



ASME-PC Connect GDTP user’s guide

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ASME-PC Connect overview

ASME-PC Connect provides a centralized and standardized system for managing GDTP certification activities from initial application through recertification. Applicants and certificate holders are responsible for maintaining accurate personal information, adhering to stated timelines, and responding promptly to verification and communication requests. Consistent use of ASME-PC Connect, along with careful attention to application completeness and program requirements, will help ensure timely processing and continued certification status. For additional support or clarification, candidates should refer to official ASME resources or contact the certification team directly at GDTP@asme.org.

This process will make securing and maintaining your certification with ASME easier and more efficient. Paper applications will no longer be made available to clients as the data will be captured and processed online. **Before an applicant can engage in ASME-PC Connect, they will need to have purchased their respective examination at [GDTP Application Process](#).**

This User's Guide is an overview of the steps a candidate will need to take to open their application, complete it and submit it for ASME staff review. After a candidate's application has been accepted, they will be issued an acceptance letter which outlines the steps to make an appointment and execute their exam. Candidates will be notified of their exam performance. If successful, a digital certificate will be emailed to the candidate. If a candidate does not pass their exam, a retest option will be provided.

It is important to note that there are financial penalties should the candidate not follow scheduling/rescheduling of exam appointments at Prometric. Partial refunds are available upon request should a candidate not submit their application for ASME review one year after purchasing and withdrawing from the testing system. An extension may be purchased should the candidate require more than the 180 days provided at time of application acceptance. This request must be made *prior* to the 180th day, or the candidate will forfeit all funds to date.

Email is the primary channel of communication. Therefore, it is important to ensure email communications are not blocked by a "spam filter" by adding/approving Asme-pconnect@learningbuilder.com to your contacts. It is highly recommended to use a stable email address. It is the responsibility of the client to maintain their current email address with ASME.

When appropriate, certificate holders will be issued a notification that it is time to renew. There will also be periodic notices to update/maintain mailing address, email address, web listing data, etc.

Updating your personal information for contact purposes:

You will be able to log into ASME-PC Connect anytime and edit your personal administrative data, such as email address, physical mailing address or cell phone/work numbers. **It is recommended that applicants verify their data after engaging the 'Begin' button which opens their respective application.** Engaging the 'My account' tab will present you with the data ASME associated with your application.



Application

Applications

[000100200913 / Applicant]

Application	Status	
<ul style="list-style-type: none"> GDTP - 1994 Senior level certification 	Available	Begin

This program provides the means to recognize proficiency in the understanding and application of the geometric dimensioning and tolerancing principles expressed in ASME Y14.5-1994 Standard.

Application

Test Test10: Account Details

Account Details | My Library | My Communications

Welcome to your PC Connect Learning Plan (LP).

Please use the 'Application' tab at the top of this page to complete your application. Applicants will have 365 days to complete and submit their application for review by ASME Personnel Certification staff once the examination has been purchased. Failure to do so will result in withdrawal from the program.

The data below is a listing of the administrative data ASME has regarding your application.

As email will serve as the primary channel of communication, it is very important that your contact data is maintained and current. The address listed below is the one to which the credential will be mailed, if applicable, and needs to a valid, physical mailing address with a postal code. Please use this [update link](#) to make changes to your data. You will be asked to log in again as a safety precaution. If you should need to change your administrative data in the future, these instructions can be view using the 'My Account' tab in the upper right hand corner of this screen.

Test Test10

Primary Email: asmeuat10@gmail.com
Member Type: Person

Email Addresses

Primary
asmeuat10@gmail.com

Phone Numbers

Primary 2125918500

Addresses

Primary 2 Park Ave Fl 7
New York, NY 10016-5618
United States
New York

Available Roles

There are no Available Roles

Roles

GDTP - 1994 Technologist	Applicant
Unique Identifier	000100200912
Status	Applicant
Is Granted	True

Please review this data and should you need to modify it, please use the 'update link' located in the instruction set on this page. You will be presented with a 'Member Tools' screen. You will be asked to provide your sign-on information (email address and password) as a security requirement. After you have made the necessary changes, **you will need to log out of the Member Tools application and ASME-PC Connect. You will then need to log back into ASME-PC Connect which will refresh your data.**

Overview of GDTP Technologist new application process

The process for completing and submitting an application is consistent across all standard editions, so the steps are the same for all exam formats.

