# ASME

Standards and Engineering Services

CA Connect 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.

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Upon CA Connect login, please select "Organizational Representative."

This selection will direct you to the Company Dashboard, which provides you with all related Company events and activities pertaining to application for certification.
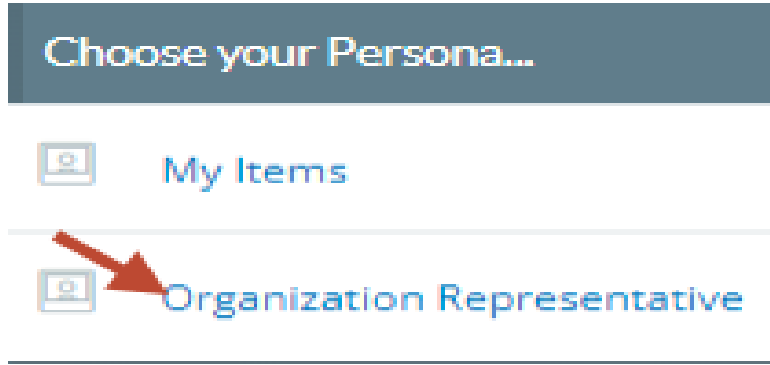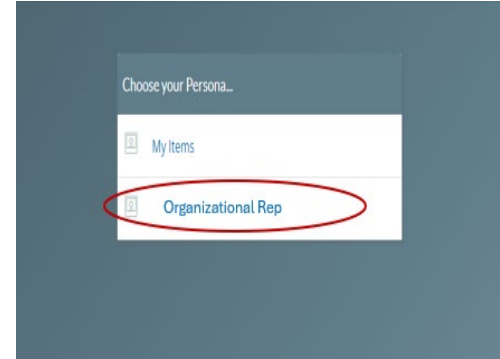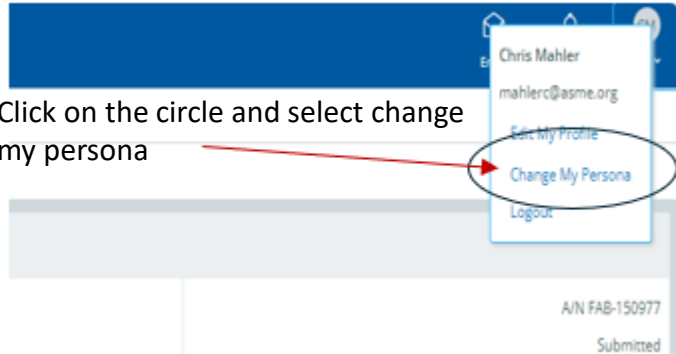
If you do not see your dashboard, you may be in the wrong persona.

After logging into CA Connect, if you do not see your dashboard, locate the circle with your initials on the far right of the screen

