

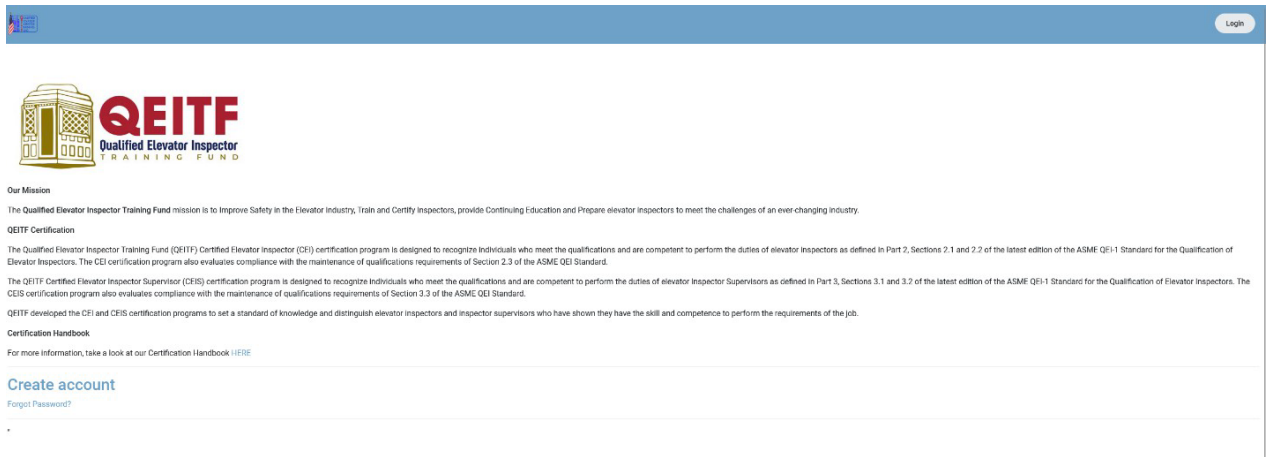
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Instructions to apply for QEITF Certification Course and Exam

Creating an Account

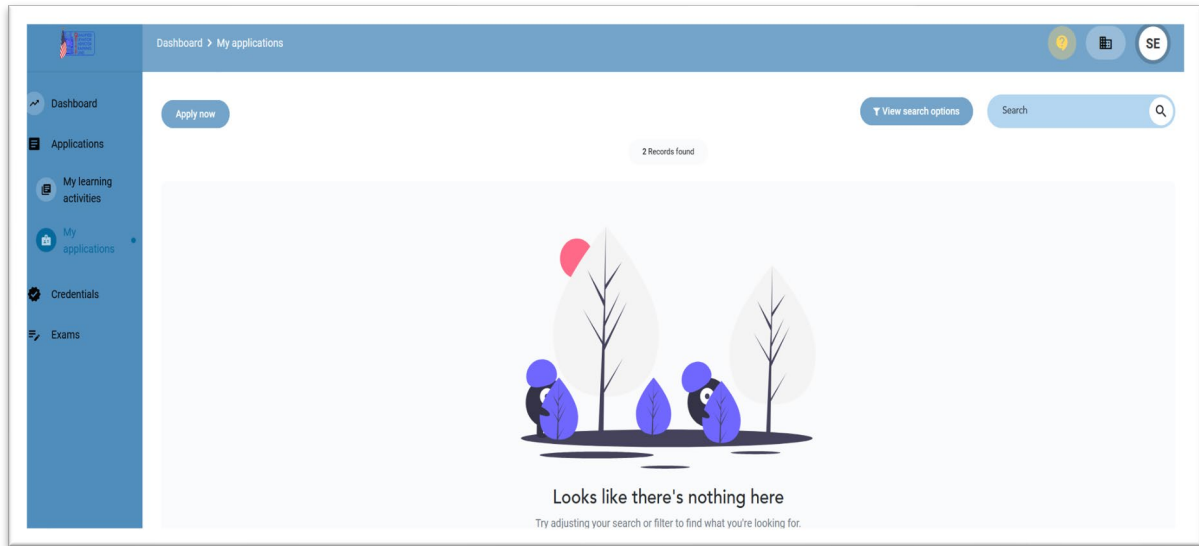
1. Create a certification portal account on <https://inspectors.qeif.org/>



