PRI Qualification



PRI QUALIFICATION℠ CANDIDATE HANDBOOK

INTRODUCTION

This handbook is for individuals seeking qualification with the PRI Qualification℠ Program. This handbook provides guidance to candidates to understand the PRI Qualification℠ structure and policies, exam registration and delivery, and qualifying activities.

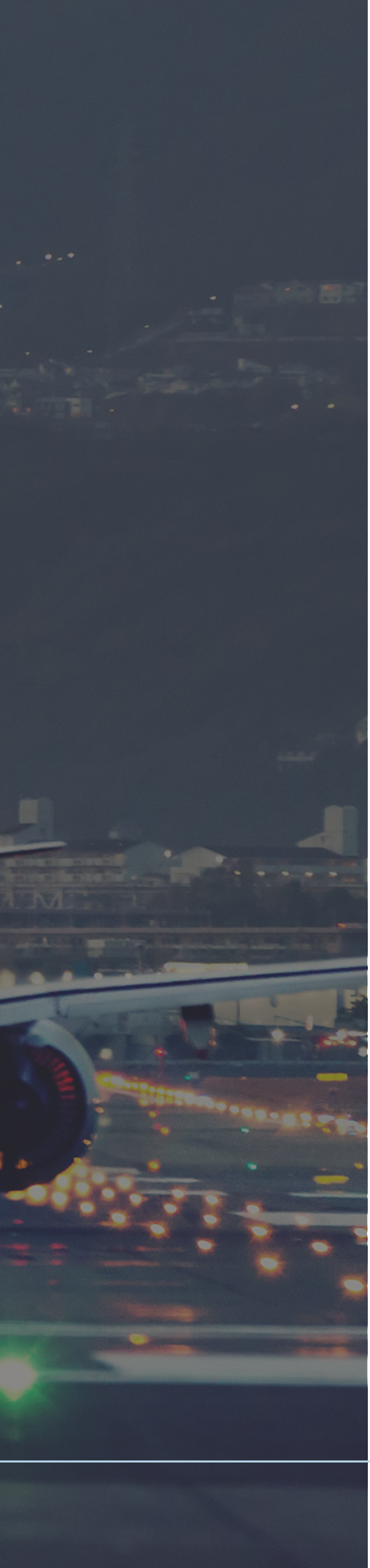
This handbook covers information for exams that both follow and do not follow requirements as defined by ISO/IEC 17024. ISO/IEC 17024 is a standard for bodies certifying persons against specific requirements. PRI Qualification℠ exams that adhere to ISO 17024 requirements include:

- Heat Treating: Pyrometry Process Planner

The exams that adhere to ISO/IEC 17024 may have specific additional requirements.



Abstract: The PRI Qualification Candidate Handbook provides information to help Candidates understand the PRI Qualification℠ program. This handbook contains information relevant to Candidates seeking qualification. It also provides instruction for using the PRI Qualification online examination center (p-r-i.org/pri-qualification) and guidance on preparing for an exam.



WHAT IS PRI QUALIFICATION℠?

The **PRI Qualification** program is a global-industry managed program for qualifying special process aerospace personnel. PRI Qualification℠ is administered by PRI but is independent of any other PRI℠ program or activity.

Candidates seeking qualification are assessed using defined expectations as outlined in the Bodies of Knowledge (BoKs). Bodies of Knowledge are technical documents that represent the baseline of knowledge and competency an individual should possess in order to meet qualification standards. BoKs are created in collaboration with aerospace industry experts who develop assessments based on these requirements. Each BoK outlines the experience, knowledge, personal attributes, and skills expected of an individual seeking qualification. BoKs can be accessed for free on the PRI℠ website: https://www.p-r-i.org/qualification



CANDIDATE QUALIFICATION LEVELS

There are three 3 levels of qualification available to Candidates:

- Process Owner: Capable of writing, reviewing and approving processes, procedures, and qualifications of lower levels; designing new processes and resolving issues on all other levels.
- Process Planner: Capable of selecting manufacturing processes; interpreting procedures to conform to customer specifications; resolving day-to-day issues.
- Process Operator: Understand and perform the basic hands-on operations of the special process.