Click on the circle and select change my persona

Select Organizational Rep and this will bring you top your dashboard

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.
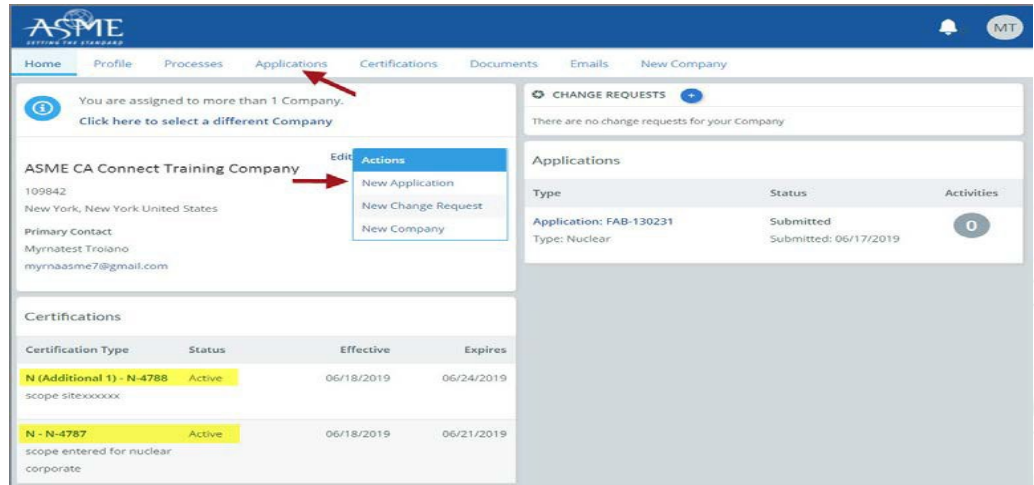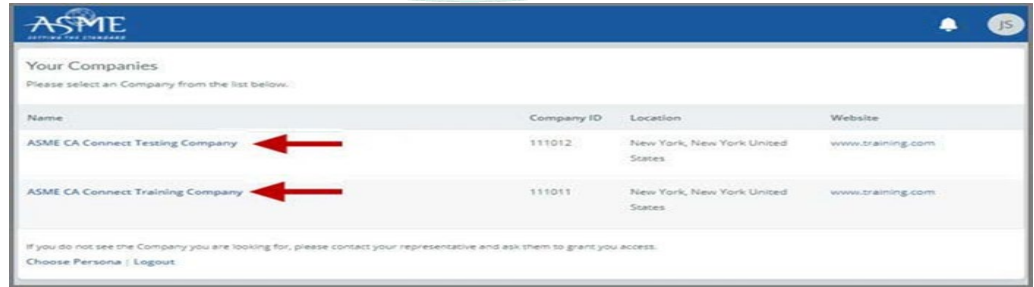
- ✓ Once you select the Company, you will be directed to the Company Dashboard.

- ✓ Select the **Applications** tab found on the Company Dashboard menu bar or the **New Application** link that is in the **Actions** box.

- ✓ For renewals, please select "New Application" link as well.

- The default and first Application tab is the **Policies tab**. Review all information displayed on the tab.

- Scroll down the page to the **Extension Policy** section.

- 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.

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

- Check the **I have reviewed and agreed to the above policies** box.
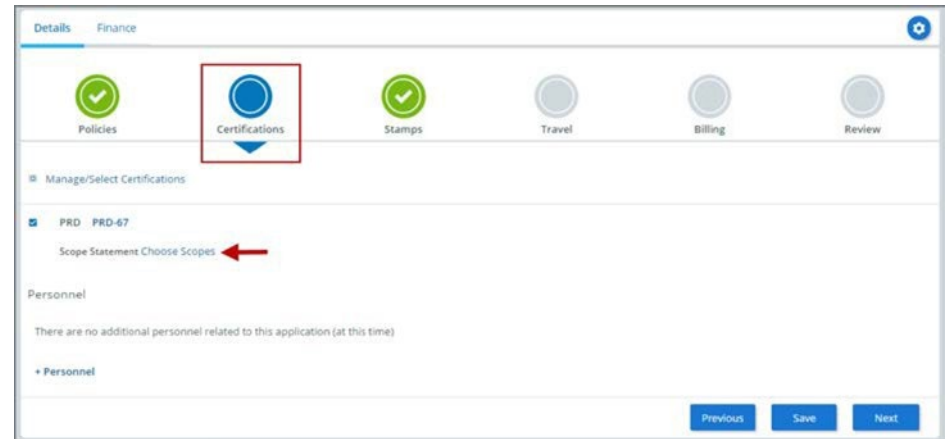
- Click **Next** to continue.

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- The **Policies** tab is updated to reflect a green checkmark.

- Your application process will advance to the **Certifications** tab.

- Click the **Manage/Select Certifications** link or checkbox.

