ASME-PC Connect QRO user's guide

Table of Contents

ASME-PC Connect overview 2

Updating your personal information for mailing and contact purposes: 2

Overview of QRO Provisional Operator/Combustion System level new application process 3

Completing the QRO Provisional application: 3

Submitting a completed application 7

Review of QRO Provisional Operator level recertification (renewal) process 9

Overview of QRO Provisional Operator level recertification (renewal) process 10

Overview of QRO Operator Renewal Process 11

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-pcconnect@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:

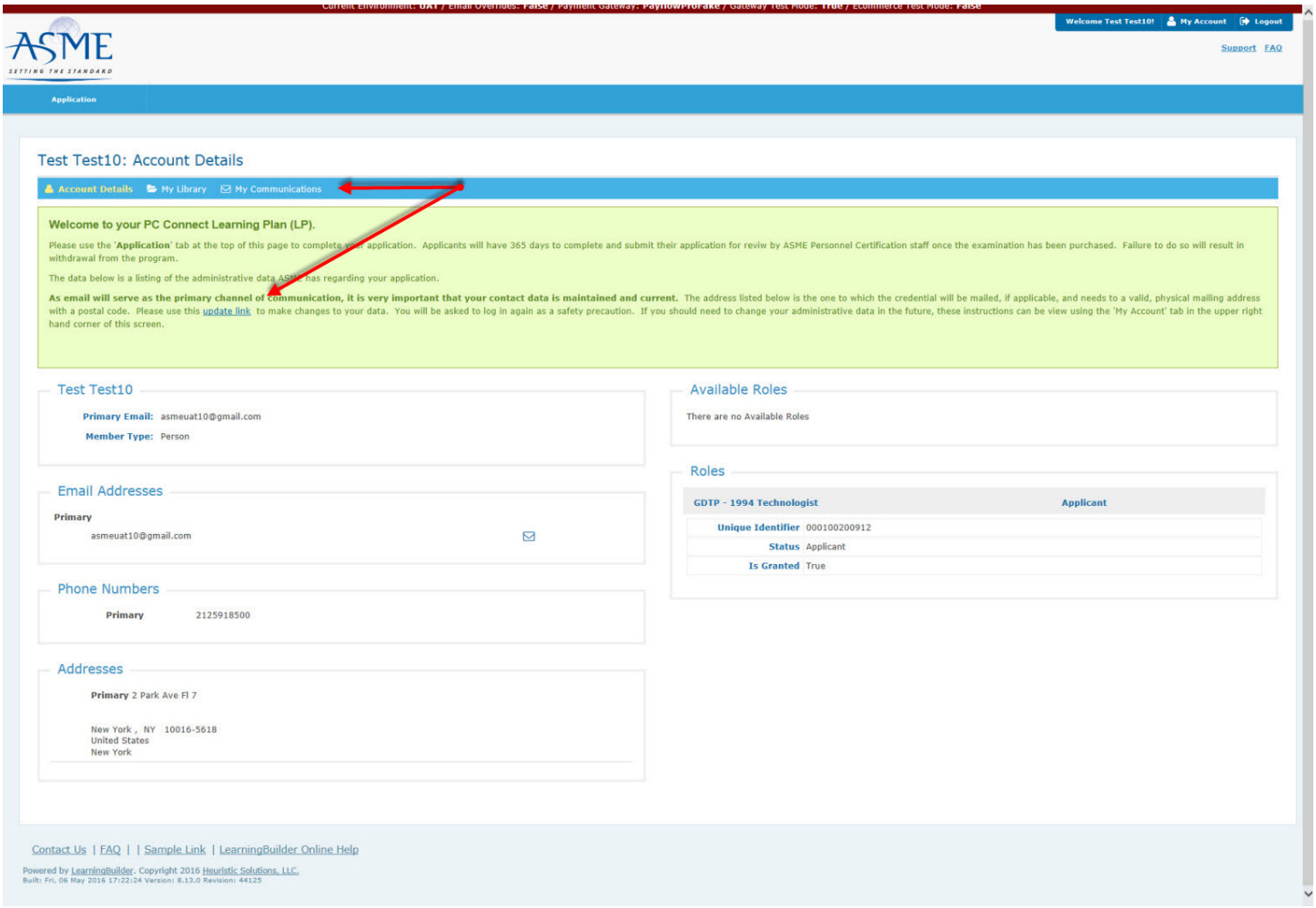
You will be able to log into ASME-PC Connect anytime and edit your personal administrative data, such as email address, physical mailing address or telephone numbers. **It is recommended that applicants verify their data after engaging the 'Begin' button which opens their respective application.**



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.



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'.

