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## AWS Accredited Test Facility Weld Certification Applicant Packet

1537 University Blvd, Morrilton AR 72110  
501-977-2189 / [workforce@uaccm.edu](mailto:workforce@uaccm.edu)



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The University of Arkansas Community College at Morrilton is an American Welding Society (AWS) Accredited Test Facility. This accreditation authorizes UACCM to conduct AWS Welding qualification and certification tests in accordance with AWS D1.1 and any code, standard, or WPS as appropriate. The AWS issues the certification. Information regarding accreditation may be obtained at:

American Welding Society, Certification Department  
8669 NW 36 Street, # 130  
Miami, Florida 33166-6672  
Telephone: (800) 443-9353, ext. 448  
<http://www.aws.org/certification/ATF/>

**Facility Representative  
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**Technical Manager**

Zack Freeman, CWI  
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Dear Weld Certification Applicant:

Thank you for your interest in American Welding Society (AWS) Certification at the University of Arkansas Community College in Morrilton (UACCM). You should review AWS-QC 7 Standard for AWS Certified Welders carefully and ensure that your documentation is completed fully prior to arriving at the college on the day of your scheduled test. Failure to complete the application and follow guidelines correctly may result in delays in the testing process or failure on the test.

Payment for the weld certification test should be made at the Student Accounts window, or by phone to 501-977-2045, prior to arriving for the test. On your scheduled test day, arrive at least 15 minutes prior to your scheduled test time. Parking is free and you may park in front (east side) of the Workforce Training Center on the UACCM campus. Come to the Workforce Development Office, room 105, to check-in. Prior to the test, it will be verified that you have everything required to take the test(s).

We are all responsible for safety and health at the test facility. Prior to testing, the testing supervisor will explain the test facility safety practices and expectations. You will be asked to sign an Applicant Testing Agreement. You are also expected to comply with American Welding Society Safety in Welding, Cutting and Allied Processes (ANSI Z49.1:2005).

If you have any questions concerning your application, the testing process or the Welding Technology Program, please contact me.

Sincerely,

Zack Freeman, CWI  
Technical Manager  
501-354-7571  
freemanz@uaccm.edu



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## Welder Test Applicant Checklist

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You should arrive at the Test Facility at least 15 minutes before your scheduled test time. You will need to provide the following items. Failure to do so may result in delays in the testing process.

- Payment made to UACCM for the full amount of the test(s) or receipt of payment.
- Register at [www.aws.org](http://www.aws.org).
- Driver's license or state issued identification card.
- Personal welding equipment including:
  - Helmet
  - Safety Glasses (must always be worn in the shop)
  - Welding Gloves
  - Leather Sleeves
  - Pliers/Wire Cutters
  - Measuring and Marking Tools
  - Soapstone and/or Scribe
- Work Clothes and Boots
  - Long Sleeve Shirt – cotton preferred, free from holes or fringes.
  - Work Pants – No cuffs, tears or fringes.
  - Shoes – Steel or composite toe boots or shoes preferred; no open toe, canvas or athletic shoes.

The Test Facility will make available a reference library and all equipment and material required to conduct testing. This will include a pre-beveled test coupon, filler metal, clear face shields, cutting goggles (#5), clamps and/or vices, if needed.

University of Arkansas Community College in Morrilton  
Workforce Training Center, Office 105  
9-1-1 Address: 229 Timberwolf Drive



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## AWS Certified Welder Testing Procedures

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During certification, you must demonstrate welding techniques in accordance with the written instructions contained in the appropriate Welding Procedure Specification (WPS) to produce a weld specimen. Prior to your test, you will be provided with instruction in safety, review of the applicable Welding Procedure Specification (WPS) governing your test, and resources/equipment available for your use during the test.

Although some practice is allowed, you are expected to be able to adjust equipment settings, assemble the test weldment, and have the skill to weld the tests without guidance or assistance.

Where “Hold Point” is noted in the following procedures, you must stop and allow the testing supervisor to inspect your weld to verify that it is in accordance with AWS D1.1 and any code, standard, or WPS as appropriate.