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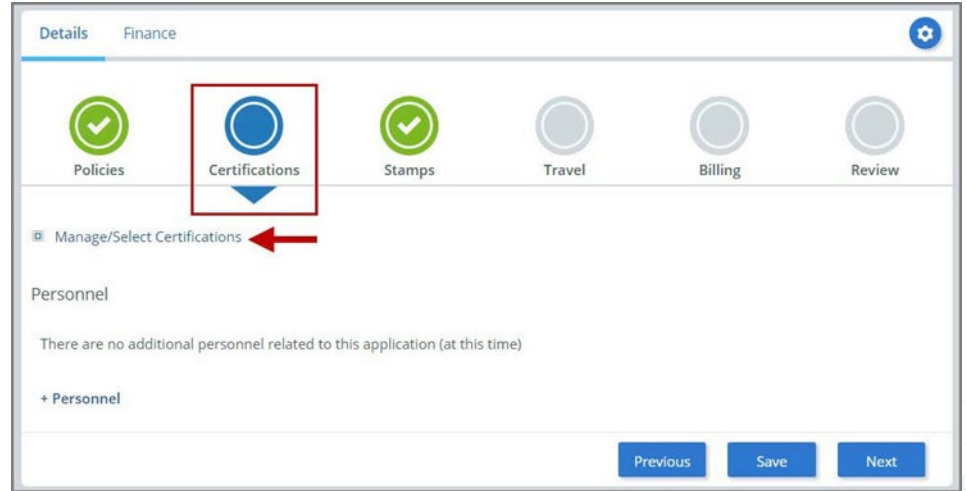
✓ The Certificate Types form is displayed containing the PRD-Pressure Relief Device Certificate Type. Select the Certificate Type.

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

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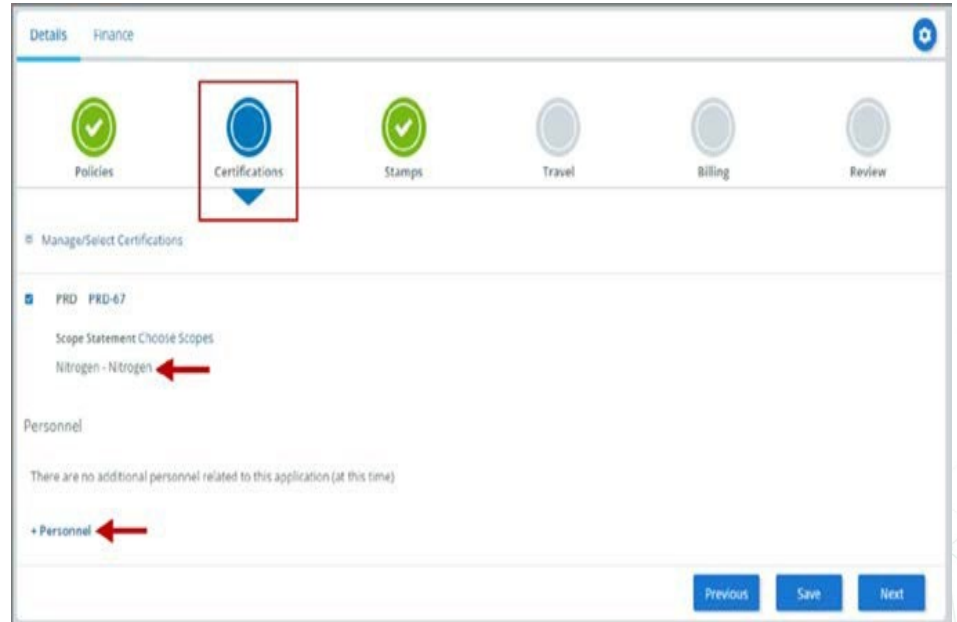
- ✓ You will be directed back to the **Certifications** tab. Select the Scope Statement **Choose** Scopes link.

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

- ✓ When done, click **Apply** to continue.

- ✓ The Scope you selected is added to the **Certifications** tab.
- ✓ Select the **Personnel** link on the Certifications tab.

- ✓ The **Find Personnel** form is displayed and includes the names of the Individual Observers.

- ✓ You can select the Individual Observers that are on the application and/or create a new individual observer.

- ✓ To select an existing Individual Observer, select the checkbox preceding their name, then click the **Apply** option.

- ✓ To add a new individual observer:
  - ✓ Enter the individual observer related information in the fields below.
  - ✓ Click the **Add Address** information to enter the address.
  - ✓ When done, click **Save** to continue. You will complete a form separately for each individual observer.

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

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

- ✓ When done, click **Apply** to continue.

- ✓ Select the **Manage/Select Certifications** link to connect the PRD Certificate Type to each person.