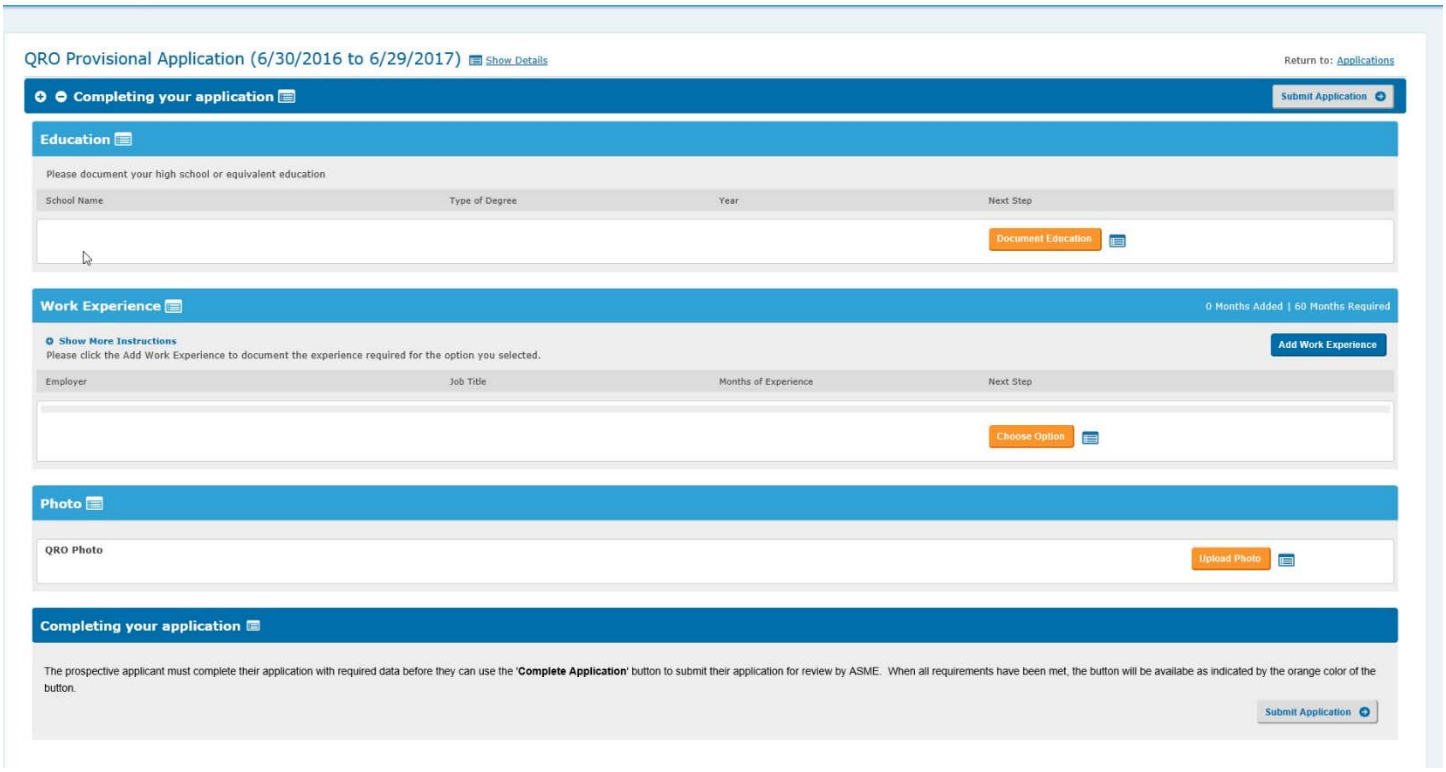
Once ASME has processed your order, you will be issued an email providing a link to the ASME-PC Connect system. This is the on-line application and credential management system.

Completing the QRO Provisional application:

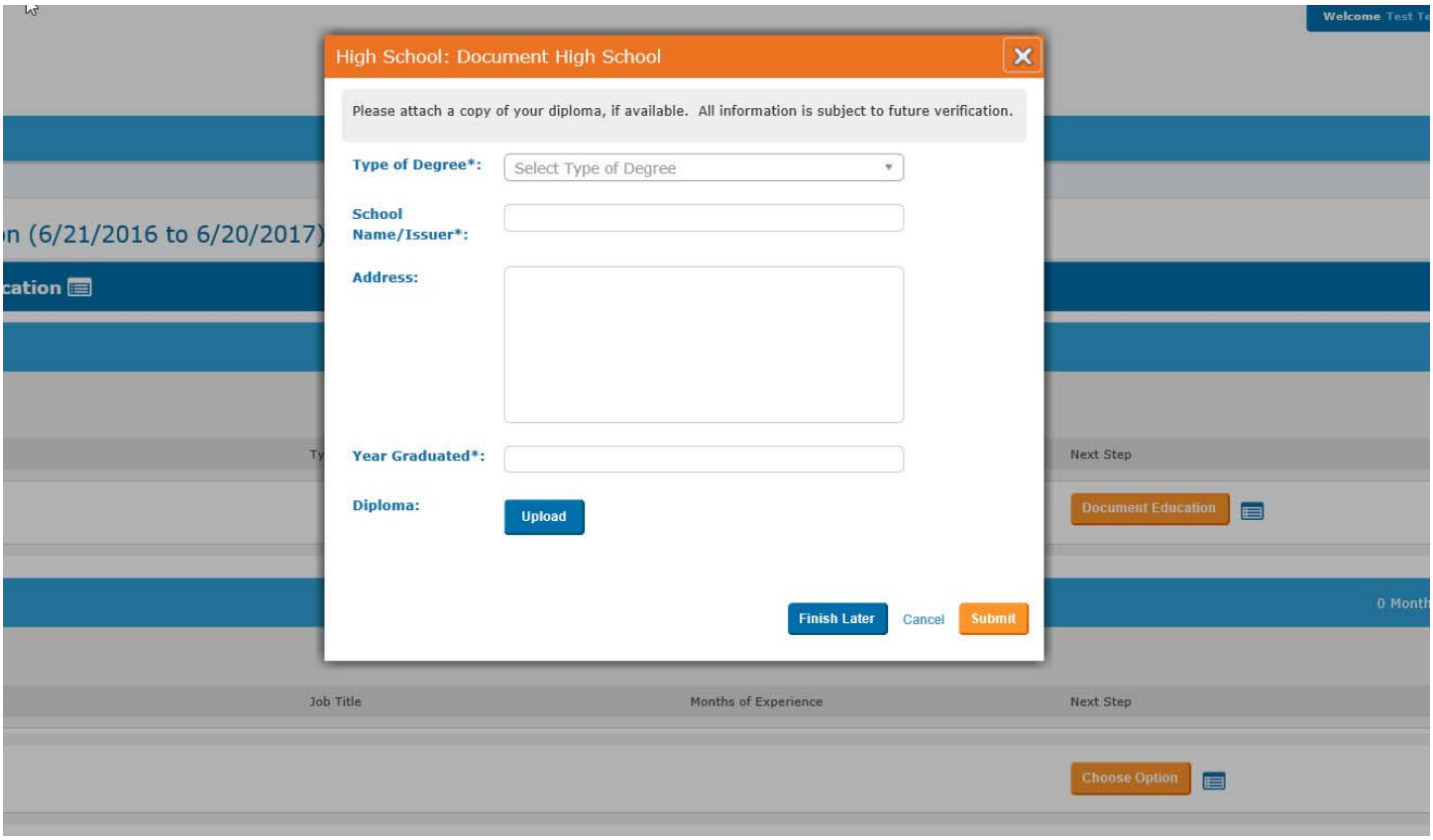
When you initially log into ASME-PC connect you will be presented with the application you requested. All you will need to do is select the 'Begin' button.



