# ASME Conformity Assessment PRD Program

PRD Program – Renewal and New Observer 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.
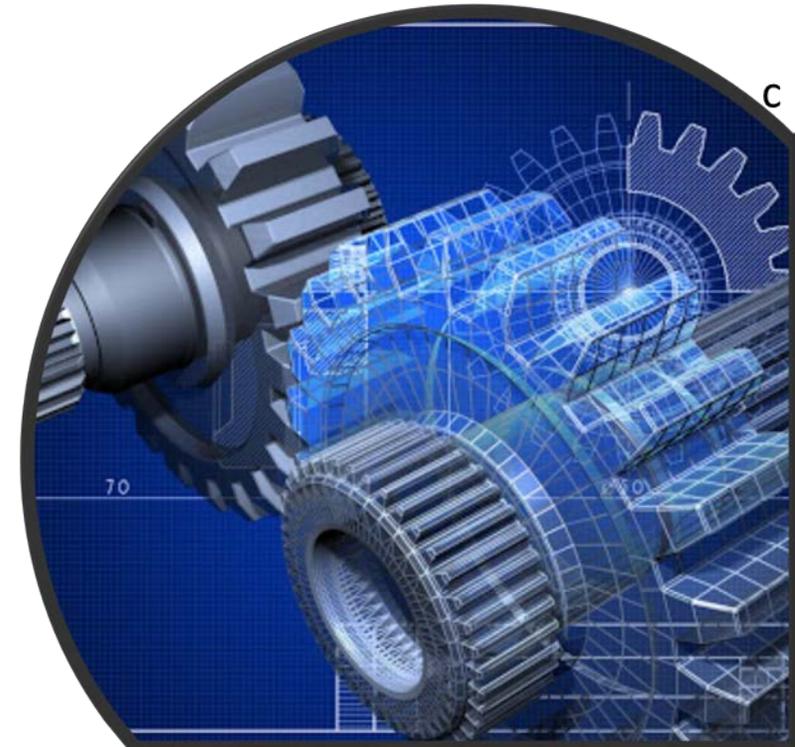
1. To begin the process of renewing your certification, you must be logged into CA Connect as the company's Primary Contact.
2. Once you log in, a. If you are associated with a single company, you will be directed to your Company Dashboard.

b. If you are associated with multiple companies, you will first be directed to a list of your companies. 1) Once you select the Company, you will be directed to the Company Dashboard.
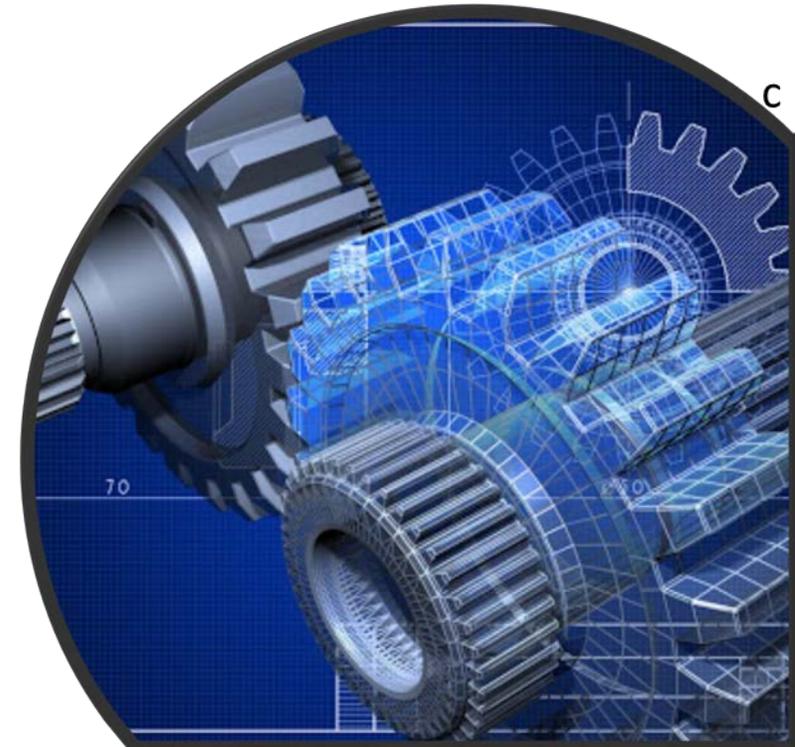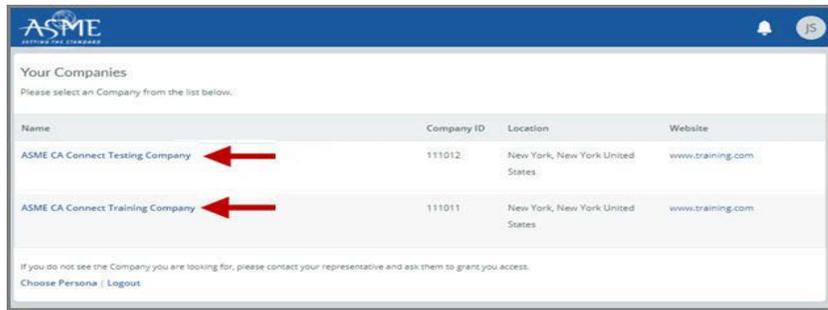
3. Select the **Applications** tab found on the Company Dashboard menu bar or the **New Application** link that is in the **Actions** box.
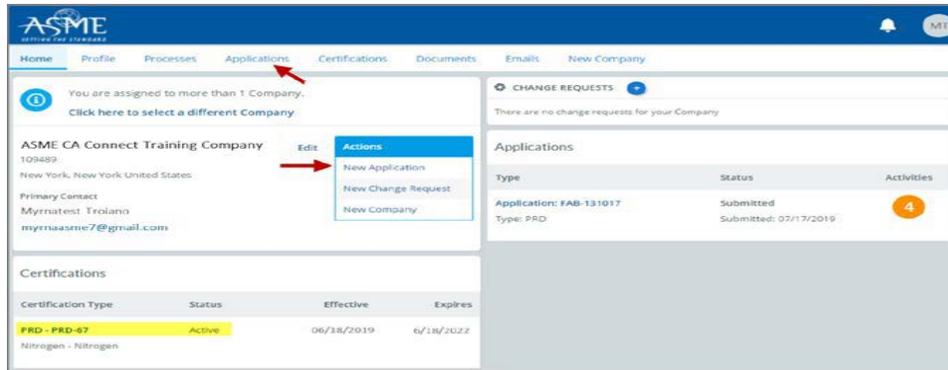
4. The Applications tab will open so that you can begin create a new application for the renewal certification process.

