CA Connect NQA-1 Application

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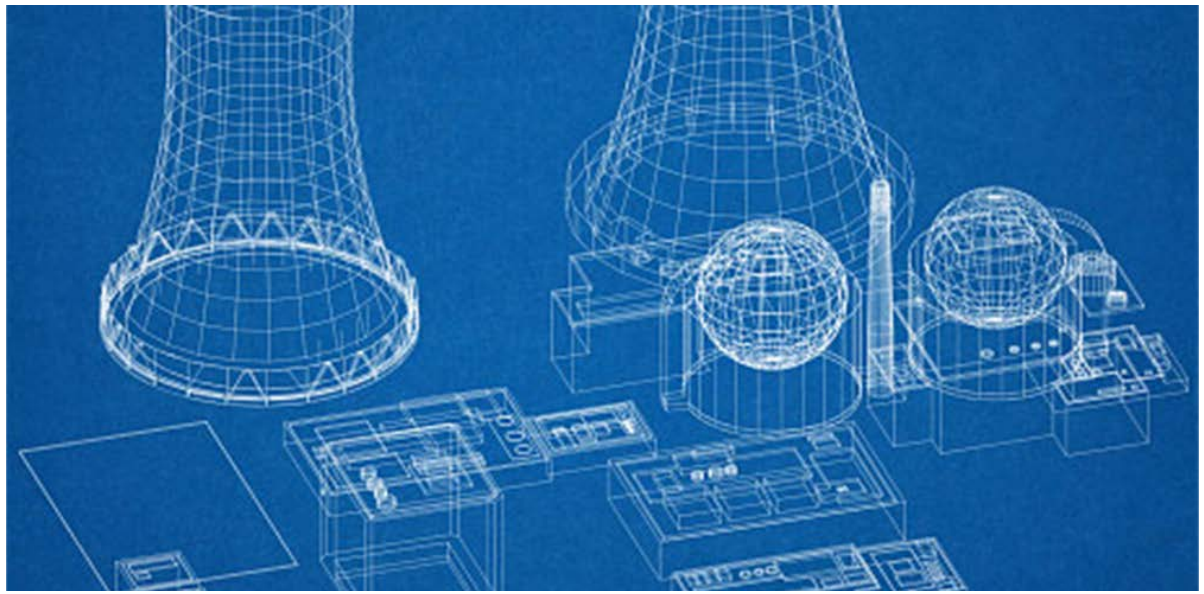

NQA Program – Renewal and New Application

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.

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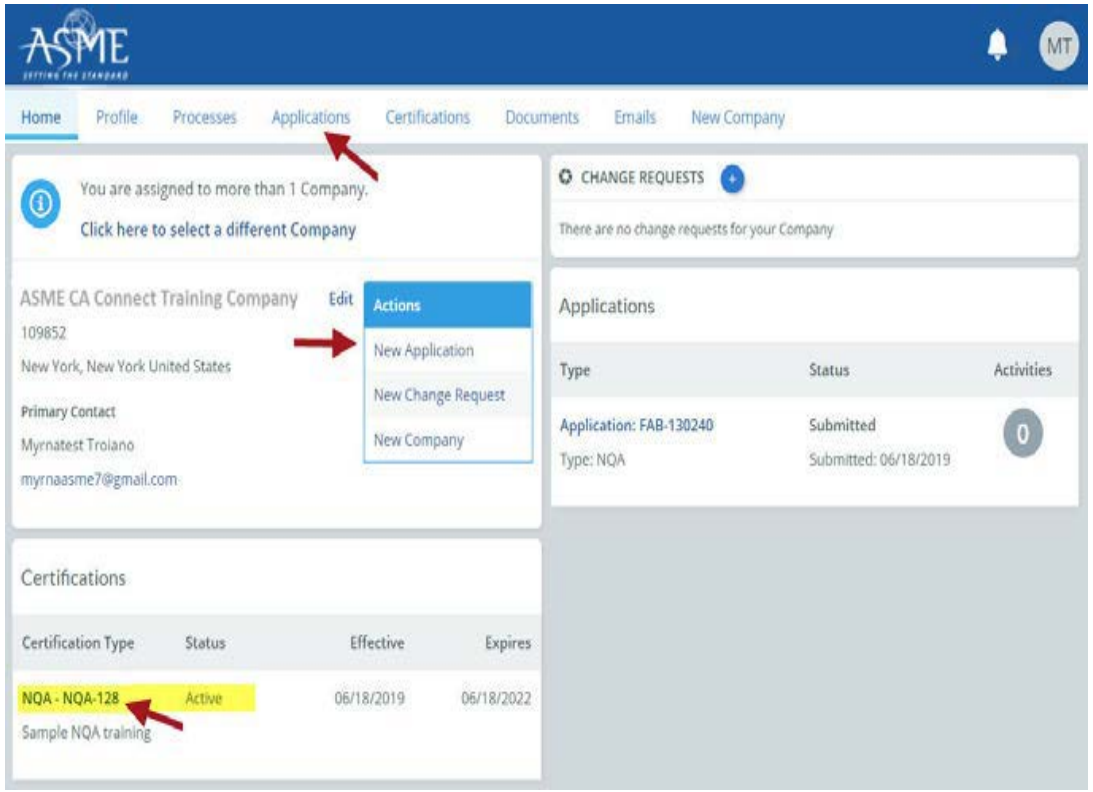
1. To begin the process of renewing your certification, you must be logged into CA Connect as the company's Primary Contact.

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.

