



ASME-PC Connect GDTP user’s guide

Updated: 6/12/2017

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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. **Before an applicant can engage ASME-PC Connect, they will need to have purchased their respective examination at [GDTP Application Process](#).**

This User's Guide is an overview of the steps one will need to perform 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 certificate will be mailed to the candidate to their physical mailing address on record. If they were not successful, a retest option will be outlined.

It is important to note that there are financial penalties should the candidate not follow scheduling/rescheduling of exam appointments at Prometric. Partial refunds are available upon request should a candidate not submit their application for ASME review one year after purchase and for withdrawing from the testing system. An extension may be purchased should the candidate require more than the 180 days provided at time of acceptance. This request must be made prior to the 180th day or the candidate will forfeit all funds to date.

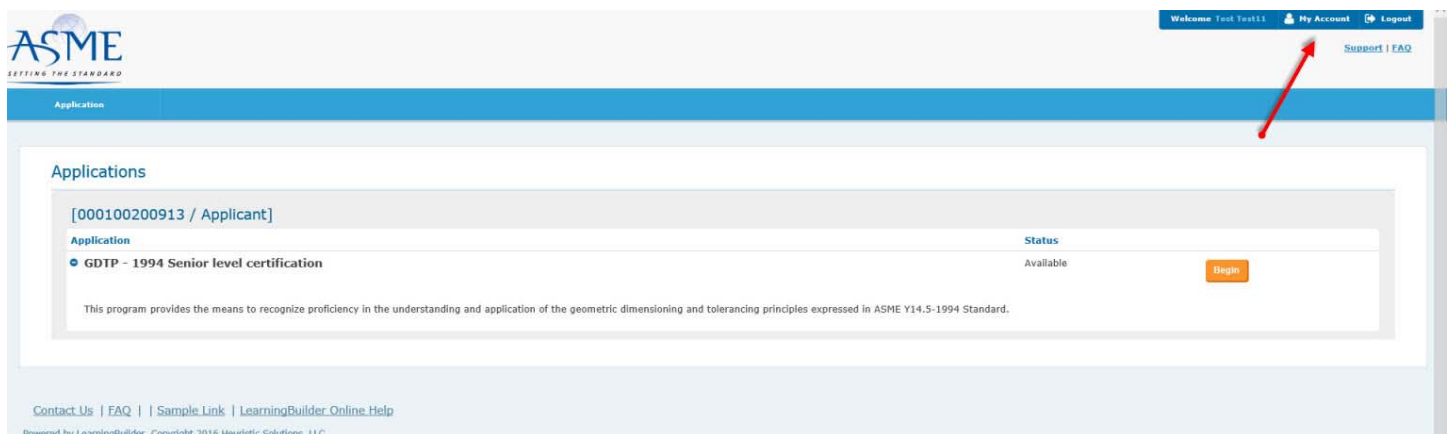
As email is the primary channel of communication, it is important to ensure email communications are not blocked by a 'spam filter' by adding/approving Asme-pconnect@learningbuilder.com to your contacts.

It is highly recommended to use a stable email address. It is the responsibility of the client to maintain their current email address with ASME.

When appropriate, certificate holders will be issued a notification that it is time to renew. There will also be periodic notices to update/maintain mailing address, email address, web listing data, 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 screenshot displays the ASME-PC Connect user interface. At the top left is the ASME logo with the tagline "SETTING THE STANDARD". The top right navigation bar includes "Welcome Test Test11", "My Account", "Logout", "Support", and "FAQ". A red arrow points to the "My Account" link. Below the navigation bar is a blue header labeled "Application". The main content area is titled "Applications" and shows a table with one application entry:

Application	Status
GDTP - 1994 Senior level certification	Available

Below the table, there is a "Begin" button and a brief description: "This program provides the means to recognize proficiency in the understanding and application of the geometric dimensioning and tolerancing principles expressed in ASME Y14.5-1994 Standard." At the bottom of the page, there are links for "Contact Us", "FAQ", "Sample Link", and "LearningBuilder Online Help", along with a footer note: "Powered by LearningBuilder. Copyright 2016 Heuristic Solutions, LLC."

