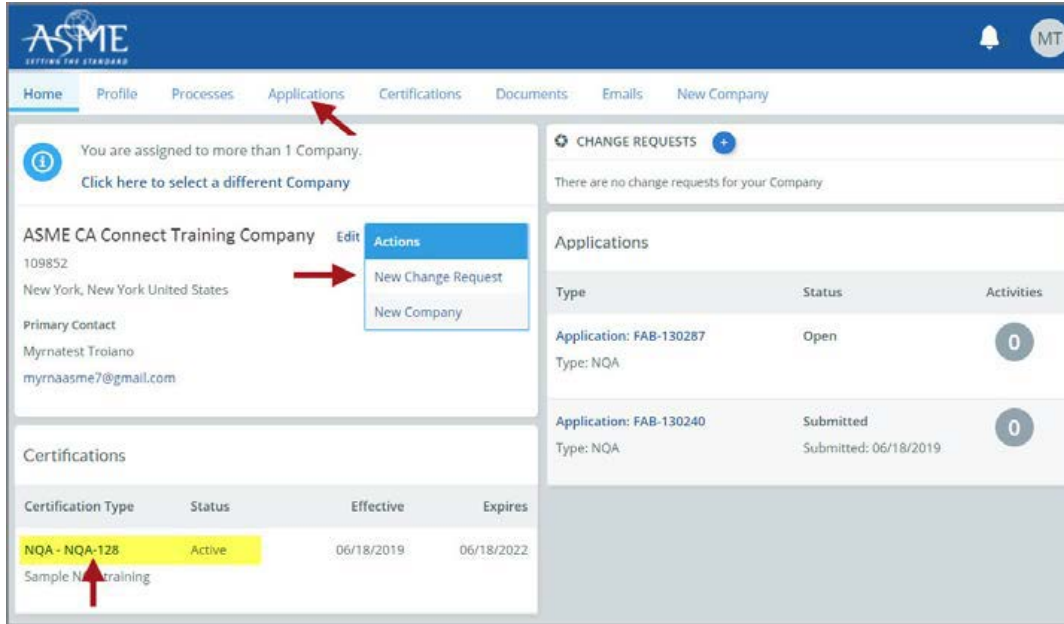
Name	Company ID	Location	Website
ASME CA Connect Testing Company	111012	New York, New York United States	www.training.com
ASME CA Connect Training Company	111011	New York, New York United States	www.training.com

If you do not see the Company you are looking for, please contact your representative and ask them to grant you access.

[Choose Persona](#) | [Logout](#)

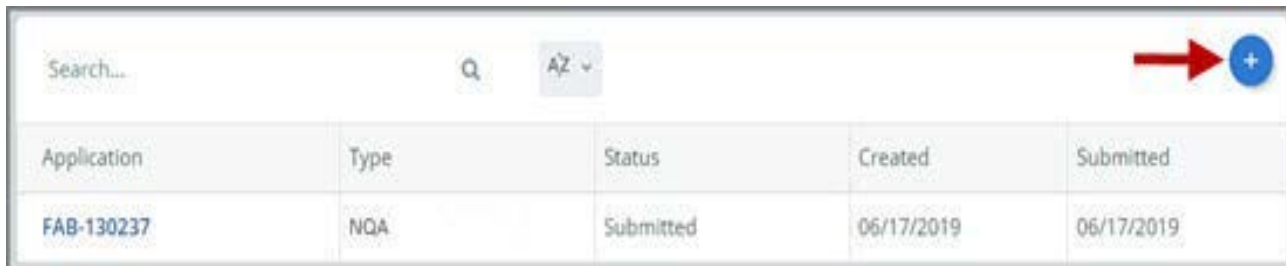


3. Select the **Applications** tab found on the Company Dashboard menu bar or the **New Application** link that is in the **Actions** box.



4. The **Applications** tab will open so that you can begin to create a renewal application for the certification you hold.

5. On the right side of your Applications page, click the **blue circle (+) icon** to create a new application.



6. The first application tab is the **Policies tab**. Review all information displayed on the tab.
7. Scroll down the page to the **Extension Policy** section.
8. If you want to see the policy relating to a Request for Extension, select the **General Downloads** link. You will be directed to the **ASME.org** website **Downloadable Resources** page.
 - a. After reviewing the **Downloadable Resources**, close the page and return to the **Policies Tab**.
9. Check **I have reviewed and agreed to the above policies** checkbox.