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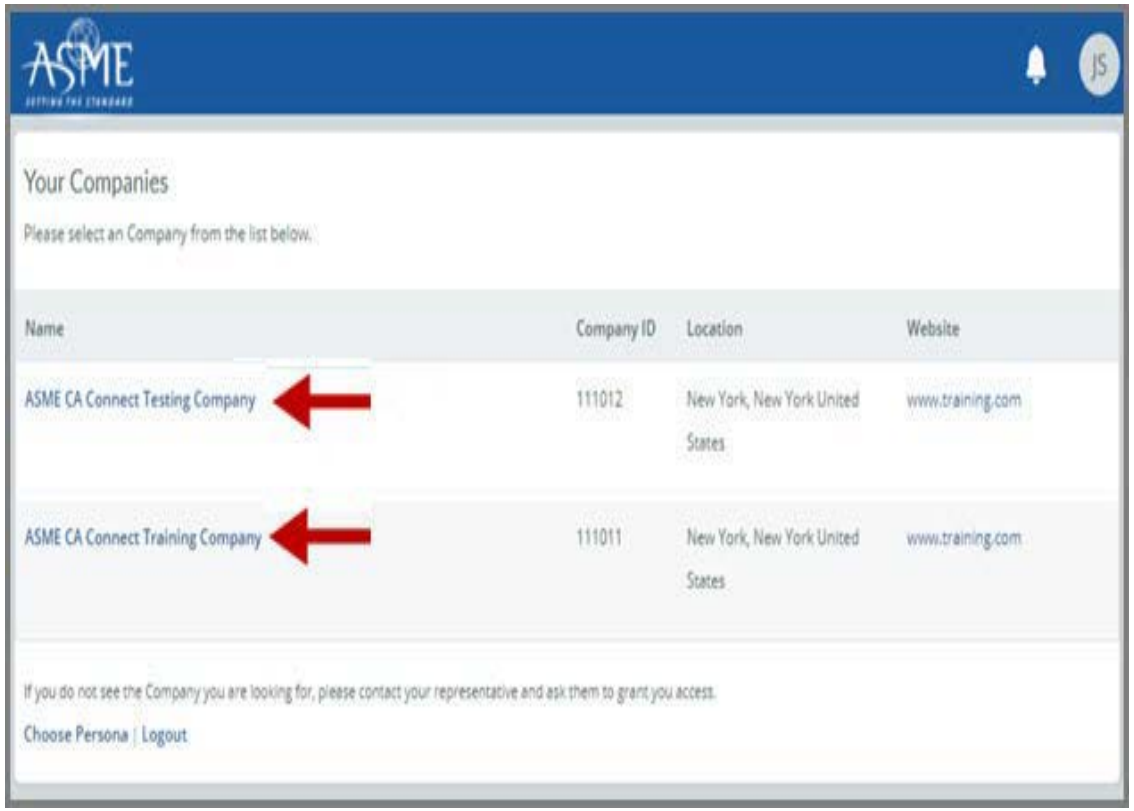
**Once you select the Company, you will be directed to the Company Dashboard.



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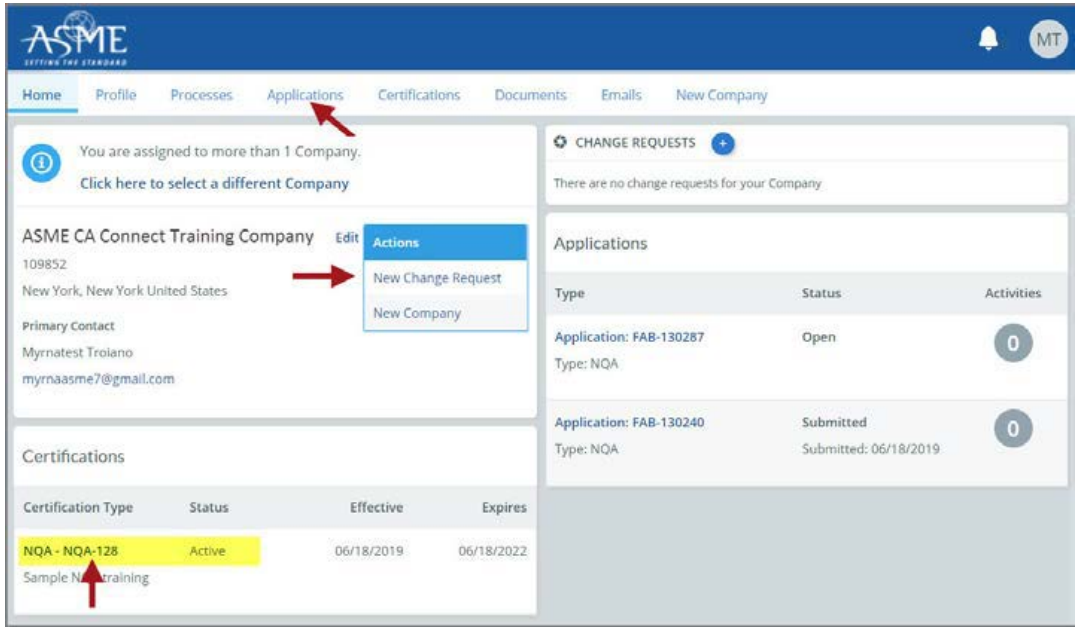
3. Select the **Applications** tab found on the Company Dashboard menu bar or the **New Application** link that is in the **Actions** box.



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.

