



CIP Peer Review

Work Experience Assessment Procedure and Documentation

1. Two years of coatings-related work experience is required to attempt the Peer Review. Completed work experience forms **must** be received at NACE Institute Headquarters at least two months in advance of the date of the Peer Review for verification and approval purposes. If you plan to take the peer review in the next year, it is to your benefit to complete and send the forms to the NACE Institute Headquarters as soon as possible.
2. At this time, there is no waiting period between CIP Level 1 and Level 2 courses. This means that:
 - a. No matter how much or how little experience you have in the coatings industry, you can take CIP Level 1 and CIP Level 2 with no waiting period in between.
 - b. You do not have to complete any work experience forms in order to attend the CIP Level 1 or Level 2 training courses.
3. Thirty-six (36) field-related work experience points are strongly recommended before you attempt to take the Peer Review to achieve Certification under the CIP. Peer Review is significantly more difficult without the field experience of 36 points.

Operating Procedures of the Work Experience Assessment

Your work experience documentation must provide documentation of field-related work experience points. Experience points are calculated on Form 2.

Only **coatings-related field work experience** (defined as coatings-related field work in a place where protective coatings are applied or inspected). Experience points are assigned as follows when the work experience has been uninterrupted:

Type of Coatings-Related Work Experience	Points Awarded Per Month of Uninterrupted Work Experience
Coating Inspection	2.0
Other Field Experience	1.5
Non-Field Experience	1.0

Points are not awarded for non-field coatings-related experience. Please see the list on the following page to guide you in assessing what may be considered **coatings-related work experience**.

The following list is neither definitive nor exhaustive but merely a guide in assisting you in determining if your work experience meets the criteria of what will be considered.

ACCEPTED	NOT ACCEPTED
Coating Inspector	Laboratory Technician without field-related responsibilities
Paint Crew Foreman	Specification writing without field-related responsibilities
Industrial Maintenance Painter	Protective Coatings Sales without field-related responsibilities
Blast Cleaning Operator	
Protective Coatings Sales with field-related responsibilities	
Site Manager of Coatings Operation	

Interrupted Experience Calculation When coatings-related work experience has been interrupted for two years or longer, the points awarded for the work experience prior to interruption are reduced, as follows:

Length of Interruption in Continuity of Coatings-Related Work	Factor for Reduced Points Awarded for Coatings-Related Work Prior to Interruption
Up to 2 years	No reduction factor
2 years to 3 years	80%
3 years to 4 years	70%
4 years to 5 years	60%
5 years and more	50%

For example: An applicant worked 24 months as a painter applying industrial maintenance coatings, then worked in a job not at all related to protective coatings for 2 years, then most recently worked 12 months as a coating inspector. The coatings-related total work points awarded are calculated as follows:

$$\begin{aligned}
 24 \text{ months} \times 1.5 \text{ points per month} \times 80\% &= 28.8 \text{ points for work as a painter} \\
 12 \text{ months} \times 2.0 \text{ points per month} \times 100\% &= \underline{24.0} \text{ points for inspection work} \\
 \text{Total Work Points} &= 52.8
 \end{aligned}$$

Instructions for Completing the Forms

Disregarding these instructions may seriously delay your application process. NACE cannot be responsible, and accepts no responsibility for delays caused by incomplete, inaccurate, or illegible information.

1. Carefully read these instructions, and look over the sample forms, before proceeding.
2. Read and sign the **attestation and affirmation pages**. These must be included with the work experience forms for them to be considered.
3. **Form 1: Summary of Protective Coatings-Related Work Experience**. This form is a summary, just as it is entitled. Complete, sign and date.
4. **Form 2: Individual Job Documentation**: You should complete one Form 2 for each job listed on the summary page (Form 1). Make as many copies as you need of Form 2 to document the 36 work experience points you need to attend the Peer Review. Write clearly and legibly or type the information. Be sure to include a brief description of the coating related responsibilities for each job at the bottom of each form. Write only on one side of each page. Sign and date each page.

Notes:

You must provide complete information. If you are self-employed, provide names and addresses of specific individuals at major clients who can verify your work history.

For the purpose of these forms, job is defined as a position in which you are regularly employed for a period of time. For those who work for a company who provides services to clients, you only need to list the company you are employed by, not the individual clients.