ASME
SETTING THE STANDARD

Home Profile Processes **Applications** Certifications Documents Emails New Company

ASME CA Connect Training Company
111011
New York, NY
www.training.com

Primary Contact
Jane Smith
jsmith@training.com
+1 (212) 5911111

Activities
0 No activities scheduled
There are no activities scheduled for this application at this time.

Processes
0 No active Application Process
No application processes have been started for this application.

Details Finance

Policies Certifications Stamps Travel Billing Review

Final Invoice
For reviews/Surveys conducted by ASME, a final invoice will be rendered. It will contain the fees and expenses of the ASME Designee. If there is a balance due to ASME, certificates and stamps cannot be issued until the invoice is paid.

Cancellation - Reviews/Surveys scheduled by ASME
Cancellation of review/survey dates scheduled by ASME is subject to a monetary penalty, deducted from the advanced deposit in the following schedule:

- \$2,000 for cancellation after acceptance of review/survey dates.
- \$3,500 for cancellation within 2 months of review/survey dates.
- \$6,000 for cancellation within 1 months of review/survey dates.

Extension Policy
In order to be eligible for an extension of the expiration date stated on a Certificate, the renewal application and all applicable fees, including advance payments, must be received not later than six (6) months prior to the expiration date on the Certificate.

This will ensure that the renewal process will be completed prior to the expiration date indicated on the Certificate. Furthermore, the Certificate Holder must indicate available dates more than nine (9) weeks prior to the expiration date of the Certificate when completing the Scheduling Information Form.

If ASME cannot schedule the review/survey on the dates included, then an extension will be granted.

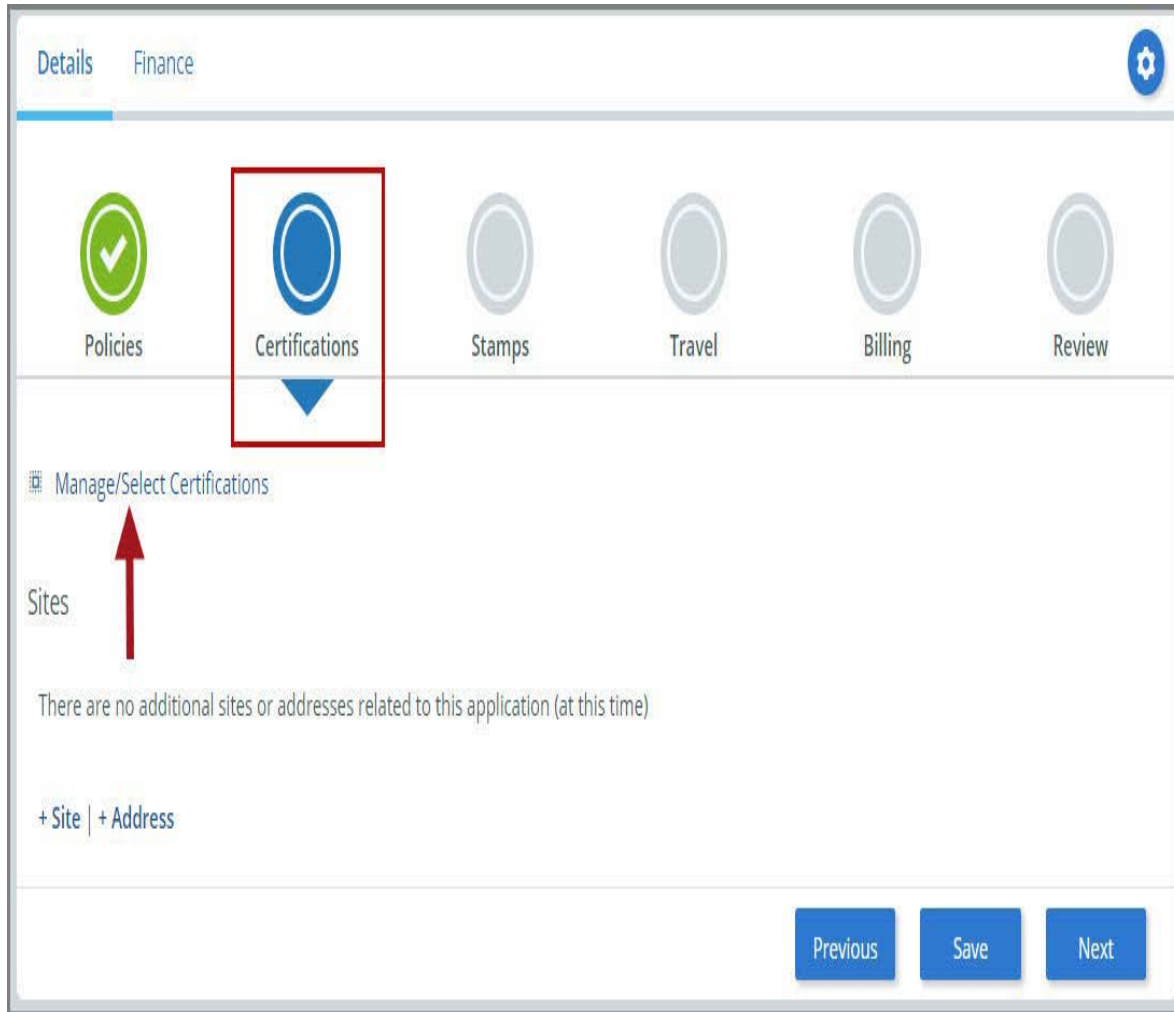
Please see the Policy on Request for Extension under **General Downloads** for more information.