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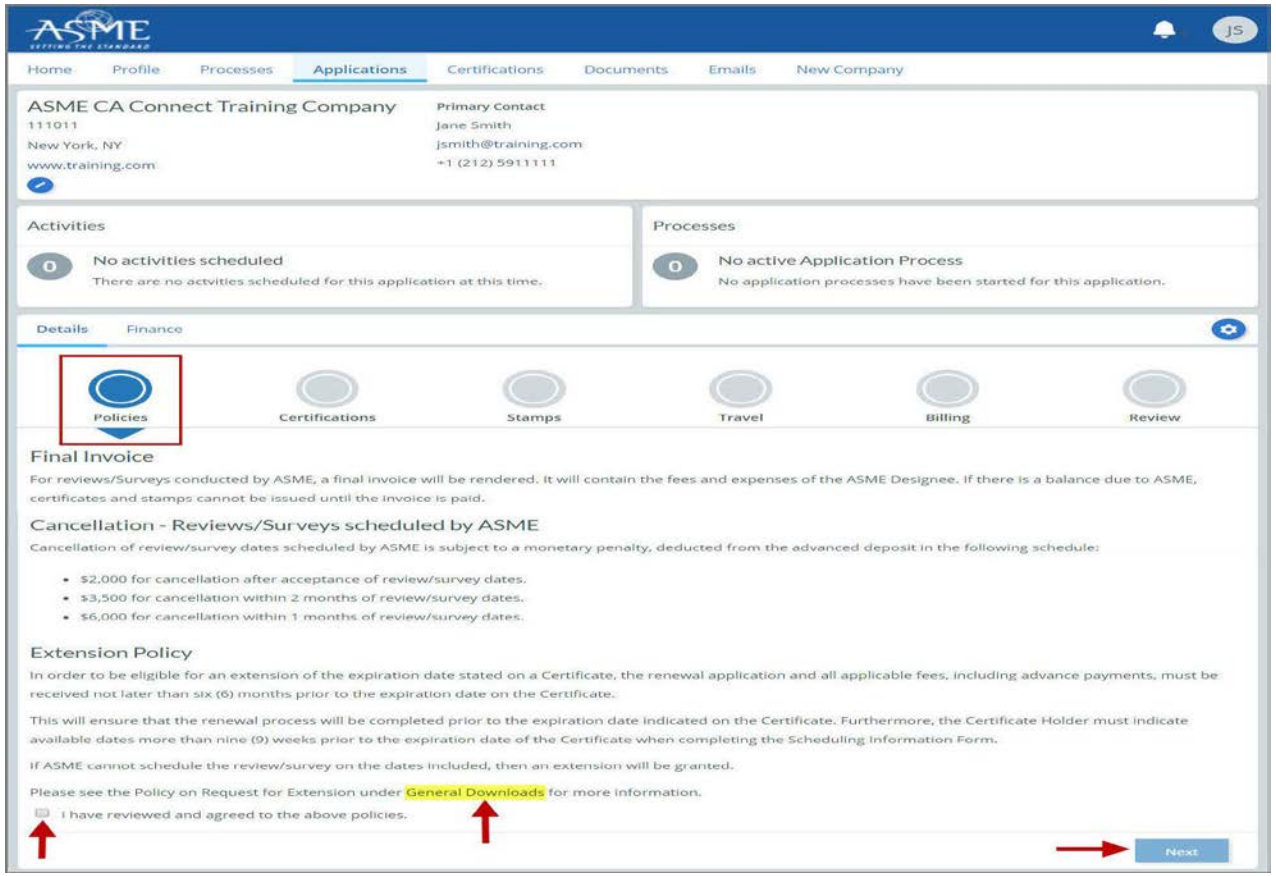
6. The first application tab is the **Policies tab**. Review all information displayed on the tab.
7. Scroll down the page to the **Extension Policy** section.
8. If you want to see the policy relating to a Request for Extension, select the **General Downloads** link. You will be directed to the **ASME.org** 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.



