

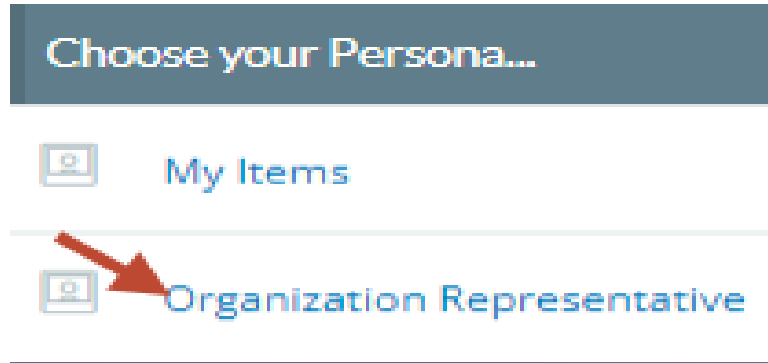
ASME
**Standards and Engineering
Services**
**CA Connect Nuclear New
and Renewal Applications**

Nuclear 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.

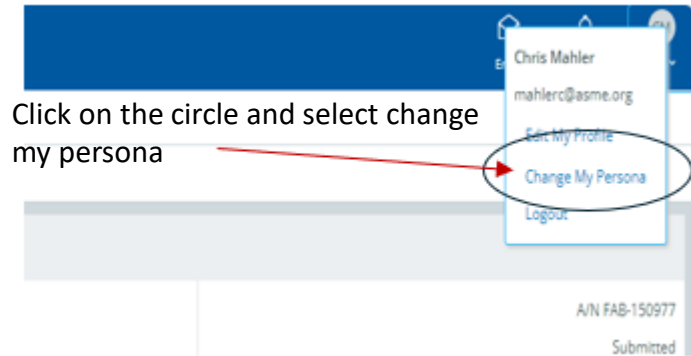
Upon CA Connect login, please select “Organizational Representative.”

This selection will direct you to the Company Dashboard, which provides you with all related Company events and activities pertaining to application for certification.

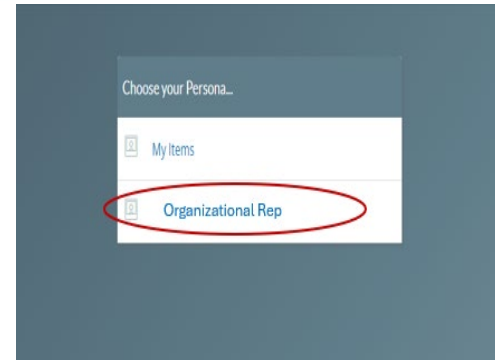


If you do not see your dashboard, you may be in the wrong persona.

After logging into CA Connect, if you do not see your dashboard, locate the circle with your initials on the far right of the screen



Click on the circle and select change my persona



Select Organizational Rep and this will bring you top your dashboard

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.

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

The screenshot displays the ASME CA Connect user interface. At the top, the ASME logo and navigation tabs (Home, Profile, Processes, Applications, Certifications, Documents, Emails, New Company) are visible. A notification banner states, "You are assigned to more than 1 Company. Click here to select a different Company." Below this, the user's profile for "ASME CA Connect Training Company" is shown, including ID 109842, location "New York, New York United States", and primary contact "Myrna Test Troiano" (myrnaasme7@gmail.com). An "Actions" dropdown menu is open, listing "New Application", "New Change Request", and "New Company". To the right, the "CHANGE REQUESTS" section shows "There are no change requests for your Company". The "Applications" section contains a table with one entry: "Application: FAB-130231" (Type: Nuclear) with a status of "Submitted" and a date of "Submitted: 06/17/2019". The "Certifications" section features a table with two entries:

Certification Type	Status	Effective	Expires
N (Additional 1) - N-4788 scope sitexxxxxx	Active	06/18/2019	06/24/2019
N - N-4787 scope entered for nuclear corporate	Active	06/18/2019	06/21/2019

3. Select the **Applications tab** found on the Company Dashboard menu bar or the **New Application** link that is in the **Actions** box.
4. For renewals, please select “New Application” link as well.