I have reviewed and agreed to the above policies.

Next



10. The **Policies** tab is updated to reflect a green checkmark. The application data processing will advance to the **Certifications tab**.
11. Click the **Manage/Select Certifications** link or checkbox.



12. The Certificate Types form is displayed. Select the NQA Certificate Type.

13. When done, click **Apply** to continue.

Item	Certification
<input type="checkbox"/>	NQA - NQA-1 Quality Program Certificate
<input type="checkbox"/>	NQA (Additional 1) - NQA-1 Quality Program Certificate
<input type="checkbox"/>	NQA (Additional 2) - NQA-1 Quality Program Certificate

Apply Close

14. The NQA Certificate Type and Certificate Number that you are renewing will be added to the Certifications tab.

15. When done, click **Next** to continue.



The screenshot shows a software interface with a top navigation bar containing 'Details' and 'Finance' tabs. Below this is a row of six circular icons: 'Policies' (green with a checkmark), 'Certifications' (blue with a checkmark, highlighted by a red box), 'Stamps', 'Travel', 'Billing', and 'Review'. Underneath is a section titled 'Manage/Select Certifications' with a list of items, including 'NQA NQA-128' which has a checked checkbox and a red arrow pointing to it. Below this is a 'Sites' section with a message: 'There are no additional sites or addresses related to this application (at this time)'. At the bottom right, there are three buttons: 'Previous', 'Save', and 'Next', with a red arrow pointing to the 'Next' button.

16. The **Certifications** tab is updated to reflect a green checkmark. The application data processing will advance to the **Stamps tab**.
17. Click on the **Download Supplemental Form** link.
18. The **Supplemental Application Form** is downloaded to your local drive.
19. Complete the supplemental form.
20. Save the completed form on your local drive.
21. Click the **Upload Supplemental Form (PDF)** link.
22. Locate the completed supplemental form on your local drive and upload the form.
23. When done, click **Next** to continue.



Details Finance

Policies Certifications **Stamps** Travel Billing Review

Program Type
NQA

Upload Supplemental Form

Instructions: Please click the "Download Supplemental Form" button, then save it to your computer as a pdf file. Next, open the form, fill it out, and save the completed form to your computer as a pdf file.

Please upload the completed form via the "Upload Supplemental Form" button located below the "Download Supplemental Form" button.

Download Supplemental Form

Upload Supplemental Form (PDF)

Previous Save Next

24. The **Stamps** tab is updated to reflect a green checkmark. The application process will advance to the **Travel** tab.



25. The **Company Name** is displayed as a link under the Location Name label. Click on the link.

The screenshot shows a software interface with a 'Details' tab selected. At the top, there are six circular icons: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Travel' icon is highlighted with a red box. Below this is a 'Travel Recommendation' section with a table. The table has two columns: 'Location Name' and 'Status'. The first row contains the text 'ASME CA Connect Training Company' with a red arrow pointing to it, and 'Not Complete' in the status column. Below the table are 'Previous' and 'Next' buttons.

Location Name	Status
ASME CA Connect Training Company	Not Complete

26. The **Travel Recommendation Detail** form is presented.

27. The **Company Plant Address** is pre-populated and displayed in each of the designated fields.

Note: The **Plant Address** is required in order to complete the application. If the **Plant Address** is not pre-populated on the form, you will need to exit the application and contact CA Connect Customer Support.

28. You must enter the information for all required fields which are denoted with a red * asterisks.

29. Do not include dashes when entering Phone Numbers throughout the entire application. Be sure to include the 3-digit area code.

30. Enter the Hotel, Airport, and Emergency Contact information in the assigned fields.

31. When done, click **Save** to continue.



Travel Recommendation Detail ←

* Indicates required fields.