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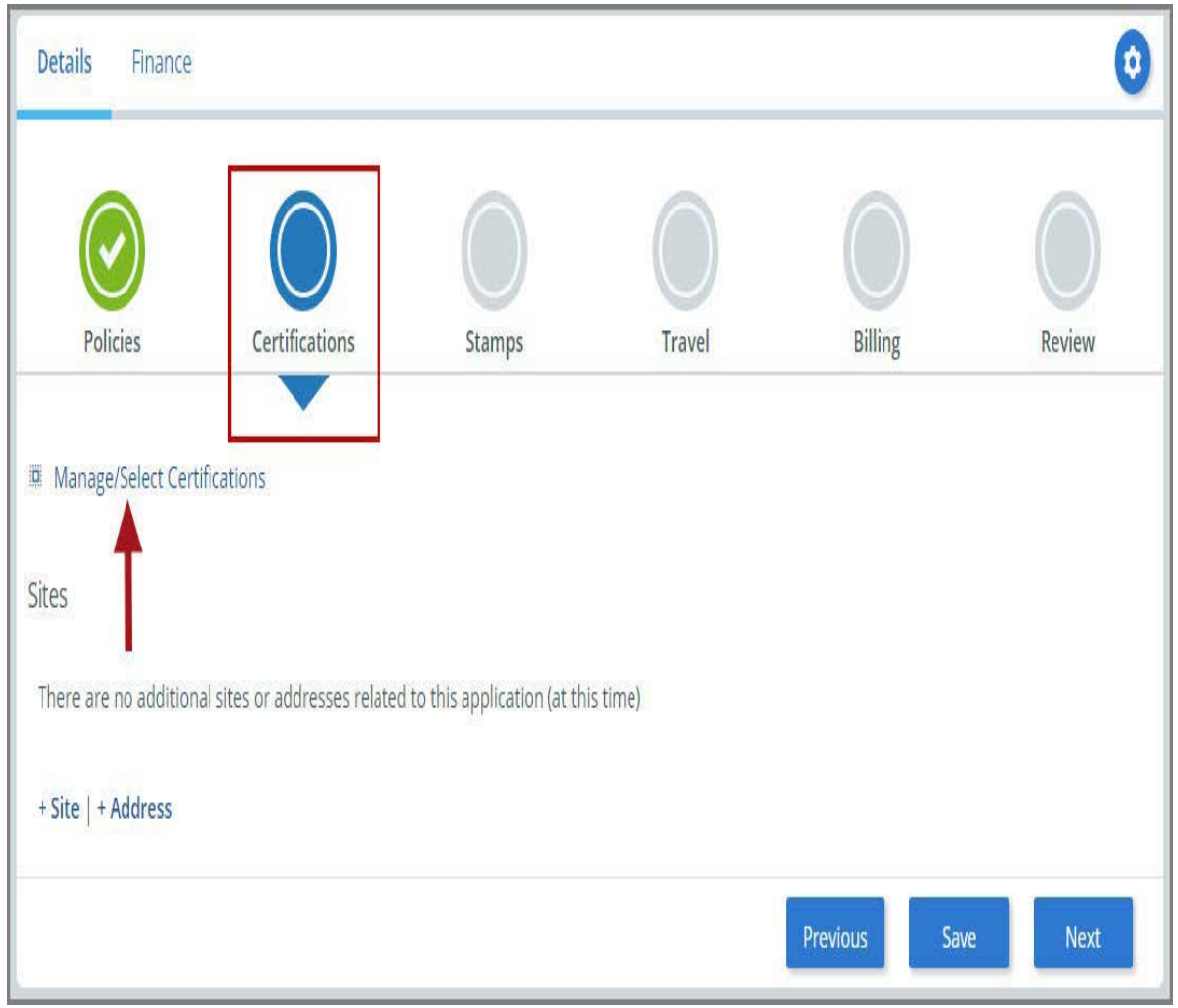
10. The **Policies** tab is updated to reflect a green checkmark. The application data processing will advance to the **Certifications tab**.

11. Click the **Manage/Select Certifications** link or checkbox.



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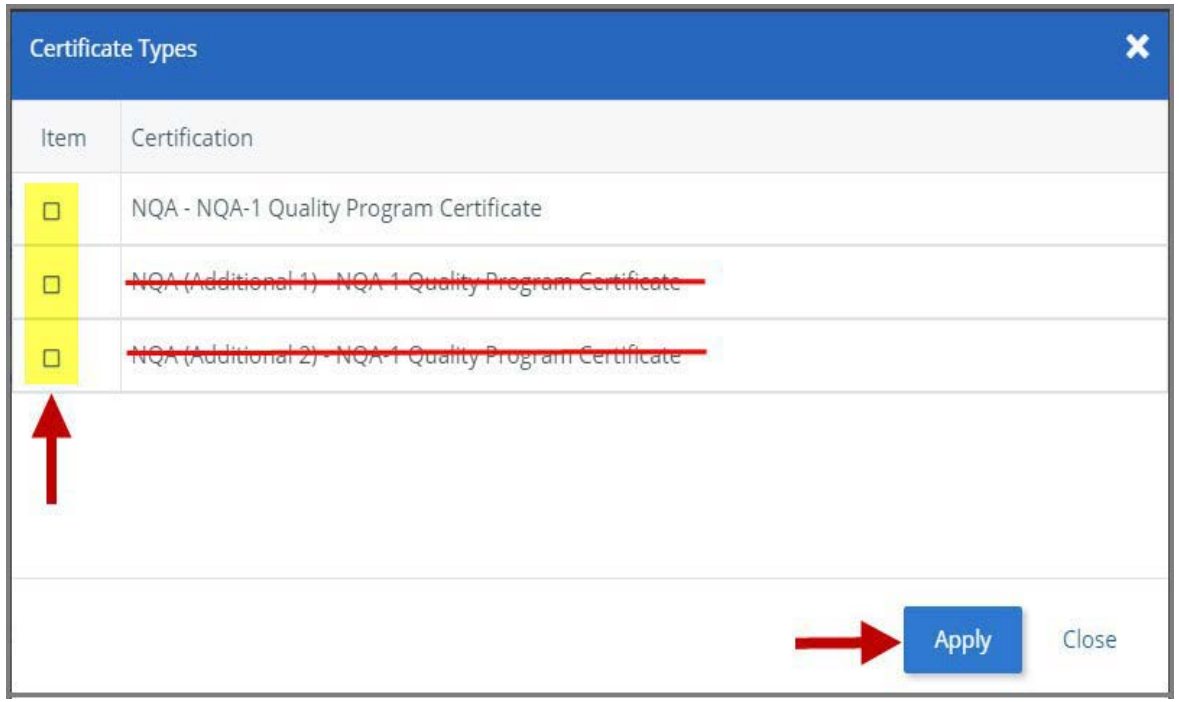
12. The Certificate Types form is displayed. Select the NQA Certificate Type.
13. When done, click **Apply** to continue.



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.