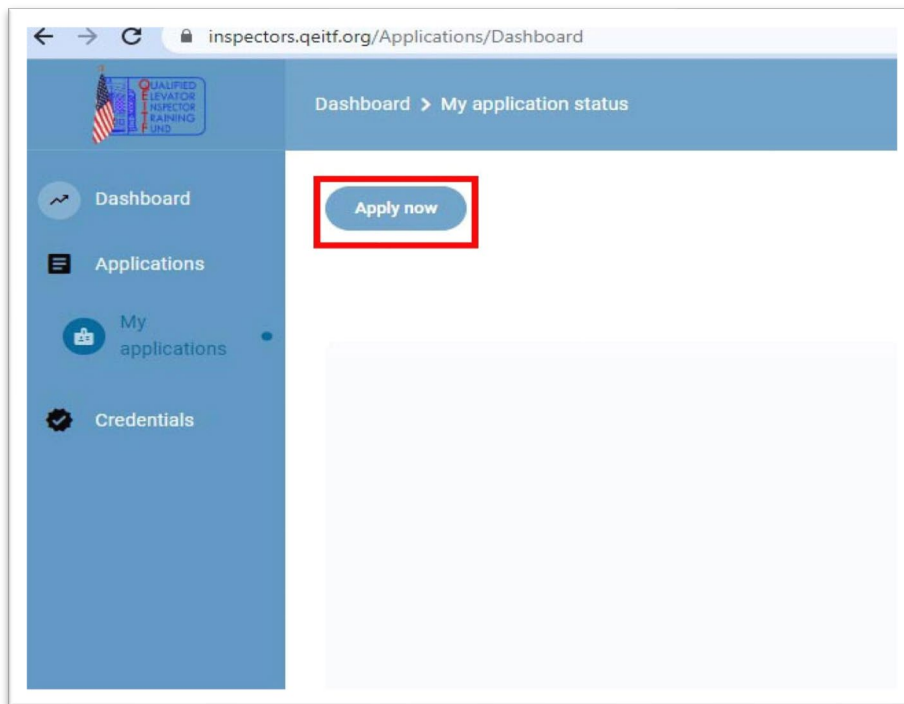
2. Once you have a username and password, click the “Login” button in the upper right corner.

Completing the Application

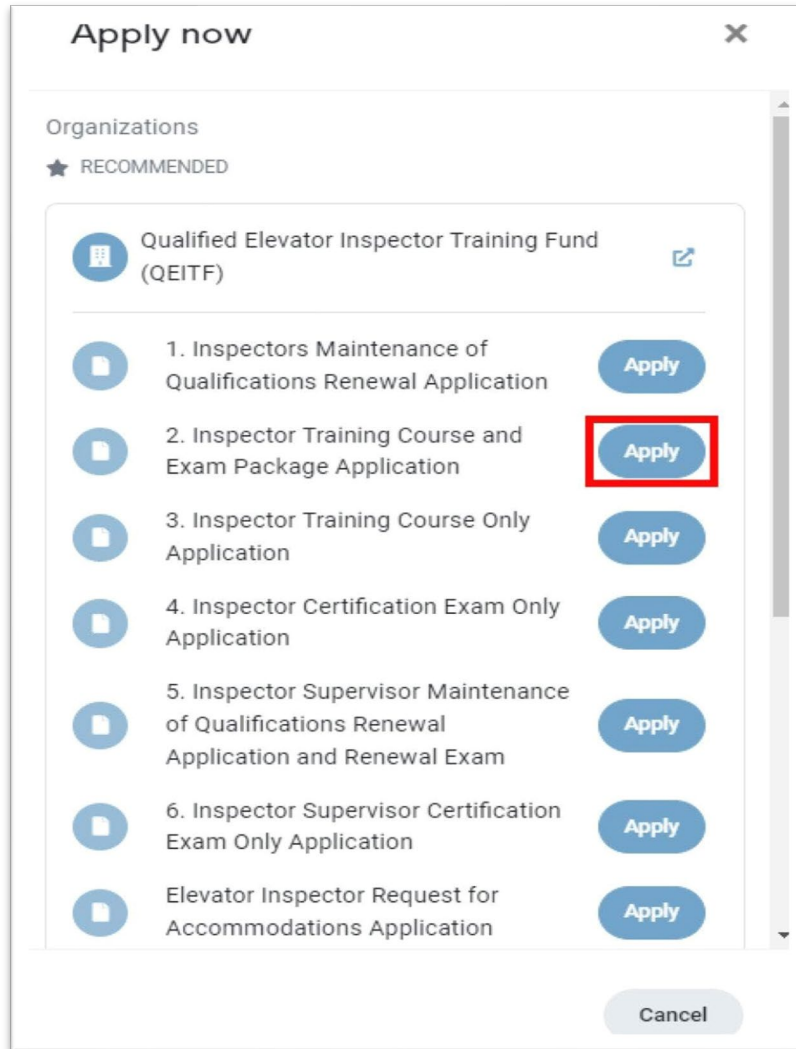
3. After logging in, Click on “Applications” on the left-hand side of the screen
4. Click on “My applications”