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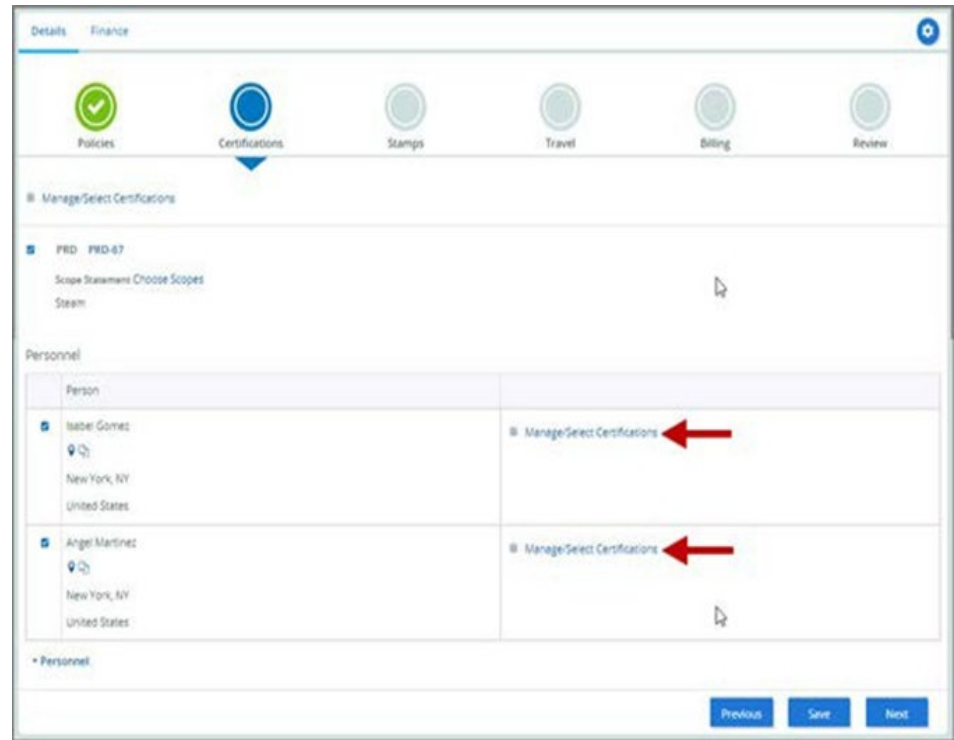
- ✓ Select the **PRD-Pressure Relief Device** certificate type option.
- ✓ When done, click **Apply** to continue.
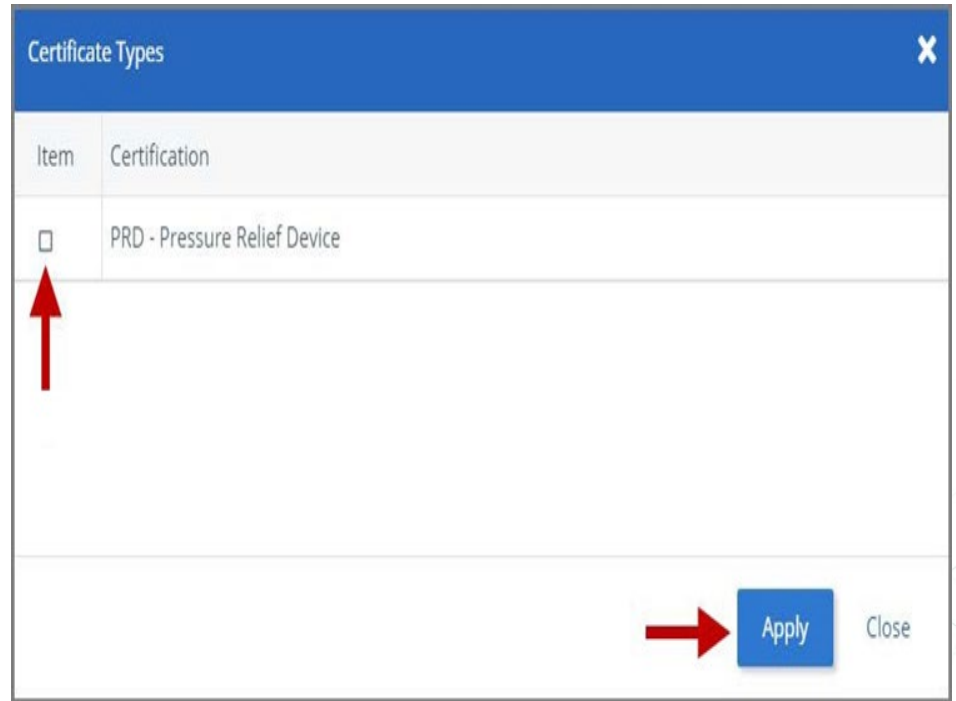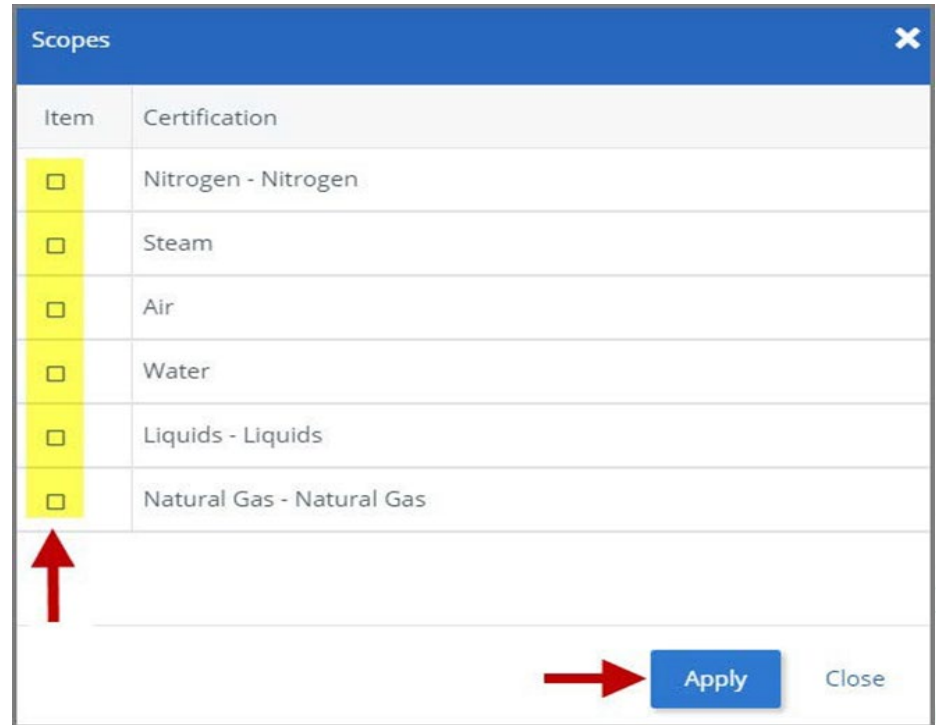