Bodies of Knowledge are available in the following topics:

- Brazing
- Chemical Processing
- Coatings
- Composites
- Heat Treating
- Welding

Private assessments are administered by PRI Qualification on behalf of two major OEMs: Honeywell and Sikorsky. These assessments are the intellectual property of the OEMs, and they are taken at the direct request of the OEM to fulfill their requirements.

NONDISCRIMINATION POLICY

PRI Qualification does not discriminate among candidates based on race, color, creed, gender, religion, national origin, disability, marital status, or any other characteristics protected by law.

Candidates with disabilities may request accommodations for completing an exam. Candidates with a disability who want to request accommodations, shall do so by identifying this need when creating a profile in the PRI Qualification Exam Center and scheduling an exam. Candidates may contact PRI Qualification on the PRI Support Portal https://support.p-r-i.org/ to confirm accommodation needs.

Reasonable accommodations are decided based on the individual's specific request, disability, and appropriateness of the request. The Candidate shall submit accommodation request at least seven days prior to the desired testing appointment date. Once PRI Qualification reviews and approves the accommodation request, the approval for reasonable accommodations will be communicated to the Candidate.

PRI Qualification exams are conducted fully online. Accommodations for online exams are generally limited as the Candidate controls the testing environment. An example of an accommodation is extended time to complete the exam.



WHAT IS THE CERTIFICATION PROCESS?

PRI Qualification exams are offered globally online. Candidates are required to use either a personal or employer-provided computer to complete their exam.

Exams are open book, contain multiple choice questions, and are accessed and submitted using PRI Qualification's online exam center.

Proctoring

The majority of PRI Qualification exams are not proctored which means they are taken by the Candidate independently using the PRI Qualification online exam center.

For proctored exams (typically those in compliance with ISO/IEC 17024), candidates are required to complete the exam in one sitting with independent oversight provided by the remote proctor. These proctored exams require the candidate to complete the exam in one sitting in the allotted timeframe. For all other exams, candidates may start and stop their exam at any point and complete the exam within the allotted timeframe. For more information about proctor exams, see the section ***What is a Proctored Exam?***

Candidates will receive a Certificate of Qualification upon satisfactory completion of an exam. Individuals are expected to recertify based on the timeframe as outlined in procedure PD 6000 Governance and Administration of PRI Qualification℠ Program (available for review on www.eauditnet.com). It is the responsibility of the individual to notify PRI® Qualification if they are no longer able to satisfy the requirements of their qualification.



HOW DO I PREPARE FOR AN EXAM?

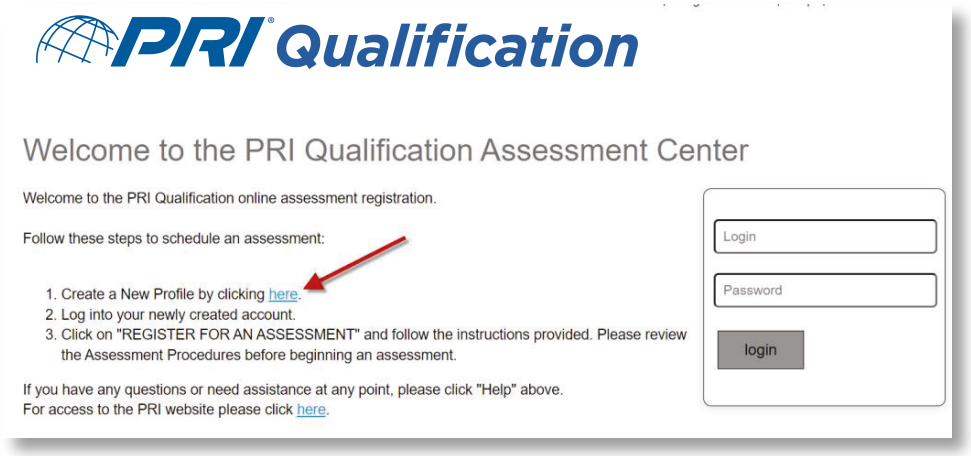
Assessments are created using the Body of Knowledge (BoK) as a template for competency requirements. Understanding the expectations as outlined in the corresponding BoK is crucial to success on a PRI Qualification exam.