5. The default and first Application tab is the **Policies** tab. Review all information displayed on the tab.
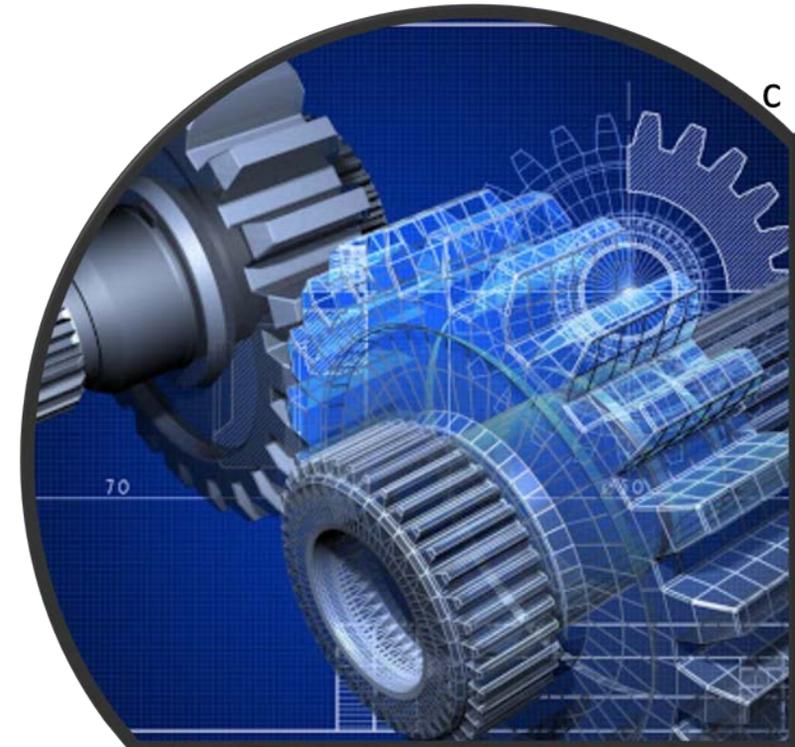
6. Scroll down the page to the **Extension Policy** section.

7. 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.

      a. After reviewing the **Downloadable Resources**, close the page and
      return to the **Policies Tab**.

8. Check the **I have reviewed and agreed to the above policies** box.

9. Click **Next** to continue.
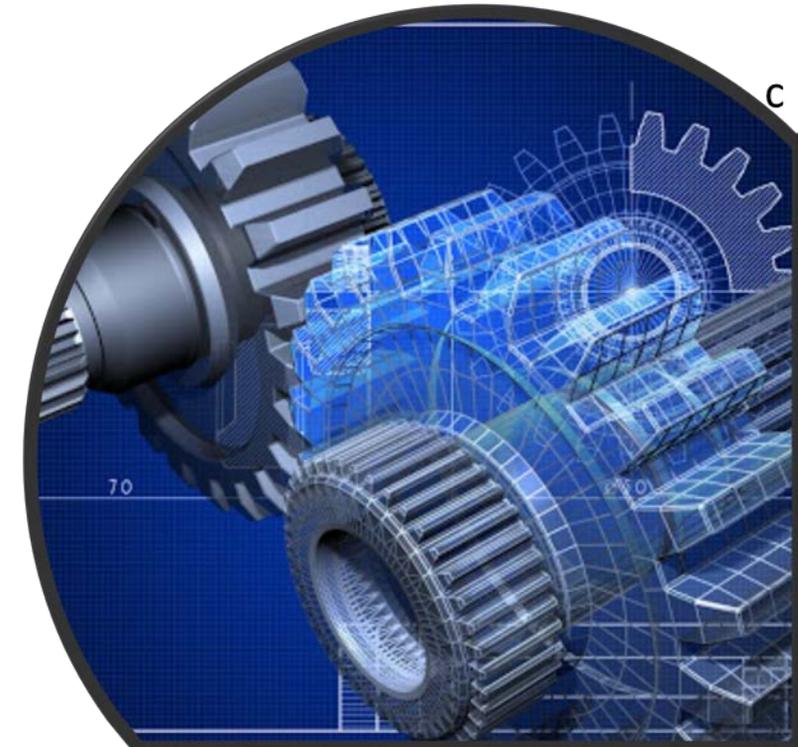
10. The **Policies** tab is updated to reflect a green checkmark.
11. Your application process will advance to the **Certifications** tab.
12. Click the **Manage/Select Certifications** link or checkbox.
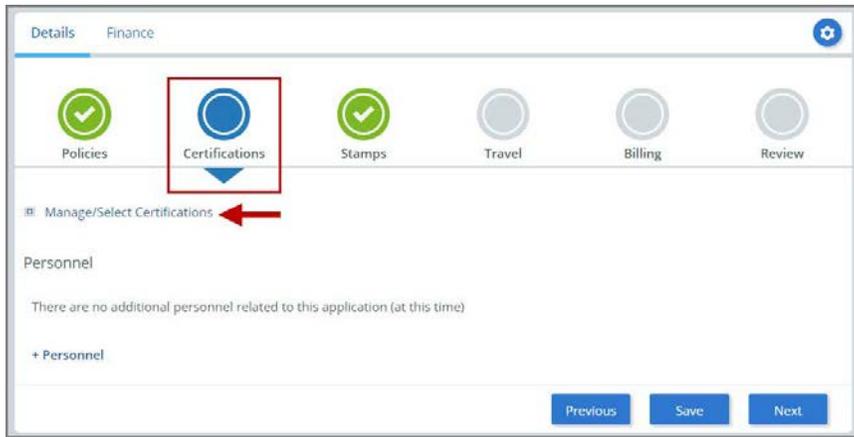
13. The Certificate Types form is displayed containing the PRD-Pressure Relief Device Certificate Type. Select the Certificate Type.

