



# Certified Coating Applicator

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NACE INTERNATIONAL INSTITUTE

Examiner Guide

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## Purpose

The Certified Coating Applicator (CCA) Program requires the candidate to successfully complete a written, computer-based exam and a practical exam. The practical exam will be available at **approved testing sites**. Test sites must be approved by the NACE Institute to offer the CCA examination.

Examiners will administer the exam at an approved test site. This guide is made available to provide the Examiner the terms and requirements of being an Examiner.

## 1. Examiner Qualification Requirements

- 1.1 Five (5) years of work experience as a coating applicator
- 1.2 Current NACE CIP Level 1 certification or SSPC PCI Level 1 Inspector
- 1.3 Currently active CCA certification.
- 1.4 Must not be a NACE Coating Applicator Instructor.
- 1.5 Complete the required Examiner training, offered by NII. The training will include a one-day face to face training and two sessions of two full days of shadowing a lead examiner (four full days in different locations).
  - \* The Examiner training fee is \$1,950 and is non-refundable.
- 1.6 Sign all required agreements. (Agreements are a part of the Examiner application.)

***The Examiner is required to complete an application, showing the above requirements have been met, and is based upon approval.***

- The application fee is \$50 and is non-refundable.
- The Examiner will be provided a wallet card, showing the completion of the above requirements. To remain an active Examiner, the Examiner must reapply every three (3) years.

- In order to renew, the below requirements must be met:
  1. Must hold an active Certified Coating Applicator certification
  2. Must hold an active NACE CIP Level 1 or SSPC PCI Level 1 Inspector
  3. Completed and approved renewal application:
    - At least four (4) proctored exams per year
    - Renewal Application Fee

*\*The qualification period is three years and is required to be renewed at the end of the three-year period. A grace period of 90 days is given at the end of the three years; therefore, renewals are not permitted following the 90-day day grace period, and the Examiner will be required to participate in training and meet the initial requirements again.*

## 2. Examiner Availability and Scheduling

- 2.1 Examiners are responsible for working with the test site directly for exam availability.
  - The test site will communicate with the Examiner regarding the testing event.
- 2.2 In case of emergency and the Examiner is no longer available, the Examiner is responsible for notifying the test site coordinator/admin; so, the test site can find a replacement or reschedule the candidate.
  - The Examiner must fulfill all scheduled commitments. If any commitment is breached with the test site, it is subject to the same ethics review as the Attestation (i.e. disciplinary actions, up to revocation of Examiner status).

## 3. Practical Exam Requirements

- 3.1 The CCA practical exam allows each candidate 3 hours to complete the exam.
- 3.2 Only one exam can be given at a time.

- 3.3 The Examiner will be provided a link that the Examiner can access on their own electronic device (i.e. tablet, phone, surface, ipad, etc.) immediately prior to the exam. The Examiner is required to use their own device to record the exam results and submit results when the exam is complete. The electronic device must have an adequate data plan as back up for internet failure.

(Further instructions provided in the Examiner Training Guide regarding how to use Cyzap and Caveon)

- 3.4 The candidate will be given pass/fail results within 24 hours following the exam.

## Practical Exam Test Methods

- 3.5 NACE Institute offers two types of testing methods: Conventional and Airless. Each practical exam test site is set-up for one method. Each test site may only offer one test method, the Examiner is required to be knowledgeable in both.

## Safety

- 3.6 The candidate MUST wear all required safety equipment, as listed in the Candidate Guide. If the candidate does not wear the equipment, the Examiner is responsible for cancelling the exam and notifying the candidate. The candidate must reschedule the exam. All exam fees for the candidate will be forfeited.

## 4. Contingencies

In the case of environmental hazards that may cause a test site to close (inclement weather), the test site coordinator/admin will communicate directly with the Examiner and the candidate.