The body of knowledge for these exams is different as outlined in the Candidate Handbook and can be reviewed [here](#).

Once ASME has processed an order for one of these exams, you will be issued an email providing a link to the ASME-PC Connect system.

Completing the Technologist application:

When you initially log into ASME-PC Connect you will be presented with the application you have requested. Select the **'Begin'** button.

The screenshot shows the ASME-PC Connect interface. At the top left is the ASME logo with the tagline 'SETTING THE STANDARD'. The top right navigation bar includes 'Welcome Test Test10', 'My Account', and 'Logout'. Below this is a 'Support | FAQ' link. The main content area is titled 'Application' and contains a section for 'Applications' with the identifier '[000100200912 / Applicant]'. A table lists the application: 'GDTP - 1994 Technologist level certification' with a status of 'Available' and an orange 'Begin' button. A descriptive paragraph below the table states: 'This program provides the means to recognize proficiency in the understanding and application of the geometric dimensioning and tolerancing principles expressed in ASME Y14.5-1994 Standard.' At the bottom, there are links for 'Contact Us | FAQ | | Sample Link | LearningBuilder Online Help' and a footer note: 'Powered by LearningBuilder. Copyright 2016 Heuristic Solutions, LLC. Built: Fri, 06 May 2016 17:22:24 Version: 0.13.0 Revision: 44123'.

You will then be presented with your respective Technologist level application:

The screenshot shows the ASME-PC Connect interface for a specific application. The top navigation bar includes 'Welcome Kevin Michael', 'Cycles GDTP | 6/2/2017 - 6/1/2018', 'My Account', and 'Logout'. Below this is a 'Support | FAQ' link. The main content area is titled 'Application' and shows the application details: 'GDTP - 2009 Technologist level certification (6/2/2017 to 6/1/2018)' with a 'Show Details' link and a 'Return to: Applications' link. The application status is 'Completing your application' with an orange 'Submit Application' button. Below this is a green bar for 'ASME GDTP Certificate Holders Listing' and another blue bar for 'Completing your application' with another orange 'Submit Application' button.

There are no requirements to sit for the Technologist level examination. You will simply click the orange **'Submit Application'** button.

You will then be requested to complete the web listing data you would like listed in the ASME Certificate Holders public listing:

After completing this data, please select the “**Attestation**” tab. This is where you will indicate that you agree with the Certification Terms and Conditions for this program.

Please use the last item on this page to register a ‘**Yes**’ value and then engage the orange ‘**I Agree**’ button.

Once you have submitted your application, you will notice that the status of your application has changed to a **Grey Button** labeled ‘**Application Under Review**’.

You should log out of ASME-PC Connect and await instructions from ASME as your application is processed. You will be notified with an acceptance letter if your application has been approved. This letter will contain your ‘**Applicant ID**’ code which will be required to schedule your appointment at a Prometric Test Center. If your application requires additional data/clarification, you will be contacted by ASME for additional information.

Once you have executed the exam, you will be notified of your performance. If the candidate has passed the exam, they will be issued an email with a link to their results listing. A digital certificate will be emailed.

If a candidate is not successful, they will be issued an email outlining their results. They will be issued further communications indicating when they can log back into ASME-PC Connect to submit their retest fee.

Overview of GDTP Senior new application process

The application and submission process are consistent across all standard editions, so the steps are the same for all exam formats.

Once ASME has processed an exam order, you will be issued an email providing a link to the ASME-PC Connect system. This is the new on-line application and credentialing management system.

Completing the Senior application:

You will then be presented with options to complete the two requirements for this certification program:

The screenshot shows the ASME application portal for the GDTP - 1994 Senior level certification (12/22/2015 to 12/21/2016). The page is titled "Completing your application" and includes a "Submit Application" button. The main content area is divided into three sections: "Requirements", "ASME GDTP Certificate Holders Listing", and "Work Experience".