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:



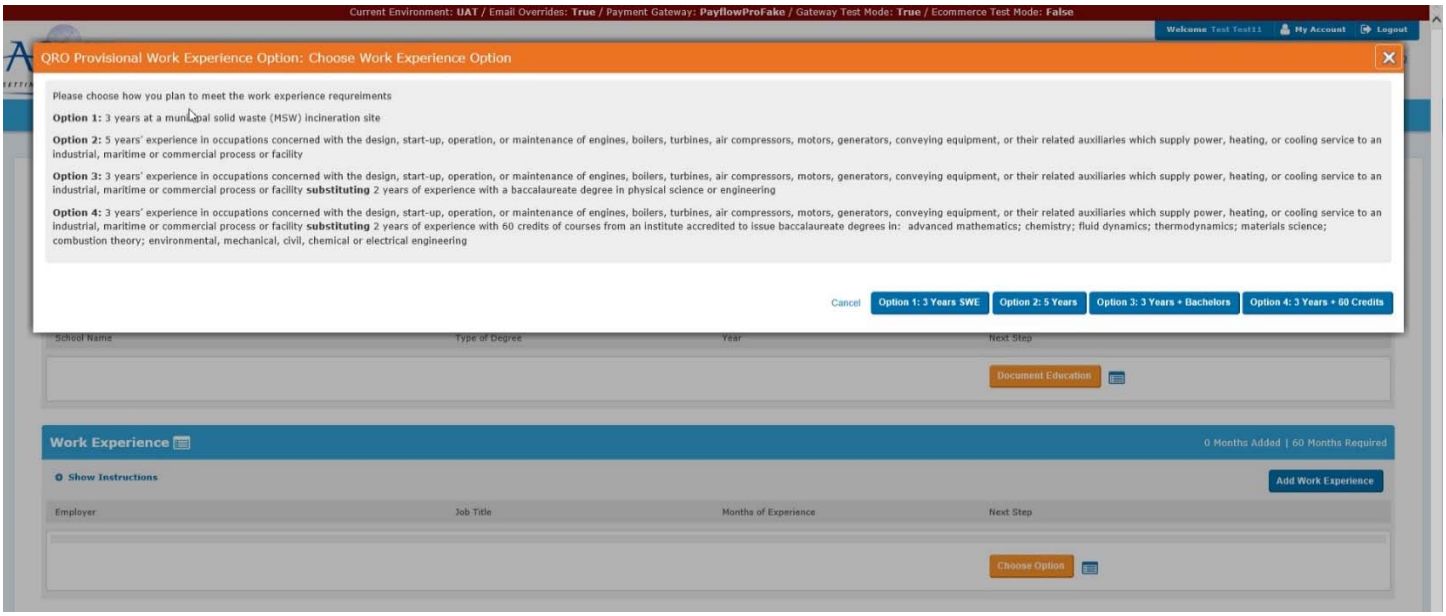
You will need to select the orange 'Document Education' button under the Education block.



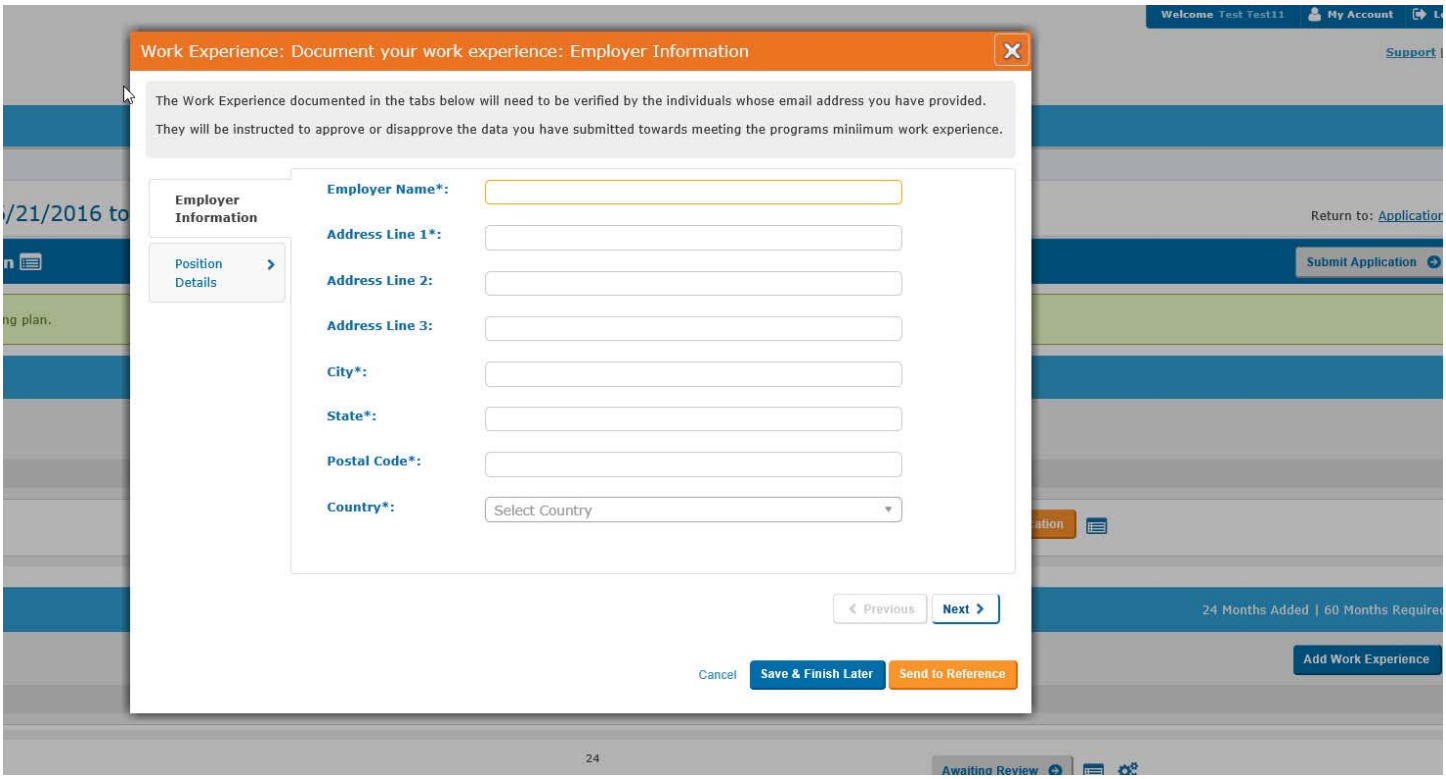
Here is where you will report a High School diploma or GED as well as the name of the organization, address and year you received this diploma. If available you may upload a copy.

