

Corporate Member Benefits

Using the Certification Renewal Discount Code

If you have been provided a discount code by your Corporate or QP representative, or an AMPP staff member, please refer to the following guide to complete your certification renewal in order to receive your program related discount.

90 days prior to your expiration date, the renewal process is available to begin the application process. Ensure you have met all the requirements, including current work experience, PDH's and Ethics (where applicable) prior to beginning.

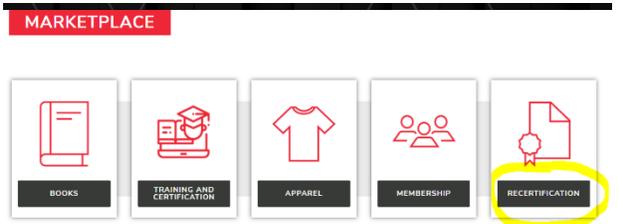
Legacy SSPC certification renewals (with the exception of PCI which is now an AMPP certification) are currently processed through the AMPP SSPC Store (SSPC Marketplace). In order to use the discount code, you will need to add a note including the discount code on the renewal form and email the completed form to the contact provided on the form. They will apply the discount to your renewal invoice.

For Legacy SSPC renewals, follow the steps outlined below:

Go to www.ampp.org and click on the **AMPP SSPC Store**



Click on the Recertification Icon



Log into your SSPC profile



Click on the Recertification Item needed.

Once on the item page, **download the forms** (you may use the fillable pdf or print and complete the forms by hand).

Complete all information required on the forms, including payment information. Be sure to include a note to staff regarding the use of the coupon code and include the coupon code itself. Do not add the order to your cart.

Email the completed forms to the contact indicated on the form.

Staff will process your order and contact you with next steps.

For all AMPP certification renewals (including all legacy NACE credentials), you will follow the steps outlined below:

Log into your AMPP Profile and Click on **My Certification Portal**

The certification ready to be renewed will be on the home page of your certification portal.

The **Ready to renew** screen will **not** appear until requirements have been met (including Ethics and professional development hours).

Once you are ready to begin your renewal application, click on **Submit Renewal**.

Corrosion Technician
Credential #: 100090
Expiration Date: 2022-01-12

Ready to renew?
You've completed all your requirements, just continue when ready...

Submit Renewal

PDH TOWARD RENEWAL

24 completed

- Renewal required every 3 years
- 18 months of work experience since last renewal
- 8 PDH's per year from two categories (24 total PDH's) since last renewal

Complete your application in its entirety.

Enter the discount code provided to you in the **Discount Code** field.

Discount

If applicable, a discount code will be provided to you by AMPP staff or your company representative to offset the application fees.

Discount Code

(*) denotes a required field

Pay

Click the **Pay** button (please allow a few seconds for processing).

Note: If you have fields missing data, the system will not allow submission and may send you back to complete missing information. If that happens, complete the missing items, and repeat this process if necessary.

IMPORTANT:

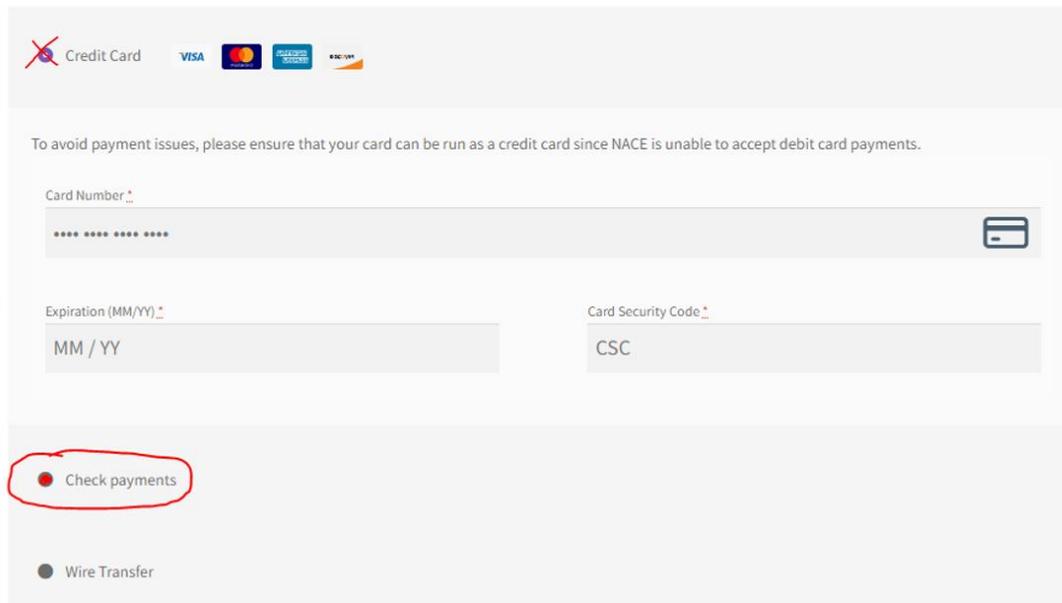
Corporate member discounts are for the full member-rate of the renewal fee and do not apply to reinstatement fees.

Once you hit the green pay button, if you are listed as a member or corporate member, this should zero out the invoice, unless you have a reinstatement fee due. IF you have a reinstatement fee due, you may select any payment option (see further instructions on the next page).

If you do **NOT** have a reinstatement fee due

You must then select the “Check Payment” option

Credit Card payment option is selected by default but you **MUST** select **Check payments** or this will cause an error with the discount code usage.



The screenshot shows a payment form with the following elements:

- At the top, there is a section for "Credit Card" with logos for VISA, Mastercard, American Express, and Discover. A red 'X' is over the "Credit Card" text.
- Below the logos, a message reads: "To avoid payment issues, please ensure that your card can be run as a credit card since NACE is unable to accept debit card payments."
- There are three input fields: "Card Number" (with a masked number "**** *"), "Expiration (MM/YY)" (with "MM / YY"), and "Card Security Code" (with "CSC").
- At the bottom, there are two radio button options: "Check payments" (which is selected and circled in red) and "Wire Transfer".

Scroll to the bottom of the page and click on “Pay for Order”

Pay for order

When Reinstatement Fees are Due

If you have a reinstatement fee due the following are your payment options:

Payment Options:

Credit Card – this payment option is selected by default. Add your credit card information, enter or update any Billing Address Details (if applicable), then select **“Pay for order”**

Check payments – if you select the check payments option, you will be given instructions on where and how to send the check payment. Please copy or print these instructions. Please note that the renewal will not be processed until the check payment has been received and applied. Complete or update any Billing Address Details (if applicable), then click **“Pay for order”**.

Wire Transfer – if you select wire transfer payment as your payment option you will be given instructions on how to proceed with a wire transfer. Please copy or print the instructions for all account related details. Please note that the renewal will not be processed until the wire payment has been received and applied. Then click **“Pay for order”**

Please note, check or wire transfer payment options can take several weeks to complete.

Submitting your order:

Once payment details have been selected and entered, scroll to the bottom of the page and click on **“Pay for Order”**

Pay for order

Once the coupon or payment is applied, the order will be completed, and the application submitted. This completes the submission process.

Please note, if you have a reinstatement fee due and select either the Check or Wire payment options, the submission will not be completed until payment has been received and applied.

If you need assistance, please contact our renewal team at certificationrenewal@ampp.org.