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# Electronic Application Process for Commissions and Endorsements

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In 2017, the National Board moved the application process for new commissions and endorsements to its online Business Center. This was a major shift from how applications were previously submitted; moving from a paper-based (fillable PDF) process to an intuitive, electronic, streamlined process for both the candidate and employer.

The process is simple: Once the individual has met the minimum requirements to begin an application, a link to that application appears in their profile page on the Business Center. This same application link may also be accessed by their employer’s credential contact – a role designated by the employer to the employee who has the authority to apply for and renew credentials – through the employer’s company directory, also found in the Business Center. The application may be started by either the individual or the employer, but just as with the paper-based application, neither may solely complete the application.

## Minimum Requirements for an Application to Become Available

Depending upon which commission or endorsement the individual is applying for, the requirements vary slightly. Using the inservice commission (IS) as an example, the individual must have passed the Inservice Commission Examination and be employed by a National Board jurisdiction or accredited organization/agency as defined by NB-263, RCI-1, *Rules for Commissioned Inspectors*. After meeting those two minimum requirements, the individual is eligible to begin the application for an IS commission.

The application process has become more streamlined, with some information already known by the National Board pre-populated into the application before it is even started. For example, the individual’s name, contact information, and employer will already be completed on the form. Additionally, if an individual is required to take a National Board training course and pass the related examination, that information is already known and is used to trigger the application to appear in the individual’s profile.

Another example is when a specific commission or endorsement is required prior to applying for the new endorsement. For example, an AI commission is required prior to obtaining the N endorsement. If the individual already holds the AI, the Business Center then allows the endorsement application to become available.

Nearly 50% of the information is already completed by the National Board for the individual and employer before the application is even opened. Once an individual has completed the minimum requirements, then the related credential application will appear under the “Available Commission and Endorsement Applications” heading on the individual’s Business Center profile. The profile is an account in the Business Center with all contact information, employer (company), all training enrollments, and new commission and endorsement applications.

There are several reasons a profile may already exist for an individual on the Business Center:

- The individual has taken previous training (classroom or online).
- The individual has taken an examination at a member jurisdiction or an off-site examination location utilized by the National Board Training Department.
- The individual has an active or inactive/expired credential from the National Board.
- The individual has been designated in a role for a company, such as credential contact, training contact, shop review contact, etc.

In all of these instances, a profile/account has already been created for the individual and creating a new account is not necessary.

The Business Center is set up to locate an existing account – it will look for any credential number (active or expired) or the combination of last name and email address. **Anyone ready to complete an application for a commission or endorsement will already have a profile account in the Business Center.**

It is important to note an application will not appear in an individual’s profile without the right employer attached to the individual. This is true even if the other minimum requirements have been met. Since an employer is added to an individual’s profile by the National Board only, it is important to request the proper employer when attending training or when creating a profile account in the Business Center. This can be done by contacting the National Board or by clicking the “add/change company” link next to the company name on the profile screen.

### Commission and Endorsement Application Process

After meeting the minimum requirements, the individual will need to submit additional documentation for approval through the employer. Accepted forms of documentation vary between each commission and endorsement, with some items overlapping.

Using the **IS** commission as an example, an individual and their employer must submit with the application three additional items:

1. High school diploma, or equivalent.



Photo by Brandon Sofsky

2. Degree, certificate, or documentation used as evidence of any education credits claimed.
3. Document describing the individual’s qualifying experience.

Attachments to applications must be submitted in one of the approved file formats: xls,xlsx, doc, docx, or PDF.

Each section of the application must be completed in order for the next section to accept input. The application can be completed by either the individual or the credential contact; however, in order to submit the final

application, the individual must log in and confirm the information is accurate. This requires the individual to electronically sign the application by typing their name into the signature field and selecting the “validate signature” button. Once that is done, the individual’s name is recorded and stored as an electronic signature in our system, so there is no longer a need to print and sign a paper application.

At this point, the individual will be able to see the company’s approval screen, but only the properly logged in credential contact can electronically sign the application to move it to the payment screen. The individual can send an email via the system, notifying the credential contact that the application is ready for the company to review, and certify the application is accurate.

Once both the individual and the credential contact have completed all sections, attached all necessary documents, and electronically signed the application, either the individual or the credential contact can make the credit card payment. A new commission fee is \$35 and new endorsements are \$15.

Please note, it is the responsibility of the individual as well as the employer to verify the application and accompanying documentation are accurate prior to submission to the National Board, and both must agree on what is submitted. Therefore, if a change is made to any part of the application by either party after the other has signed the application, the first signature is removed, and the application is sent back to review by the first party.