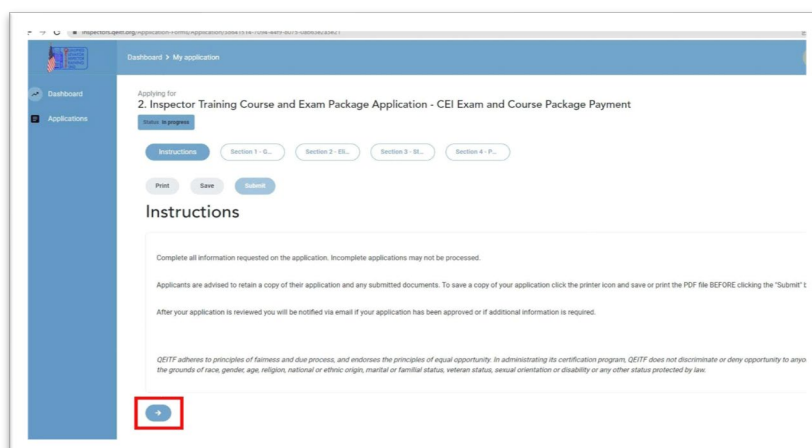
5. Click on the blue “Apply now” button



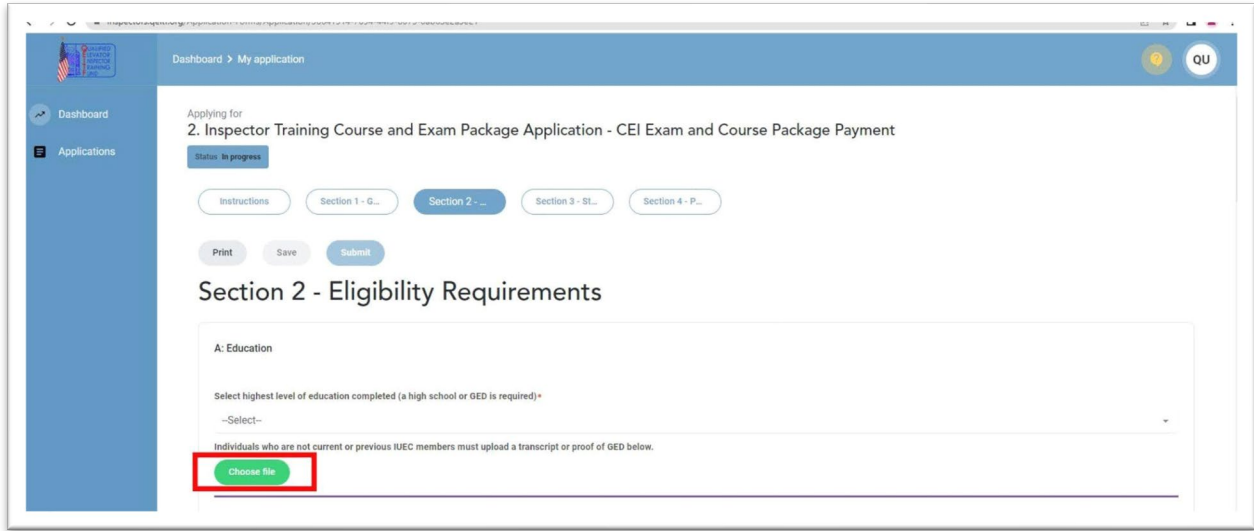
6. In the “Apply now” window, click on the blue “Apply” button next to the appropriate application. **NOTE - You may need to scroll down and/or wait for the list of applications to load to find the application you are looking for.**