✓ You will be directed back to the **Certifications** tab. Click **Next** to continue
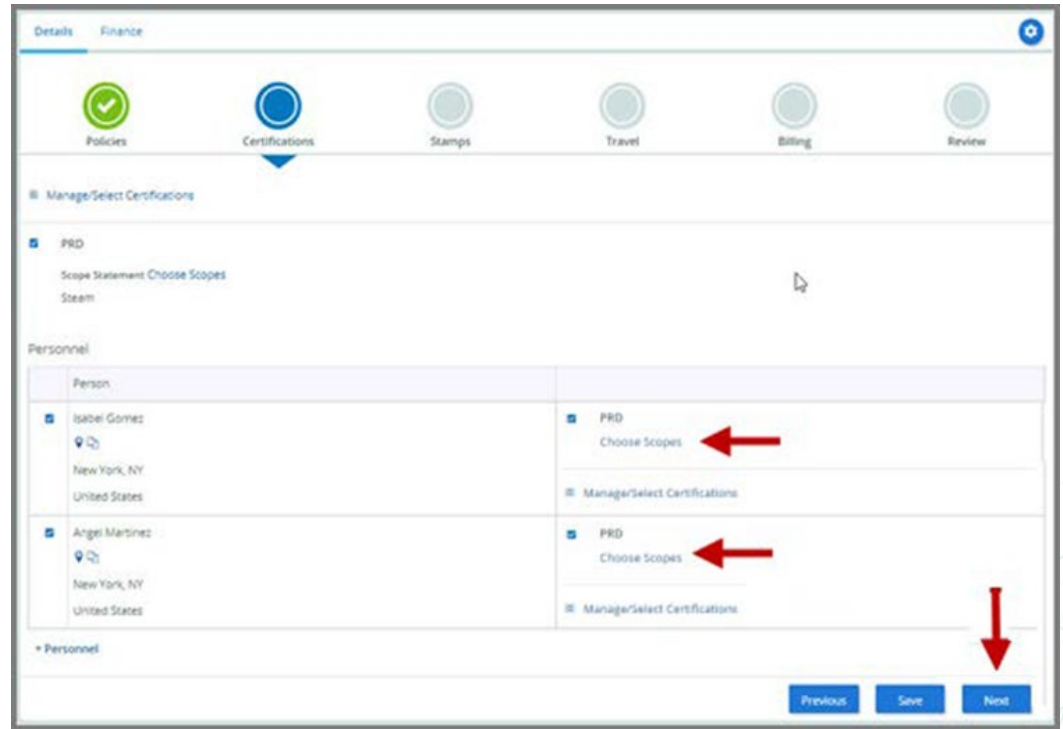
- ✓ You will be directed back to the **Certifications** tab. Select the Scope Statement **Choose Scopes** link.