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 viewed 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

Please review this data and should you need to modify it, please use the 'update link' located in the instruction set on this page. You will be presented with a 'Member Tools' screen. You will be asked to provide your sign on information (email address and password) as a security requirement. After you have made the necessary changes, **you will need to log out of the Member Tools application and ASME-PC Connect. You will then need to log back into ASME-PC Connect which will refresh your data.**

Overview of GDTP 1994 and 2009 Technologist new application process

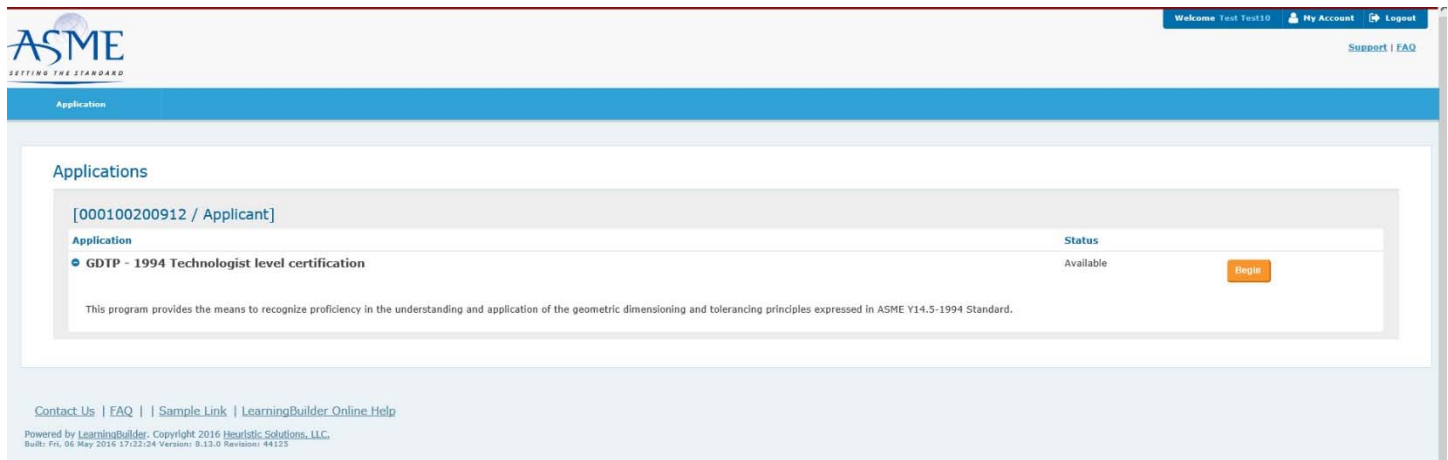
As the process of completing and submitting an application is the same regardless of the Standard edition (1994 or 2009), these steps are the same for both exam formats.

The body of knowledge for these is exam is different as outline in the [GDTP Applicant Information brochure](#) and can be review here.

Once ASME has processed an order for one of these exams, you will be issued an email providing a link to the ASME-PC Connect system.

Completing the Technologist application:

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



The screenshot shows the ASME application interface. At the top, there is a navigation bar with the ASME logo and links for 'Welcome Test Test ID', 'My Account', 'Logout', and 'Support | FAQ'. Below this is a blue header with the word 'Application'. The main content area is titled 'Applications' and contains a table with one row:

Application	Status	
GDTP - 1994 Technologist level certification	Available	Begin

Below the table, there is a description: "This program provides the means to recognize proficiency in the understanding and application of the geometric dimensioning and tolerancing principles expressed in ASME Y14.5-1994 Standard." At the bottom of the page, there are links for 'Contact Us | FAQ | | Sample Link | LearningBuilder Online Help' and a footer with copyright information: "Powered by LearningBuilder. Copyright 2016 Heuristic Solutions, LLC. Build: Fri, 06 May 2016 17:22:24 Version: 8.13.0 Revision: 44125".