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

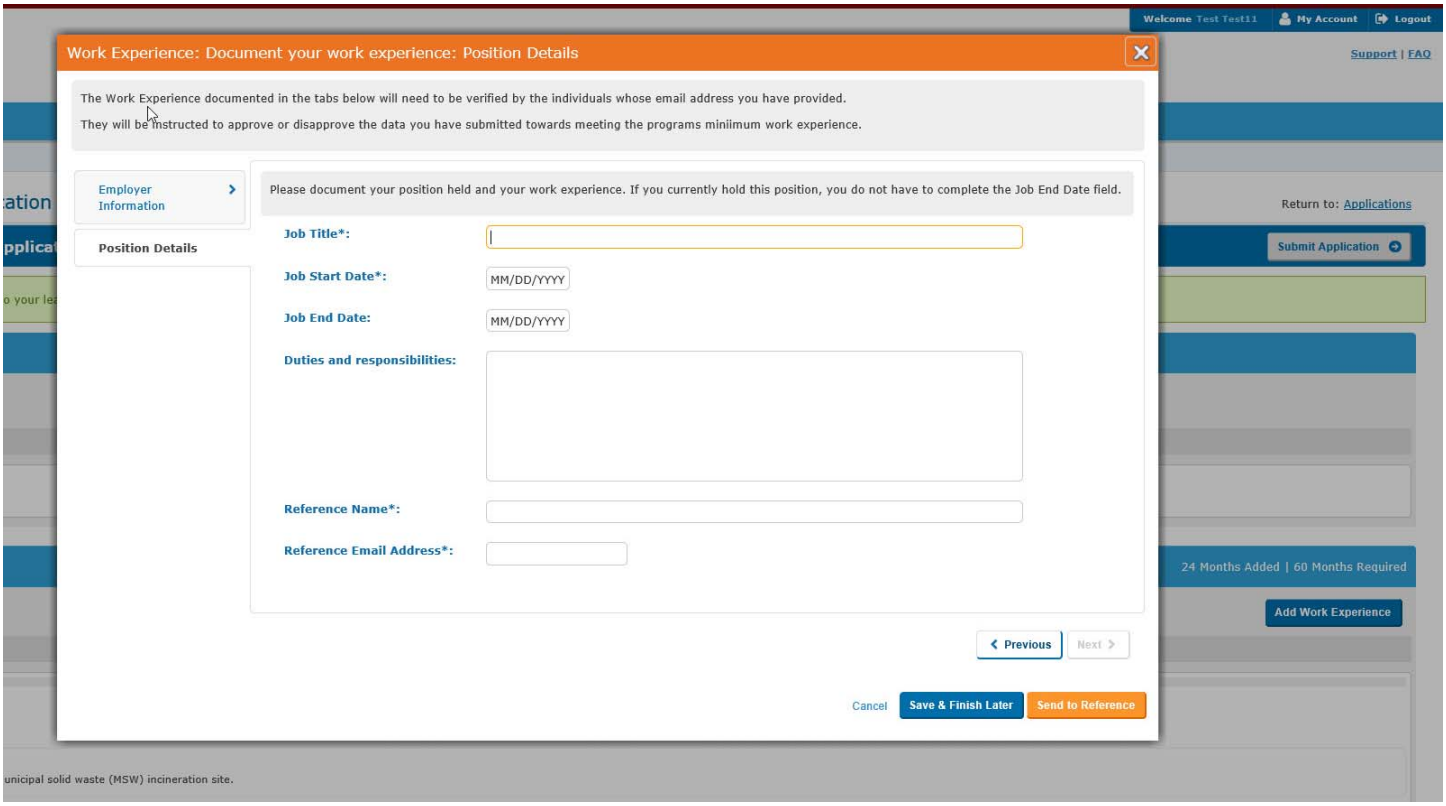
Next you will need to document your work experience. To being, please select the 'Choose Option' button which will present you with the four different work experience options:



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.



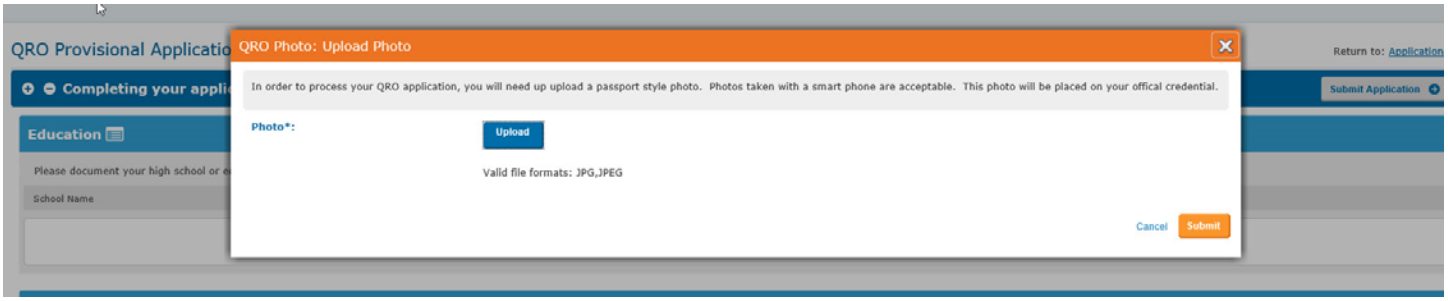
After you have completed this screen, please select 'Position Details'.