The screenshot displays the ASME user interface. At the top, the ASME logo and navigation tabs are visible. The 'Applications' tab is selected, and a red arrow points to it. Below the navigation bar, a message states 'You are assigned to more than 1 Company. Click here to select a different Company'. The main content area shows details for 'ASME CA Connect Training Company' with an 'Edit' button and an 'Actions' dropdown menu. A red arrow points to the 'New Application' option in the 'Actions' menu. To the right, there is a 'CHANGE REQUESTS' section with a plus sign and a message 'There are no change requests for your Company'. Below that is an 'Applications' table with columns for Type, Status, and Activities. The table contains one entry: 'Application: FAB-130231' with a status of 'Submitted' and a date of 'Submitted: 06/17/2019'. At the bottom, there is a 'Certifications' table with columns for Certification Type, Status, Effective, and Expires. It contains two entries: 'N (Additional 1) - N-4788' and 'N - N-4787', both with a status of 'Active'.

Certification Type	Status	Effective	Expires
N (Additional 1) - N-4788 scope sitexxxxxx	Active	06/18/2019	06/24/2019
N - N-4787 scope entered for nuclear corporate	Active	06/18/2019	06/21/2019

- The default and first Application tab is the **Policies tab**. Review all information displayed on the tab.
- Scroll down the page to the **Extension Policy** section.
- If you want to see the policy on Request for Extension, select the **General Downloads** link. You will be directed to the **ASME.org Downloadable Resources** page.
 - After reviewing the **Downloadable Resources**, close the page and return to the **Policies Tab**.
- Check the **I have reviewed and agreed to the above policies** box.
- Click **Next** to continue.

The screenshot shows the ASME Connect Training Company application interface. The 'Policies' tab is highlighted with a red box. The 'Final Invoice' section is visible, along with 'Cancellation - Reviews/Surveys scheduled by ASME' and 'Extension Policy' sections. A red arrow points to the 'Next' button at the bottom right.

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, certifications 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 month 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.

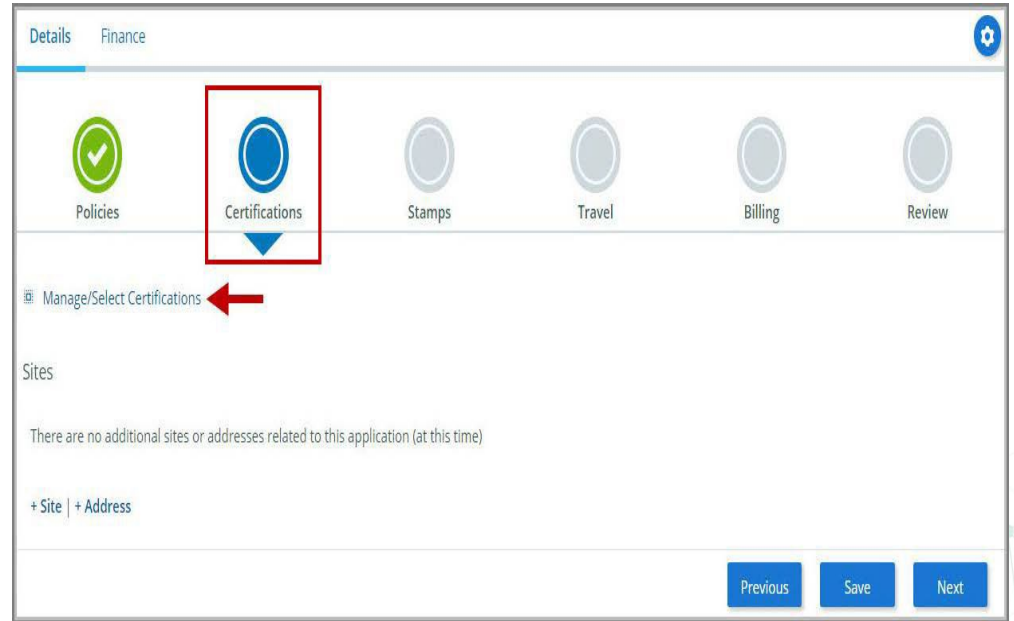
If ASME cannot schedule the review/survey on the dates included, then an extension will be granted.