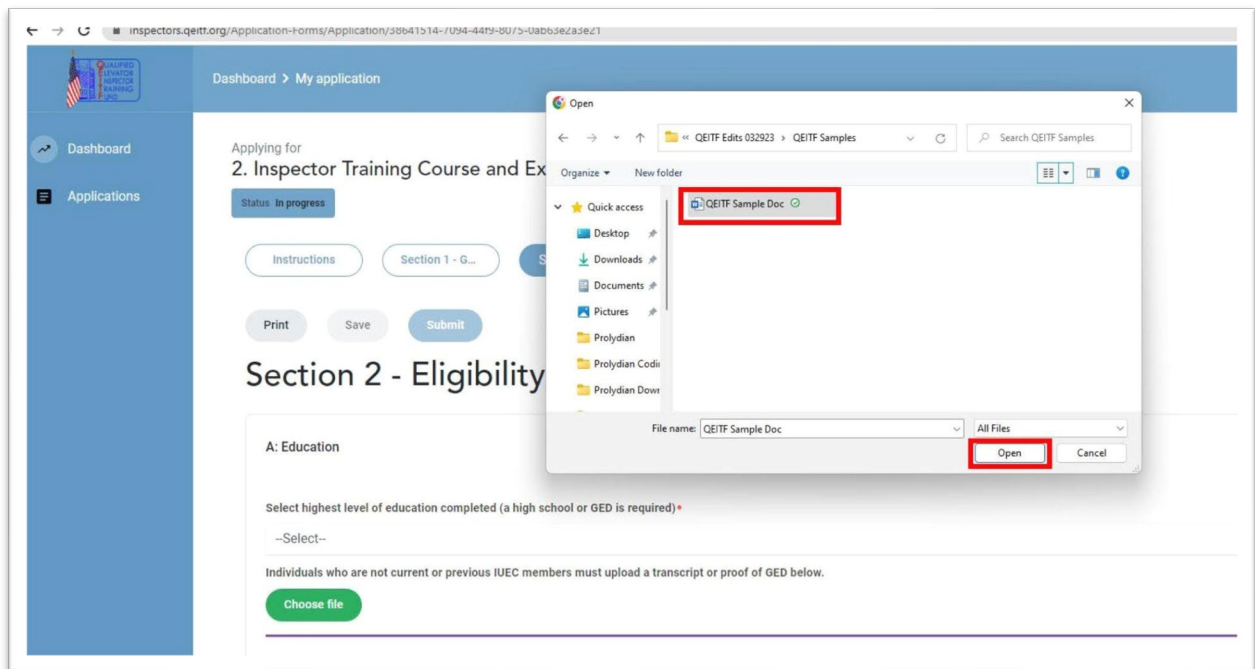
7. The application will be created, and you will be taken to the first page of the application. Fill out the application according to the instructions given. Required fields will be marked with a red dot. When you have completed the current page of the application, you can use the blue arrow buttons at the bottom of the page to navigate to the next page.



Some parts of the application may require you to upload a file. To upload a file, click on the green "Choose file" button.



In the resulting window, find the file you want to upload and click on the “Open” button.