## 5. Cancellation Policy

- Every effort will be made to schedule as many candidates in the time slots available. However, for example, if the time slots allow for four

candidates, and only one is scheduled, the one exam will continue. In this example, no exams will be cancelled due to low exam registration.

- In the case of a candidate cancelling the exam, the candidate will be allowed to reschedule the exam.
- In the case of the Examiner cancelling the exam, every effort will be made to find an alternate approved Examiner to administer the exam.

# APPENDIX A – Examiner Agreement

## NACE INSTITUTE COATING APPLICATOR CERTIFICATION PROGRAM

### Examiner Agreement

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY. BY CLICKING “I AGREE,” YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE THAT THE FOLLOWING TERMS AND CONDITIONS GOVERN YOUR PARTICIPATION IN THE NACE INSTITUTE COATING APPLICATOR CERTIFICATION PROGRAM, INCLUDING WITHOUT LIMITATION ANY EXAMINATION, CERTIFICATION, OR SERVICES PROVIDED IN CONNECTION THEREWITH (“AGREEMENT”).

This Agreement is a contract between you and the NACE Institute. By entering into this Agreement, you acknowledge that you have read and agree to the terms and conditions of the NACE Institute Certified Coating Applicator Program Guide, which are incorporated and made a part of this Agreement by reference.

1. Definitions. The following terms shall have these defined meanings for the purposes of this Agreement:

A. “NACE Institute Coating Applicator Certification Program” shall mean the certification program(s) described in this Agreement.

b. “NACE Institute Coating Applicator Certification Program Examiner” shall mean an individual who has, in the sole determination of the NACE Institute, satisfactorily met all requirements set forth in the NACE Institute Coating Applicator Certification Program Guide to be a NACE Institute Coating Applicator Certification Program Examiner.

c. “NACE Institute Certification Designation” (“Designation”) shall mean any of the certifications established by NACE Institute under the NACE Institute Coating Applicator Certification Program that you may become authorized to use by passing one or more NACE Institute Certified Professional Examinations and complying with the requirements of the NACE Institute Coating Applicator Certification Program.

d. “Certification” shall mean passing the requisite NACE Institute Certification Exam(s), and meeting and maintaining compliance with those other requirements set out in this Agreement for entitlement to use any NACE Institute Certification Designation.

e. “Confidential Information” shall mean any information that relates to NACE

Institute's Certification examinations and any communications by NACE Institute that include information which has not been made available to the general public (including the language and content of exam questions and answers) disclosed to you by NACE Institute. Confidential Information, however, does not include information that: (a) is now or subsequently becomes generally available to the public through no fault or breach on the part of you; (b) you can demonstrate to have had rightfully in your possession prior to disclosure to you by NACE Institute; (c) is independently developed by you without the use of any Confidential Information; or (d) you rightfully obtained from a third party who has the right to transfer or disclose it to you without limitation.

f. "NACE Institute Certification Logos" ("Logos") shall mean the logos used to identify the NACE Institute Coating Applicator Certification Program. NACE Institute may alter or add additional NACE Institute Certification Logos, or revise the NACE Institute Identity Guidelines and respective artwork from time to time at its sole discretion, by posting the most current version on the respective website.

2. Purpose. Subject to the terms of this Agreement (including the NACE Institute Coating Applicator Certification Program Guide), individuals who successfully meet the requirements are entitled to become a NACE Institute Certified Coating Applicator Program Examiner and to use the NACE Institute Certification Designations and NACE Institute Certification Logos corresponding to the certifications they attain.

3. Qualification. The requirements to become a NACE Institute Coating Applicator Certification Program Examiner are described in the NACE Institute Certified Coating Applicator Program Guide and are subject to change.