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

15. The Certificate Type and Certificate Number you are renewing will be added to the Certifications Tab. Click the **Choose Scopes** link.
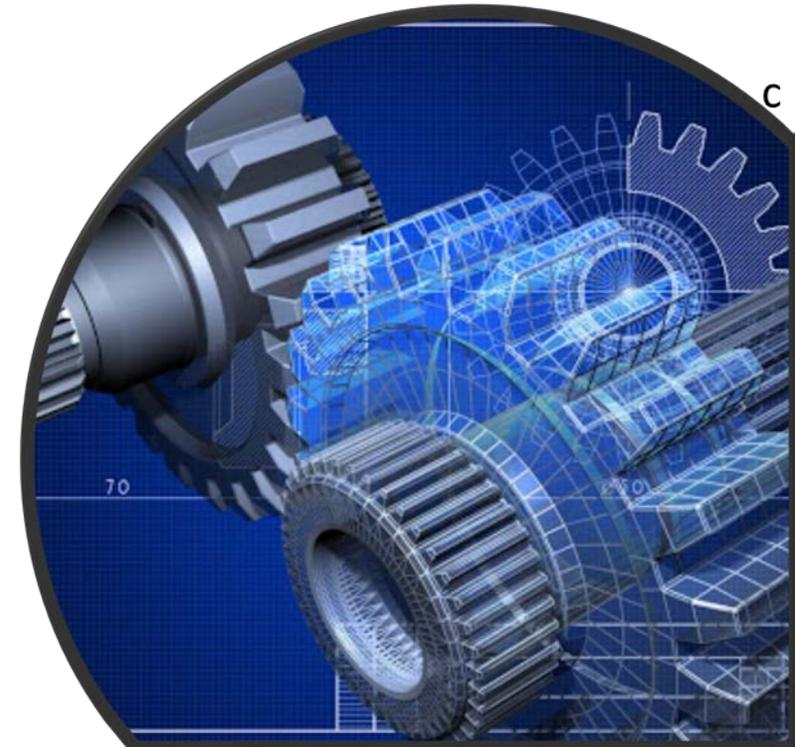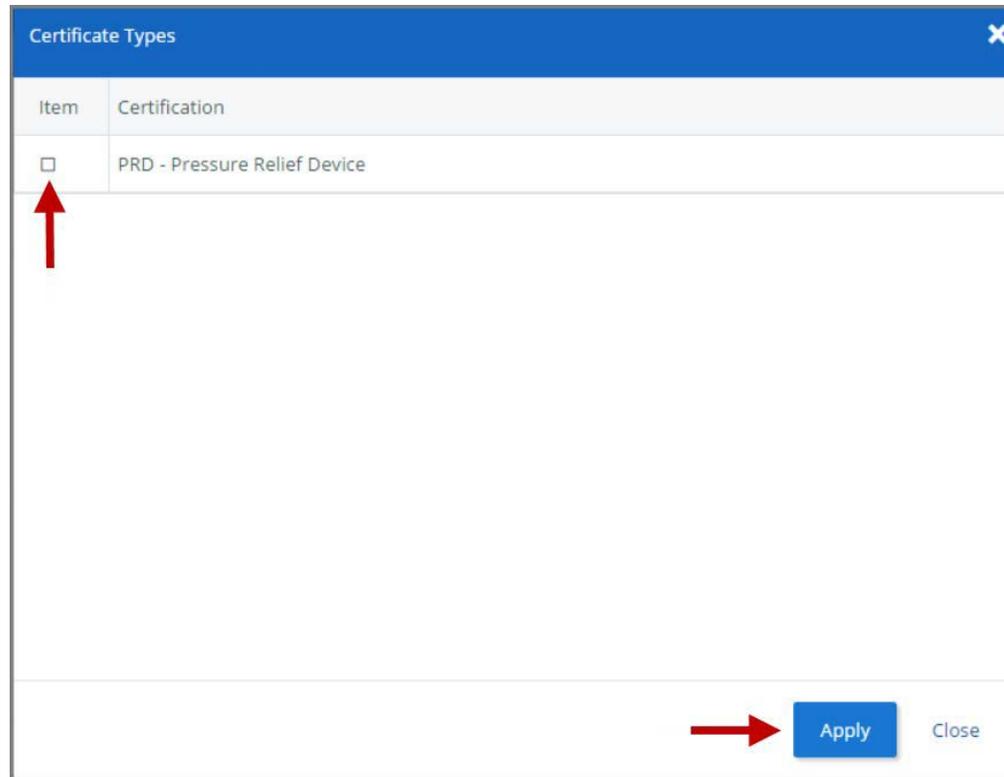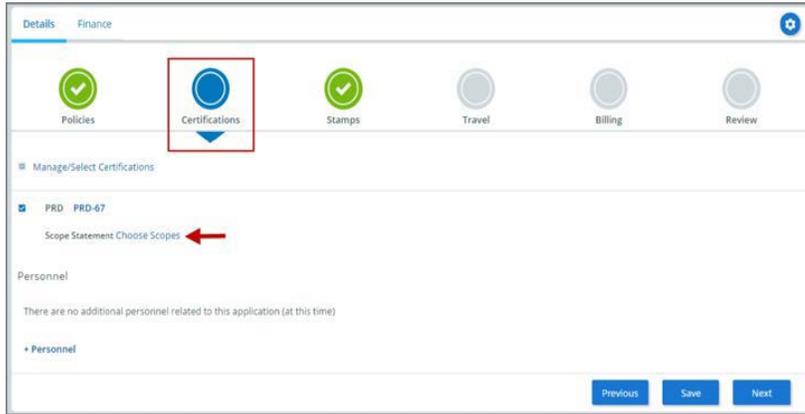
16. You will be directed back to the **Certifications** tab. Select the Scope Statement **Choose Scopes** link

17. You will be taken to the **Scopes** form. Select the applicable scope(s).

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

19. The Scope you selected is added to the **Certifications** tab.

20. Select the **Personnel** link on the Certifications tab.

Scopes

Item	Certification
☐	Nitrogen - Nitrogen
☐	Steam
☐	Air
☐	Water
☐	Liquids - Liquids
☐	Natural Gas - Natural Gas