### Procedures:

1. Familiarize yourself with the equipment and the settings. Specific inspection directions for the test(s) you are taking will be provided and explained by the technical manager and/or test supervisor.
2. Hold point – Test supervisor will check welder understanding of the weld test process expectations and the WPS. **Anything after this point will be a pass/fail.**
3. Use personal protective and safety equipment applicable for the welding test. Prepare pre-beveled plates for welding (where required). Grind or file to desired condition.
4. Assemble joint to proper dimensions and configuration. Tack weld according to specifications or direction.
5. Hold Point – Inspection of fit-up, configuration and dimensions. Instructor labels test coupon with the test candidate’s identification number.
6. Prepare to weld and follow the checklist provided to check the settings.
7. Secure (tack or clamp) test coupon into position.
8. Hold Point – Test supervisor will inspect for correct position(s), polarity, machine settings, electrode type and size. The test supervisor will mark test coupon position to prevent movement.
9. Begin and complete weld following WPS. Remaining inspection steps will vary based on the different test.
10. Hold Point – The test supervisor will perform a visual weld inspection to determine pass or fail of the weld appearance according to the WPS codes or standards.
  - a. If a bend test is not required, this inspection would determine test results.
  - b. If a bend test is required, the weld test must pass the visual inspection to be prepared and bent. The test supervisor will prepare and perform the bend test.
  - c. Test coupons shall be subject to a final inspection and evaluation by the test supervisor in accordance with prescribed codes and standards. You will be notified of your test results after completion of bend test, or other required testing procedure. The test coupon will be tacked together and stored for 30 days.
  - d. Pipe weld test and other weld test requiring radiographed will be completed by a third-party. Third-party inspection may take two weeks or longer.



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## Accredited Test Facility Shop Safety

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Your test supervisor may provide you a tour of the welding lab to cover the location of various tools and equipment you might be using during your test. Most equipment should be familiar to you, but your Test Supervisor is willing to demonstrate the safe operation of any equipment you are unfamiliar with.

The following may also be covered during your tour:

- The evacuation map, first aid kit and other supplies needed in case of emergency.
- The location of all exits.
- The appropriate way to use the fume extraction system.

Additional Information:

- **All accidents are to be reported to the Test Supervisor immediately, no matter how minor it appears.**
- Personal Protective Equipment (PPE) is required beyond the yellow line; this includes safety glasses, appropriate clothing, and footwear.
- Safety glasses must be worn underneath your welding helmet.
- While grinding, ear protection and face shields must be worn.
- Equipment safety devices must never be removed or disabled. This includes guards on grinders and saws.
- Fume extraction must be turned on and positioned for the welding that is being done.
- Housekeeping rules are as simple as cleaning your work area. Welding booths are to be cleaned after you complete the weld. All tools (including hand and power tools, multi-meters, recovery equipment gauges, brooms and dust pans), practice metal, including used welding rod stubs, must be taken out of the booth and placed in appropriate location. You must sweep out your booth and all debris should be put in the trash.



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## Weld Certification Applicant Agreement

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*Below is the agreement you will discuss and sign off on in-person prior to your weld test being administered.*

I understand that during testing, the test supervisor will only be allowed to do three things: 1) Provide materials, instructions, and resources relevant to the test. 2) Give instruction on welding machines and shop equipment operation. 3) Perform inspections during the test. They will NOT give advice on welding technique or proper setup of welding parameters.

I understand that unless otherwise stated, all visual examinations will be done per AWS D1.1. Test Supervisors have the right to modify time or allow candidate to retest immediately due to equipment failure or unforeseen issues beyond the candidate or Test Supervisors control.

I understand that the test may be terminated, and documented as a failed test, if the test supervisor determines that I do not do the following during testing:

- Use personal protective and safety equipment and follow safety procedures.
- Adjust equipment and assemble the weldment independently.
- Exhibit the skill to perform the test satisfactorily.
- Complete weld in a timely manner according to industry standards.
- Receive the approval of the test supervisor prior to changing welding machine.

I understand that evidence of removal of the test assembly or movement from the original location, except by accidental means (subject to concurrence from the test supervisor), will be cause for the test termination.

I understand that if a weldment fails for any reason, the test supervisor shall explain why or under what code and section it was rejected. **It will be noted as a failed test on the WPQR. If the test is failed for any reason(s), no refund will be given.**

I have read, understand and agree to comply with the AWS Test Facility policies and procedures. I have been informed of safety expectations and requirements and I understand that I am expected to use personal protective and safety equipment and follow safety procedures throughout the test. I understand that I am also expected to comply with American Welding Society Safety in Welding, Cutting and Allied Processes (ANSI Z49.1:2005).