4. Your Representations. You warrant and represent to NACE Institute that all services you provide and all business you conduct as a NACE Institute Coating Applicator Certification Program Examiner shall; (i) not harm the reputation of NACE Institute or its products and services, including the NACE Institute Certified Coating Applicator Program; (ii) not employ deceptive, misleading, or unethical practices; (iii) not make any representations, warranties, or guarantees to customers or examinees on behalf of NACE Institute; (iv) comply with all applicable federal and local laws and regulations (including, but not limited to laws regulating your professional status and licensing requirements and U.S. export regulations) and all other applicable governmental laws, statutes and regulations; and (v) comply with all intellectual property and proprietary rights protections for NACE Institute software, development tools, and other products.

5. Authorization to use Certification Designations and Logos. Upon meeting the requirements for initial certification, and continuing so long as you meet and comply with all applicable continuing certification requirements, NACE Institute authorizes you to use the NACE Institute Certification Designation(s) for which you have been certified and to use any corresponding NACE Institute Certification Logo according to the terms and conditions of the NACE Institute Certified Coating Applicator Program Guide and this Agreement. All rights not



expressly granted herein are reserved by NACE Institute. You acknowledge NACE Institute has sole ownership of the NACE Institute Certification Logos and Designations, and that nothing in this Agreement, in your performance as a NACE Institute Coating Applicator Certification Program Examiner, or that might otherwise be implied by law, shall give you any right, title, or interest in the NACE Institute Certification Designations, or Logos, other than the authorization specifically granted herein. You may not use or reproduce the Logos in any manner whatsoever other than as described herein or in the NACE Institute Certified Coating Applicator Program Guide. You shall not use the NACE Institute Certification Logos and Designations in a manner that derogates from the rights of NACE Institute in the NACE Institute Certification Logos and Designations, and shall not take any action that may interfere with or diminish the rights of NACE Institute in the NACE Institute Certification Logos, or Designations during the term of this Agreement or after its termination or expiration. Nothing in this Agreement shall authorize you to use any NACE Institute trademarks, service marks, or logos except as expressly specified in this Agreement and all other terms and policies referenced herein.

6. **DISCLAIMER OF WARRANTY.** TO THE EXTENT PERMITTED BY APPLICABLE LAW, NACE INSTITUTE SPECIFICALLY DISCLAIMS ANY AND ALL STATUTORY OR IMPLIED WARRANTIES RELATING TO THE NACE INSTITUTE COATING APPLICATOR CERTIFICATION PROGRAM, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

7. **LIMITATION OF LIABILITY.** TO THE EXTENT PERMITTED BY LAW, NACE INSTITUTE'S LIABILITY UNDER THESE TERMS AND CONDITIONS IS LIMITED TO THE LESSER OF \$1000 OR THE AMOUNT PAID BY YOU TO NACE FOR PARTICIPATION IN THE NACE INSTITUTE COATING APPLICATOR CERTIFICATION PROGRAM. IN NO EVENT SHALL NACE INSTITUTE OR ANY AFFILIATE OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR REPRESENTATIVES BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, PUNITIVE OR SPECIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY LEGAL THEORY, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE; LOSS OF REVENUE; LOSS OF ACTUAL OR ANTICIPATED PROFITS (INCLUDING LOSS OF PROFITS ON CONTRACTS); LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF BUSINESS; LOSS OF OPPORTUNITY; LOSS OF GOODWILL; LOSS OF REPUTATION; LOSS OF, DAMAGE TO, CORRUPTION OF, OR COMPROMISE OF DATA; OR ANY INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE CAUSED, ARISING FROM OR RELATED TO YOUR CERTIFICATION, FAILURE TO ACHIEVE CERTIFICATION, OR USE OF OR INABILITY TO USE THE NACE INSTITUTE CERTIFICATION LOGOS, OR SIGNATURES, OR ARISING FROM OR RELATED TO THE TERMINATION OR REVOCATION OF YOUR CERTIFICATION, EVEN IF NACE INSTITUTE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IF YOU ARE COVERED BY CONSUMER PROTECTION LAWS OR REGULATIONS IN YOUR COUNTRY OF PURCHASE, OR IF DIFFERENT, YOUR COUNTRY OF RESIDENCE, THE BENEFITS CONFERRED BY THESE TERMS AND CONDITIONS ARE IN ADDITION TO ALL RIGHTS AND REMEDIES CONVEYED BY SUCH CONSUMER PROTECTION LAWS AND REGULATIONS. SOME COUNTRIES AND JURISDICTIONS DO NOT ALLOW FOR THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES OR EXCLUSIONS OR LIMITATIONS ON THE DURATION OF IMPLIED WARRANTIES OR CONDITIONS, SO THESE LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO YOU. THIS

