

## **SES QSTO/QSTI Expiration and Renewal Policy** **Revised July 2, 2012**

The SES membership approved and developed the SES QSTI/QSTO program as a voluntary program for our members to demonstrate knowledge and experience with test procedures. The SES QSTI/QSTO qualification certificate effective dates are individual and separate from the QSTI exam dates. As stated in ASTM D7036-04 and in Part 75, the individual must re-take a QSTI exam before the expiration of the previous exam date to remain in compliance, not before the expiration of the QSTI certificate date. The dates on the two programs (the QSTI exam program and the QSTI/QSTO qualification certificate program) differ because individuals have up to 24 months after passing an exam to submit their paperwork to apply for their QSTI or QSTO qualification certificates.

The QSTI/QSTO qualification certificate renewal policy is outlined below:

- 1) If you have an SES QSTI or QSTO approval card or certificate, you must re-take and pass the appropriate group exam **and** submit a renewal application (see attached) within six months following the expiration date on your QSTI/QSTO approval card. If you fail to pass the appropriate exam or fail to submit a renewal application before the date six months following the expiration date on your QSTI/QSTO approval, that QSTI/QSTO approval will expire and you can not claim to have an SES QSTI/QSTO approval. Further, you may not use the QSTI/QSTO renewal application form should you apply for a new QSTI or QSTO approval. In such case, you must use the standard SES QSTI or QSTO application form including project histories and letters of reference.
  
- 2) You have 24 months from the date of an exam you have passed to submit a completed application to the SES QSTI/QSTO review panel for approval. Your exam result will no longer be valid for purposes of submitting an application for SES QSTI or QSTO approval after that date. You must retake and pass the applicable exams in order to apply for a QSTI or QSTO approval.

To re-take a QSTI exam, you must complete an Exam Registration Form, which you can find at [www.instack.com](http://www.instack.com), and submit the form to [sherri@smokeschool.com](mailto:sherri@smokeschool.com). The exams are usually available during a regularly scheduled ETA smoke school, but through Sherri Sigworth, you may make arrangements to take an exam at an alternate location using a proctor. You must complete all exam scheduling arrangements in advance of the exam date.