5. Make and keep a copy of the completed forms for your records.
6. Send the completed, signed, and dated forms to:

NACE International Institute – Certification Division
Attention: Carol Steele
1440 South Creek Drive
Houston, TX 77084-4906 USA

Phone: 281/228-6244
FAX: 281/228-6344
E-Mail: Carol.Steele@nace.org

Note: Faxed, scanned and e-mailed documents are acceptable with signature. You do not need to return the instructions or sample pages, only your completed forms.

7. If you require assistance, contact the NACE Institute at the above address or phone.

Forms must be received at NACE Institute Headquarters not less than 60 days from the first day of the Peer Review you plan to attend to allow time for the verification and approval process to be completed.

S A M P L E

Form 1: Summary of Protective Coatings Related Work Experience

Instructions: Make and use as many copies of this form as needed. Please provide all information requested. Forms must be printed legibly in black ink or typed. Illegible information can delay the application process. For assistance with this form, contact the NACE International Institute Headquarters.

Applicant Information:

Name: A. Sample Phone: 409/111-4321
 Company: ZZZ Coating Inspection Inc. Fax: 409/111-1234
 Address: 987 Gage Avenue Email: _____

 City: Millspec State/Province: TX
 Zip/Postal Code: 77987 Country: USA

Please summarize below the information on each copy of Form 2, Individual Job Documentation. List your experience beginning with the most recent, followed by less recent experience.

From Month/Year	To Month/Year	Number of months in this job	Points for this job	Job Title	Company Name
1/92	1/95	36	72	Coating Inspector	ZZZ Inspection Inc.
12/89	12/91	24	36	Painter	AAA Painters
12/87	12/89	24	36	Helper	AAA Painters
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
TOTAL POINTS:			144		

Applicant Affidavit: I understand that if I knowingly provide false information in connection with my recognition under this program, it will be grounds for disciplinary procedures.

Signed: _____ Date: _____

SAMPLE

Form 2: Individual Job Documentation

Use one of these forms for each job; that is, each period of work experience you wish to document. Note that for this form, "job" is defined as "a position in which you are regularly employed for a period of time". Make and use as many copies of this form as you need. Please provide all information requested in the form. Applications must be printed legibly in black ink or typed. Illegible information can delay the application process. For assistance with this form, contact the NACE International Institute Headquarters.

JOB INFORMATION:

Job Title: Painter
AAA Painters

From: Month 1 Year 92

To: Month 1 Year 95 (present)

Who can NACE contact to verify this experience?

Name: Bob Roberts

Company: AAA Painters

Address: 123 Coating St.

City: Paintersville

State/Province: TX Zip/Postal Code 77123

Country: USA

Phone: 409/123-4567

Fax: 409/123-7654

WORK EXPERIENCE POINT CALCULATION:

- a. Number of months in this job: 24
- b. Experience Points (check one):
- Field, coating inspection (2 points)
- Field, other than inspection (1.5 points)
- Non-field experience (1.0 points)
- Write the point value here: 1.5
- c. Points for this job
- Multiply a. (number of months)
- by b. (experience points).
- Write results in this box: 36

Describe in detail what are/were your specific coating-related duties in this job. NOTE: Do not write on the back of this form, attach additional sheets if necessary, writing only on one side of each page.

LIST COATINGS-RELATED JOB DUTIES IN THIS AREA

Experience with conventional airspray and airless spray equipment. Responsible for making sure that equipment was set up right, and cleaned up at end of day.

Responsible for correctly applying the coating as directed by supervisor. Took wet film readings as directed.

Worked mainly on offshore structure during this time, but also had a couple of projects in refineries.

Applicant Affidavit: I understand that if I knowingly provide false information in connection with my recognition under this program, it will be grounds for disciplinary procedures.

Signed: _____

Date: _____

Form 1: Summary of Protective Coatings Related Work Experience

Instructions: Make and use as many copies of this form as needed. Please provide all information requested. Forms must be printed legibly in black ink or typed. Illegible information can delay the application process. For assistance with this form, contact the NACE International Institute Headquarters.

Applicant Information:

Name: _____ Phone: _____
 Company: _____ Fax: _____
 Address: _____ Email: _____

 City: _____ State/Province: _____
 Zip/Postal Code: _____ Country: _____

Please summarize below the information on each copy of Form 2, Individual Job Documentation. List your experience beginning with the most recent, followed by less recent experience.

