

Instructions for AWS Application

Page 1

Complete this page and make sure your name matches your current government issued ID. If you are re-testing, make sure you have the re-test application (look for wording at the top of application).

Leave Custom Course# and PO# blank and select D1.1 Seminar and Exam Package. Also check the Add CWI Pre-Seminar box.

Page 2

Add your name at the top of this page and add your AWS Member# if you have one.

Qualifying Education and Experience Requirements

Check only one box. The number of years of work experience required is dependent on the amount of education you have.

If you are substituting education for work experience, check the appropriate box and attach supporting transcripts.

Qualifying Work Experience:

If your qualifying work experience is through your local union, you may put your local union information for "Company Name" and your business agent as the "Supervisor", and no need to list individual companies. Job title must show welding experience. The job title "Millwright" or "Carpenter" is insufficient and does not show qualifying "Welding" experience. Use job titles such as "Welder," "Welding Foreman," etc. Describe in full detail the duties performed on the job. The duties must describe welding duties, as well as any other pertinent duties.

This section must be accompanied by a letter from the business agent attesting how long you have been affiliated with the local union and must also include detailed job duties performed. This must be printed on official local union letterhead, signed and dated. (See example on next page).

Employment Verification:

This section must be filled out by the business agent of your local, or supervisor or personnel manager. If the employer is no longer in business, include a copy of the W2 form.

Page 3

Add your name at the top of this page and add your AWS Member# if you have one. Attach a passport photo, and sign and date this page.

Photo ID card:

Get a 2" x 2" passport photo taken and include with the application. Have the photo taken professionally at the post office, CVS, etc. (most drugstores offer this service). The background must be plain white, no hats, wear a nice plain shirt with NO design, writing, stripes, etc. on it, just a one color shirt.

Page 4

Add your name at the top of this page and add your AWS Member# if you have one.

Associations

1. Type of Business (**check only one box**)
If unsure, check A - Contract Construction
2. Job Classification (**check only one box**)
If unsure, check 9 - Welder

Page 5

Visual Acuity Form

Visual Acuity Record (must be within 1 year of your CWI Exam):

Fill out the top section and have a **doctor/registered nurse/certified physician's assistant** complete the remainder of the form.

Return all ORIGINAL applications, eye exams, photos, and letters to CITF – ATTENTION: Brandon Burns, all in one envelope.

Before mailing, make a copy of all documents. Keep the copy in case we need to contact you about your application.

Mail your completed ORIGINAL application to:

ATTN: Brandon Burns
Carpenters International Training Fund
212 Carpenters Union Way
Las Vegas, NV 89119

Questions about applications:

Brandon Burns
702-938-1111 ext. 2179
Brandon.Burns@carpenters.org

PLEASE BE PROMPT! The CITF must review your application and submit it to AWS at least 6 weeks before the workshop. Any problems with your application must be resolved before CITF submits your application. Participants who do not submit a complete and accurate application to the CITF in a timely manner will not be allowed to attend the workshop.

EXAMPLE OF SAMPLE LETTER (must be on Local Union letterhead)

April 1, 2024

Cleveland Training Center
123 Center St
Cleveland, OH 44022

To Whom It May Concern:

_____ has been affiliated with Local Union # _____ since _____.

List in detail the duties performed on the job. Be as detailed as possible.

Sincerely,

Signature of Business Manager

(Name of Business Manager)
Business Manager, Local Union _____
United Brotherhood of Carpenters

If any of your qualifying work experience is prior to your membership with your local union, use page 3 to list the companies where you were employed and the job titles for the positions that you held.
Additional pages of Qualifying work experience can be printed if necessary.