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.
11. Your application process will advance to the **Certifications** tab.
12. Click the **Manage/Select Certifications** link or checkbox.



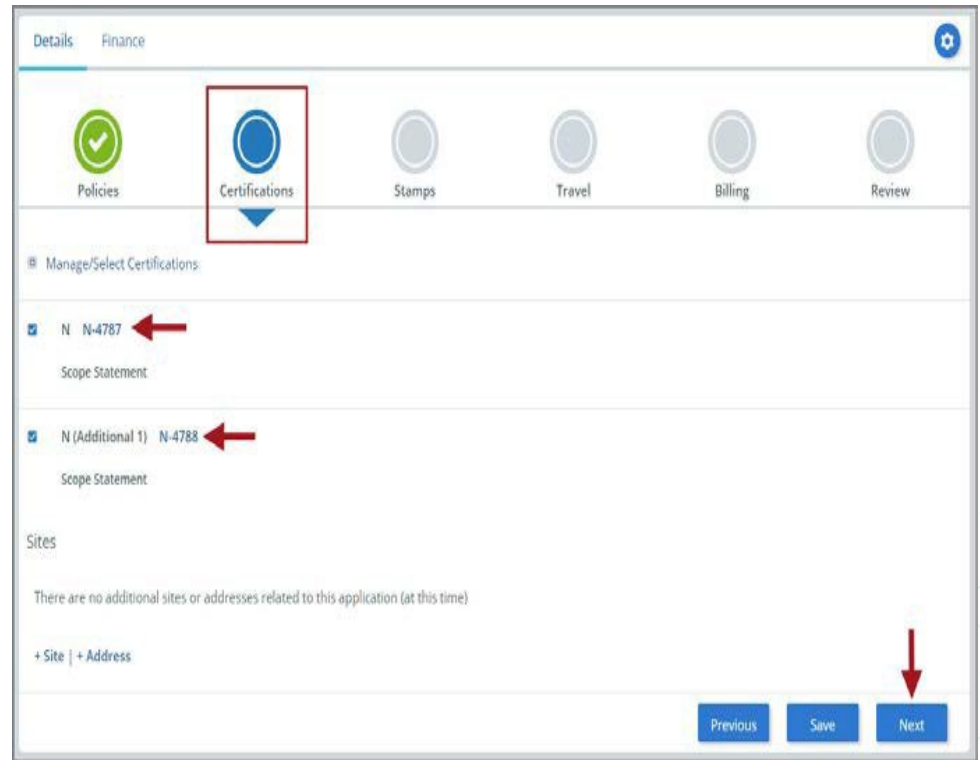
13. The Certificate Types form is displayed containing a list of Nuclear Certificate Types. Select the Certificate Type for the certificate(s) you are renewing.

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

Item	Certification
<input type="checkbox"/>	N - Nuclear Components
<input type="checkbox"/>	N (Additional 1) - Nuclear Components
<input type="checkbox"/>	N (Additional 2) - Nuclear Components
<input type="checkbox"/>	N (Quality Assurance Program) - Nuclear Components (Quality Assurance Program)
<input type="checkbox"/>	N3 - Nuclear Components
<input type="checkbox"/>	N3 (Additional 1) - Nuclear Components
<input type="checkbox"/>	N3 (Additional 2) - Nuclear Components
<input type="checkbox"/>	N3 (Quality Assurance Program) - Nuclear Components (Quality Assurance Program)
<input type="checkbox"/>	NA - Nuclear installation and shop assembly

15. The Certificate Type and Certificate Number you are renewing will be added to the Certifications Tab

16. The **Certifications** tab is updated to reflect a green checkmark.



17. Your application process will advance to the **Stamps tab**.
18. Select an **Authorized Inspection Agency** from the list of AIA Organizations by clicking on the down arrow then select the organization.
19. Click on the **Download Supplemental Form** link.
20. The **Supplemental Application Form** is downloaded to your local drive.
21. Complete the supplemental form.
22. Save the completed form on your local drive.
23. Click the **Upload Supplemental Form (PDF)** link.
24. Locate the completed supplemental form on your local drive and upload the form.
25. When done, click **Next** to continue.