Apply   Close
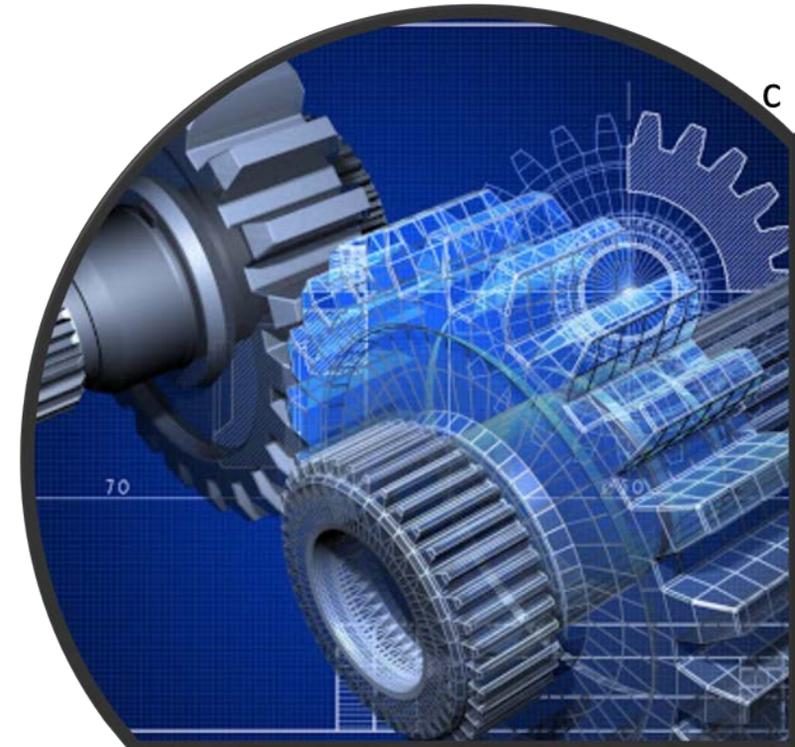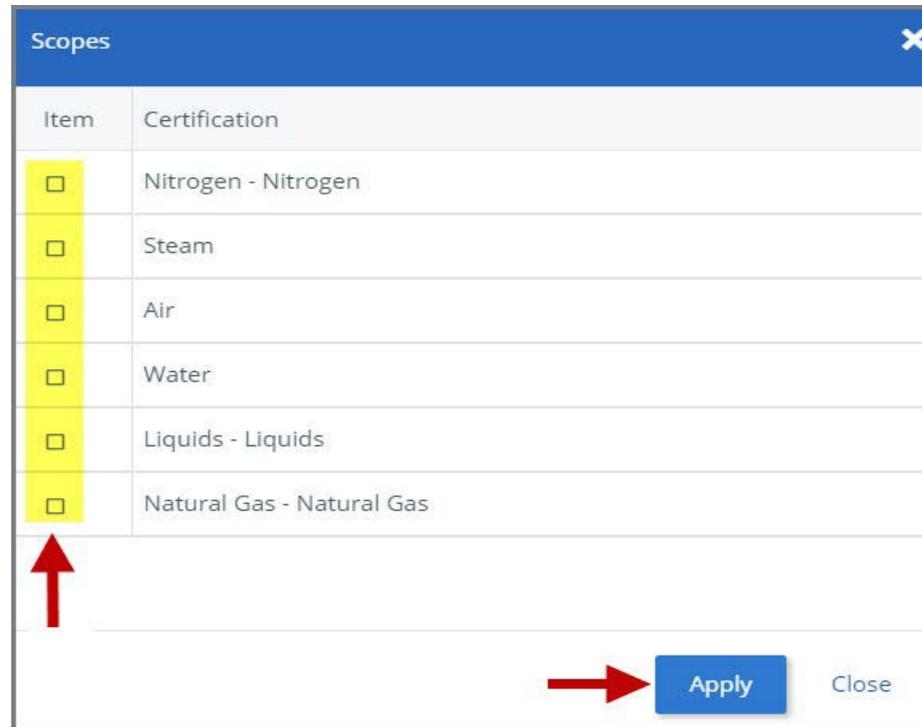
21. The **Find Personnel** form is displayed and includes the names of the Individual Observers.
22. You can select the Individual Observers that are on the application and/or create a new individual observer.
23. To select an existing Individual Observer, select the checkbox preceding their name, then click the **Apply** option.

24. To add a new individual observer:

    a. Enter the individual observer related information in the fields below.

    b. Click the **Add Address** information to enter the address.

    c. When done, click **Save** to continue. You will complete a form separately for each individual observer.
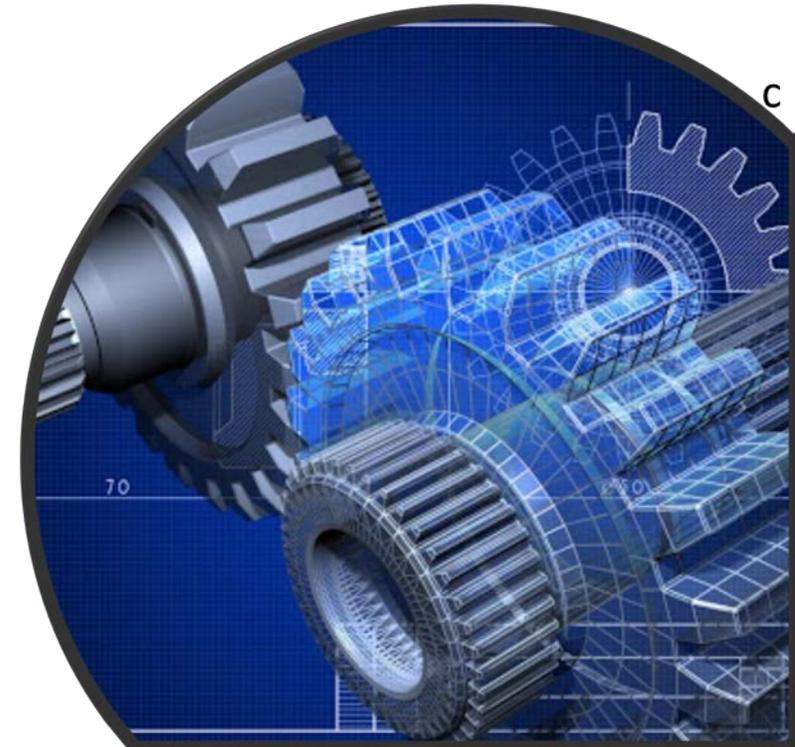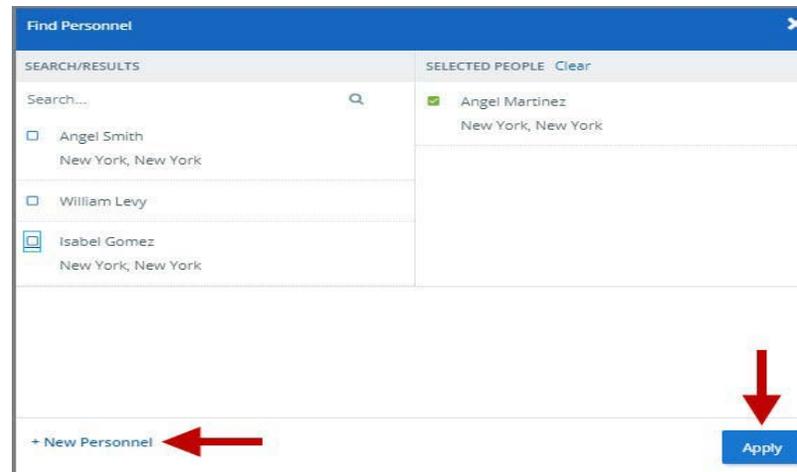
Find Personnel