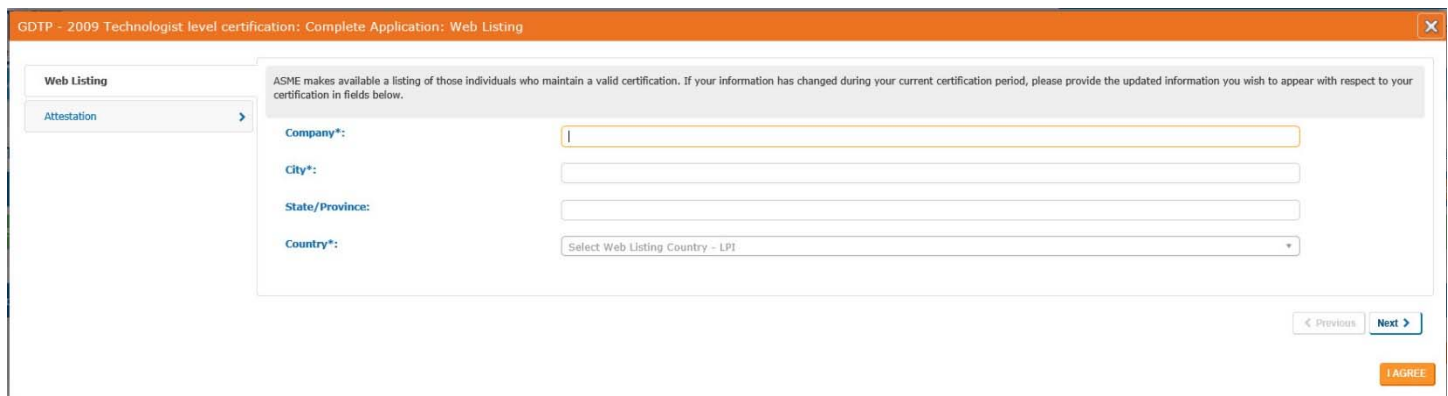
You will then be presented with your respective Technologist level application:



The screenshot shows the ASME application interface for a specific certification. The header includes the ASME logo and navigation links: 'Welcome Kevin Michael', 'Cycle: GDTP | 6/2/2017 - 6/1/2018', 'My Account', and 'Logout'. Below the header is a blue bar with 'Application'. The main content area is titled 'GDTP - 2009 Technologist level certification (6/2/2017 to 6/1/2018)' and includes a 'Show Details' link and a 'Return to: Applications' link. The application is currently in the 'Completing your application' stage, indicated by a blue bar with a 'Submit Application' button. Below this is a green bar for 'ASME GDTP Certificate Holders Listing' and another blue bar for 'Completing your application' with a 'Submit Application' button.

As there are no requirements to sit for the Technologist level examination, all you will need to do is to engage the orange 'Submit Application' button.

You will then be asked to complete the web listing data you would like listed in the ASME Certificate Holders public listing:



The screenshot shows the 'Web Listing' form for the 'GDTP - 2009 Technologist level certification: Complete Application: Web Listing'. The form includes a 'Web Listing' tab and an 'Attestation' tab. The main content area contains a text box with the following text: "ASME makes available a listing of those individuals who maintain a valid certification. If your information has changed during your current certification period, please provide the updated information you wish to appear with respect to your certification in fields below." Below this text are four input fields: 'Company*', 'City*', 'State/Province', and 'Country*'. The 'Country*' field is a dropdown menu with the option 'Select Web Listing Country - LPI'. At the bottom of the form, there are 'Previous' and 'Next' buttons, and an 'I AGREE' button.

After completing this data, please select the Attestation tab. This is where you will indicate that you agree with the Certification Terms and Conditions for this program.

Web Listing >

Attestation

Certification Terms and Conditions

1. I agree to notify ASME in a timely manner of changes concerning the information I have provided, including my current address, telephone number, and e-mail.
2. I agree that ASME has the right to communicate with any person or organization to review or confirm the information in this application or any other information related to my application for certification. Further, I agree to and authorize the release of any information requested by ASME for such review and confirmation.
3. I understand that the ASME credential status does not imply licensure, registration or government authorization to perform any specific job function or to engage in any related activities.
4. I agree that all materials submitted to ASME become the property of ASME, and that ASME is not required to return any of these materials to me.
5. I agree that upon achieving the ASME credential, my name and certification information including name, city, state, company, certification and expiration date will be posted on the ASME website as part of the online registry of certified personnel.
6. I agree that all disputes relating in any way to my application for an ASME certification and/or my involvement generally in an ASME certification program, will be resolved solely and exclusively by means of ASME policies, procedures and rules, including the ASME appeals process.
7. ASME reserves the right to suspend or revoke this certification if it is determined I have failed to uphold, or otherwise breached this Agreement.
8. I release and indemnify ASME from any and all liability and claims that may arise out of, or be related to, my certification and related activities.
9. I agree not to discuss or release in any form the contents of the examinations.
10. I affirm that all information provided in this application is correct.

