



ASME-PC Connect QRO user’s guide

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ASME-PC Connect overview

ASME is excited to announce a new on-line application and certification maintenance application. This new application will make securing and maintaining your certification with ASME easier and more efficient. Paper applications will no longer be made available to clients as the data will be captured and processed on-line. This brief tutorial is an overview of the steps one will follow to open their application, complete it and submit it for ASME staff review. After a candidate has been accepted, they will be issued an acceptance letter which outlines the steps to make an appointment and execute their exam. Candidates will be notified of their performance. If successful, a credential will be mailed to the candidate to their physical mailing address on record. If they are were not successful, a retest option will be outlined.

As email is the primary channel of communication, it is important to ensure email communications are not blocked by a 'spam filter' by adding/approving 'Asme-pconnect@learningbuilder.com' to your contacts.

When appropriate, certificate holders will be issued a notification that it is time to renew should their certificate be something in which they are interested in maintaining. There will also be periodic notices to update/maintain mailing address, email address, etc.

Updating your personal information for mailing and contact purposes:

You will be able to log into ASME-PC Connect anytime and edit your personal administrative data, such as email address, physical mailing address or telephone numbers. **It is recommended that applicants verify their data after engaging the 'Begin' button which opens their respective application.**



Engaging the 'My Account' tab will present you with the data ASME has associated with your application. The 'My Account' tab is located in the upper right hand corner of the screen. Please review and should you need to modify the data, please use the 'update link' located in the instruction set for this page.

Should you need to change any of this data, you will be asked to provide your sign on information again (email address and password) as a security requirement. You will be presented with a 'Manage My Account' screen. For your changes to be reflected, you will have to log-in again to ASME-PC Connect which will refresh your data.

On this screen you will also note a 'My Library' and 'My Communications' tab. It is under these tabs you will find a listing of the communications sent to you as a user of ASME-PC Connect.

Current Environment: QA17 / Email Override: False / Payment Gateway: PayPal / Profile Gateway: Test Mode: True / Recommended Test Mode: False

Welcome Test Test10! My Account Logout

Support FAQ

Application

Test Test10: Account Details

Account Details My Library My Communications

Welcome to your PC Connect Learning Plan (LP).
 Please use the 'Application' tab at the top of this page to complete your application. Applicants will have 365 days to complete and submit their application for review by ASME Personnel Certification staff once the examination has been purchased. Failure to do so will result in withdrawal from the program.
 The data below is a listing of the administrative data ASME has regarding your application.
 As email will serve as the primary channel of communication, it is very important that your contact data is maintained and current. The address listed below is the one to which the credential will be mailed, if applicable, and needs to a valid, physical mailing address with a postal code. Please use this [update link](#) to make changes to your data. You will be asked to log in again as a safety precaution. If you should need to change your administrative data in the future, these instructions can be view using the 'My Account' tab in the upper right hand corner of this screen.

Test Test10

Primary Email: asmeuat10@gmail.com
 Member Type: Person

Email Addresses

Primary
 asmeuat10@gmail.com

Phone Numbers

Primary 2125918500

Addresses

Primary 2 Park Ave Fl 7
 New York, NY 10016-5618
 United States
 New York

Available Roles

There are no Available Roles

Roles

GDTP - 1994 Technologist	Applicant
Unique Identifier	000100200912
Status	Applicant
Is Granted	True

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Overview of QRO Provisional Operator/Combustion System level new application process

The body of knowledge for the exams is outlined in the 'QRO Applicant Information brochure'.

Once ASME has processed your order, you will be issued an email providing a link to the ASME-PC Connect system. This is the on-line application and credential management system.

Completing the QRO Provisional application:

When you initially log into ASME-PC connect you will be presented with the application you requested. All you will need to do is select the 'Begin' button.

QRO Provisional

[QROP-5 / Applicant]

Application	Status
QRO Provisional Application	Available

Begin

You will then be presented with your QRO Provisional Operator level application. Please note the 'My Account' tab in the upper right hand corner. Here is a picture of the application:

QRO Provisional Application (6/30/2016 to 6/29/2017) [Show Details](#) Return to: [Applications](#)

Completing your application [Submit Application](#)

Education

Please document your high school or equivalent education

School Name	Type of Degree	Year	Next Step
			Document Education

Work Experience 0 Months Added | 60 Months Required

[Show More Instructions](#)
Please click the Add Work Experience to document the experience required for the option you selected. [Add Work Experience](#)

Employer	Job Title	Months of Experience	Next Step
			Choose Option

Photo

QRO Photo [Upload Photo](#)

Completing your application

The prospective applicant must complete their application with required data before they can use the 'Complete Application' button to submit their application for review by ASME. When all requirements have been met, the button will be available as indicated by the orange color of the button.