- Requirements:** A "Collapse Legend" shows "Verified" (green), "Remaining" (orange), and "Not Counted" (grey). Under "Collapse Requirements", a requirement is listed: "Document at least 60 months (5 years) of experience in both the understanding and application of geometric dimensioning and tolerancing." Below this is a progress bar showing 0 of 60 months.
- ASME GDTP Certificate Holders Listing:** A section titled "Show More Instructions" states: "ASME provides a listing of those individuals who maintain a valid certification." Below this is a search bar labeled "(required)" and "Certified GDT Professionals Listing" with an "Enter information" button.
- Work Experience:** A section titled "Show Less Instructions" states: "A requirement for the Senior level examination is that the applicant has accumulated 60 months (5 years) of experience in both the understanding and application of geometric dimensioning and Tolerancing as defined in the 'GDTP Applicant Information' brochure. This experience will need to be verified by individuals whose email address you have provided. They will be instructed to approve or disapprove the data you have submitted towards meeting this minimum 60 months of experience. Click the 'Add Work Experience' button to begin." An "Add Work Experience" button is visible on the right.

At the bottom of the application area, a "Completing your application" section states: "The prospective applicant must complete their application with required data before they can use the 'Complete Application' button to submit their application for review by ASME. When all requirements have been met, the button will be available as indicated by the orange color of the button." A "Submit Application" button is located at the bottom right of this section.

Footer information includes: "Contact Us | FAQ | ASME Personnel Certification | LearningBuilder Online Help", "Powered by LearningBuilder. Copyright 2016 Heuristic Solutions, LLC.", and "Built: Tue, 24 May 2016 11:07:33 Version: 8.13.2 Revision: 44327".

Follow the on-screen prompts. You will be required to provide a specified number of hours of verifiable experience (refer to the Candidate Handbook for the required total). You will also be asked to provide details about where this experience was obtained:

Work Experience: Document your work experience: Employer Information

Please document your relevant work experience

Employer Information

Employer Name*:

Address Line 1*:

Address Line 2*:

Address Line 3*:

City*:

State*:

Postal Code*:

Country*:

< Previous Next >

Cancel Save & Finish Later Next

As well as the contact information for the individual who will approve or deny your statements:

Work Experience: Document your work experience: Position Details

Please document your relevant work experience

Please document your position held and your work experience. The reference you list below will be contacted via email to verify the information provided.

Position Details

Job Title*:

Job Start Date*:

Job End Date*:

Duties and responsibilities:

Reference Name*:

Reference Email Address*:

< Previous Next >

Cancel Save & Finish Later Next

Once you have entered this data, you will submit it which will trigger an email to the individual you specified asking them to verify what you have entered. This process will need to be completed until you have documented and verified, the minimum 36-month requirement.

Please inform the individual from whom you are requesting this verification to be able to receive emails from **Asmepcconnect@learningbuilder.com**. Spam filter settings should be adjusted if it is an issue for your email system.

You will be notified by email from your reference as to their ability/inability to verify your statements. If approved, you will need to log into ASME-PC Connect and engage the orange **'Submit Application'** button.

You will then be asked to complete the web listing data you would like listed in the ASME Certificate Holders public listing:

The screenshot shows a web browser window titled "GDTP - 2009 Technologist level certification: Complete Application: Web Listing". On the left, there is a navigation menu with "Web Listing" selected and "Attestation" below it. The main content area contains a form with the following fields: "Company*", "City*", "State/Province", and "Country*" (with a dropdown menu labeled "Select Web Listing Country - LPT"). Above the form, there is a note: "ASME makes available a listing of those individuals who maintain a valid certification. If your information has changed during your current certification period, please provide the updated information you wish to appear with respect to your certification in fields below." At the bottom right of the form, there are "Previous" and "Next" buttons, and an orange "I AGREE" button.

After completing this data, please select the **'Attestation'** tab. This is where you will indicate that you agree with the Certification Terms and Conditions for this program.

