

## Steps to Receive your QSTI/QSTO Qualification Certificate

1. Take and pass one or more of the group exams.

**Note that your exam score(s), per ASTM D7036-04, will be applicable for five years. You will need to re-take your exam(s) before expiration in order to maintain a current status. You are responsible for keeping track of scheduling for your re-test.**

2. Once you receive notification about your exam(s) scores, and you decide to pursue your QSTI/QSTO qualification certification, the next step in the qualification process is to submit an application. (Please note that each exam stands alone, i.e., you do not need to take and pass more than one exam in order to apply for your QSTI/QSTO qualification certificate.)

You can find the application on the SES website at [www.sesnews.org](http://www.sesnews.org) under the link for the "SES QSTI/QSTO Program". As part of the application, you will be completing the project experience section. You will need to submit two project descriptions for each exam group for which you are applying for a certificate. The QSTI/QSTO Review Committee has provided two examples for your use. The components of these examples coincide with those outlined in the SES application form. You may find these project description examples at [www.sesnews.org](http://www.sesnews.org) under the link for the "SES QSTI/QSTO Program". Once you have completed your application, you may scan and email your application to [tf\\_lowe@yahoo.com](mailto:tf_lowe@yahoo.com) or [QSTIProgram@gmail.com](mailto:QSTIProgram@gmail.com) (*which is the preferred and faster method*) or mail your application to SES, P. O. Box 12124, Research Triangle Park, NC 27709-2124.

3. Along with the application, the candidate must submit at least three recommendations. At least two of the recommendations must be from outside the place of employment if possible. **Please note** that the SES QSTI/QSTO Review Committee has made available a standardized form for applicants and their reference sources to use as an option to formal letters of recommendation. (You can find this form on the SES web site at [www.sesnews.org](http://www.sesnews.org) under the link for the "SES QSTI/QSTO Program".) The references should be sent directly to Theresa Lowe by the person writing the reference. The references may be sent by email ([tf\\_lowe@yahoo.com](mailto:tf_lowe@yahoo.com) or [QSTIProgram@yahoo.com](mailto:QSTIProgram@yahoo.com)) (*which is the preferred and faster method*) or by mail at the SES address listed above.

***(Please note that once you have submitted an application and you should take additional exams in the future, you will not need to submit another application. All you will need to submit will be the project descriptions relative to the exam(s) you passed. )***

4. *If you are renewing your QSTI/QSTO qualification certificate(s), you need only submit the QSTI/QSTO Renewal Application Form, which can be found on the SES website.*

**A statement (below) issued by the QSTI/QSTO Review Committee has made a determination on deadlines regarding submission of applications.**

**If you passed one or more of the SES QSTI/QSTO exams after November 30, 2007, you may submit an application for SES QSTI/QSTO approval within 60 months after the date of the exam. Your exam result will no longer be valid for purposes of submitting an application for SES QSTI or QSTO approval beyond 60 months after taking the exam. After that time, you must retake and pass the applicable exams in order to apply for a QSTI or QSTO approval.**

**Note that once you receive your qualification approval certificates, you will have expiration dates indicated on the certificate. You are responsible for keeping track of and submitting the paperwork for re-certification. You need to renew your qualification certificates every 5 years.**