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-pcconnect@learningbuilder.com**

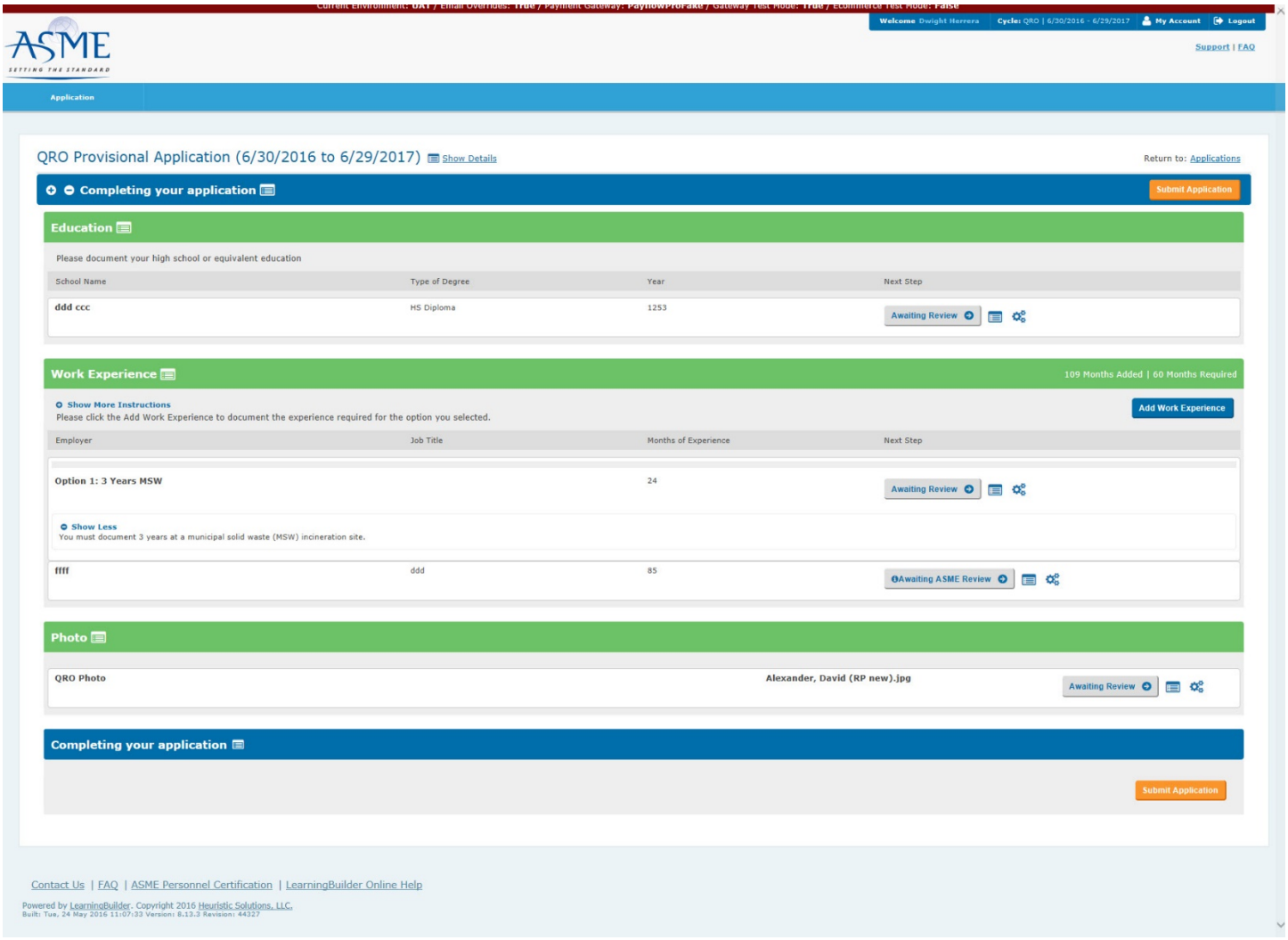
Once you have met the requirements for High School/GED and work experience, you will need to upload a jpeg file which will used to produce your credential should you be successful on the examination:



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.