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

- ✓ When done, click **Apply** to continue.

- ✓ Repeat the same steps for each person (individual observer).

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

✓ Both the **Certifications** tab and **Stamps** tab are updated to reflect a green checkmark. Click **Next** to continue.

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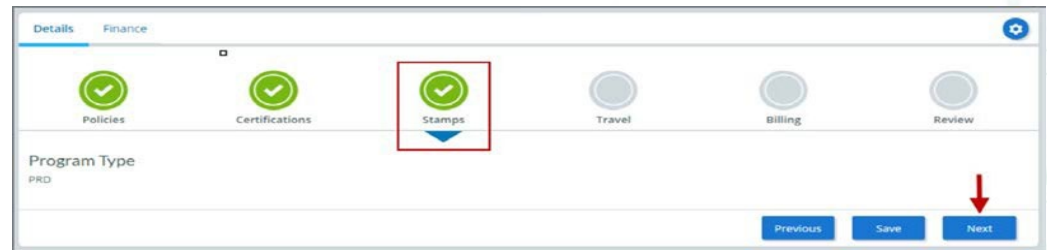
- ✓ The application process will advance to the **Travel** tab.

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

- The **Travel Recommendation Detail** form is presented.
- The **Company Plant Address** is pre-populated and displayed in each of the designated fields.
  - **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.
- You must enter the information for all required fields which are denoted with a red ***** asterisks.
- Do not include dashes when entering Phone Numbers throughout the entire application. Be sure to include the 3-digit area code.
- Enter the Hotel, Airport, and Emergency Contact information in the assigned fields.
- When done, click **Save** to continue.

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- 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.

- When done, click **Save** to continue.

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.

    a. 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.

- ✓ The Travel tab is updated to reflect a green checkmark.
- ✓ Your application process will advance to the **Billing** tab.
- ✓ 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 for the application to be submitted.

- ✓ In the **Company Banking Details** section,
  - ✓ Enter the banking details in the fields provided on the tab.
  - ✓ Click the **Credit Card Processing Form** link to download the form. Complete the Credit **Card Processing Form** and fax the completed form to ASME.
- ✓ When done, click **Next** to continue.

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

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

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

- ✓ 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.

- ✓ 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.

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- ✓ 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.

- ✓ 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.

- ✓ You can also download the **Credit Card Processing Form**.

Please review the details of your application

Travel edit ←

Division Information	Hotel Information	Airport Information	Emergency Contact
1 Park Ave	Marriott	JFK	Marc Anthony
New York, NY 10016	475 Park Avenue	Queens	Phone: +1 (212) 5911234
United States	New York, NY 10016	Miles From Airport To Hotel: 10	
	United States		
	Miles from Hotel to Site: 10		
	Phone: +1 (212) 2021234		

Billing edit ←

Credit Card Processing Form

pdf Credit Card Processing Form

- Scroll down the tab and select the **Download Agreement Form** link. The form will be downloaded and saved to your local computer.
- Locate the file and complete, sign, and save the completed Agreement Form on your local computer.
- Select the **Upload Agreement Form** link.
- Locate the signed agreement form on your local computer and upload the file.
  - If necessary, can remove the form. However, uploading a completed and sign Agreement Form is required.
- Click **Save** to continue.