For example, the individual has completed all required fields, attached all necessary documentation to the application, and electronically signed the application. Next, they notify the credential contact the application is ready for review. Then, in reviewing the application, the credential contact uploads a more recent version of the document describing the individual’s qualifying experience, and then also electronically signs the application.

Since a change was made to the application when the credential contact modified the qualifying experience document, the application is returned to the individual for a final review and a new signature. It is only after both parties

have reviewed and signed the application with no further changes that it can be submitted to the National Board.

### Additional Documentation Required for Credentials

Each application has its own unique required documentation. We’ve already reviewed the **IS** commission; now let’s look at those remaining.

Like the **IS** commission, the Authorized Inspector commission (**AI**) requires:

1. High school diploma, or equivalent.
2. Degree, certificate, or documentation used as evidence of education credits claimed.
3. Document describing the candidate’s qualifying experience.

Additionally, documentation of the required 80 hours of on-the-job training is necessary. To make the documentation easier for the employer, the National Board provides an Excel spreadsheet for use as a template for recording the necessary on-the-job training information. Although using the National Board template is not required, the column headings detail the type of information the individual and employer needs to provide when documenting on-the-job training.

All on-the-job training spreadsheets are located on the National Board website under the Commissioned Inspector menu as well as on the Business Center home screen’s “view our tutorials and templates” link.

Owner-User Inservice Inspector Commission (**OUI**):

1. High school diploma, or equivalent.
2. Degree, certificate, or documentation used as evidence of education credits claimed.
3. Document describing the candidate’s qualifying experience.

Repair Inspector Endorsement (**R**):

Documentation of the mandatory 40 or 80 hours (as appropriate) on-the-job training and, at a minimum, the document should contain the information shown in the **R** endorsement on-the-job training spreadsheet.

**Owner-User Inspector Supervisor Endorsement (O):**

A document containing the candidate’s qualifying experience that includes the name and address of the location where the candidate works as an owner-user inservice inspector; range of dates assigned to the location; and details related to work performed as an inspector during the time period.

**Authorized Inspector Supervisor Endorsement (B):**

Documentation of the two years of requisite experience, and at a minimum, the document should contain the information shown in the **B** endorsement on-the-job training spreadsheet.

**Authorized Nuclear Inspector Endorsement (N):**

Documentation of the one year of requisite experience, and at a minimum, the document should contain the information shown in the **N** endorsement on-the-job training spreadsheet.

**Authorized Nuclear Inspector Supervisor Endorsement (NS):**

Documentation of the two years of requisite experience, and at a minimum, the document should contain the information shown in the **NS** endorsement on-the-job training spreadsheet.

**Authorized Nuclear Inservice Inspector Endorsement (I):**

Documentation of the one year of requisite experience, and at a minimum, the document should contain the information shown in the **I** endorsement on-the-job training spreadsheet.

**Authorized Nuclear Inspector Supervisor Endorsement (NSI):**

Documentation of the two years of requisite experience, and at a minimum, the document should contain the information shown in the **NSI** endorsement on-the-job training spreadsheet.

**Authorized Nuclear Inspector (Concrete) Endorsement (C):**

Documentation of the one year of requisite experience, and at a minimum, the document should contain the information shown in the **C** endorsement on-the-job training spreadsheet.

**Authorized Nuclear Inspector Supervisor (Concrete) Endorsement (NSC):**

Documentation of the one year of requisite experience and at a minimum, the document should contain the information shown in the **NSC** endorsement on-the-job training spreadsheet.

### How the Electronic Application Process Helps

There are several advantages to the new electronic process over the old paper-based process of submitting applications, including:

- **Time saved:** The amount of time it takes to complete the electronic application has been reduced, since much of the information is already completed for the individual and/or employer.
- **Decrease in ineligible applications:** The National Board receives fewer applications from ineligible candidates for a commission or endorsement, since the electronic process “pre-screens” individuals, and only provides applications to those meeting minimum requirements.
- **Electronic signatures accepted:** With the use of electronic signatures, there is no need to print. This also provides a way for all parties to review attached documents and/or make changes to the application prior to final signatures. Less paper and less time are needed in preparing the application for submittal.
- **Global accessibility:** Applications can be completed from anywhere. So, if the individual is living in Asia, and the credential contact and company headquarters are in North America, it is a simpler, and much faster process than the paper application.

The electronic application process has proven to be a smooth transition from the previous paper-based process; however, we encourage those using the system to provide feedback via email to [credentials@nationalboard.org](mailto:credentials@nationalboard.org). ♦