Location Details

Division Name
ASME CA Connect Training Company

Address Line 1
2 Park Avenue

Address Line 2

Country
United States

State
New York

City
New York

Zip/Postal Code
10016

Hotel

Name *

Address *

Country *
Select Country

City *

Zip/Postal Code

Phone *
- [] [] [] [] ext. []

Fax
- [] [] [] []

Miles from hotel to site *

Airport

Name *

City *

Miles from airport to hotel *

Transportation *
Select Transportation

Emergency Contact

Name *

Phone *
- [] [] [] [] ext. []

→ Save

32. The United States Postal Service (USPS) address validation is systematically performed for domestic and Canada addresses only. You may choose the USPS Validated address that is displayed or uncheck the **Use Valid USPS Address** checkbox to use the address you entered.

33. When done, click **Save** to continue.

Please review the addresses below.

Hotel	
USPS Validated	You Entered
2 Park Ave	2 Park Avenue
New York, NY 10016	new york, NY 10013
United States	United States
<input checked="" type="checkbox"/> Use Valid USPS Address	

→ Save Cancel



34. You will be redirected back to the **Travel** tab. Confirm that the **Status** shows as **Complete** and that the Travel tab is green and includes a checkmark.

a. If the Travel tab is gray, this indicates that required information was missing. Return to the **Travel Recommendation Details** page by clicking on the **Company Name** link. Review the information previously entered and enter the missing information.

35. If you want to add another location, click the + Add **New Location** link and follow the same steps written above.

36. Confirm that the status for all locations is **Complete**, then click **Next** to continue.

The screenshot shows a web interface with a navigation bar at the top containing 'Details' and 'Finance'. Below this is a row of six status indicators: 'Policies', 'Certifications', 'Stamps', 'Travel', 'Billing', and 'Review'. The 'Travel' indicator is a green circle with a white checkmark, and a red arrow points to it. Below this is a 'Travel Recommendation' section with a table. The table has two columns: 'Location Name' and 'Status'. The first row contains the following information:

Location Name	Status
ASME CA Connect Training Company 2 Park Avenue New York, NY 10016 United States	Complete

A red arrow points to the 'Complete' status. Below the table is a link '+ Add New Location' with a red arrow pointing to it. At the bottom right are two buttons: 'Previous' and 'Next', with a red arrow pointing to the 'Next' button.



37. The **Travel** tab is updated to reflect a green checkmark. The application data processing will advance to the **Billing tab**.

38. A **Use Plant Address** link is displayed under the Billing Address. If a Mailing Address and/or Billing Address was previously entered for the company, you will also see **Use Mailing Address** and **Use Billing Address** links. You can elect to use any one of these addresses to auto-populated the address for the Billing Address or you can enter a different address. This information is required and must be entered for the application to be submitted.

39. In the **Company Banking Details** section,

a. Enter the banking details in the fields provided on the tab.

b. Click the **Credit Card Processing Form** link to download the form.

Complete the **Credit Card Processing Form** and fax the completed form to ASME.

40. When done, click **Next** to continue.

The screenshot shows a web application interface with a progress bar at the top. The progress bar has five icons: Policies (green checkmark), Certifications (green checkmark), Stamps (green checkmark), Travel (green checkmark), Billing (blue circle with white checkmark, highlighted with a red box), and Review (grey circle). Below the progress bar, the 'Billing' section is active. It contains a sub-section for 'Billing Address' with links for 'Use Plant Address' and 'Use Mailing Address'. There are input fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Country', 'City', and 'Zip/Postal Code'. To the right, the 'Company Banking Details' section is highlighted with a red arrow. It contains input fields for 'Bank Account Name / Beneficiary', 'ABA Routing Number', 'Billing Contact Email', 'Account Number / IBAN #', 'SWIFT Code / BIC', 'Bank Transit Number', and 'Tax ID Number'. At the bottom, there is a 'Credit Card Processing Form' section with a red arrow pointing to a PDF icon and the text 'Credit Card Processing Form'. At the very bottom, there are three buttons: 'Previous', 'Save', and 'Next', with a red arrow pointing to the 'Next' button.



41. The **Billing** tab is updated to reflect a green checkmark. The application data processing will advance to the **Review tab**.

42. The **Review tab** displays a summary of the information that was entered in each of the tabs.

43. Click the **View More** link to display additional information on availability dates.

44. Enter the **Earliest Date** that your company will be available for the review.

Please note the dates you enter must be a minimum of three months in the future.

