

*Application
for
Review and Acceptance of Training Courses
for the
Continuing Education of National Board Commissioned/Endorsed Inspectors*

Applicant Information

_____ Date

1) Name of organization: _____

2) Location:

Street Address1: _____

Street Address2: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

3) Contact Person: _____

Email: _____

Telephone Number: _____

4) Applicant organization website: _____

5) Course Planning Guide submitted:

- Guide 1 Inservice Commission and O Endorsement
- Guide 2 Authorized Inspector Commission and B Endorsement
- Guide 3 N or NS Endorsement
- Guide 4 C or NSC Endorsement
- Guide 5 I or NSI Endorsement
- Guide 6 Repair Endorsement

Course Planning Guide

Guide 2, Authorized Inspector Commission and Boiler & Pressure Vessel Endorsements

Purpose:

The purpose of this guide is to provide minimum requirements that must be met by organizations developing training courses for the continuing education of Inspectors holding the Authorized Inspector Commission or those holding the Authorized Inspector Commission and the B Endorsement. Also included is a description of the information to be submitted to the National Board to show compliance with the requirements.

1. Instructors

Requirement: The organization must be satisfied that individuals involved in instruction are well qualified (generally 10 years or more experience) in the area of inspections in accordance with the ASME Boiler & Pressure Vessel Code.

- Please indicate the types of individuals providing instruction, such as Inspection Supervisors, Welding Specialists, NDE Specialists or others.

Click here to enter text.

2. Course Reference Materials

Requirement: The reference materials must include ASME Section I, IV or VIII. Other materials may be used.

- Please indicate the reference materials to be used in the course.

Click here to enter text.

3. Course Delivery

Requirement: Course delivery is defined as the method used to teach the materials. It may include classroom, online, workshop or other method or a combination of methods.

■ Please indicate the course delivery method(s) used for the course. Check all that apply:

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Webinar |
| <input type="checkbox"/> Online | <input type="checkbox"/> Home Study |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> Other: Please list:
Click here to enter text. |

4. Course Content

Requirement: The course content must be developed from the listed objectives shown in the National Board Body of Knowledge for Authorized Inspectors NB-331-AI. An individual training class need not include every objective, but a minimum of four (4) objectives must be included.

■ Please indicate the objectives included in this training course. Check all that apply:

- Responsibilities/Duties of the Authorized Inspector
- Quality Control Systems
- Design and Design Calculations
- Materials
- Fabrication
- Welding
- Nondestructive Examination
- Testing and Heat Treatment
- Calibration of Measurement and Test Equipment
- Data Reports and Stamping
- Record Retention
- Other: Please list: [Click here to enter text.](#)
[Click here to enter text.](#)
[Click here to enter text.](#)

Code updates are not considered to be a continuing education topic.

Additional Comments:

[Click here to enter text.](#)

5. Teaching Methods

Requirement: Teaching methods may include lectures, power point presentations, workshops, classroom exercises and others.

- Please indicate the teaching methods to be employed in the training course.

Click here to enter text.

6. Contact Time

Requirement: Contact time is defined as the length of time the student will be in contact with the training material. The minimum contact time is 2 hours.

- Please indicate the length of time the student is expected to be in contact with the training material:

_____ Hours

Click here to enter text.

7. Assessment Methods

Requirement: Each course must include some form of assessment. Assessments include examinations, knowledge checks (quizzes), practical exercises and homework assignments.

■ Please indicate the type of assessments for the course. Check all that apply:

<input type="checkbox"/> Knowledge Checks (quizzes)	<input type="checkbox"/> Examination
<input type="checkbox"/> Practical Exercises	<input type="checkbox"/> Other
<input type="checkbox"/> Homework Assignments	

8. Criteria for Successful Completion

Requirement: Each course must include some criteria for successful completion. It may include identification of a pass/fail score on an examination or other methods appropriate to the selected assessment method specific above to ensure successful learning.

■ Please provide a description of the criteria for successful completion to be used for the course.

Click here to enter text.

9. Submittal to the National Board

The application for Acceptance of Continuing Education Courses consists of completing the Application Form, completing the information in the Course Planning Guide, attaching a copy of a course outline, master agenda, table of contents, or similar document that identifies the subjects taught in the course, and submitting these documents to the National Board for acceptance. The National Board may request additional material, a telephonic interview or may audit the course as part of the acceptance process.

10. Comments

Please include any additional comments:

Click here to enter text.