AGREEMENT GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS THAT VARY BY COUNTRY, STATE OR PROVINCE.

8. Indemnification. You agree that NACE Institute shall have no liability to you or any of your employees, agents, clients or customers and that you shall defend, indemnify, and hold NACE Institute, its affiliates, subsidiary corporations and their respective officers, directors, employees, agents, successors and assigns harmless from and against any and all actions, demands, claims, and/or liabilities (including, but not limited to, personal injury or product liability claims) arising out of: (i) your participation in the NACE Institute Coating Applicator Certification Program (including the administration of exams) and/or use of the NACE Institute Certification Logos and the NACE Institute Certification Designations; or, (ii) the performance, promotion, sale, or distribution of your services as a NACE Institute Coating Applicator Certification Program Examiner; or (iii) the termination of this Agreement by NACE Institute, pursuant to the terms herein. Some jurisdictions do not allow limitations of liability in certain circumstances (for instance, in the event of death, personal injuries, gross negligence or willful misconduct) so the foregoing indemnity may not apply to you in that event. In the event NACE Institute seeks indemnification from you under this provision, NACE Institute will promptly notify you in writing of the claim(s) brought against NACE Institute for which it seeks indemnification. NACE Institute reserves the right, at its option and sole discretion, to assume full control of the defense of such claim with legal counsel of its choice. You may not enter into any third party agreement which would, in any manner whatsoever, affect the rights of, or bind NACE Institute in any manner, without the prior written consent of NACE Institute. In the event NACE Institute assumes control of the defense of such claim, NACE Institute shall not settle any such claim requiring payment from you without your prior written approval. Upon NACE Institute's request, you shall reimburse NACE Institute for any expenses reasonably incurred by NACE Institute in defending such a claim, including, without limitation, attorney's fees and costs, as well as any judgment on or settlement of the claim in respect to which the foregoing relates.

9. Confidentiality. Anyone obtaining access to NACE Institute Certification Exams or Confidential Information is obligated to maintain the confidentiality of this information. You agree to protect NACE Institute's Confidential Information, using at least the same degree of care that you use to protect your own confidential and proprietary information of similar importance, but no less than a reasonable degree of care. Recipient agrees to use NACE Institute's Confidential Information for the sole purpose of evaluation in connection with purpose of this Agreement. You will not disclose, publish, or disseminate any Confidential Information except to the extent required by law, provided you make reasonable efforts to give NACE Institute notice of such requirement prior to any such disclosure and take reasonable steps to obtain protective treatment of the Confidential Information. Except as expressly set forth herein, no license or other rights to Confidential Information are granted or implied hereby and NACE Institute retains all of its rights therein. Notwithstanding any other provision in this Agreement, if you provide any ideas, suggestions or recommendations to NACE Institute regarding NACE Institute's Confidential Information ("Feedback"), NACE Institute is free to use and incorporate such Feedback in NACE Institute's products, without payment of royalties or other consideration to you, so long as NACE Institute does not infringe on your patents, copyrights or trademark rights in the Feedback. Nothing in this Agreement is intended to grant a license or waive any rights in either party's patents, copyrights or trademarks.

