



## Frequently Asked Questions Regarding the RTF Program

### **How does a student benefit from their school's participation in the Remote Test Facility Program?**

Students are provided the opportunity to obtain certifications to national welding codes which are sought after in today's job market. A permanent record of the student's certification is retained on WTTI's Accredited Test Laboratory Database.

### **What happens after the school submits the application packet?**

Once the packet has been reviewed, and accepted, WTTI's Accredited Test Lab will issue the following to the school: a confirmation letter stating that the school has been accepted into the RTF Program, a plaque displaying the school's RTF Certificate, and access to the on-line RTF portal containing necessary welding procedure specifications and documents. WTTI reserves the right to conduct a verification audit when deemed necessary.

### **What fees are involved in becoming a Remote Test Facility (RTF)?**

The school will submit an initial application fee of \$125 along with the application packet. Each year a renewal fee of \$45 will be submitted along with the renewal application packet. The Renewal Application should be obtained through the RTF Portal located on WTTI's website: [www.wtti.org](http://www.wtti.org).

### **How do students receive Certification Test Kits?**

The instructor will complete the RTF Order Form located on the portal. WTTI will send the Certification Test Kit to the RTF location.

### **Is there a refund for an unused Certification Test Kit?**

Unused test kits cannot be returned. Test kits which are ordered and not submitted as completed tests to WTTI by the end of the calendar year will be billed at the cost of the test material and shipping.

There is no refund on failed tests.

### **What does a school do if there is a change in Instructor?**

If there is a change in staffing, it is the school's responsibility to inform WTTI of this change and submitting a copy of the new Instructor's CWI certification.

### **What inspection instruments are required for our RTF Certification?**

Fillet Weld Gauge, Weld Reinforcement Gauge, Undercut Gauge, and a Scale or Tape Measure. A CWI Inspection Kit which includes these instruments is available through WTTI. WTTI will make the final determination on Visual Acceptance.

### **How does the CWI ensure that the Certification Tests are being welded in accordance with the amp/volt ranges specified by the RTF Welding Procedure Specifications (WPS)?**

The preferred method of verifying amp/volt ranges is to have the school's welding machines calibrated annually. An alternative method is the use of a calibrated clamp meter during each and every test. A copy of the current Welding Machine or Clamp Meter Calibrations must be on file with WTTI.

### **What non-welding related equipment is required by the RTF Program?**

School's will need to have a digital camera for obtaining the student photo which will appear on the Welder Certification ID Card. Specific instructions for taking the digital photo to WTTI are available on the portal. The photo is required at the time the test is ordered.

### **Once a test has passed, where will the Certification Documents be sent?**

Certification Documents will be sent to the RTF.

### **Can the welder use a power tool on a test?**

Students can use power tools on D1.1, D1.3, and D1.6. Power tools may not be used on D1.5.

### **Should the cap be ground flush after the test?**

Yes. The cap shall be ground flush on all groove welds.