As an ASME credential holder, I agree to conduct myself in a professional manner. I agree to the Terms and Conditions of my certification including adherence policy on the use of ASME GDTP symbols set forth by ASME.

If you agree to the attestation shown above, please select Yes to indicate your acceptance *:

Select Application Attestation Approval

< Previous Next >

I AGREE

Please use the last item on this page to register a 'Yes' value and then engage the orange 'I Agree' button.

Once you have submitted your application, you will notice that the status of your application has changed to a grey button labeled 'Application Under Review'.

You should log out of ASME-PC Connect and await instructions from ASME as your application is processed. You will be notified with an acceptance letter if your application has been approved. This letter will contain your 'Applicant Id' code which will be required to schedule your appointment at a Prometric Test Center. If for whatever reason your application requires additional data/clarification, you will be contact by ASME to provide such.

Once you have executed the exam, you will be notified of your performance. If the candidate has passed the exam they will be issued an email with a link to their results listing. A certificate will be mailed under separate cover.

If a candidate was not successful, they will be issued a results email outlining their results. They will be issued further communications indicating when they can log back into ASME-PC Connect to submit their retest fee.

Overview of GDTP 1994 and 2009 Senior new application process

As the process of completing and submitting an application is the same regardless of the Standard edition (1994 or 2009), these steps are the same for both exam formats.

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

Completing the Senior application:

You will then be presented with option to complete the two requirements for this certification program:

Application

GDTP - 1994 Senior level certification (12/22/2015 to 12/21/2016) [Show Details](#)

Return to: [Applications](#)

Completing your application

[Submit Application](#)

Requirements

Collapse Legend

Verified Remaining Not Counted

Collapse Requirements

Document at least 60 months (5 years) of experience in both the understanding and application of geometric dimensioning and tolerancing.

(0 of 60)

60

ASME GDTP Certificate Holders Listing

Show More Instructions

ASME provides a listing of those individuals who maintain a valid certification.

[required]

Certified GDT Professionals Listing

[Enter information](#)

Work Experience

Show Less Instructions

A requirement for the Senior level examination is that the applicant has accumulated 60 months (5 years) of experience in both the understanding and application of geometric dimensioning and Tolerancing as defined in the [GDTP Applicant Information](#) brochure.

This experience will need to be verified by individuals whose email address you have provided. They will be instructed to approve or disapprove the data you have submitted towards meeting this minimum 60 months of experience. Click the "Add Work Experience" button to begin.