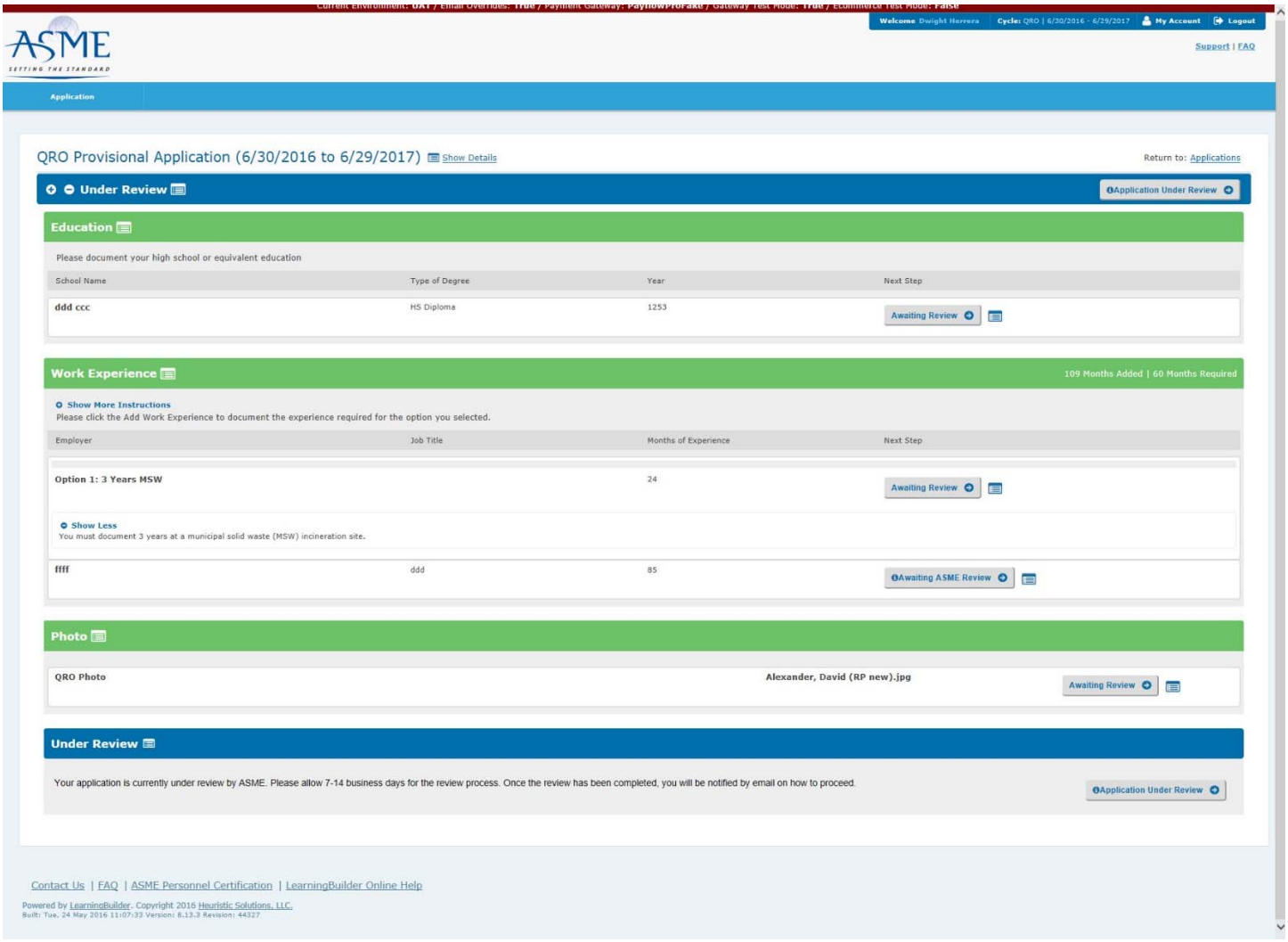
Submitting a completed application

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.



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

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



You will be issued an email stating your application is under review and that ASME will notify you within 10-14 days. If you application is approved, 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

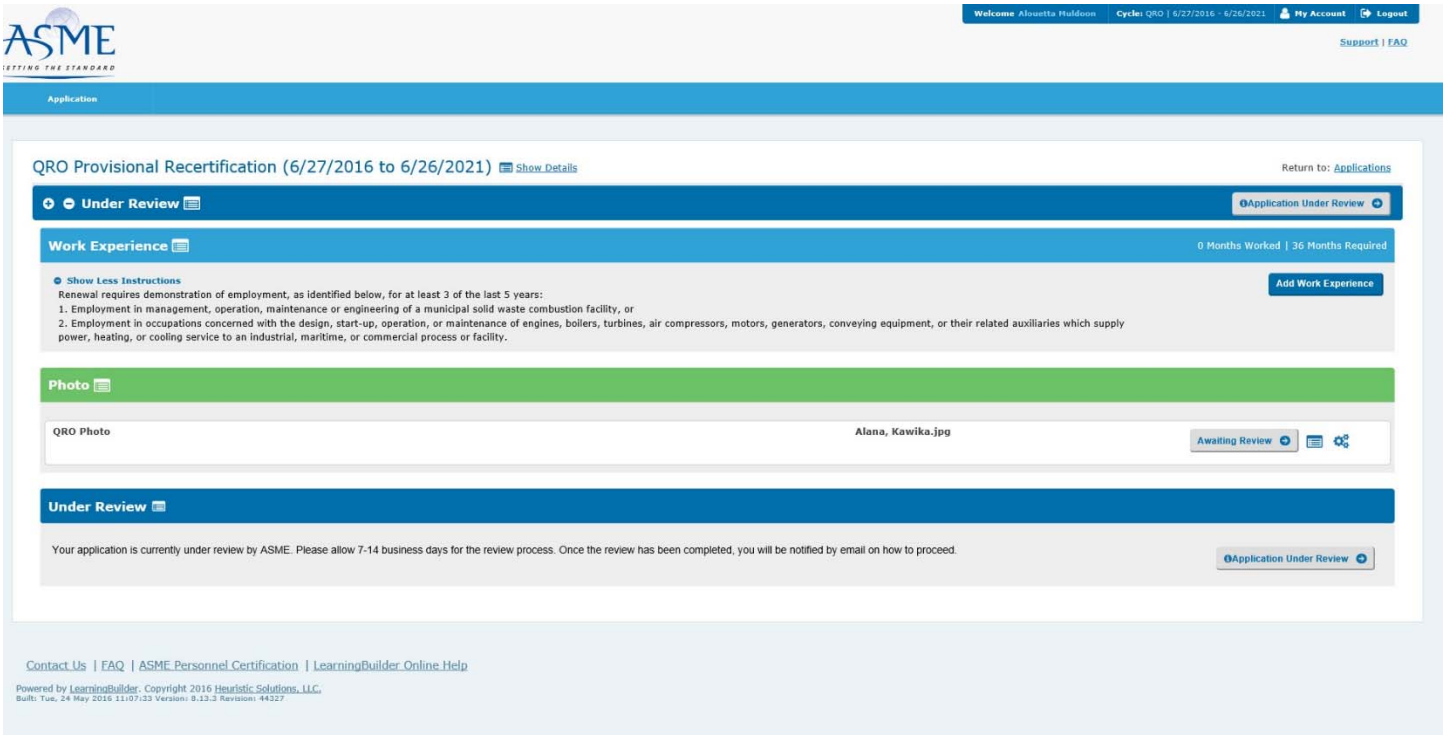
certification term, the recertification option will be presented at the 36 month. The certificate holder will be notified via email that it is time to renew.

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. Note: Recertification (renewal) fee is non-returnable.

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.