Candidates may self-study or prepare for an exam by taking a course with an Approved Training Provider. Approved Training Providers, guided by PRI Qualification Management Council and Technical Review Boards, offer courses that cover the content of specific Bodies of Knowledge. Approved Training Providers are objectively assessed to ensure their teaching materials align with the BoKs, and PRI® Qualification does not recommend any provider over another.

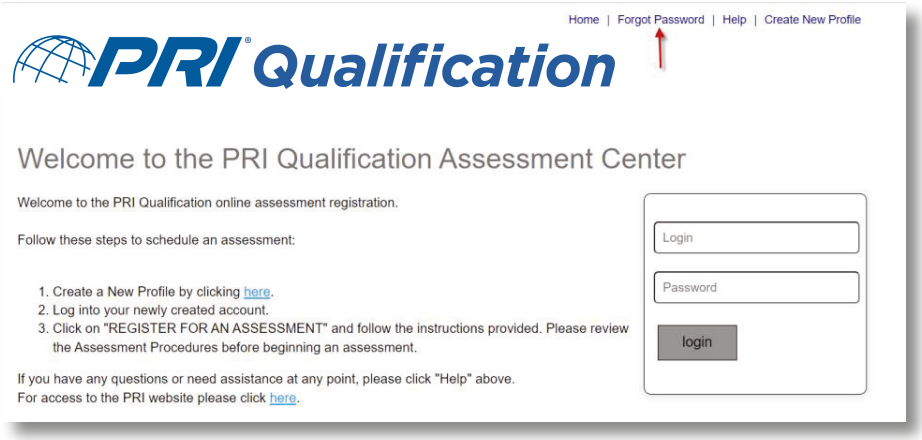
To learn more about courses provided by Approved Training Providers, visit the PRI website at https://www.p-r-i.org/qualification.

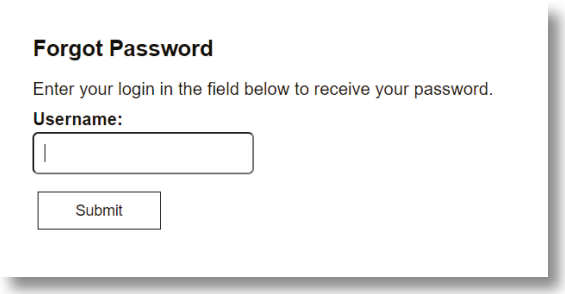
To prepare for an exam, Candidates should:

- Access the applicable BoK on the PRI website (https://www.p-r-i.org/qualification)
- Have an account on the PRI Qualification online examination center learning platform, where exams are hosted and accessed.
  To create an account:
  - Go to: https://www.webassessor.com/pri and select 'Create a New Profile'.
    NOTE: When creating a username, it is recommended NOT to use your email address in case of employment changes.



  - If you have forgotten your password, select 'Forgot Password'. Enter your Username and an email will be sent with a link to reset your password.







HOW DO I REQUEST A QUOTE, A COMPANY PURCHASE ORDER, OR PAY FOR AN EXAM?

Quotes

To request a quote, contact a PRI Qualification representative at the PRI Support Portal. The representative will provide a quote with instruction on how to proceed with purchase. *NOTE: A quote is only applicable to the exam(s) requested.*

Company Purchase Order

An administration fee applies for each invoice processed. Send purchase orders to the PRI Support Portal.