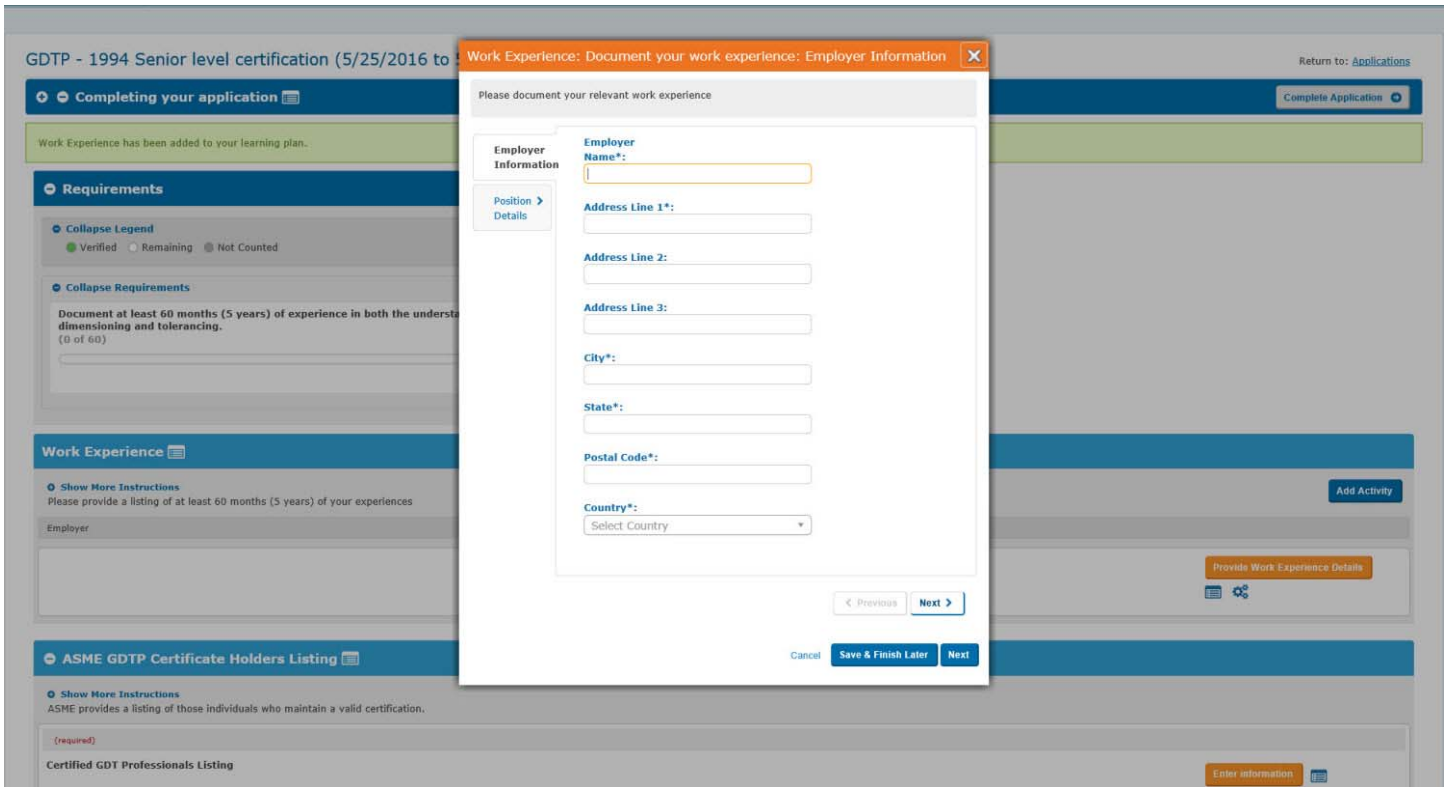
[Add Work Experience](#)