First Name

First Name

Last Name

Last Name

Primary Email

Email Address

Credentials

Master Customer ID

Primary Phone

+ 1 | Phone Number | ext. Extension

+ Add Address

Save   Cancel

d. The Individual Observer information will be added to the **Find Personnel** form.

e. To add another Individual Observer, click the **New Personnel** link and repeat the same steps to add each individual observer.

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

26. Select the **Manage/Select Certifications** link to connect the PRD Certificate Type to each person.
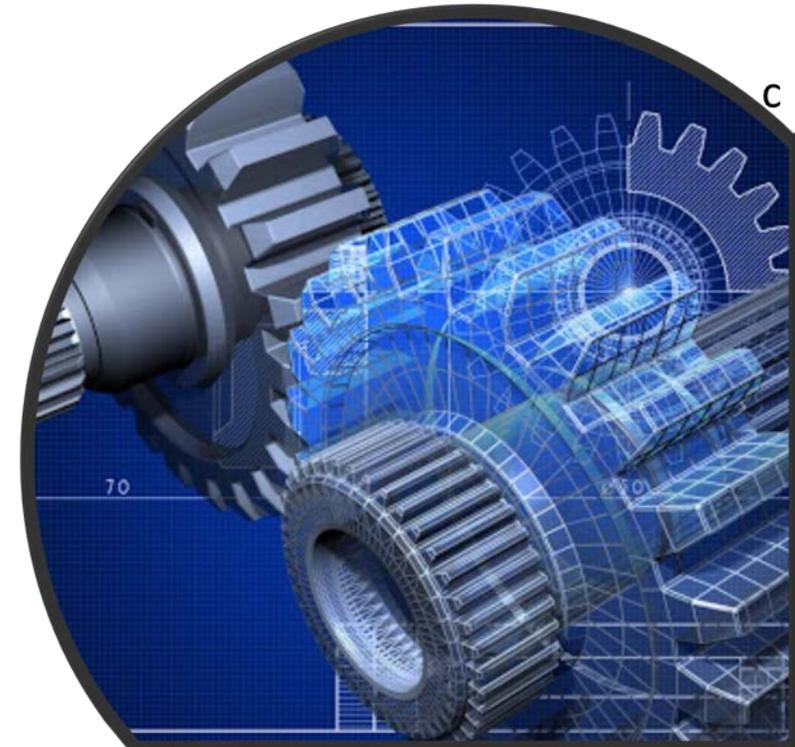
27. Select the **PRD-Pressure Relief Device** certificate type option.
28. When done, click **Apply** to continue.

29. You will be directed back to the **Certifications** tab. Click **Next** to continue.

30. You will be directed back to the **Certifications** tab. Select the Scope Statement **Choose Scopes** link
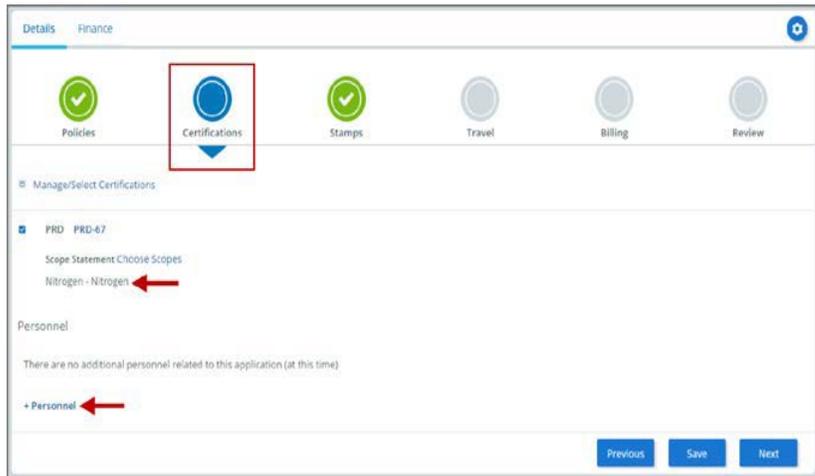**31.** You will be taken to the **Scopes** form. Select the applicable scope(s).
32. When done, click **Apply** to continue.
33. Repeat the same steps for each person (individual observer).