- Purchase orders must contain the following:
  - Name, email and username of person taking the assessment
  - Name of assessment(s) being purchased
  - Total amount of the purchase order
  - PO number
  - Accounts Payable contact information:
    - Company Name
    - Company Address
    - Contact Name
    - Email Address
    - Phone Number

Payment Options

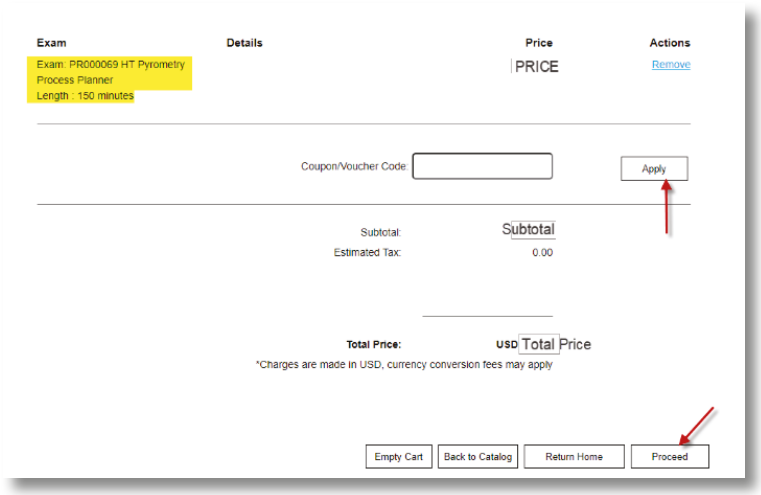
- There are two payment options on the PRI Qualification online examination center (credit card or company purchase order):
  - Credit card payment:
    - Visa, Mastercard, American Express, and Discover card are accepted.
    - Select ‘Proceed’ with payment and enter the credit card information and click ‘Submit’ to complete the purchase.
    - A confirmation email will be sent to the address associated with your account.
  - Purchase Order:
    - Enter coupon code in the ‘Coupon/ Voucher Code’ box and select ‘Apply’
    - A confirmation email will be sent to the address associated with your account.

HOW DO I REGISTER FOR AN EXAM?

- Once logged into your account, select 'Register for an Assessment' and select the exam you wish to complete.



- You will be provided the exam name, length, and price. Apply a Coupon/Voucher Code as applicable and select 'Proceed'.