The screenshot displays the 'Details Finance' section of an application process. At the top, there are six tabs: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Stamps' tab is highlighted with a red box and a downward arrow. Below the tabs, the 'Program Type' is set to 'Nuclear'. The 'Authorized Inspection Agency' field is a dropdown menu with the text 'Select AIA Organization' and a red arrow pointing to the downward arrow. Below this, there are two buttons: 'Download Supplemental Form' and 'Upload Supplemental Form (PDF)', both with red arrows pointing to them. At the bottom right, there are three buttons: 'Previous', 'Save', and 'Next', with a red arrow pointing to the 'Next' button.

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

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

Details Finance

Policies Certifications Stamps **Travel** Billing Review

Travel Recommendation

Location Name	Status
ASME CA Connect Training Company 2 Park Avenue New York, NY 10016 United States	Not Complete

[Add New Location](#)

Previous Next

28. The **Travel Recommendation Detail** form is presented.
29. 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.
30. You must enter the information for all required fields which are denoted with a red *asterisks.
31. Do not include dashes when entering Phone Numbers throughout the entire application. Be sure to include the 3-digit area code.
32. Enter the Hotel, Airport, and Emergency Contact information in the assigned fields.
33. 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

34. 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.

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

Please review the addresses below.

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](#)

36. 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.
- If the Travel tab is gray, this indicates that required information 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.
37. If you want to add another location, click the + Add **New Location** link and follow the same steps written above.
38. Confirm that the status for all locations is **Complete**, then click **Next** to continue.

The screenshot displays the 'Travel Recommendation Details' page. At the top, there are tabs for 'Details' and 'Finance'. Below the tabs are six status indicators: Policies, Certifications, Stamps, Travel, Billing, and Review. The 'Travel' indicator is green with a checkmark, while the others are gray. A red arrow points to the 'Travel' indicator. Below this is a table with the following data:

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

At the bottom of the page, there is a link '+ Add New Location' and two buttons: 'Previous' and 'Next'. Red arrows point to the 'Add New Location' link and the 'Next' button.

39. The Travel tab is updated to reflect a green checkmark.
40. Your application process will advance to the **Billing** tab.
41. 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 in order for the application to be submitted.
42. 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.
43. When done, click **Next** to continue.

The screenshot shows the 'Billing' tab in the ASME application portal. The 'Billing' tab is highlighted with a red box. The form contains the following sections:

- Billing Address:** Includes links for 'Use Plant Address' and 'Use Mailing Address'. Fields for Address Line 1, 2, and 3, Country (dropdown), City, Zip/Postal Code, and Contact/Attention.
- Company Banking Details:** Includes 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.
- Credit Card Processing Form:** Includes a link to download the form, highlighted with a red arrow.

At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red arrow.

44. The **Billing** tab is updated to reflect a green checkmark. Your application process will advance to the **Review tab**.
45. The **Review** tab displays a summary of the information that was entered in each of the tabs.
46. Click the **View More** link to display additional information on availability dates.
47. Enter the **Earliest Date** that your company will be available for the review. Please note that dates you enter must be a minimum of three months in the future.
48. Select the **Add Dates** link to enter your unavailable **Start Date** and **End Date**. Please note that dates you enter must be a minimum of three months in the future.

Details Finance

Policies Certifications Stamps Travel Billing **Review**

Please confirm availability dates
ASME Reviews/Survey are generally scheduled three to four months in advance. When considering the timeframe for scheduling your ASME Review/Survey, make sure the date ranges you provide allow for your Review/Survey to be scheduled a minimum 10 weeks (2.5 month) prior to your certificate expiration.

[View More](#)

Earliest Date
The date selected should be a minimum three months from today's date


Dates Unavailable Add Dates

Start Date	End Date	
<input type="text"/>	<input type="text"/>	Remove

Sister Locations

49. Prior to submitting the renewal application, confirm the information appearing on the Review tab is accurate and that all tabs are green with a checkmark. If they are not, you can 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.
50. You can click the **Edit** links to modify any of the information you entered. This is the only opportunity you will have to alter any of the information prior to submission of the renewal application.
51. You can also download the **Credit Card Processing Form**.

Please review the details of your application

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

52. Scroll down the tab and select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.
53. Locate the file and complete, sign, and save the completed Agreement Form on your local computer.
54. Select the **Upload Agreement Form** link.
55. 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.
56. Click **Save** to continue.