34. When done, click **Next** to continue.

35. Both the **Certifications** tab and **Stamp's** tab are updated to reflect a green checkmark. Click **Next** to continue.
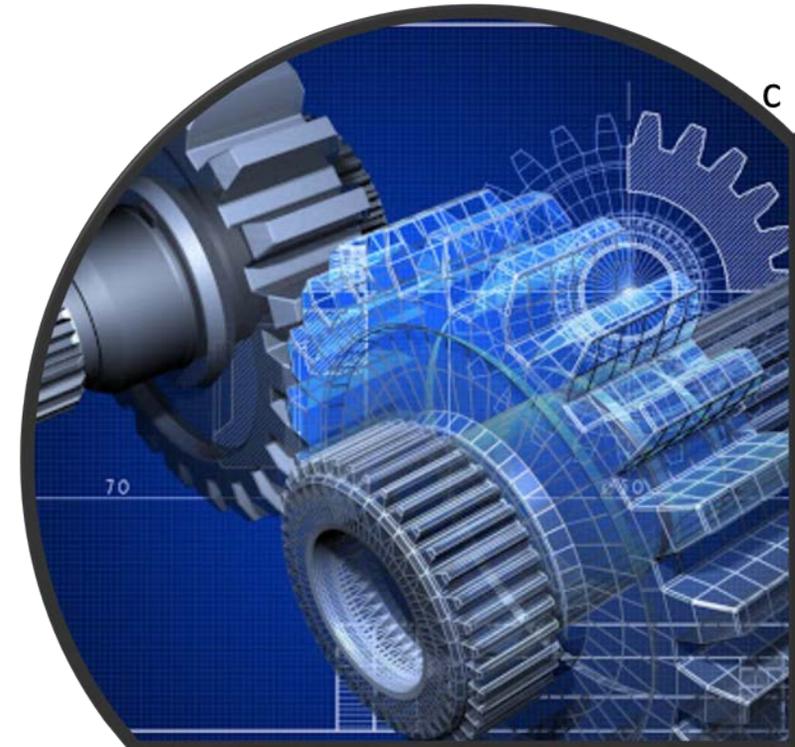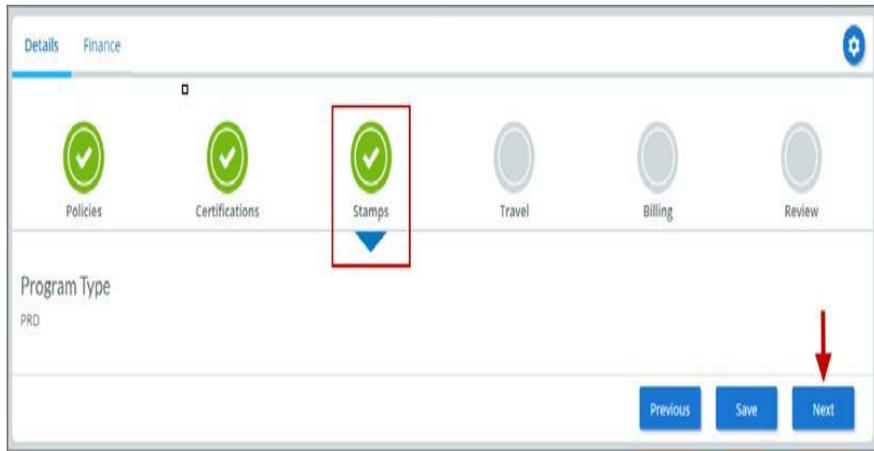
36. The application process will advance to the **Travel** tab.

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

38. The **Travel Recommendation Detail** form is presented.

39. The **Company Plant Address** is pre-populated and displayed in each of the designated fields.
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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.
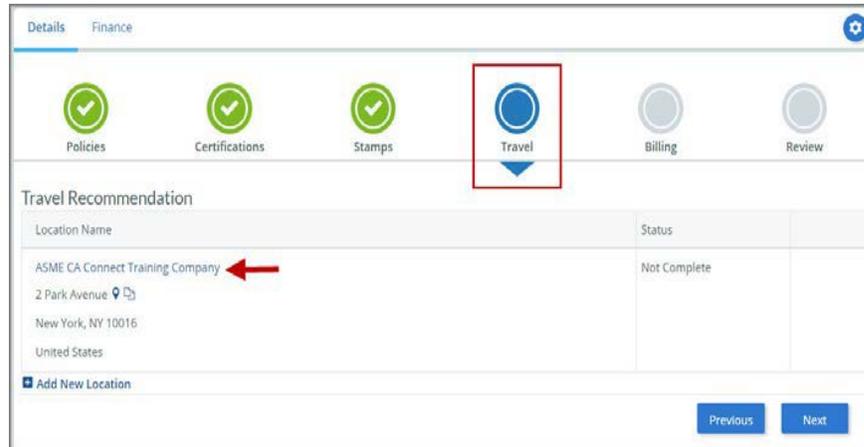
40. You must enter the information for all required fields which are denoted with a red * asterisks.

41. Do not include dashes when entering Phone Numbers throughout the entire application. Be sure to include the 3-digit area code.

