ASME-PC Connect GDTP user’s guide

Updated: 6/12/2017

Table of Contents

ASME-PC Connect overview ................................................................. 2
  Updating your personal information for mailing and contact purposes: ............................................ 2
Overview of GDTP 1994 and 2009 Technologist new application process ........................................ 3
  Completing the Technologist application: ...................................................................................... 4
Overview of GDTP 1994 and 2009 Senior new application process .................................................... 5
  Completing the Senior application: ................................................................................................. 5
Overview of GDTP Technologist and Senior level recertification (renewal) process ............................ 9
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 are 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-pccconnect@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.
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.

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

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:

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.
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:
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-pcconnect@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:

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.

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.

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.