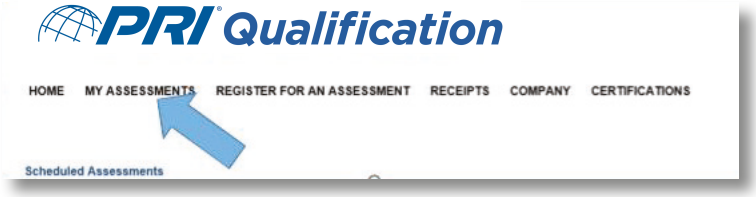


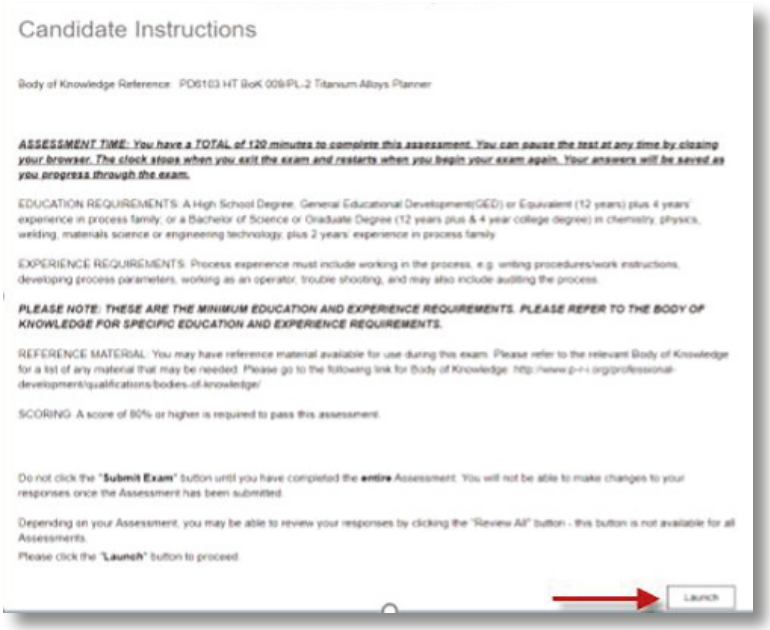
- For proctored exams, you will be required to select the time zone, date, and start time for the exam. For more information about the proctoring experience, see section ***What is a Proctored Exam?***.
- You will be provided the PRI Qualification Terms & Conditions. Select that you have read the terms before finalizing your purchase.
- For Honeywell SCA assessments, confirm the assessment required for your role by:
  - Consulting the Honeywell APSL or,
  - Contacting the Honeywell Certifying Agent: certifying.agent@Honeywell.com

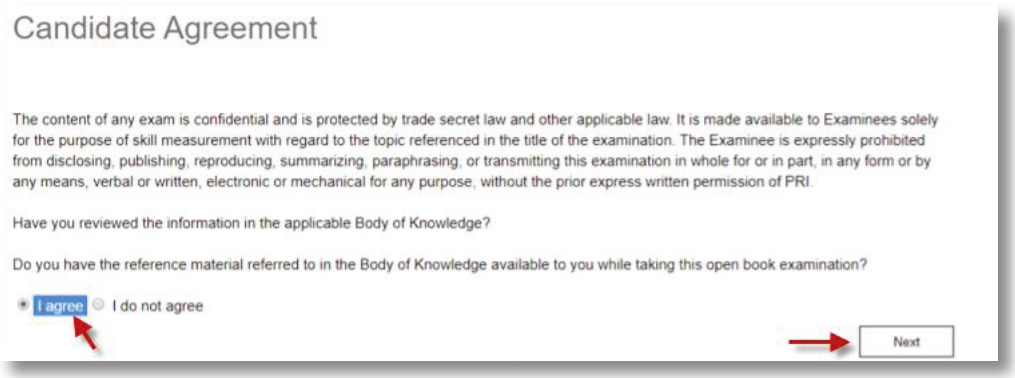
NOTE: PRI Qualification is unable to advise test takers of what exams are required for Honeywell SCA assessment.

HOW DO I ACCESS MY EXAM?

- In the PRI Qualification online examination center, select 'My Assessments', review the Candidate Instructions, and select 'Launch' to begin your assessment:
- Read and agree to the Candidate Agreement









WHAT IS A PROCTORED EXAM?

A proctored exam is when an independent remotely proctor oversees the testing of a candidate. The proctor will confirm the candidate's identification, confirm no other individual is in the room with the candidate, and that the candidate is not using or does not have access to unauthorized aids to complete the exam. Proctors may suspend an exam if the candidate is not compliant to examination rules. *NOTE: The proctor is not permitted to be an individual who has provided training to the candidate.*

Candidates are expected to complete a proctored exam in one sitting within allocated amount of time. Candidates are encouraged to launch their exam ten 10 minutes prior to the exam start time (if you've logged in more than 10 minutes prior, you may need to refresh the web page) in order to complete preliminary identification checks with the proctor. These preliminary steps are conducted with an on-boarder who may not be the same individual who proctors the exam. The time taken to complete the preliminarily steps does not count toward the test-taking time. Candidates are strongly advised not to take breaks during the exam. Candidates are entitled to one break, however, the time allotted to complete the exam does not pause when a candidate takes a break.