42. Enter the Hotel, Airport, and Emergency Contact information in the assigned fields.

43. When done, click **Save** to continue.
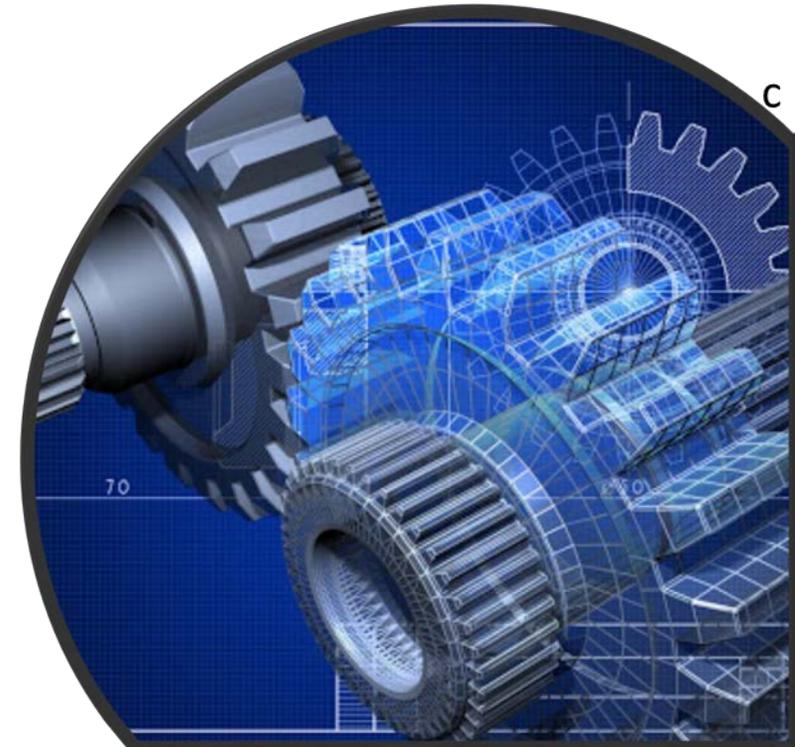
Travel Recommendation Detail ←

* 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**

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44. 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.
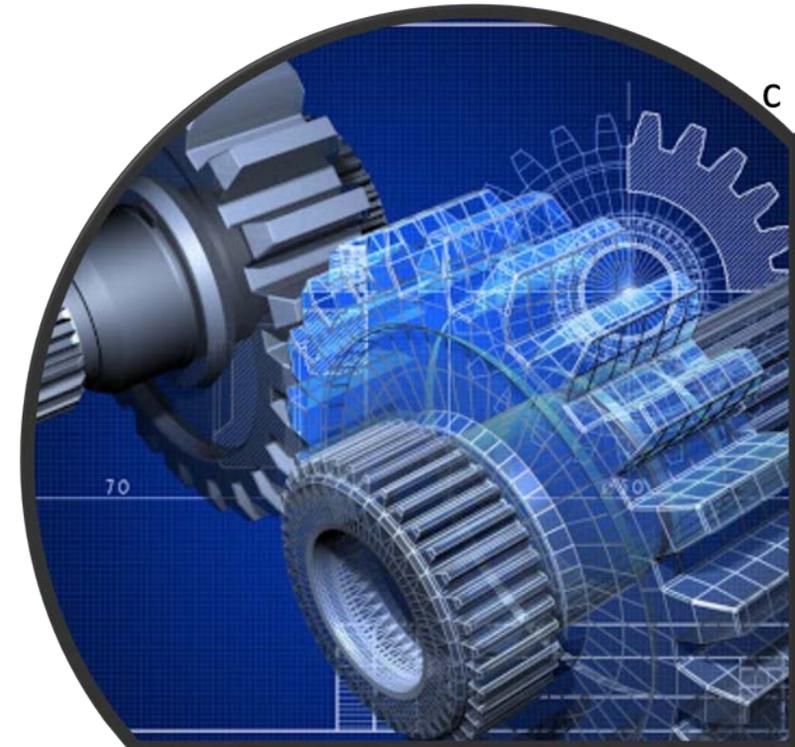**45.** When done, click **Save** to continue.

Please review the addresses below.

Hotel

USPS Validated

2 Park Ave

New York, NY 10016

United States

☑ Use Valid USPS Address

You Entered

2 Park Avenue 📍 ⎙

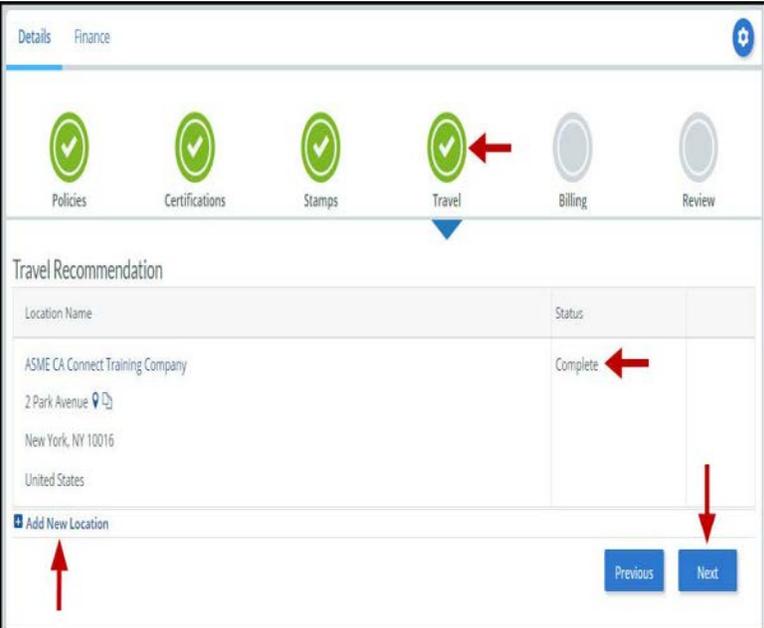new york, NY 10013

United States

→ **Save**   Cancel

C

46. 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. b. If the Travel tab is gray, this indicates that required information was 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.

47. If you want to add another location, click the + Add **New Location** link and follow the same steps written above.

48. Confirm that the status for all locations is **Complete**, then click **Next** to continue.

49. The **Travel** tab is updated to reflect a green checkmark.

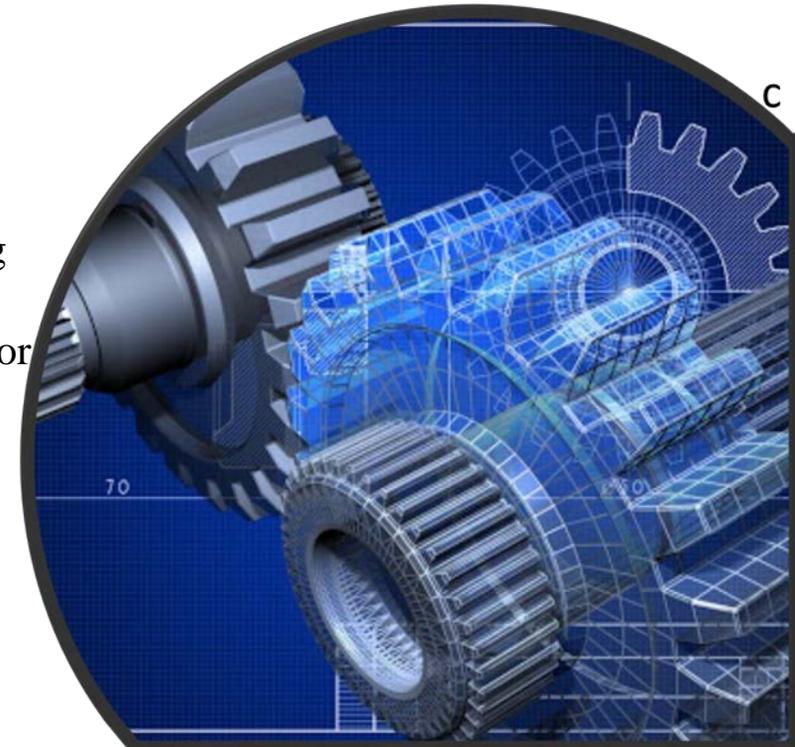**50.** Your application process will advance to the **Billing tab**.

51. 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.

52. 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.