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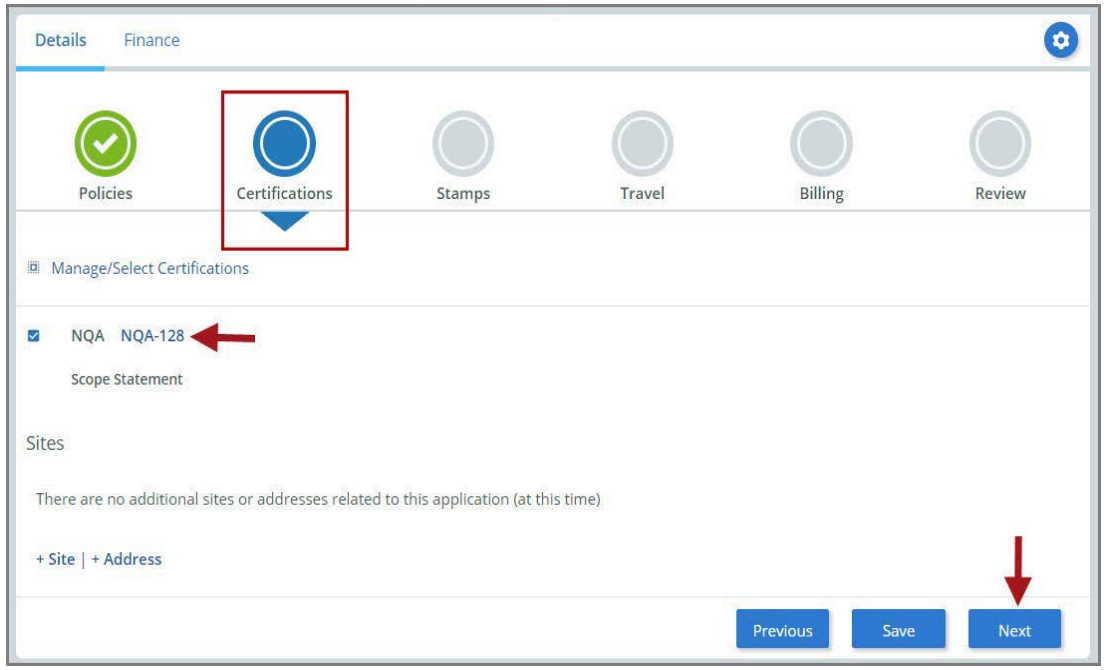

16. The **Certifications** tab is updated to reflect a green checkmark. The application data processing will advance to the **Stamps tab**.
17. Click on the **Download Supplemental Form** link.
18. The **Supplemental Application Form** is downloaded to your local drive.
19. Complete the supplemental 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.

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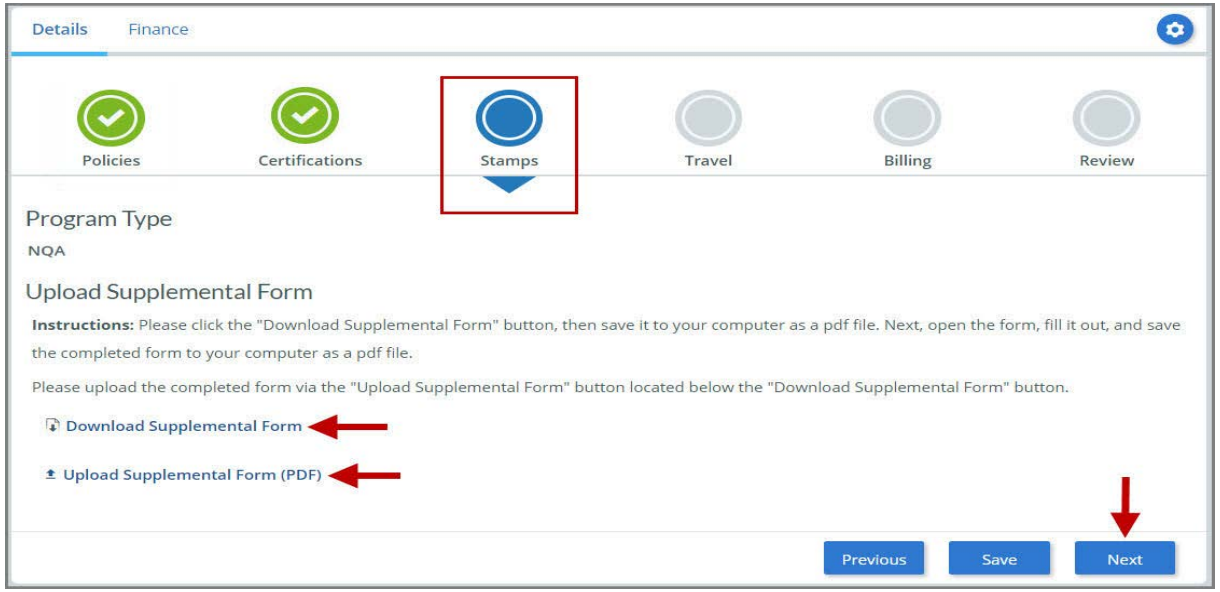

24. The **Stamps** tab is updated to reflect a green checkmark. The application process will advance to the **Travel** tab.