The first screenshot shows the "Attestation" form. It contains the following text: "10. I affirm that all information provided in this application is correct." and "As an ASME credential holder, I agree to conduct myself in a professional manner. I agree to the Terms and Conditions of my certification including adherence policy on the use of ASME GDTP symbols set forth by ASME." Below this text is a dropdown menu labeled "Select Application Attestation Approval". A note reads: "If you agree to the attestation shown above, please select Yes to indicate your acceptance *:". At the bottom right, there are "Previous" and "Next" buttons, and an orange "I AGREE" button.

The second screenshot is identical to the first, showing the same "Attestation" form with the same text and buttons.

Please use the last item on this page to register a **'Yes'** value and then engage the orange **'I Agree'** button.

Once you have submitted your application, you will notice that the status of your application has changed to a grey button labeled **'Application Under Review'**.

You should log out of ASME-PC Connect and await instructions from ASME as your application is being processed. You will be notified with an acceptance letter if your application has been approved. This letter will contain your **'Applicant ID'** code which will be required to schedule your appointment at a Prometric Test Center. If your application requires additional data/clarification, you will be contacted by ASME to provide additional information.

Once you have executed the exam, you will be notified of your performance. If the candidate has passed the exam, they will be issued an email with a link to their results listing. A digital certificate will be emailed.

If a candidate is not successful, they will be issued a score report email outlining their results. They will be issued further communications indicating when they can log back into ASME-PC Connect to submit their retest fee.

Overview of GDTP Technologist and Senior level recertification (renewal) process

As the requirement is the same regardless of the Edition or level of certification, the process will be outlined here.

Upon the 24 months into a certificate holder's three-year term, they will be issued a recertification/renewal notice email. The certificate holder will be instructed to log into ASME-PC Connect and process their renewal fee. You will need to engage the orange 'Pay Fees' button.

The screenshot displays a web interface for the recertification process, organized into three main sections:

- Recertification Fee:** This section has a green header. It contains a "Payment for:" field with the text "You must pay for your GDTP - 1994 Senior Recertification before continuing". To the right is an orange "Pay Fees" button. Below this is a "Show Less Instructions" link and a paragraph of text: "Please select the Pay Fees button. You will then be asked to sign into ASME's Shopping Cart using your email address and password. There you will find the respective recertification product loaded into your cart. Once you have successfully submitted your payment, you will then need to log out of the ASME Shopping Cart and then log out of ASME-PC Connect. Once ASME has formally processed your credit card payment you will be issued an email (within 24 hours) with the instructions to log back into ASME-PC Connect and complete the recertification application."
- Work Experience:** This section has a blue header. It contains a "Show Less Instructions" link and a paragraph: "A requirement for the Senior level recertification program is that the applicant has maintained 24 months (2 years) of experience in both the understanding and application of geometric dimensioning and Tolerancing as defined in the 'GDTP Applicant Information' brochure." To the right is a blue "Add Work Experience" button. Below this is another paragraph: "This experience will need to be verified by individuals whose email address you have provided. They will be instructed to approve or disapprove the data you have submitted towards meeting this minimum 24 months of experience. Click the 'Add Work Experience' button to begin."
- Completing Application:** This section has a blue header and a light gray background. It contains a "Completing Application" button in the bottom right corner.

You will need to log in to ASME's shopping cart and make your payment. Once your payment has been submitted, you should log out of the ASME Shopping Cart as well as ASME-PC Connect. You will receive a welcome email within 24 hours instructing you to log into ASME-PC Connect and complete your renewal application.

The candidate will engage the Work Experience button and follow the on-screen prompts requesting they add 'units' of experience which must total at least 24 months. This data will need to be verified by the reference you have asked to verify this work experience. **Note: You may not list yourself as the reference for this verification.**

Once your references have approved/declined upon your experience, you will be instructed to log back into ASME-PC Connect and submit your application for review. ASME will review the recertification request and if approved, a certificate will be issued. If ASME has any questions or needs further clarification, they will contact you.