ASTM International Certification Program

Petroleum Certification Process FAQs

Prerequisites

Are there any prerequisites to taking the exam?
There are no specific education or work experience requirements for the
Petroleum Laboratory Professional programs.

Cost

How much do the certification programs cost?
$500. This fee includes both the written exam and the Verification of
Competency process.

Registration

How do I register for the certification program?
Please use the link under 'Register' on the individual certification program pages.

Certification registration and management is handled using the online platform,
Certemy. You will be prompted to either login or create a new account. After account
log-in or creation, you will be prompted to complete steps of the certification program.

Exam Windows

Are there exam windows?
For programs under the Petroleum Laboratory Professional Program, written exams are
scheduled within two weeks of successful completion of the application and payment.
Applicants are given access to each exam associated with the test method/standards
under application for one (1) month. Applicants are given one attempt to pass each
exam.

Written Exams

Where can I take the exam?

The exams are administered online using the Questionmark OnDemand platform. This is a browser-based application and does not require installation of software on a personal computer.

Are the exams proctored?
Exams under the Petroleum Laboratory Professional Program are not proctored at this time.

Performance Evaluations

Do all personnel certification programs have a performance evaluation?
Yes, all Petroleum Laboratory Professional programs require that aqualified Supervisor/Manager completes a process referred to as Verification of Competency.

How is Verification of Competency conducted?
  a. In the Certemy platform, the applicant must invite their Supervisor or Manager to register on the platform and complete the Verification of Competency steps on the applicant's behalf.
  b. The Supervisor or Manager must submit a Verification of Competency form indicating that the minimum petroleum competency standards have been observed for each standard under application, as well as the name of the Supervisor or Manager verifying competence, the resume/CV of the Supervisor or Manager, an organizational chart showing that the Supervisor or Manager provides direct supervision of the applicant under consideration, and records of training and/or competency evaluations showing that the technician has physically demonstrated the test methods under consideration for certification.
  c. Records of training and/or competency evaluations must include the name of the applicant, the name of the trainer/evaluator, the test method evaluated, and the dates and results of the training or competency evaluation activities.

What are the requirements of the Supervisor/Manager completing Verification of Competency?
The Supervisor/Manager conducting the performance evaluation must provide direct supervision to the applicant.

What are the minimum petroleum competency standards?
All of the following must be verified for each test method under consideration.
The candidate has repeatedly demonstrated an ability to:

i. Recall the calibration and standardization requirements for apparatus.
ii. Perform the calibration and standardization steps for apparatus, as applicable.
iii. Correctly prepare and utilize the apparatus and related components for the test method.
iv. Perform the processes for sampling, storage, and sample conditioning as applicable.
v. Perform all procedural steps in the correct order and within any time or tolerance requirements.
vi. Accurately and consistently record all data required of the test method in a traceable manner.
vii. Complete all required calculations (or correctly interpret readout of machine data).
viii. Follow all reporting requirements of the standard.

Is there a separate cost for reviewing documents associated with Verification of Competency?
No. The cost is included with the $500 fee for the certification.

Evidence of Certification

Is there a certificate or digital credential issued after successful completion of the program?
After successful completion of all steps of the certification program, a printable certificate is emailed to the email address used to register. A digital credential is also issued through the Credly digital credentialing platform.

How can others verify that I hold a valid certification credential?
ASTM maintains a searchable, public online registry of all credentialed professionals which can be found at https://astm.certemy.com/public-registry/42006741-5471-4c09-82b5-44a4a1964e89