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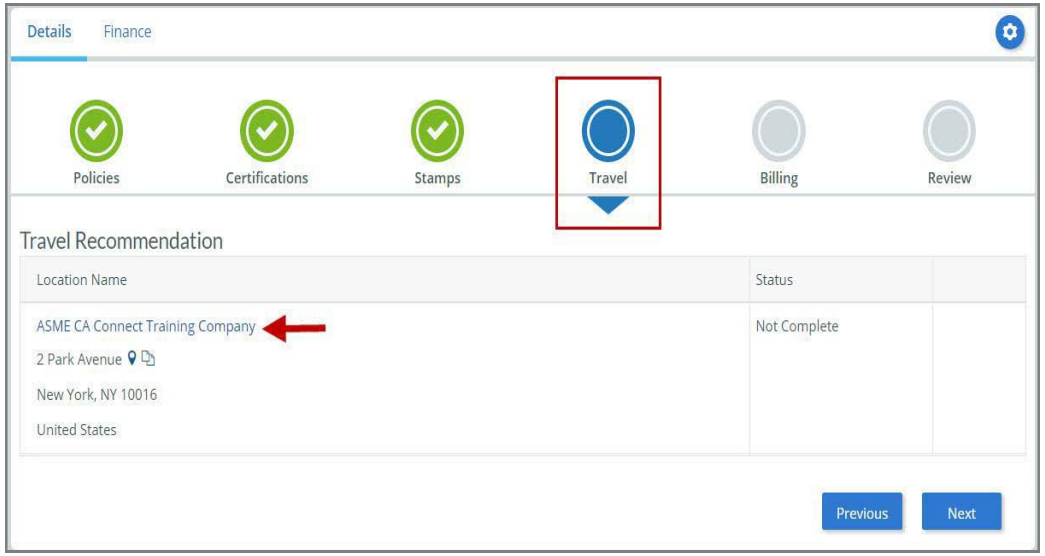
25. The **Company Name** is displayed as a link under the Location Name label. Click on the link.



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.

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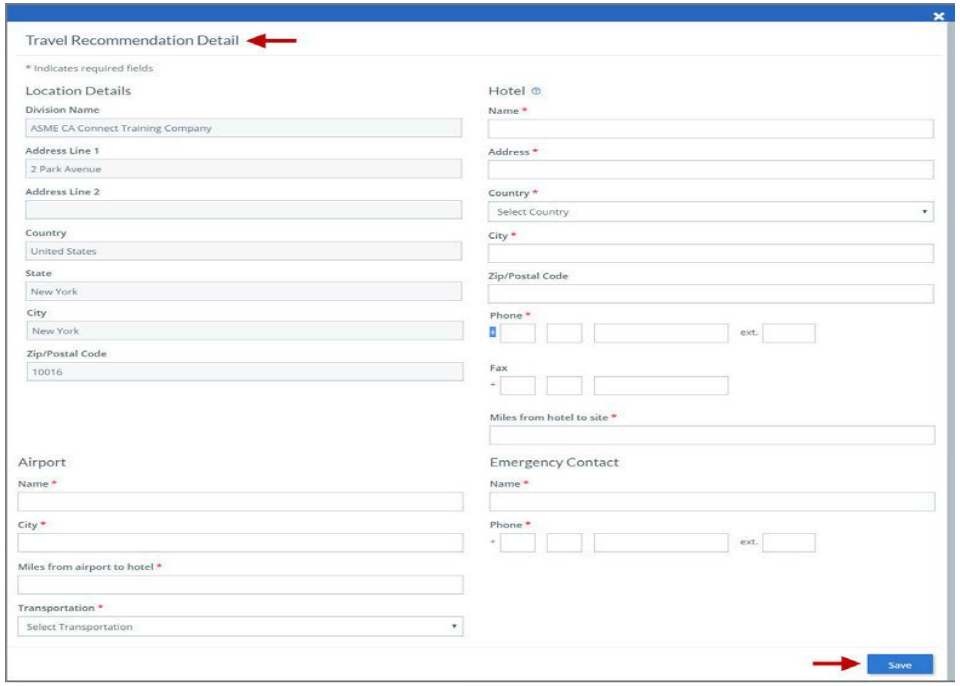
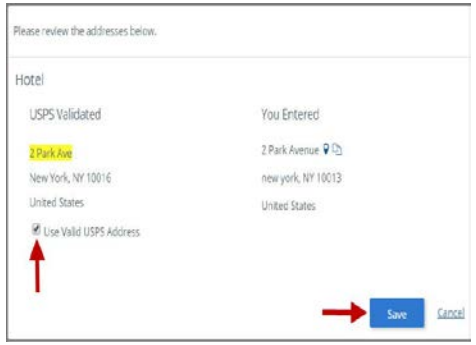


32. The United States Postal Service (USPS) address validation is systematically performed for domestic and Canada addresses only. You may choose the USPS Validated address that is displayed or uncheck the **Use Valid USPS Address** checkbox to use the address you entered.