[Submit Application](#)

You will need to select the orange 'Document Education' button under the Education block.

High School: Document High School ✕

Please attach a copy of your diploma, if available. All information is subject to future verification.

Type of Degree*:


School Name/Issuer*:

Address:

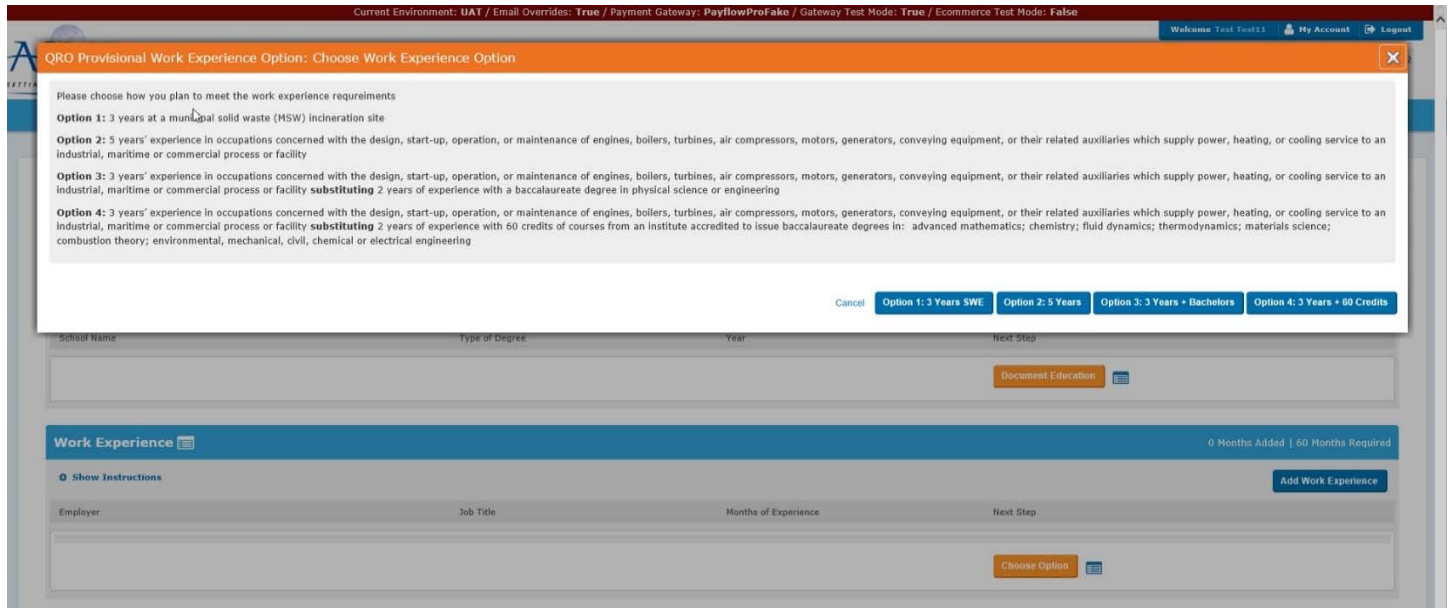
Year Graduated*:

Diploma:

Here is where you will report a High School diploma or GED as well as the name of the organization, address and year you received this diploma. If available you may upload a copy.

Should you need to edit the information you entered, please engage the icon which appears as 'gears'  and edit the data you previously entered.

Next you will need to document your work experience. To begin, please select the 'Choose Option' button which will present you with the four different work experience options:



The screenshot shows a web application interface for selecting a work experience option. At the top, there is a navigation bar with the text "QRO Provisional Work Experience Option: Choose Work Experience Option" and a close button. Below this, a large text box contains the following instructions:

Please choose how you plan to meet the work experience requirements

Option 1: 3 years at a municipal solid waste (MSW) incineration site

Option 2: 5 years' experience in occupations concerned with the design, start-up, operation, or maintenance of engines, boilers, turbines, air compressors, motors, generators, conveying equipment, or their related auxiliaries which supply power, heating, or cooling service to an industrial, maritime or commercial process or facility