45. Select the **Add Dates** link to enter your unavailable **Start Date** and **End Date**.

Please note the dates you enter must be a minimum of three months in the future.

The screenshot shows a web application interface with a top navigation bar containing 'Details' and 'Finance' tabs. Below the navigation bar, there are six circular icons representing different sections: Policies, Certifications, Stamps, Travel, Billing, and Review. The Review icon is highlighted with a red square. Below the icons, there is a section titled 'Please confirm availability dates' with a paragraph of text and a 'View More' link. Below this, there is a section for 'Earliest Date' with a text input field and a calendar icon. To the right, there is a section for 'Dates Unavailable Add Dates' with two input fields for 'Start Date' and 'End Date', each with a calendar icon, and a 'Remove' button. At the bottom, there is a section for 'Sister Locations' with a text input field.







46. Prior to submitting the application, confirm the information appearing on the **Review** tab is accurate and that all tabs are green with a checkmark. If they are not, return to the uncheck tab using the **Previous** button or clicking on the tab. Enter the missing information on that tab, then return to the Review tab.


47. Select the **Edit** links to modify any of the information you entered.

48. Click on the **Credit Card Processing Form** to download the form if needed.

Please review the details of your application

Travel edit 	Hotel Information	Airport Information	Emergency Contact
Division Information 1 Park Ave  New York, NY 10016 United States	Marriott 475 Park Avenue  New York, NY 10016 United States Miles from Hotel to Site: 10 Phone: +1 (212) 2021234	JFK Queens Miles From Airport To Hotel: 10	Marc Anthony Phone: +1 (212) 5911234

Billing [edit](#) 

[Credit Card Processing Form](#)
 [Credit Card Processing Form](#)

49. Scroll down the tab and select the **Upload Company Manual** link. Locate the manual on your local computer and upload the file.

50. Select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.




51. Locate the file and complete, sign, and save the completed Agreement Form on your local computer.

52. Select the **Upload Agreement Form** link.

53. Locate the signed agreement form on your local computer and upload the file.
a. If necessary, can remove the form. However, uploading a completed and sign Agreement Form is required.



54. Click **Save** to continue.

Banking Details	Billing Address
Bank Name:	1 Park Ave 
ABA Routing Number:	New York, NY 10016
Account Number/IBAN #:	United States
Swift Code:	
Bank Transit Number:	
Bank Account Name:	
Tax ID Number:	
Contact/Attention Name: Contxxx	
Contact/Attention Email:	

Please upload your company manual

Instructions: Upload your company manual via the upload box below.



Please upload only your Company Manual. No other forms should be submitted via this upload box.



 Upload Company Manual 


Please print, sign and upload the Agreement Form

Instructions: Please click the "Print Agreement" button, then save it to your computer as a pdf file. Next, open the form, print out a hard copy, and sign it. Scan the signed form and save it as a pdf file on your computer. Finally, upload the scanned document via the upload box located below the "Print Agreement" button.

Please upload only your completed Print Agreement Form. No other forms should be submitted via this upload box.

 Download Agreement Form 

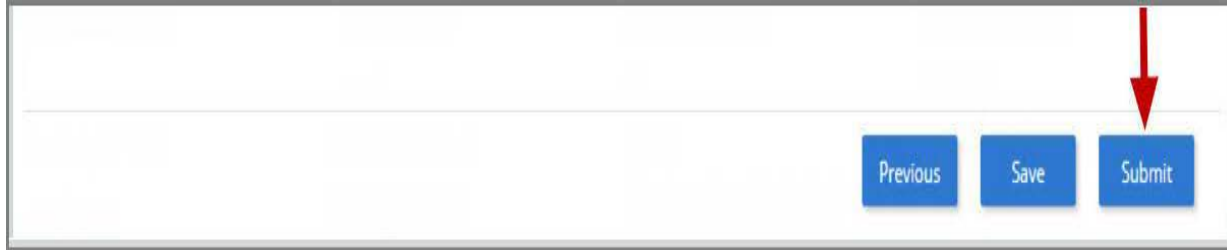
 Upload Agreement Form 





Once your application is complete and all tabs display a green checkmark, the **Submit** button will be presented for application submission. Click the **Submit** option.

IMPORTANT: This is the only opportunity you will have to alter any of the information prior to submission of the application. After the application is submitted, in order to make any changes, you will need to submit a change request to ASME.



55. You will be redirected to the **Application Details** section of the Applications tab. On the top right side of the tab, there is a blue gear icon that lets you **Print** the application.

56. Click the blue gear icon and select the **Print Document** link.



For Additional Support Please

email

ca@asme.org