Banking Details

Bank Name:

ABA Routing Number:

Account Number/IBAN #:

Swift Code:

Bank Transit Number:

Bank Account Name:

Tax ID Number:

Contact/Attention Name: Contxxx

Contact/Attention Email:

Billing Address

1 Park Ave

New York, NY 10016

United States

Please print, sign and upload the Agreement Form

Instructions: Please click the "Print Agreement" button, then save it to your computer as a pdf file. Next, open the form, print out a hard copy, and sign it. Scan the signed form and save it as a pdf file on your computer. Finally, upload the scanned document via the upload box located below the "Print Agreement" button.

Please upload only your completed Print Agreement Form. No other forms should be submitted via this upload box.

⬇ Download Agreement Form

⬆ Upload Agreement Form

Previous   Save

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- ✓ 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.

- ✓ 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.
- ✓ To print the application details, click the **Print Document** option.

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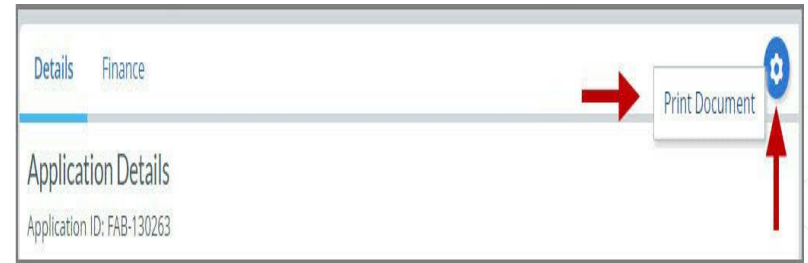
Locate your Invoice

In the middle of the application page will be two icon, "Details" & "Finance" – After they application is submitted, select Finance
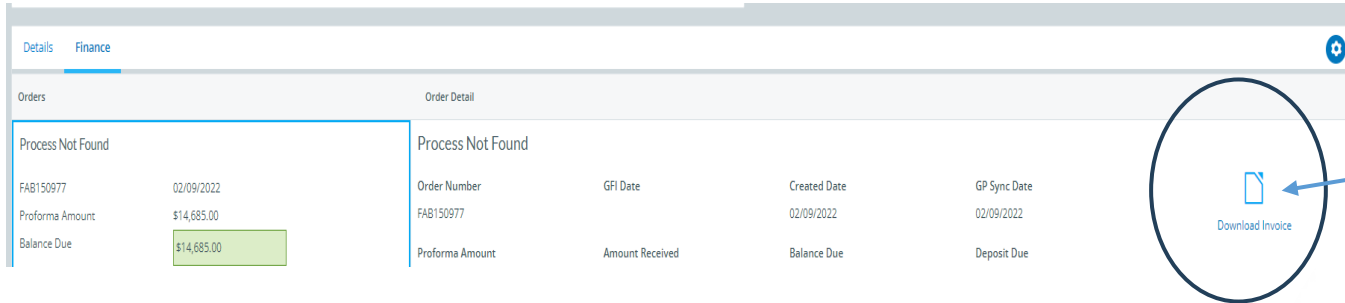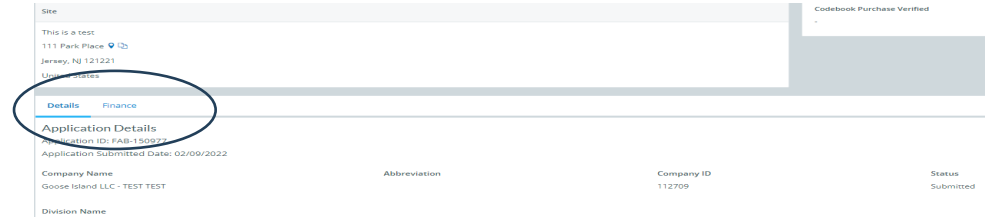
Selecting the "Download Invoice" icon on the upper right side the screen, will download a copy of your proforma invoice

Please Note – Your application is "complete" and your audit scheduled after all deposit fees are received.