Option 3: 3 years' experience in occupations concerned with the design, start-up, operation, or maintenance of engines, boilers, turbines, air compressors, motors, generators, conveying equipment, or their related auxiliaries which supply power, heating, or cooling service to an industrial, maritime or commercial process or facility **substituting** 2 years of experience with a baccalaureate degree in physical science or engineering

Option 4: 3 years' experience in occupations concerned with the design, start-up, operation, or maintenance of engines, boilers, turbines, air compressors, motors, generators, conveying equipment, or their related auxiliaries which supply power, heating, or cooling service to an industrial, maritime or commercial process or facility **substituting** 2 years of experience with 60 credits of courses from an institute accredited to issue baccalaureate degrees in: advanced mathematics; chemistry; fluid dynamics; thermodynamics; materials science; combustion theory; environmental, mechanical, civil, chemical or electrical engineering

Below the text box are four buttons: "Cancel", "Option 1: 3 Years SWE", "Option 2: 5 Years", "Option 3: 3 Years + Bachelors", and "Option 4: 3 Years + 60 Credits".

Below the buttons is a table with columns: "School Name", "Type of Degree", "Year", and "Next Step". A "Document Education" button is located below the table.

Below the table is a section titled "Work Experience" with a sub-section "Show Instructions" and an "Add Work Experience" button. The "Work Experience" section shows "0 Months Added | 60 Months Required".

Below the "Work Experience" section is another table with columns: "Employer", "Job Title", "Months of Experience", and "Next Step". A "Choose Option" button is located below the table.

You will need to select the option meets your circumstances and indicate such by selecting the corresponding button. Once you have made your selection of the correct option, you will need to use the 'Add Work Experience' button. This will take you to a screen where you document the employment and address.

Welcome Test Test11 My Account Logout Support

Work Experience: Document your work experience: Employer Information

The Work Experience documented in the tabs below will need to be verified by the individuals whose email address you have provided. They will be instructed to approve or disapprove the data you have submitted towards meeting the programs minimum work experience.

Employer Information

Position Details

Employer Name*:

Address Line 1*:

Address Line 2:

Address Line 3:

City*:

State*:

Postal Code*:

Country*:

< Previous Next >

Cancel Save & Finish Later Send to Reference

24 Months Added | 60 Months Required

Add Work Experience

24

Awaiting Review

After you have completed this screen, please select 'Position Details'.

Welcome Test Test11 My Account Logout Support | FAQ

Work Experience: Document your work experience: Position Details

The Work Experience documented in the tabs below will need to be verified by the individuals whose email address you have provided. They will be instructed to approve or disapprove the data you have submitted towards meeting the programs minimum work experience.

Employer Information

Position Details

Please document your position held and your work experience. If you currently hold this position, you do not have to complete the Job End Date field.

Job Title*:

Job Start Date*:

Job End Date:

Duties and responsibilities:

Reference Name*:

Reference Email Address*:

< Previous Next >

Cancel Save & Finish Later Send to Reference

24 Months Added | 60 Months Required

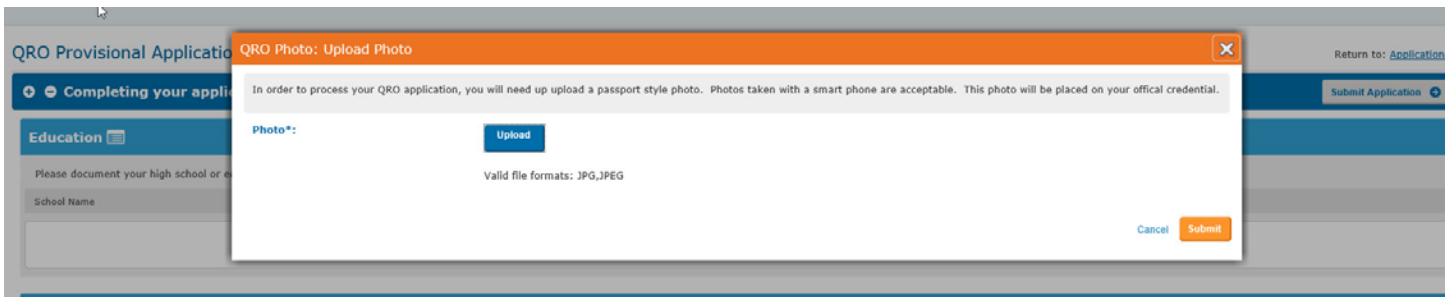
Add Work Experience

municipal solid waste (MSW) incineration site.