The screenshot shows a web form with two columns of input fields. The left column is titled 'Banking Details' and includes fields for Bank Name, ABA Routing Number, Account Number/IBAN #, Swift Code, Bank Transit Number, Bank Account Name, Tax ID Number, Contact/Attention Name, and Contact/Attention Email. The right column is titled 'Billing Address' and includes fields for the address (1 Park Ave), city (New York, NY 10016), and country (United States). Below the input fields, there is a section with instructions: 'Please print, sign and upload the Agreement Form'. The instructions state: '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.' Below the instructions, there are two buttons: 'Download Agreement Form' and 'Upload Agreement Form', both with red arrows pointing to the left. At the bottom right, there are two blue buttons: 'Previous' and 'Save', with a red arrow pointing down to the 'Save' button.

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: Contboxx	
Contact/Attention Email:	

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](#) ←

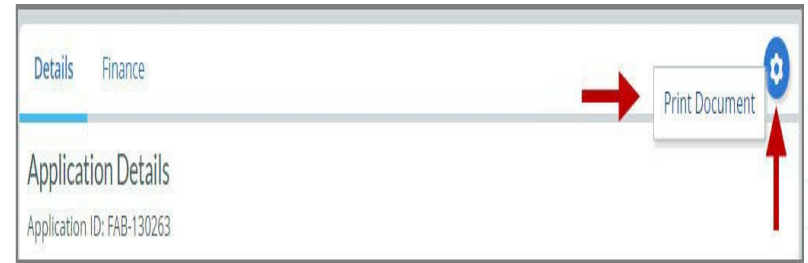
[Upload Agreement Form](#) ←

[Previous](#) [Save](#)

57. 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.



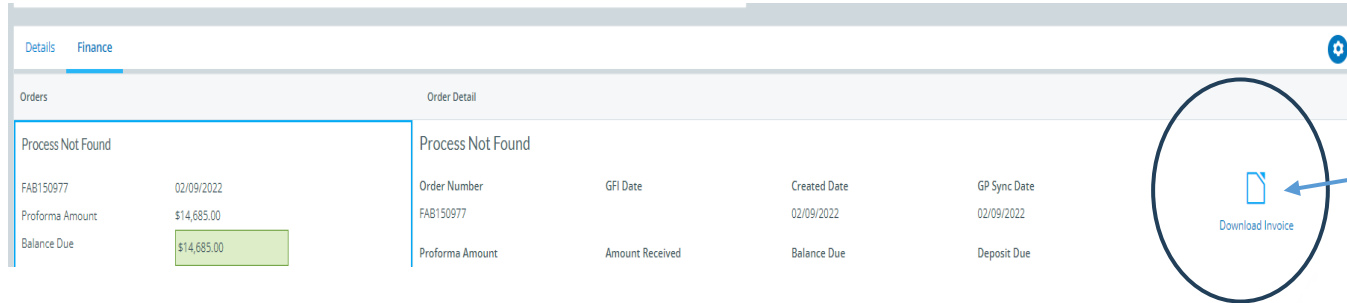
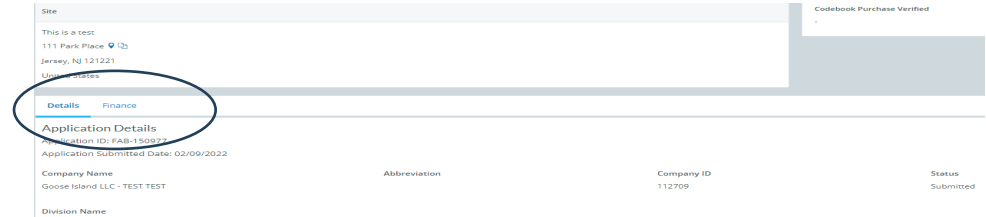
58. You will be redirected to an **Application Details** section of the Applications tab. On the top right side of the tab, there is a blue gear icon that lets you **Print** the application. Click the blue gear icon and select the **Print Document** link.