From Month/Year	To Month/Year	Number of months in this job	Points for this job	Job Title	Company Name
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
		TOTAL POINTS:			

Applicant Affidavit: I understand that if I knowingly provide false information in connection with my recognition under this program, it will be grounds for disciplinary procedures.



Signed: _____ Date: _____

MAKE A COPY OF ALL PAGES OF THIS APPLICATION FOR YOUR RECORDS

Form 2: Individual Job Documentation

Use one of these forms for each job; that is, each period of work experience you wish to document. Note that for this form, "job" is defined as "a position in which you are regularly employed for a period of time". Make and use as many copies of this form as you need. Please provide all information requested in the form. Applications must be printed legibly in black ink or typed. Illegible information can delay the application process. For assistance with this form, contact the NACE International Institute Headquarters.

JOB INFORMATION:

Job Title: _____

From: Month ____ Year _____

To: Month ____ Year _____

Who can NACE contact to verify this experience?

Name: _____

Company: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code _____

Country: _____

Phone: _____

Fax: _____

Email: _____

WORK EXPERIENCE POINT CALCULATION:

a. Number of months in this job:

- b. Experience Points (check one):
- Field, coating inspection (2 points)
 - Field, other than inspection (1.5 points)
 - Non-field experience (1.0 points)

Write the point value here:

- c. Points for this job
- Multiply a. (number of months)
by b. (experience points).

Write results in this box:

Describe in detail what are/were your specific coating-related duties in this job. **NOTE: Do not write on the back of this form; attach additional sheets if necessary, writing only on one side of each page.**

Applicant Affidavit: I understand that if I knowingly provide false information in connection with my recognition under this program, it will be grounds for disciplinary procedures.

Signed: _____ Date: _____

MAKE A COPY OF ALL PAGES OF THIS APPLICATION FOR YOUR RECORDS

PRINTED NAME: _____

I affirm that:

1. I understand that I am **solely** responsible for making sure that all necessary work experience documentation is completely submitted in good order to, and on hand at NACE Headquarters not less than 60 days prior to the first day of the Peer Review I wish to attend, and that failure to do so may result in my not being able to take the Peer Review.
2. I understand that if I knowingly provide, or cause to be provided, any false information in connection with my recognition under the NACE International Coating Inspector Program, that it will be grounds for action against my standing in the program.
3. It is the responsibility of the individual to complete the renewal or update process, and to notify NACE International of address changes. Each level successfully completed expires on the date noted on the wallet card issued (or three years from the completion date). Failure to receive notices from NACE does not alleviate the individual's responsibility to contact NACE to complete the renewal or update process.
4. With respect to the Peer Review examination;
 - a. I understand that passing the Peer Review examination is significantly more difficult than passing any of the training courses and that successful completion of the training courses does not guarantee successful completion of the Peer Review examination. I also understand that in the event that I do not pass the Peer Review examination I must wait not less than one week before making a second attempt.
 - b. I understand that in the event that I fail the Peer Review examination twice, I must wait not less than six months before a third or additional retake, and that any person who fails the second or subsequent attempts must wait a minimum of six months between additional attempts.
5. I understand that the names of the categories within the NACE International Coating Inspector Program are as follows:

Highest Level Successfully Completed	Category Title
CIP Level 1	NACE Coating Inspector Level 1—Certified ¹
CIP Level 2 (must also have CIP Level 1)	NACE Coating Inspector Level 2—Certified ²
CIP Level 2 – Maritime Emphasis (must also have CIP Level 1 or approved documentation on file)	NACE Coating Inspector Level 2 – Marine Certified ³
CIP Levels 1, 2 (standard or maritime) and Peer Review	NACE Certified Coating Inspector—Level 3

¹The NACE Coating Inspector Level 1 – Certified person is qualified to undertake basic coating inspection of structural steel using nondestructive techniques and instrumentation under the supervision of a NACE Certified Coating Inspector – Level 3. The person certified at this level has basic knowledge of coating materials and techniques for surface preparation and application on steel substrates.

²The NACE Coating Inspector Level 2 – Certified person is qualified to perform advanced coating inspections using both nondestructive and destructive techniques and instrumentation. The person certified at this level has sufficient knowledge of specialized coating materials and techniques for the surface preparation and application used on a wide variety of substrates. He/she also has ample knowledge in advanced report writing, condition surveys, failure analysis, and refurbishment.