10. Term and Termination. Either party may terminate this Agreement at any time, with or without cause, by giving thirty (30) calendar days' prior written notice to the other party. NACE Institute may terminate this Agreement immediately, including termination and revocation of any Certifications and NACE Institute Certification Designations to which this Agreement relates, and termination of your use of the corresponding NACE Institute Certification Logos, upon the occurrence of any one of the following events (each a "Cause"): (i) you fail to comply with any of the terms of this Agreement, including, without limitation, the terms governing the use of the NACE Institute Certification Designations and Logos; (ii) you misappropriate or disclose any trade secret or Confidential Information of NACE Institute (including, but not limited to, any NACE Institute Certification Exams or Confidential Information with respect to which you are under obligation of confidentiality), or otherwise infringe any other intellectual property right of NACE Institute, or engage in any other activities prohibited by law; (iii) you fail to comply with the applicable continuing certification requirements for the relevant certification; or (iv) a government agency, regulatory agency or court finds that services you provided concerning the NACE Institute products to which your certification relates are defective in any way. In the event any of the above occurs, NACE Institute may provide you with written notice of termination of this Agreement. Immediately upon termination of this Agreement, you shall immediately cease all use of any NACE Institute Certification Designation and Logo corresponding to the Certification to which this Agreement relates. NACE Institute's termination under this section shall not prejudice any rights NACE Institute may have under this Agreement or in law, equity or otherwise. Sections 6, 7, 8, 9 and 14 shall survive termination of the Terms and Conditions for any reason.

11. Relationship of the Parties. You acknowledge that nothing in this Agreement shall be construed as creating a partnership, joint venture, agency, or employment relationship between you and NACE Institute or as granting a franchise. You shall not advertise, promote, or suggest in any manner that you are employed by, affiliated with, or sponsored by NACE Institute, except to state that you have successfully completed all requirements to be a NACE Institute Coating Applicator Certification Program Examiner and are authorized to administer the practical exam pursuant to the terms and conditions of the NACE Institute Coating Applicator Certification Program Guide.

12. GOVERNING LAW. IT IS AGREED THAT THESE TERMS AND CONDITIONS ARE GOVERNED BY THE LAWS OF THE STATE OF TEXAS, USA, AND THE STATE AND FEDERAL COURTS LOCATED THEREIN SHALL HAVE EXCLUSIVE JURISDICTION OF ANY CLAIM, DEMAND, OR CONTROVERSY ARISING UNDER OR IN ANY WAY RELATED TO THIS AGREEMENT.

13. Data Protection. You agree and understand that it is necessary for NACE Institute to collect, process and use your data in order to process Certifications and Exam scores and confirm compliance with NACE Institute's policies and applicable laws. NACE Institute will protect your information in accordance with the NACE Institute Privacy Policy ([www.naceinstitute.org/privacy](http://www.naceinstitute.org/privacy)).

14. General. You may not assign your rights or obligations under this Agreement. Any unauthorized assignment will be void. NACE Institute will not be liable for performance or delays beyond its reasonable control. A waiver of any breach or default under this Agreement shall not constitute a waiver of any subsequent breach or default. If a court of competent jurisdiction holds that any provision of this Agreement is invalid or unenforceable, the remaining portions will remain

in full force and effect, and the parties will replace the invalid or unenforceable provision with a valid and enforceable provision that achieves the original intent of the parties and the economic effect of the Terms and Conditions. This Agreement, including any additional terms referenced herein, constitutes the entire agreement between NACE Institute and you with regard to the NACE Institute Certified Coating Applicator Program and supersedes all prior negotiations, agreements, and understandings with respect to the subject matter, and no addition to or deletion from or modification of any of the provisions hereto shall be binding upon NACE Institute unless made in writing and signed by an authorized representative of NACE Institute. Any term or condition on any other document submitted by you shall be of no force or effect whatsoever, and is specifically rejected. NACE Institute reserves the right to change this Agreement at any time and without notice. Notices of changes to the Agreement will be given by NACE Institute posting the changes on the NACE Institute Certified Coating Applicator Program website and will be deemed given when posted.