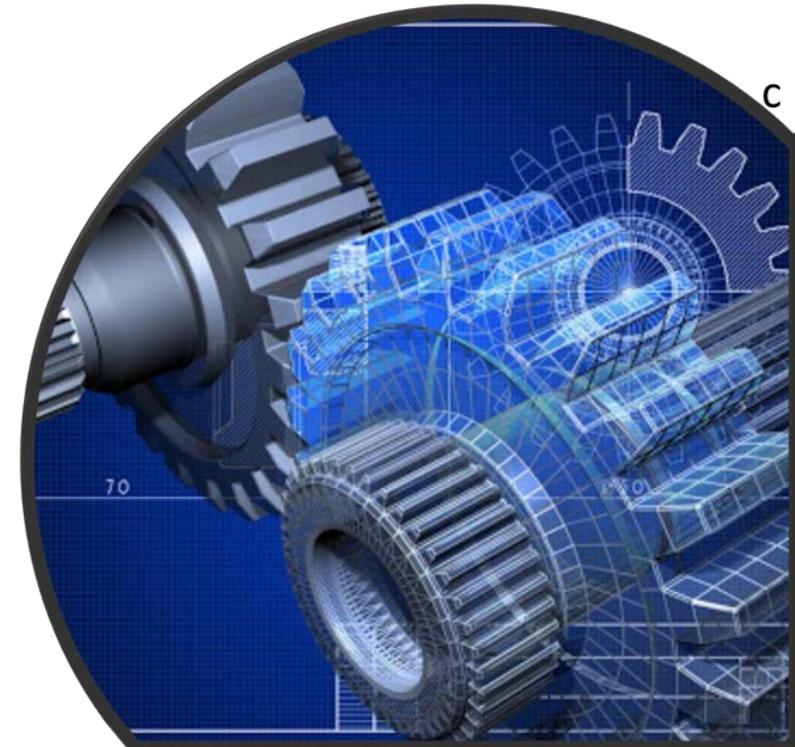**53.** When done, click **Next** to continue.

54. The **Billing** tab is updated to reflect a green checkmark. Your application process will advance to the **Review tab**.

55. The **Review tab** displays a summary of the information that was entered in each of the tabs.

56. Click the **View More** link to display additional information on availability dates.

57. 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.

58. 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.

59. 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.

60. 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.

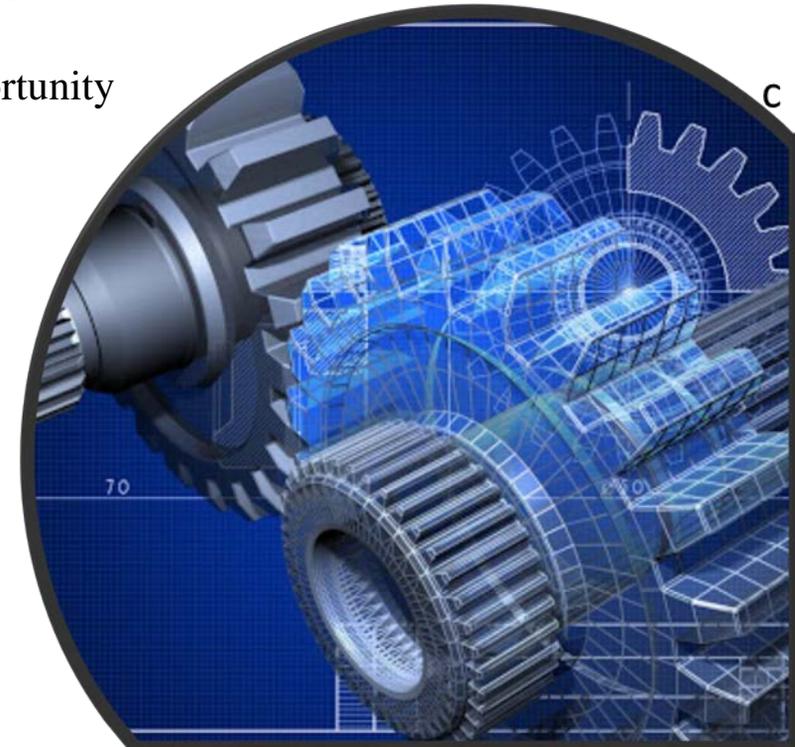61. You can also download the **Credit Card Processing Form**.

62. Scroll down the tab and select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.

63. Locate the file and complete, sign, and save the completed Agreement Form on your local computer.

64. Select the **Upload Agreement Form** link.

65. 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.

66. Click **Save** to continue.

67. 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.

68. 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.

69. To print the application details, click the **Print Document** option.
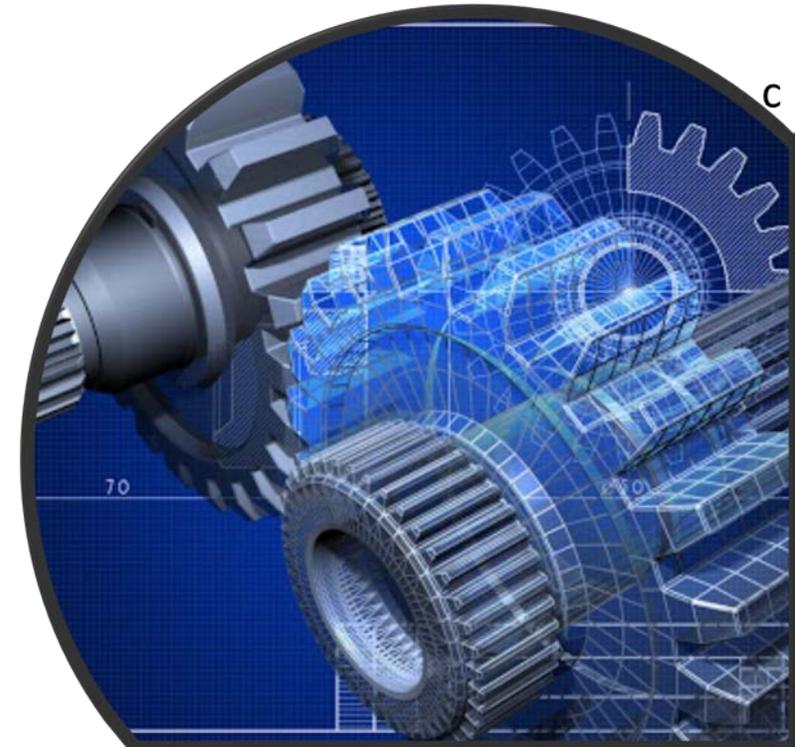
For Additional Support Please email

ca@asme.org