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



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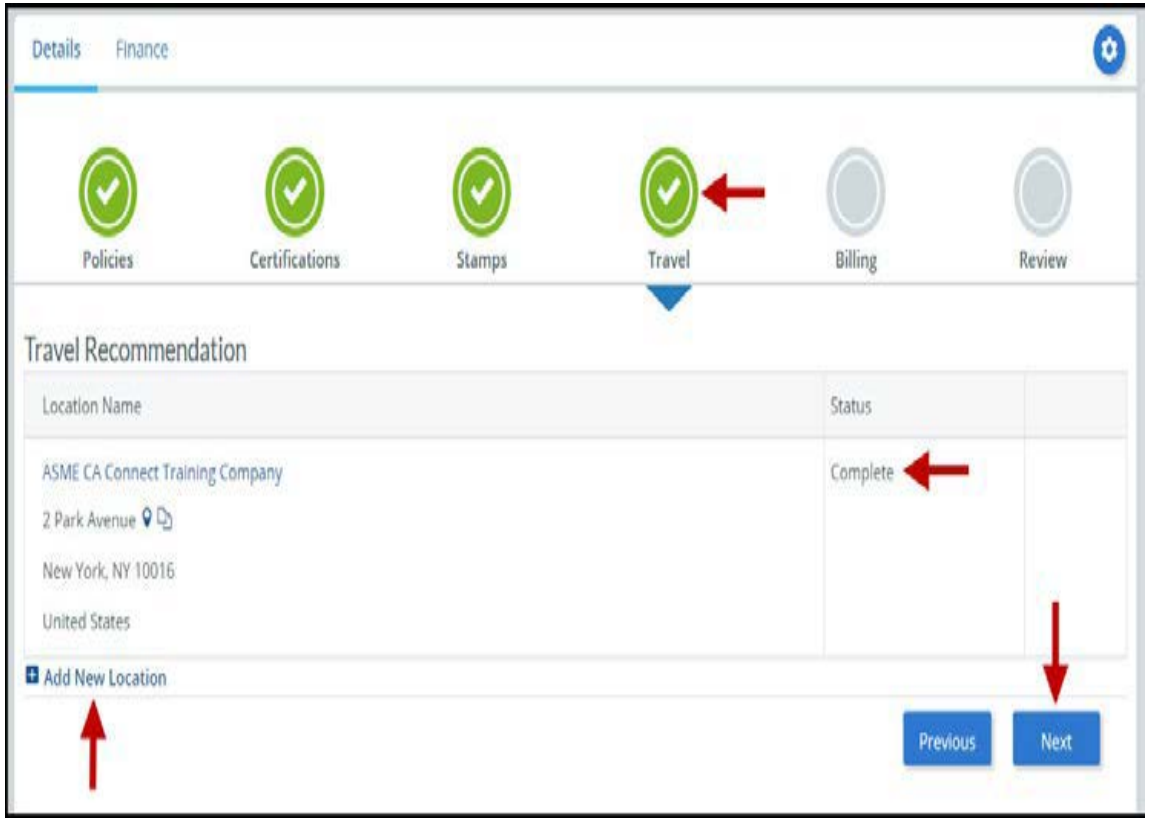
34. You will be redirected back to the **Travel** tab. Confirm that the **Status** shows as **Complete** and that the Travel tab is green and includes a checkmark.

a. If the Travel tab is gray, this indicates that required information was is 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.



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

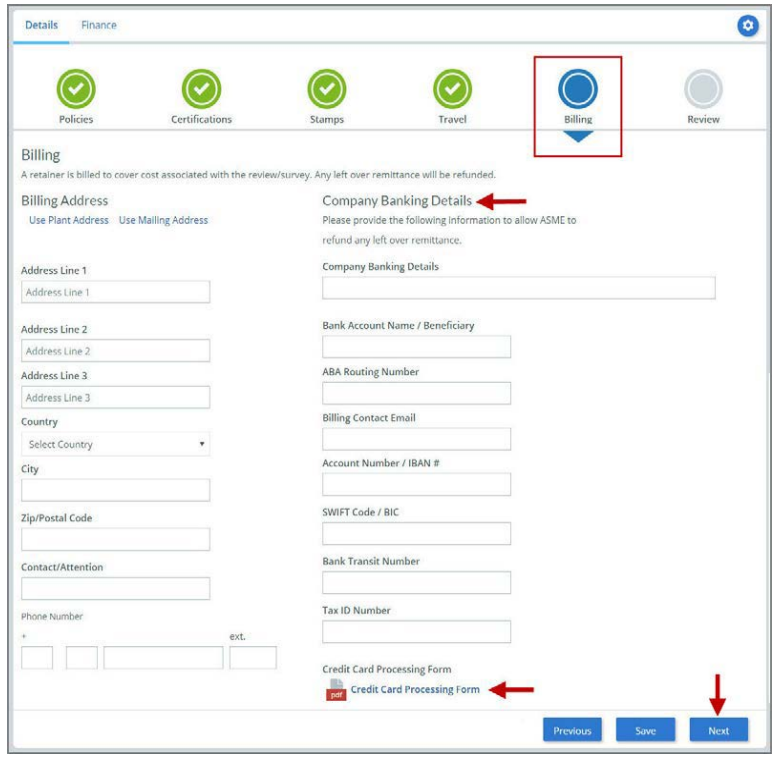
38. A **Use Plant Address** link is displayed under the Billing Address. If a Mailing Address and/or Billing Address was previously entered for the company, you will also see **Use Mailing Address** and **Use Billing Address** links. You can elect to use any one of these addresses to auto-populated the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