Completing your application

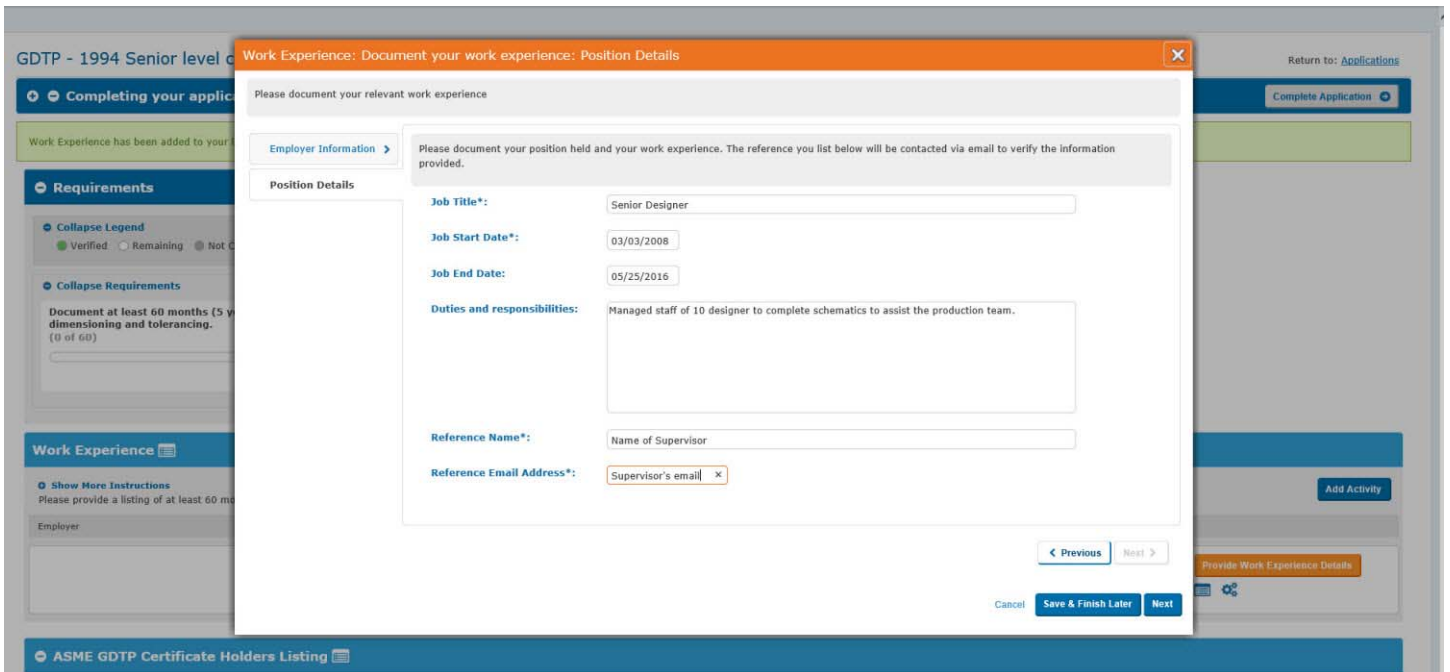
The prospective applicant must complete their application with required data before they can use the **Complete Application** button to submit their application for review by ASME. When all requirements have been met, the button will be available as indicated by the orange color of the button.

[Submit Application](#)

Following the prompts on the screen you will need to provide at minimum 60 months verifiable experience engaging the Y14.5 1994 or 2009 Standard. You will be asked for information regarding where you acquired this experience:



As well as the contact information for the individual who will approve or deny your statements:



Once you have entered this data you will submit it which will trigger an email to the individual you specified asking them to verify what you have entered. This process will need to be completed until you have documented and had verified, the minimum 60 months.

Please inform the individual from whom you are requesting this verification to be able to receive emails from **Asme-pccconnect@learningbuilder.com**. Spam filter setting should be adjusted if it is an issue for your email system.

You will be notified by an email from your reference as to their ability/inability to verify your statements. If approved you will need to log into ASME-PC Connect and engage the orange Submit Application button.

You will then be asked to complete the web listing data you would like listed in the ASME Certificate Holders public listing:

The screenshot shows a web browser window titled "GDTP - 2009 Technologist level certification: Complete Application: Web Listing". On the left, there is a navigation menu with "Web Listing" selected and "Attestation" below it. The main content area contains a text box with the following text: "ASME makes available a listing of those individuals who maintain a valid certification. If your information has changed during your current certification period, please provide the updated information you wish to appear with respect to your certification in fields below." Below this text are four input fields: "Company*:" (a text box), "City*:" (a text box), "State/Province:" (a text box), and "Country*:" (a dropdown menu with the text "Select Web Listing Country - LPI"). At the bottom right of the form, there are two buttons: "< Previous" and "Next >". In the bottom right corner of the browser window, there is an orange button labeled "I AGREE".

After completing this data, please select the Attestation tab. This is where you will indicate that you agree with the Certification Terms and Conditions for this program.

The screenshot shows a web browser window titled "GDTP - 2009 Technologist level certification: Complete Application: Attestation". On the left, there is a navigation menu with "Web Listing" and "Attestation" (which is selected). The main content area is titled "Certification Terms and Conditions" and contains a list of 10 numbered terms. Below the terms, there is a paragraph: "As an ASME credential holder, I agree to conduct myself in a professional manner. I agree to the Terms and Conditions of my certification including adherence policy on the use of ASME GDTP symbols set forth by ASME." Below this paragraph is a dropdown menu with the text "Select Application Attestation Approval". At the bottom left of the form, there is a blue text prompt: "If you agree to the attestation shown above, please select Yes to indicate your acceptance *:". At the bottom right of the form, there are two buttons: "< Previous" and "Next >". In the bottom right corner of the browser window, there is an orange button labeled "I AGREE".