Payment Options and Instructions

Acceptable methods are:

» Wire Transfer/ACH Payments

» Credit Card - All credit card processing forms must be submitted either by fax to the number listed on the form itself or to our accounting team's secure share folder. Both methods submit the credit card information directly to our accounting team and ensure that no unauthorized personal can view your credit card information. Credit Card form and download site are at https://www.asme.org/certification-accreditation/asme-certification-process/price-guide

Please DO NOT submit any financial information by email. All credit card forms received by email will be deleted upon receipt without being opened in accordance with our protocol on customer financial security.

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Resources

Downloadable Resources can be found on:

https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources

General Downloads Notices

- Conduct
- Due Process
- Notice on Requests for Certificate Extensions
- Notice on Use of Electronic Version of the Boiler Pressure Vessel Code by Certificate Holders
- Policy on the Use of the Certification Mark in Advertising
- How to Change Primary Contact Information
- CA-1 2022

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Downloadable Resources:

General Downloads Forms

- Accreditation and Certification Agreement Form
- Criteria for Reapplication of a Certification Mark
- Nuclear Component Supplemental Application Form
- Nuclear Material Organization Supplemental Application Form
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Program
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program
- Form V – Supplemental Application for Quality Program System

Boiler and Pressure Vessel (BPV) Certification Forms

- BPV "General" Checklist
- BPV "Cast Boilers" Checklist
- BPV "Pressure Relief Devices" Checklist
- BPV "RP" Checklist
- BPV Product Certification Program Informational Handbook (New Applicants and Renewals)
- Process to Request Name Change on Certificate(s)
- BPV Certificate Scopes
- Notice Concerning National Board "R" Stamp
- Procedure For Adding Additional Building Location To Current Certificate
- Temporary Location Used by Certificate Holders
- Expedited Joint Reviews for the Boiler and Pressure Vessel Certification Program for Reviews Conducted by ASME Only

Downloadable Resources:

Data Report Forms

- Bioprocessing Equipment (BPE) Certification Forms
- BPE Application – Information and Procedures
- BPE Quality Management System Checklist
- Form P – Supplemental application form for the Bioprocessing Equipment Certification Program.

Nuclear Component Certification Forms

- Material Organization Checklist
- Nuclear Component Application and Price Information
- Nuclear Component Checklist
- Nuclear Owner's Application and Price Information
- Nuclear Owner's Checklist
- Polyethylene Material Organization Checklist
- Nuclear Component Pre-survey Questionnaire
- Procedure for Renewal of Nuclear Owner's Certificates
- Nuclear Component Supplemental Application Form.

Downloadable Resources:

https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources

Nuclear Quality Assurance Certification Forms and Resources

- Nuclear Quality Assurance (NQA) Application – Information and Price
- Nuclear Quality Assurance (NQA) Checklist
- Requirements for ASME Nuclear Quality Assurance (NQA) Certification
- Notice on Nuclear Quality Assurance (NQA) Program Certificate Scope Statements
- Form Q – Supplemental application form for the Nuclear Quality Assurance Certification Program.

Nuclear Certification Additional Information

- Applicant Information Handbook
- Notice on Nuclear Scope Statements
- Procedure for Name Change on Nuclear Component Certificate

Nuclear Material Organization Certification Forms

- Material Organization Application and Price Information
- Guide for Quality System Certificate/Material Organization
- Guide for Polyethylene Material Organization
- Material Organization Pre-survey Questionnaire
- Nuclear Material Organization Supplemental Application Form

Downloadable Resources:

https://www.asme.org/certification-accreditation/resources-and-events/downloadable-resources

Reinforced Thermoset Plastic (RTP) Corrosion-Resistant Equipment Forms

- RTP Application and Price Information
- RTP Checklist
- Form R – Supplemental application form for the Reinforced Thermoset Plastic Certification Program.

Authorized Inspection Agency (AIA) Forms and Resources

- AIA Application and Price Information
- AIA Checklist
- List of Authorized Inspection Agencies (AIAs)
- QAI Interpretations
- Form G – Supplemental application form for the Authorized Inspection Agency Accreditation Programs

Pressure Relief Device (PRD) Testing Lab Forms and Resources

- PRD Application and Price Information
- PRD Checklist

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If you have any issue or questions, please contact us at your convenience.
ca@asme.org

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