It is on this screen where you will list your job title, the dates of your experience and description of ‘Duties and Responsibilities’. You will also need the name and email address of the reference who will verify your work experience. An email will be sent to your reference and they will have the opportunity to approve or deny your statements.

As this new system is based on email as primary form of communication, you may need to inform your reference that an email will be sent to them and to ensure their spam filter does not block emails from: **Asme-pconnect@learningbuilder.com**

Once you have met the requirements for High School/GED and work experience, you will need to upload a jpeg file which will be used to produce your credential should you be successful on the examination:



Please upload a clear, digital headshot which can be used to produce a good quality credential. (A smart phone ‘selfie’ is acceptable and easy to secure.)

Submitting a completed application

Once you have met all of the requirements (education, verified work experience and uploaded jpeg), you will be able to log back into ASME-PC Connect use the orange ‘Complete Application’ button.

Application

QRO Provisional Application (6/30/2016 to 6/29/2017) [Show Details](#)

Return to: [Applications](#)

Completing your application

Submit Application

Education

Please document your high school or equivalent education

School Name	Type of Degree	Year	Next Step
ddd ccc	HS Diploma	1253	Awaiting Review

Work Experience

109 Months Added | 60 Months Required

Show More Instructions

Please click the Add Work Experience to document the experience required for the option you selected.

Add Work Experience

Employer	Job Title	Months of Experience	Next Step	
Option 1: 3 Years MSW			24	Awaiting Review
Show Less You must document 3 years at a municipal solid waste (MSW) incineration site.				
ffff	ddd	85	Awaiting ASME Review	

Photo

QRO Photo	Alexander, David (RP new).jpg	Awaiting Review
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Completing your application

Submit Application

Once you click this button, you will be asked to accept the 'terms and conditions' for this examination.

If accepted, your application status will be changed to under review:

Current Environment: QA / Email Overrides: True / Payment Gateway: PayPalPro/okta/gateway-test/Mode: True / Commerce Test Mode: False

Welcome Dwight Herrera Cycle: QRO | 6/30/2016 - 6/29/2017 My Account Logout Support | FAQ

ASME
SETTING THE STANDARD

Application

QRO Provisional Application (6/30/2016 to 6/29/2017) [Show Details](#) Return to: [Applications](#)

Under Review Application Under Review

Education

Please document your high school or equivalent education

School Name	Type of Degree	Year	Next Step
ddd ccc	HS Diploma	1253	Awaiting Review

Work Experience 109 Months Added | 60 Months Required

Show More Instructions
Please click the Add Work Experience to document the experience required for the option you selected.

Employer	Job Title	Months of Experience	Next Step
Option 1: 3 Years MSW		24	Awaiting Review
Show Less You must document 3 years at a municipal solid waste (MSW) incineration site.			
ffff	ddd	85	Awaiting ASME Review

Photo

QRO Photo	Next Step
Alexander, David (RP new).jpg	Awaiting Review

Under Review

Your application is currently under review by ASME. Please allow 7-14 business days for the review process. Once the review has been completed, you will be notified by email on how to proceed. Application Under Review

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You will be issued an email stating your application is under review and that ASME will notify you within 10-14 days. If your application is approved, you will be issued an acceptance letter which outlines the process and rules to schedule your exam at a convenient Prometric Test Center.

You will then execute the exam and will be notified of your performance. You will be able to see your results and if successful, a credential will be mailed to the address you have on record.

If you were not successful, a retest option will be outlined.

Review of QRO Provisional Operator level recertification (renewal) process

Recertification (renewals) are handled somewhat differently under this new application. As the requirement to renew is based on the renewal candidate being able to document 36 months of continued experience out of the 60 month

certification term, the recertification option will be presented at the 36 month. The certificate holder will be notified via email that it is time to renew.

You will log into ASME-PC Connect and have the opportunity to submit a credit card payment. Once the payment has been successfully processed, usually within 2 hours, please log back in to complete the recertification application.

This will require the individual to engage the 'Add Work Experience' and document at least 36 months of experience at an MSW site. The format under which the experience is to be verified requires the candidate describe their experience, amount of time doing the work and providing the contact (name and email address) of the individual who will verify to this experience.

Overview of QRO Provisional Operator level recertification (renewal) process

Upon the 36 month into a certificate holder's 5 year term, they will be issued a renewal notice. The certificate holder will be instructed to log into ASME-PC Connect and process their renewal fee.