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 that 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

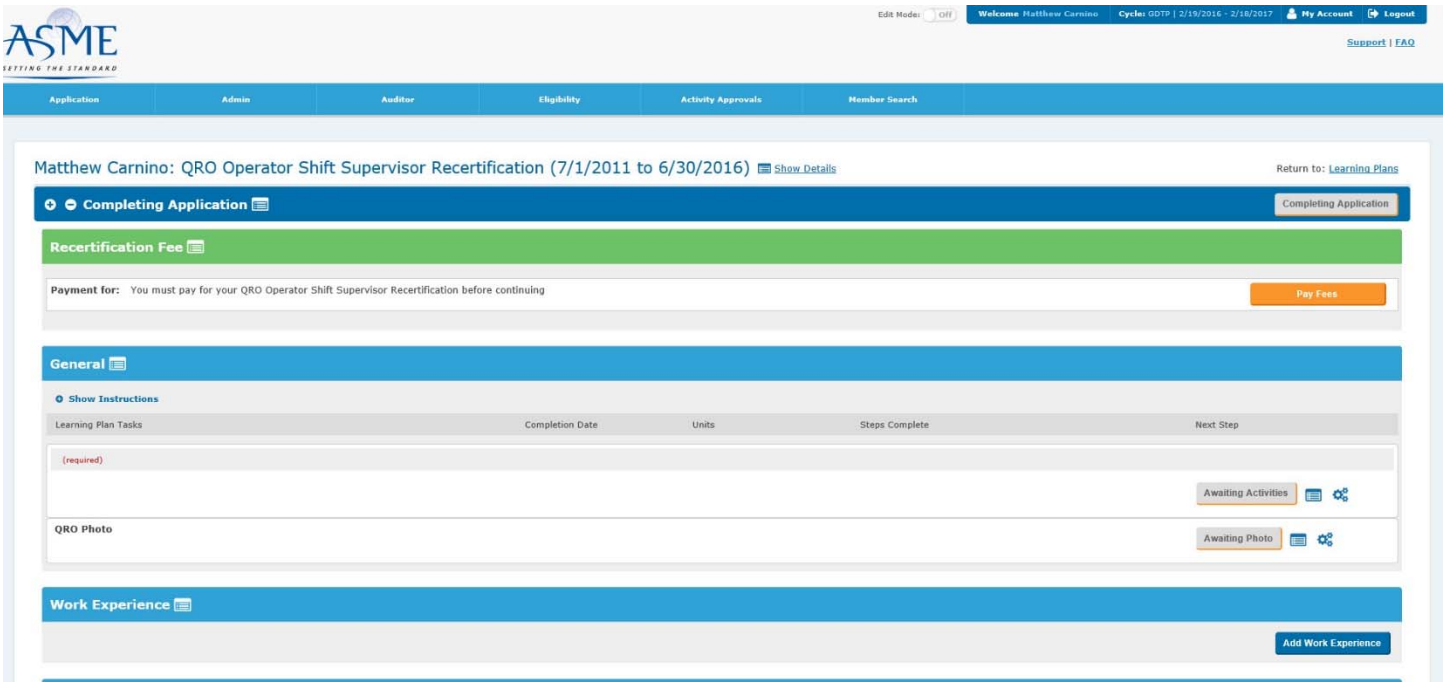
Upon the 36 month into a certificate holder's 5 year term, they will be issued a renewal notice. The certificate holder will be instructed to log into ASME-PC Connect and process their renewal fee (non-refundable).

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.

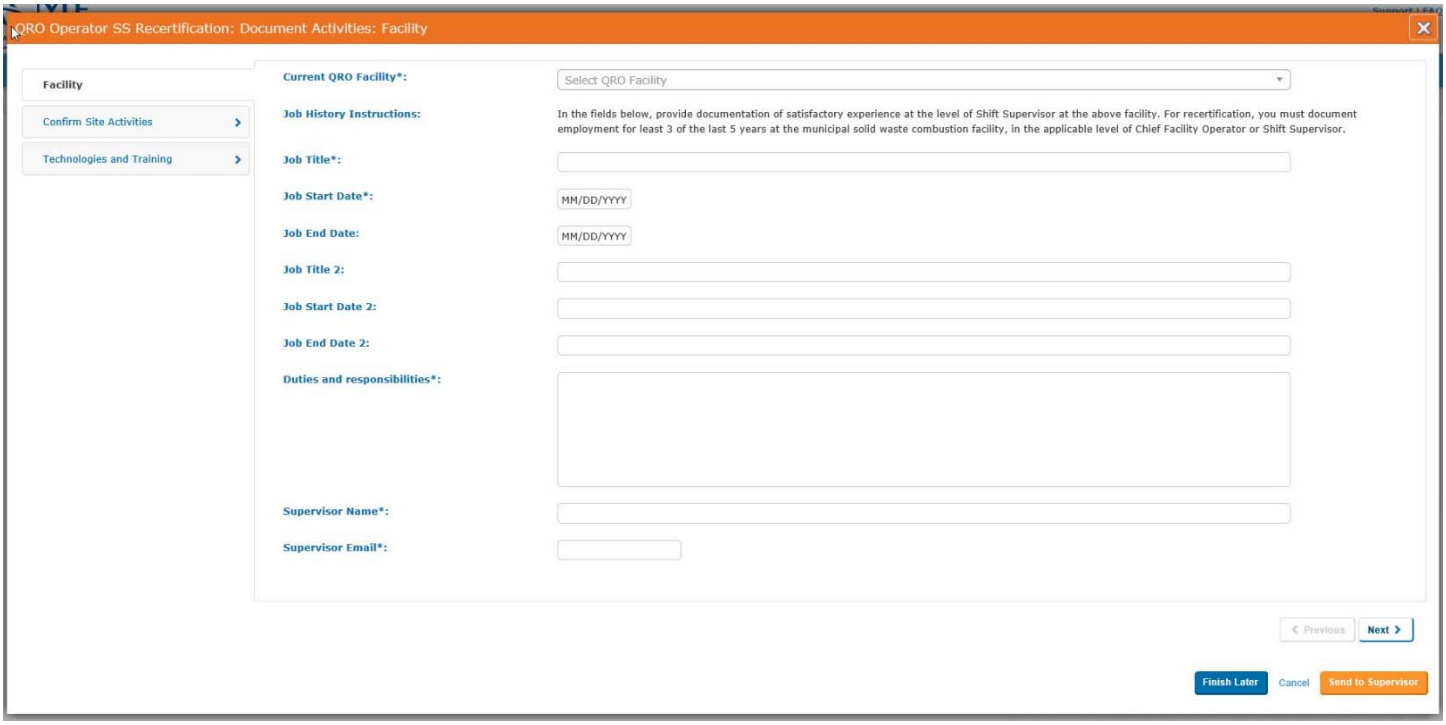


You will then be presented with the actual application. You will need to submit your recertification fee by selecting the 'Pay Fee' button. This will require that you log into back in to make a secure credit card payment. When you have successfully paid the fee, please log out of the shopping cart and 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:

