



Encouraging Inspector Certification— API 1169 Exam Application Tips

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The INGAA Foundation, Inc.

The following pointers are for the benefit of API 1169 certification applicants to make the application process more efficient and successful.

DO:

- Applicants: In applying to API, focus on listing the “required” education and experience that can be verified rather than listing your complete employment history. For example, the most recent experience may be the most verifiable.
- Make sure your employment references are still alive, and the phone and email contact information is accurate.
- Provide your employment references with the exact details of what you submitted on the application. This makes their verification much simpler.
- Please verify employment for employees or API when asked. This helps applicants successfully navigate the 1169 application process.
- Please be polite to API Certification staff—they are working hard to verify employment criteria and approve exam applicants.
- Special exams can be arranged for large groups that need testing outside of the normal exam windows.
 - To do this, contact: Andri Orphanides, Manager, Individual Certification Programs
Global Industry Services
American Petroleum Institute
Tel: 202-682-8221
e-mail: orphanidesa@api.org
 - Try to provide training immediately prior to the testing to improve test success.

Don't:

- If an employee/ applicant clearly does not have the education or experience required criteria—**do not** encourage them to apply and be rejected by API—There is no value in being rejected for not meeting minimum criteria and it overburdens API staff.