Candidates with disabilities may request accommodations for completing an exam. Candidates with a disability who want to request accommodations, shall do so by contacting a PRI Qualification representative at the PRI Support Portal prior to scheduling the exam.

Candidates are required to complete their exam in one sitting. During the exam, candidates are expected to:

- Act and present themselves professionally
- Not use any unauthorized aids (examples: copy of exam answers, answers written on a whiteboard/wall)
- Provide the proctor with valid identification such as a driver's license, passport, or national identity card
- Use their web camera without background filters when using video, and have audio turned on (cannot use headphones)
- Have an exam environment that is well-lit, quiet, and free from extraneous noise
- Not interact with or receive assistance from others
- Not change to another room or testing environment

Candidates are not to receive assistance or coaching related to exam content from the proctor. Proctors will monitor candidates for indications of misconduct. Examples of misconduct include when a candidate:

- attempts to record the exam
- attempts to take the exam for someone else
- talks to or interacts with individuals other than the proctor or authorized personnel during exam administration
- creates a hostile or uncooperative environment



RESCHEDULING AND MISSED EXAM POLICY (PROCTORED EXAMS)

For proctored exams, candidates may cancel up to seven 7 days prior to their scheduled exam without charge. If an exam is cancelled or a candidate does not show for a scheduled exam, the following fees will apply:

- Cancellation **less than seven 7 days** from scheduled exam: $100 fee with a refund of the balance of the exam
- Rescheduling an exam **less than 48 hours** prior to scheduled exam: $55 fee
- No show for scheduled exam: a fee equal to 50% of the exam cost. The remaining exam balance may be refunded or applied to a new exam registration.

HOW IS AN EXAM SCORED?

The minimum passing score for PRI Qualification exams has been determined by subject matter experts and approved by the applicable Review Board. To ensure fairness, exam scores are automatically calculated by the test-delivery platform and are made available to candidates immediately upon completion of an exam.

HOW DO I RECEIVE MY EXAM SCORE AND CERTIFICATE?

Exam scores are provided to candidates via email. Candidates will receive a percentage breakdown of their score per exam section.

NOTE: Specific questions and answer results are not shared with candidates to protect the security and integrity of PRI Qualification exams.

Candidates who have passed their exam will receive their certificate as a PDF in an automated email. Candidates may receive a copy of their certificate by contacting PRI Qualification at the PRI Support Portal.

HOW DO I RECERTIFY?

Candidates who wish to recertify are expected to do so within five 5 years of achieving qualification. See section ***How Do I Register for an Exam?*** to register for an exam to recertify.

WHAT IF I FAIL AN EXAM?

Per the PRI Qualification procedure PD 6000 Governance and Administration of PRI Qualification Program, candidates must wait the following time period before retaking a failed exam:

- Seven 7 days after the **first** failed attempt
- Fourteen 14 days after the **second** failed attempt
- Ninety 90 days after the **third** failed attempt

NOTE: The wait time to retake a failed exam may be waived at the approval of the Review Board or Exam Panel.

CAN I APPEAL THE RESULTS OF MY EXAM?