Please use the last item on this page to register a 'Yes' value and then engage the orange 'I Agree' button.

Once you have submitted your application, you will notice that the status of your application has changed to a grey button labeled 'Application Under Review'.

You should log out of ASME-PC Connect and await instructions from ASME as your application is processed. You will be notified with an acceptance letter if your application has been approved. This letter will contain your 'Applicant Id' code which will be required to schedule your appointment at a Prometric Test Center. If for whatever reason your application requires additional data/clarification, you will be contacted by ASME to provide such.

Once you have executed the exam, you will be notified of your performance. If the candidate has passed the exam they will be issued an email with a link to their results listing. A certificate will be mailed under separate cover.

If a candidate was not successful, they will be issued a results email outlining their results. They will be issued further communications indicating when they can log back into ASME-PC Connect to submit their retest fee.

Overview of GDTP Technologist and Senior level recertification (renewal) process

As the requirement is the same regardless of the Edition or level of certification, the process will be reviewed here.

Upon the 24 month into a certificate holder three year term, they will be issued a recertification/renewal notice email. The certificate holder will be instructed to log into ASME-PC Connect and process their renewal fee. You will need to engage the orange 'Pay Fees' button.

The screenshot displays a web interface for completing a recertification application. It features three main sections:

- Completing Application:** A blue header bar at the top with a progress indicator and a 'Completing Application' button.
- Recertification Fee:** A green header bar. Below it, a grey box contains the text: "Payment for: You must pay for your GDTP - 1994 Senior Recertification before continuing." An orange "Pay Fees" button is visible on the right. Below this, there are instructions: "Please select the Pay Fees button. You will then be asked to sign into ASME's Shopping Cart using your email address and password. There you will find the respective recertification product loaded into your cart. Once you have successfully submitted your payment, you will then need to log out of the ASME Shopping Cart and then log out of ASME-PC Connect." A note states: "Once ASME has formally processed your credit card payment you will be issued an email (within 24 hours) with the instructions to log back into ASME-PC Connect and complete the recertification application."
- Work Experience:** A blue header bar. Below it, a grey box contains instructions: "Please select the Pay Fees button. You will then be asked to sign into ASME's Shopping Cart using your email address and password. There you will find the respective recertification product loaded into your cart. Once you have successfully submitted your payment, you will then need to log out of the ASME Shopping Cart and then log out of ASME-PC Connect." A note states: "Once ASME has formally processed your credit card payment you will be issued an email (within 24 hours) with the instructions to log back into ASME-PC Connect and complete the recertification application." Below this, there are instructions: "A requirement for the Senior level recertification program is that the applicant has maintained 24 months (2 years) of experience in both the understanding and application of geometric dimensioning and Tolerancing as defined in the 'GDTP Applicant Information' brochure." A note states: "This experience will need to be verified by individuals whose email address you have provided. They will be instructed to approve or disapprove the data you have submitted towards meeting this minimum 24 months of experience. Click the 'Add Work Experience' button to begin." A blue "Add Work Experience" button is visible on the right.
- Completing Application:** A blue header bar at the bottom with a progress indicator and a "Completing Application" button.

You will need log into ASME's shopping cart and make your payment. Once your payment has been submitted you should log out of the ASME Shopping Cart as well as ASME-PC Connect. You will receive a welcome email within 24 hours instructing you to log into ASME-PC Connect and complete your renewal application.

The candidate will engage the Work Experience button and follow the on screen prompts requesting they add 'units' of experience which must total at least 24 months. This data will need to be verified by the reference you have asked to verify this work experience.

Once your references have approved/declined your experience, you will instructed to log back into ASME-PC Connect and submit you application for review. ASME will review the recertification request and if approved a certificate will be issued. If ASME has any questions or needs further clarification, they will contact you.