The screenshot displays the ASME-PC Connect application interface. At the top, the ASME logo is on the left, and a navigation bar on the right includes 'Welcome Alouetta Haldoun', 'Cycle: QRO | 6/27/2016 - 6/26/2021', 'My Account', and 'Logout'. Below the navigation bar, the main content area is titled 'Application' and shows the 'QRO Provisional Recertification (6/27/2016 to 6/26/2021)' application. The application status is 'Under Review'. A 'Work Experience' section indicates '0 Months Worked | 36 Months Required' and includes a 'Show Less Instructions' button and an 'Add Work Experience' button. The instructions state: 'Renewal requires demonstration of employment, as identified below, for at least 3 of the last 5 years: 1. Employment in management, operation, maintenance or engineering of a municipal solid waste combustion facility, or 2. Employment in occupations concerned with the design, start-up, operation, or maintenance of engines, boilers, turbines, air compressors, motors, generators, conveying equipment, or their related auxiliaries which supply power, heating, or cooling service to an industrial, maritime, or commercial process or facility.' A 'Photo' section shows a 'QRO Photo' of 'Alana, Kawika.jpg' with an 'Awaiting Review' status. At the bottom, a message states: 'Your application is currently under review by ASME. Please allow 7-14 business days for the review process. Once the review has been completed, you will be notified by email on how to proceed.' The footer includes links for 'Contact Us', 'FAQ', 'ASME Personnel Certification', and 'LearningBuilder Online Help', along with copyright information for LearningBuilder and Heuristic Solutions, LLC.

At this point the candidate can wait for their confirmation email or wait approximately two hours before they can log back into PC Connect, and begin documenting the minimal 36 months of continued experience.

The candidate will engage the 'Add Work Experience' button and follow the on screen prompts requesting they add 'units' of experience which will eventually be submitted for approval by the individual they name as their reference. It is important to note that the recertification candidate may not proceed the start date of their certification term with this work experience. Stated differently, even though you may have had this job longer than 36 months, you can only put the start date as listed on the certificate.

After 36 (plus) months are documented, you will need then to ensure your web listing data is correct. To edit use the Edit step icon which resembles gears.

Submit application for review

Receive certificate.

Overview of QRO Operator Renewal Process

Upon the 36 month into a certificate holder's 5 year term, they will be issued a renewal notice. The certificate holder will be instructed to log into ASME-PC Connect and process their renewal fee.

Using their email address on record with ASME they will either log-in to their account, create a new one or if they have forgotten their password, use the retrieve password function.

Once you have successfully logged in, please select the 'Begin' button to start your renewal application.

The screenshot shows a user interface for 'QRO Operator - Shift Supervisor'. At the top, it says '[QROOS-3 / Applicant]'. Below this, there is a table with two columns: 'Application' and 'Status'. The first row shows 'QRO Operator Shift Supervisor Application' with a status of 'Available'. To the right of the 'Available' status is an orange button labeled 'Begin'.

You will then be presented with the actual application. You will need to submit your recertification fee by selecting the 'Pay Fee' button. This will require that you log into back in to make a secure credit card payment. When you have successfully paid the fee, please log out of the shopping cart and then log out of ASME-PC Connect. ASME will have issued you a web confirmation of your order and when the payment is successfully processed, you will be issued a formal email with the link back into ASME-PC Connect. Log in and you will then see the application for you to complete:

The screenshot shows the 'Completing Application' screen for Matthew Carnino. The page title is 'Matthew Carnino: QRO Operator Shift Supervisor Recertification (7/1/2011 to 6/30/2016)'. The main heading is 'Completing Application'. Below this, there is a green bar for 'Recertification Fee'. The text says 'Payment for: You must pay for your QRO Operator Shift Supervisor Recertification before continuing'. There is an orange 'Pay Fees' button. Below the fee section is a 'General' section with a 'Show Instructions' button. It contains a table with columns: 'Learning Plan Tasks', 'Completion Date', 'Units', 'Steps Complete', and 'Next Step'. The first row is for '(required)' and has 'Awaiting Activities' with a gear icon. The second row is for 'QRO Photo' and has 'Awaiting Photo' with a gear icon. At the bottom, there is a 'Work Experience' section with an 'Add Work Experience' button.

To complete the renewal application, you will need to select the 'Awaiting Activities' button. This will take you to the screen where you start to document the last 36 months of your employment.

The first tab is data regarding the location, job(s) and supervisor data. Once your application is complete, you will send this to your supervisor to approve it.