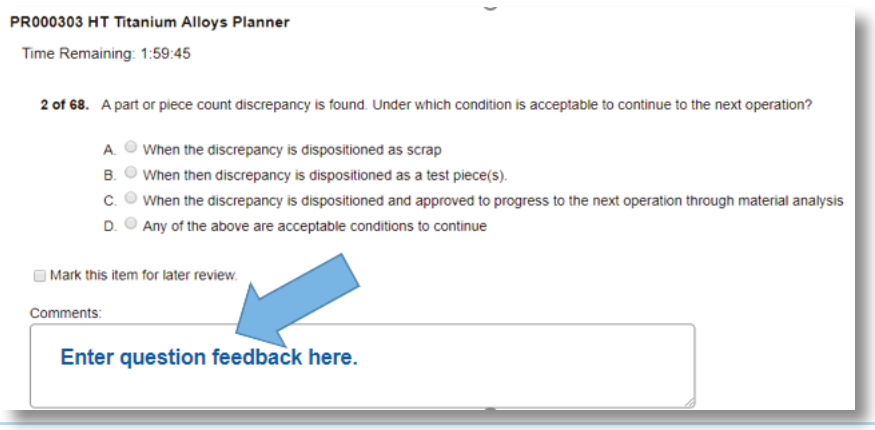
Candidates may choose to file an appeal if they believe they were wrongly denied a qualification and would like to contest the results of their PRI Qualification exam. Per procedure PD 6200 Industry Managed Special Process Examination System, appeals must be submitted within 10 calendar days after receiving exam results. A request for an appeal does not result in any discriminatory actions against the Candidate. An appeal to a failed exam shall be submitted to PRI® Qualification via the PRI℠ website using the PRI Qualification Appeals Form.

Requirements for retaking a failed exam or appealing a qualification decision are available for review on eAuditNet: www.eauditnet.com under Resources > Public Documents > Professional Development in the PD 6000 Governance and Administration of PRI Qualification℠ Program procedure.

HOW CAN I PROVIDE FEEDBACK?

Candidates have the opportunity to provide feedback about their exam experience. Once an exam is completed, the candidate receives a completion email which includes a link to the PRI Qualification Customer Feedback survey. Survey responses are reviewed by PRI Qualification on a consistent basis to help improve our services and customer experience. For urgent matters, candidates may reach out to a PRI Qualification representative at the PRI Support Portal.

Candidates may provide feedback on assessment questions. While taking the exam, use the 'Comments' feature to leave feedback on specific questions.



WHAT IF I WANT TO FILE A COMPLAINT?

Complaints may be submitted to PRI Qualification via the PRI website using the PRI Qualification Complaint Form. Complaints will not result in discriminatory actions against the individual filing the complaint. Complaints may not be submitted to appeal a failed exam. An appeal to a failed exam shall follow the appeals process.

EXAMINATION CONFIDENTIALITY

Specific examination results and exam questions/answers are not available for review due to security purposes. Candidates are provided a final score with a pass/fail indicator along with a breakdown of the percentage of correctly answered questions per exam section.

Candidate exam scores and performance will be maintained by PRI Qualification as confidential information and will not be shared with unauthorized personnel.

SECURITY AND MISCONDUCT

The exam administration process is conducted in a manner to ensure all candidates have the opportunity to complete their exam in a secure and equitable environment. For proctored exams, candidates will be monitored by webcam for security purposes. Candidates are not permitted to copy, record, or share exam questions and answers.

CANDIDATE EXPECTATIONS

Candidates are expected to adhere to the rules of conduct as detailed in the Terms and Conditions provided to all candidates in the PRI Qualification online exam center. Candidates have a responsibility to protect the integrity of the exam and not share exam questions or information with unauthorized individuals (example: sharing exam items with others via screenshots,
email, etc.).

Candidates taking an exam that requires the oversight of a proctor, are expected to follow the rules of appropriate conduct during the exam (see section ***What is a Proctored Exam?***). Candidate expectations and consequences of misconduct are outlined in the PRI Qualification program procedure PD 6000 Governance and Administration of PRI Qualification Program available on: www.eauditnet.com.

Candidates are expected to notify PRI Qualification if they are no longer able to fulfill the requirements of their certification.

COPYRIGHTED MATERIALS

All examination questions are the copyrighted property of PRI Qualification. It is forbidden under federal law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Candidates will be subject to civil and criminal penalties for breaching copyright laws.





CONTACT US

Questions may be submitted on the PRI Support Portal

or by phoning:

Americas: +1 (0) 724-772-1616

Asia: +86 (0) 6463 6008

Europe: +44 (0) 870 350 5011

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