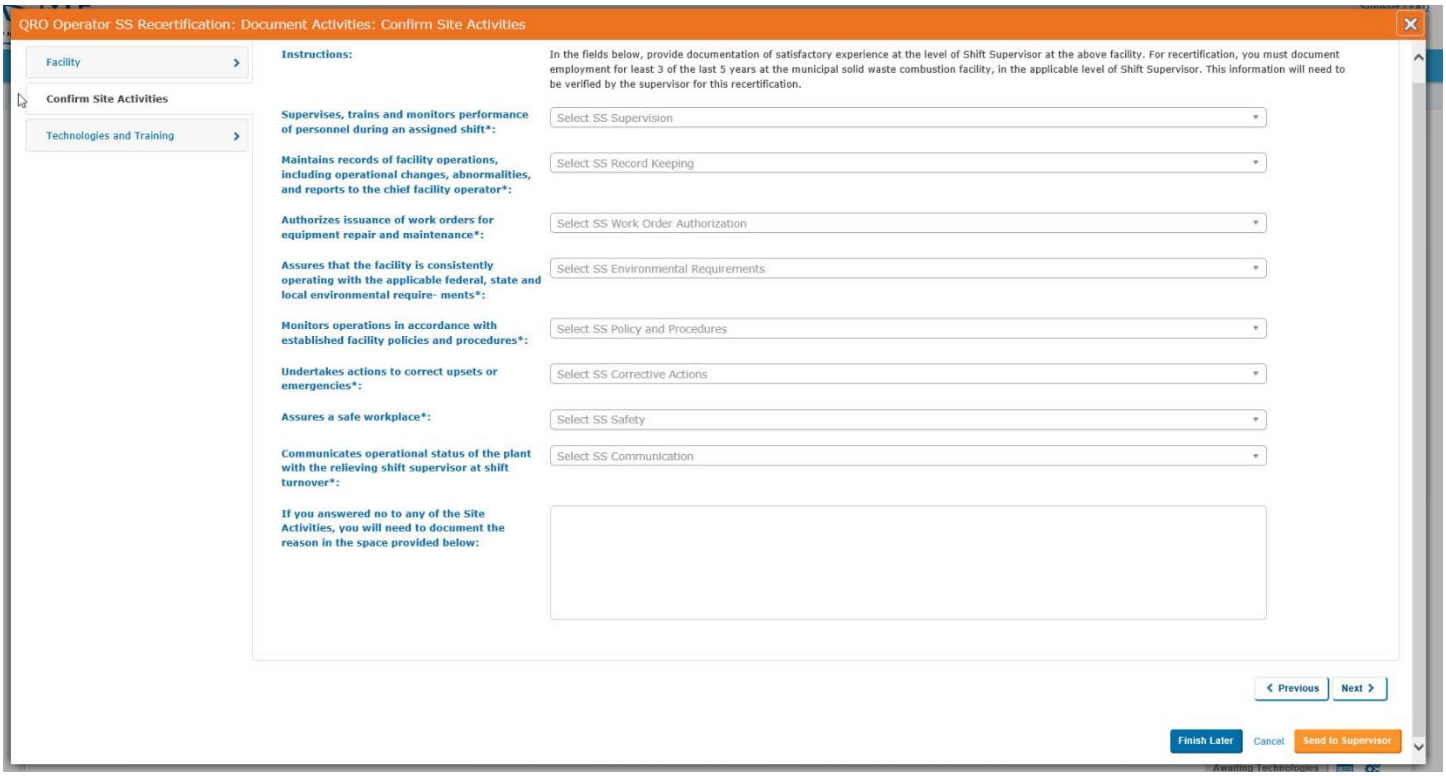


To complete the renewal application, you will need to select the 'Awaiting Activities' button. This will take you to the screen where you start to document the last 36 months of your employment.

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.



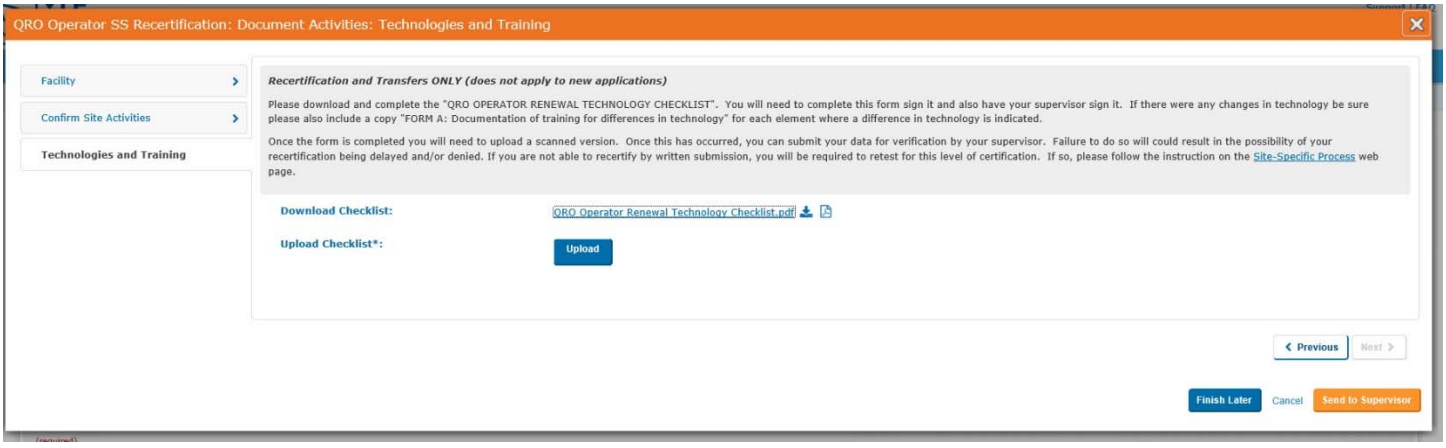
Using the next button will take you to the 'Confirm Site Activities' screen where you will attest to having maintained 36 months of satisfactory experience in the areas outlined. The responses are 'yes' or 'no'. Any 'no' responses will need to be explained in the space provided.



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



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.