59. To print the application details, click the **Print Document** option.

Locate your Invoice

In the middle of the application page will be two icon, “Details” & “Finance” – After they application is submitted, select Finance



Selecting the “Download Invoice” icon on the upper right side the screen, will download a copy of your proforma invoice

Please Note – Your application is “complete” and your audit scheduled after all deposit fees are received.

Payment Options and Instructions

Acceptable methods are:

- » Wire Transfer/ACH Payments
- » Credit Card - All credit card processing forms must be submitted either by fax to the number listed on the form itself or to our accounting team's secure share folder. Both methods submit the credit card information directly to our accounting team and ensure that no unauthorized personal can view your credit card information. Credit Card form and download site are at <https://www.asme.org/certification-accreditation/asme-certification-process/price-guide>

Please **DO NOT** submit any financial information by email. All credit card forms received by email will be deleted upon receipt without being opened in accordance with our protocol on customer financial security.

Resources

Downloadable Resources can be found on:

<https://www.asme.org/certification-accrreditation/resources-and-events/downloadable-resources>

General Downloads Notices

- Conduct
- Due Process
- Notice on Requests for Certificate Extensions
- Notice on Use of Electronic Version of the Boiler Pressure Vessel Code by Certificate Holders
- Policy on the Use of the Certification Mark in Advertising
- How to Change Primary Contact Information
- CA-1 2022

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

General Downloads Forms

- Accreditation and Certification Agreement Form
- Criteria for Reapplication of a Certification Mark
- Nuclear Component Supplemental Application Form
- Nuclear Material Organization Supplemental Application Form
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Program
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program
- Form V – Supplemental Application for Quality Program System

Boiler and Pressure Vessel (BPV) Certification Forms

- BPV "General" Checklist
- BPV "Cast Boilers" Checklist
- BPV "Pressure Relief Devices" Checklist
- BPV "RP" Checklist
- BPV Product Certification Program Informational Handbook (New Applicants and Renewals)
- Process to Request Name Change on Certificate(s)
- BPV Certificate Scopes
- Notice Concerning National Board "R" Stamp
- Procedure For Adding Additional Building Location To Current Certificate
- Temporary Location Used by Certificate Holders
- Expedited Joint Reviews for the Boiler and Pressure Vessel Certification Program for Reviews Conducted by ASME Only

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

Data Report Forms

- Bioprocessing Equipment (BPE) Certification Forms
- BPE Application – Information and Procedures
- BPE Quality Management System Checklist
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program.

Nuclear Component Certification Forms

- Material Organization Checklist
- Nuclear Component Application and Price Information
- Nuclear Component Checklist
- Nuclear Owner's Application and Price Information
- Nuclear Owner's Checklist
- Polyethylene Material Organization Checklist
- Nuclear Component Pre-survey Questionnaire
- Procedure for Renewal of Nuclear Owner's Certificates
- Nuclear Component Supplemental Application Form.

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

[Nuclear Quality Assurance Certification Forms and Resources](#)

- Nuclear Quality Assurance (NQA) Application – Information and Price
- Nuclear Quality Assurance (NQA) Checklist
- Requirements for ASME Nuclear Quality Assurance (NQA) Certification
- Notice on Nuclear Quality Assurance (NQA) Program Certificate Scope Statements
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program.

[Nuclear Certification Additional Information](#)

- Applicant Information Handbook
- Notice on Nuclear Scope Statements
- Procedure for Name Change on Nuclear Component Certificate

[Nuclear Material Organization Certification Forms](#)

- Material Organization Application and Price Information
- Guide for Quality System Certificate/Material Organization
- Guide for Polyethylene Material Organization
- Material Organization Pre-survey Questionnaire
- Nuclear Material Organization Supplemental Application Form

Downloadable Resources:

<https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources>

Reinforced Thermoset Plastic (RTP) Corrosion-Resistant Equipment Forms

- RTP Application and Price Information
- RTP Checklist
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program.

Authorized Inspection Agency (AIA) Forms and Resources

- AIA Application and Price Information
- AIA Checklist
- List of Authorized Inspection Agencies (AIAs)
- QAI Interpretations
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Programs

Pressure Relief Device (PRD) Testing Lab Forms and Resources

- PRD Application and Price Information
- PRD Checklist

*If you have any issue or questions,
please contact us at your
convenience.
ca@asme.org*