The screenshot shows a web application window titled "QRO Operator SS Recertification: Document Activities: Facility". On the left, there is a sidebar with three tabs: "Facility", "Confirm Site Activities", and "Technologies and Training". The "Facility" tab is active. The main content area contains the following fields and instructions:

- Current QRO Facility*:** A dropdown menu with the text "Select QRO Facility".
- Job History Instructions:** A text block stating: "In the fields below, provide documentation of satisfactory experience at the level of Shift Supervisor at the above facility. For recertification, you must document employment for least 3 of the last 5 years at the municipal solid waste combustion facility, in the applicable level of Chief Facility Operator or Shift Supervisor."
- Job Title*:** A text input field.
- Job Start Date*:** A date input field with the format "MM/DD/YYYY".
- Job End Date:** A date input field with the format "MM/DD/YYYY".
- Job Title 2:** A text input field.
- Job Start Date 2:** A text input field.
- Job End Date 2:** A text input field.
- Duties and responsibilities*:** A large text area for input.
- Supervisor Name*:** A text input field.
- Supervisor Email*:** A text input field.

At the bottom right of the form, there are three buttons: "Finish Later" (blue), "Cancel" (grey), and "Send to Supervisor" (orange). Above these buttons are two smaller buttons: "Previous" (grey) and "Next" (blue).

Using the next button will take you to the 'Confirm Site Activities' screen where you will attest to having maintained 36 months of satisfactory experience in the areas outlined. The responses are 'yes' or 'no'. Any 'no' responses will need to be explained in the space provided.

QRO Operator SS Recertification: Document Activities: Confirm Site Activities

Facility >

Confirm Site Activities

Technologies and Training >

Instructions:

In the fields below, provide documentation of satisfactory experience at the level of Shift Supervisor at the above facility. For recertification, you must document employment for least 3 of the last 5 years at the municipal solid waste combustion facility, in the applicable level of Shift Supervisor. This information will need to be verified by the supervisor for this recertification.

Supervises, trains and monitors performance of personnel during an assigned shift*: Select SS Supervision

Maintains records of facility operations, including operational changes, abnormalities, and reports to the chief facility operator*: Select SS Record Keeping

Authorizes issuance of work orders for equipment repair and maintenance*: Select SS Work Order Authorization

Assures that the facility is consistently operating with the applicable federal, state and local environmental requirements*: Select SS Environmental Requirements

Monitors operations in accordance with established facility policies and procedures*: Select SS Policy and Procedures

Undertakes actions to correct upsets or emergencies*: Select SS Corrective Actions

Assures a safe workplace*: Select SS Safety

Communicates operational status of the plant with the relieving shift supervisor at shift turnover*: Select SS Communication

If you answered no to any of the Site Activities, you will need to document the reason in the space provided below:

< Previous Next >

Finish Later Cancel Send to Supervisor

Do not engage the ‘Send to Supervisor’ button yet, rather use the ‘Next’ button to take you to the final step prior to submitting the recertification data to your Supervisor.

Using the ‘Next’ button you will be taken to the ‘Technologies and Training’ tab where you will:

- Download the QRO Operator Renewal Technology Checklist.
- Complete it and securing the signature of your CFO/Supervisor
- Scanning it and uploading it back into your ASME-PC Connect account

QRO Operator SS Recertification: Document Activities: Technologies and Training

Facility >



Confirm Site Activities >

Technologies and Training

Recertification and Transfers ONLY (does not apply to new applications)

Please download and complete the "QRO OPERATOR RENEWAL TECHNOLOGY CHECKLIST". You will need to complete this form sign it and also have your supervisor sign it. If there were any changes in technology be sure please also include a copy "FORM A: Documentation of training for differences in technology" for each element where a difference in technology is indicated.

Once the form is completed you will need to upload a scanned version. Once this has occurred, you can submit your data for verification by your supervisor. Failure to do so will could result in the possibility of your recertification being delayed and/or denied. If you are not able to recertify by written submission, you will be required to retest for this level of certification. If so, please follow the instruction on the [Site-Specific Process](#) web page.

Download Checklist: [QRO Operator Renewal Technology Checklist.pdf](#)  

Upload Checklist*:

< Previous Next >

Finish Later Cancel Send to Supervisor

Once all of this data is completed, please engage the ‘Send to Supervisor’ button. This will trigger an email to them asking them to review the data you have submitted. If they approve, you will be notified and instructed to log back into ASME-PC Connect and formally submit your application to ASME for review. Should there be any issues, you will be contacted by ASME for resolution. If there aren’t any issues, you will be issued a renewal credential by regular mail.