³The NACE Coating Inspector Level 2 – Marine Certified person is qualified as stated above as well as the skills and knowledge required to correctly address the inspection requirements of the International Maritime Organization's (IMO) Performance Standard for Protective Coatings (PSPC).

6. NACE has a firm policy regarding the use of its logos and certification numbers and titles. The certification number and category title may be used only by individuals who are NACE Coating Inspector Level 1—Certified, NACE Coating Inspector Level 2—Certified, or NACE Certified Coating Inspector—Level 3 and may not be used by any other persons. All active CIP card holders are permitted to use the term ***NACE Coating Inspector Level 1—Certified, NACE Coating Inspector Level 2—Certified, or NACE Certified Coating Inspector—Level 3*** (whichever level of certification is attained), and their certification number on business cards. This example illustrates how this information can be used someone who has achieved the status of ***NACE Coating Inspector Level 1—Certified***:

John Smith
NACE Coating Inspector Level 1—Certified, Cert. No. 9650
ACE Inspections, Inc., Knoxville, TN

Those who have achieved any level of certification and who are members in good standing of NACE International may display the NACE Logo for the purpose of identifying the individual as having achieved NACE certification.

I understand that violation of these rules will result in action against my standing in the program on the basis of violation of the NACE International Coating Inspector Program Attestation.

7. I (re) affirm the NACE International Coating Inspector Program attestation and agree to abide by its provisions as long as I hold any level of certification under the program.

Signature: _____

Date: _____

ATTESTATION: Requirements for certification under the NACE International Coating Inspector Program include the signing of the following Attestation. In order to maintain your certification as a NACE International Coating Inspector, you must, on an ongoing basis, fully comply with the NACE International Coating Inspector Program Code of Professional Conduct and the standards contained in this Attestation. Failure to fully comply with the Code of Professional Conduct and/or the Attestation constitutes unprofessional conduct and is a sufficient reason for a reprimand, suspension, revocation, or for the denial of the initial certification or recertification, which will be determined at the sole discretion of NACE.

I, the undersigned, recognize and acknowledge that:

1. Proper coating inspection can be critical to the safety and welfare of the general public and industrial facilities.
2. Coating inspection is obligatory to maximize conservation of our material resources and to reduce economic losses.
3. The entire field of coatings encompasses many diverse skills and disciplines and level of technical competence which must often be taken into consideration.
4. Through continual association and cooperation with others in the coatings field, the safest and most economical solutions may be found to many types of coating problems.
5. The quality of work and personal conduct of each coating inspector reflect on the entire profession of coating inspection.

Therefore, I hereby agree to:

1. Give first consideration in my coating inspection work to safety and public welfare.
2. Apply myself with diligence and responsibility to my coating inspection work.
3. Pursue my work with fairness, honesty, integrity, and courtesy, ever mindful of the best interests of the public, my employer and my fellow workers.
4. Not represent myself to be proficient or make recommendations concerning coatings-related work for which I am not qualified by knowledge and experience.
5. Avoid and discourage untrue, sensational, exaggerated, or unwarranted statements regarding my work.
6. Treat as confidential my knowledge of the business affairs or technical processes of clients, employers, or customers.
7. Inform clients or employers of any affiliations, interests, or connections which might influence my judgment.
8. Accept no money gratuities of any kind or other gratuities whose value could cause a question as to whether they may have influenced my inspection activities, decisions, or reports.
9. Be fair, reasonable, and objective in my work, not allowing myself to be influenced by personalities or other individual considerations.
10. Completely, accurately, and honestly fulfill the reporting requirements of the specifications for any coating operation I may be responsible for inspecting.
11. Take it upon myself to determine from my superiors the scope of my authority and work within it.
12. Ensure, to the best of my ability, that the terms, language, and requirements of the coating specification are clearly understood and agreed to by all parties involved.
13. Strive to obtain the best possible results under given conditions within a given coating specification.

I hereby agree to uphold and abide by the NACE International Coating Inspector Program Code of Professional Conduct and the standards contained in this Attestation as an applicant under this Program, and so long as I am a participant in the NACE International Coating Inspector Program. I understand that failure to fully comply with the Code of Professional Conduct and/or the Attestation will be deemed to constitute unprofessional conduct and is a sufficient reason for a reprimand, suspension, revocation, or for the denial of the initial certification or recertification, which will be determined at the sole discretion of NACE.

Signature: _____

Date: _____

Printed Name: _____