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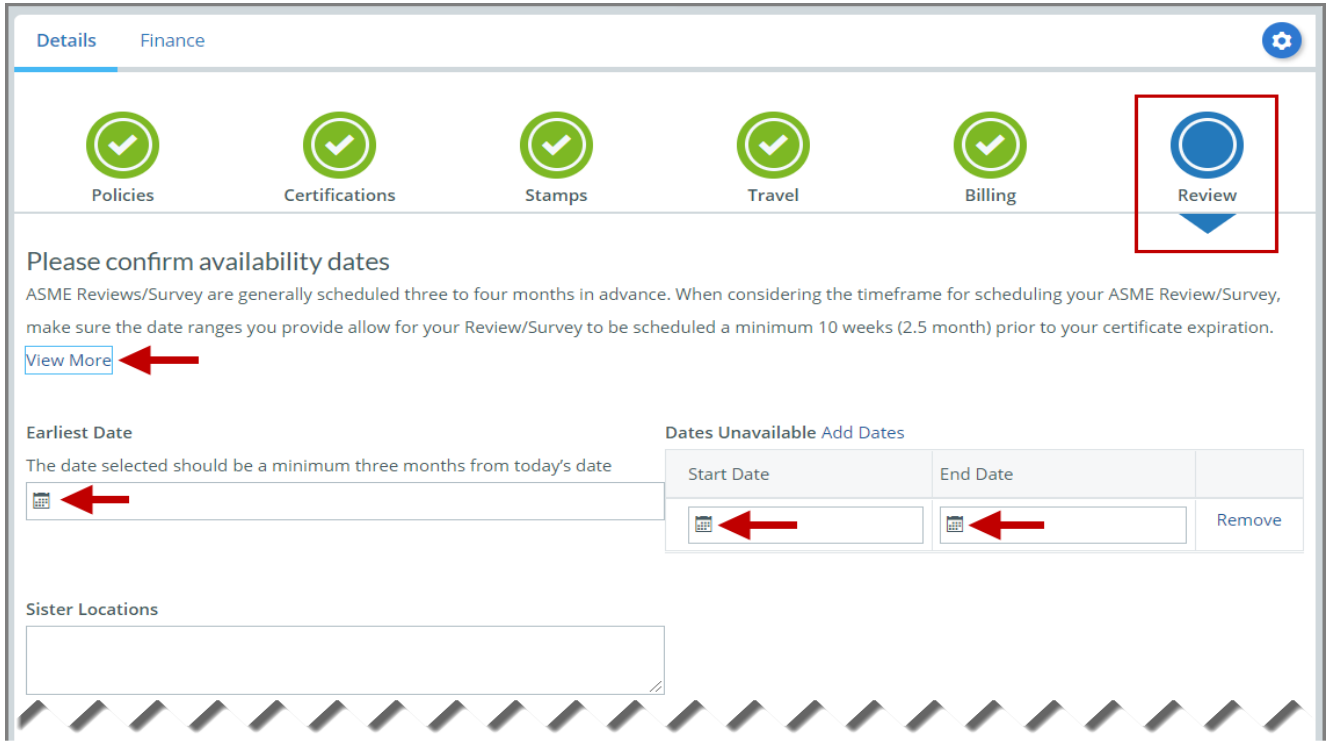
41. The **Billing** tab is updated to reflect a green checkmark. The application data processing will advance to the **Review tab**.
42. The **Review tab** displays a summary of the information that was entered in each of the tabs.
43. Click the **View More** link to display additional information on 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.



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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.

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.

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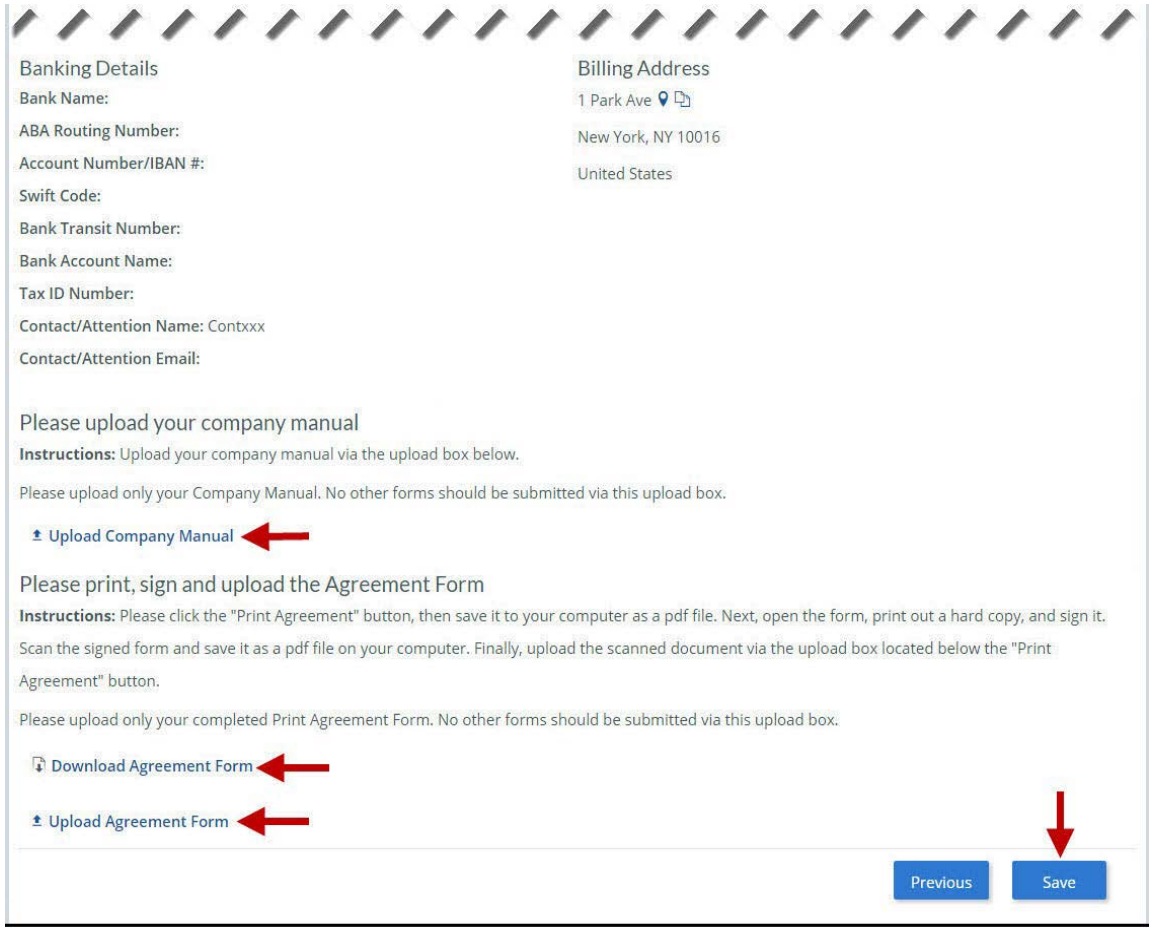
51. Locate the file and complete, sign, and save the completed Agreement Form on your local computer.

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.



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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.

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For Additional Support Please email

ca@asme.org

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