8. At the end of the application, you must submit the application fee payment. Enter the credit card information and click on the green “Submit payment” button.

The screenshot shows a web browser window with the URL `inspectors.qeitf.org/Application-Forms/Application/20641314-1024-4479-0013-104056263621`. The page title is "Dashboard > My application". The main content area is titled "Section 4 - Payment". It contains the following elements:

- Buttons: "Print", "Save", and "Submit" (top right).
- Text: "Fees quoted below are for both the Certification Training Course and Certification Exam. A non-refundable \$25.00 administrative fee that will be deducted from the cost of the Training Course and Exam Package is required on submittal of this application."
- Text: "9999.00 - IUEC Member or Retiree in good standing" and "\$2,500.00 - All Others".
- Form: "Voucher code" with an "Apply voucher" button.
- Text: "\$25 Fee".
- Form: "Credit or debit card" with sub-fields for "Card number" and "MM/YY CVC".
- Form: "Postal/Zip code".
- Button: A green "Submit payment" button is highlighted with a red rectangular box.
- Buttons: A blue back arrow and a blue "Submit" button at the bottom.
- Sidebar: "Dashboard" and "Applications" on the left.
- Header: "Dashboard > My application" and a "QU" logo in the top right.

9. After the payment has been processed, a receipt and transaction ID will be displayed, and you will be able to submit the application by clicking on the blue "Submit" button.

After the application has been submitted:

You will receive an email confirming submission of your application. QEITF staff will review and process your application. Responses may take up to a week.

If your application is denied:

You will receive an email that shows the status "Requirements Not Met." The requirements missing from the application will be enumerated in the email. If you can provide documentation for the missing requirements, you may attach the documentation and resubmit the application.

If your application is approved:

You will receive an email letting you know that the application has been processed and approved.

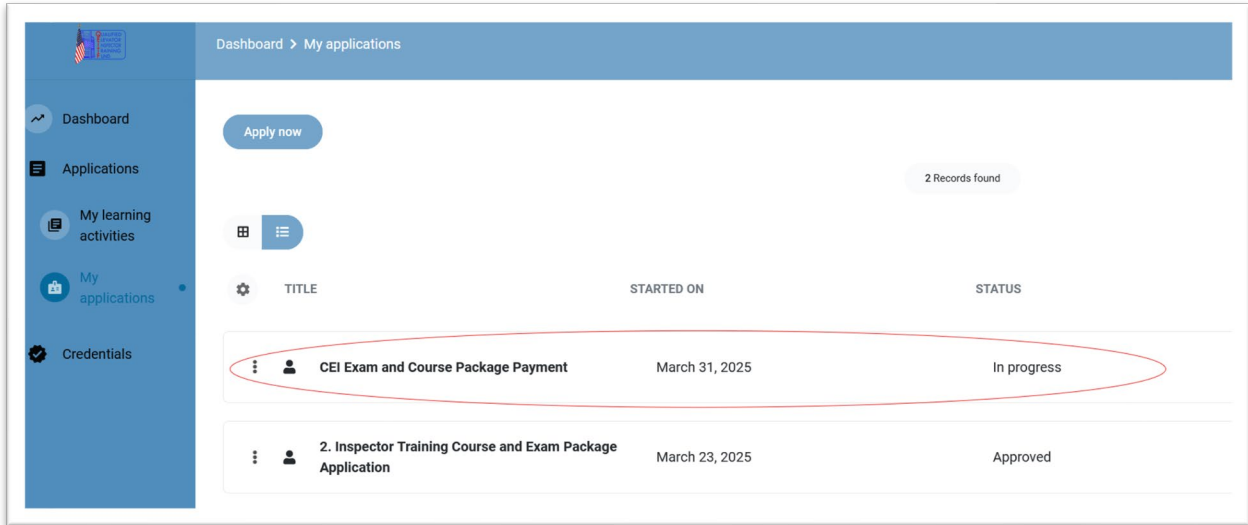
Registering for the Certification Course and Exam

If your application has been approved and you know which Course & Exam you would like to attend

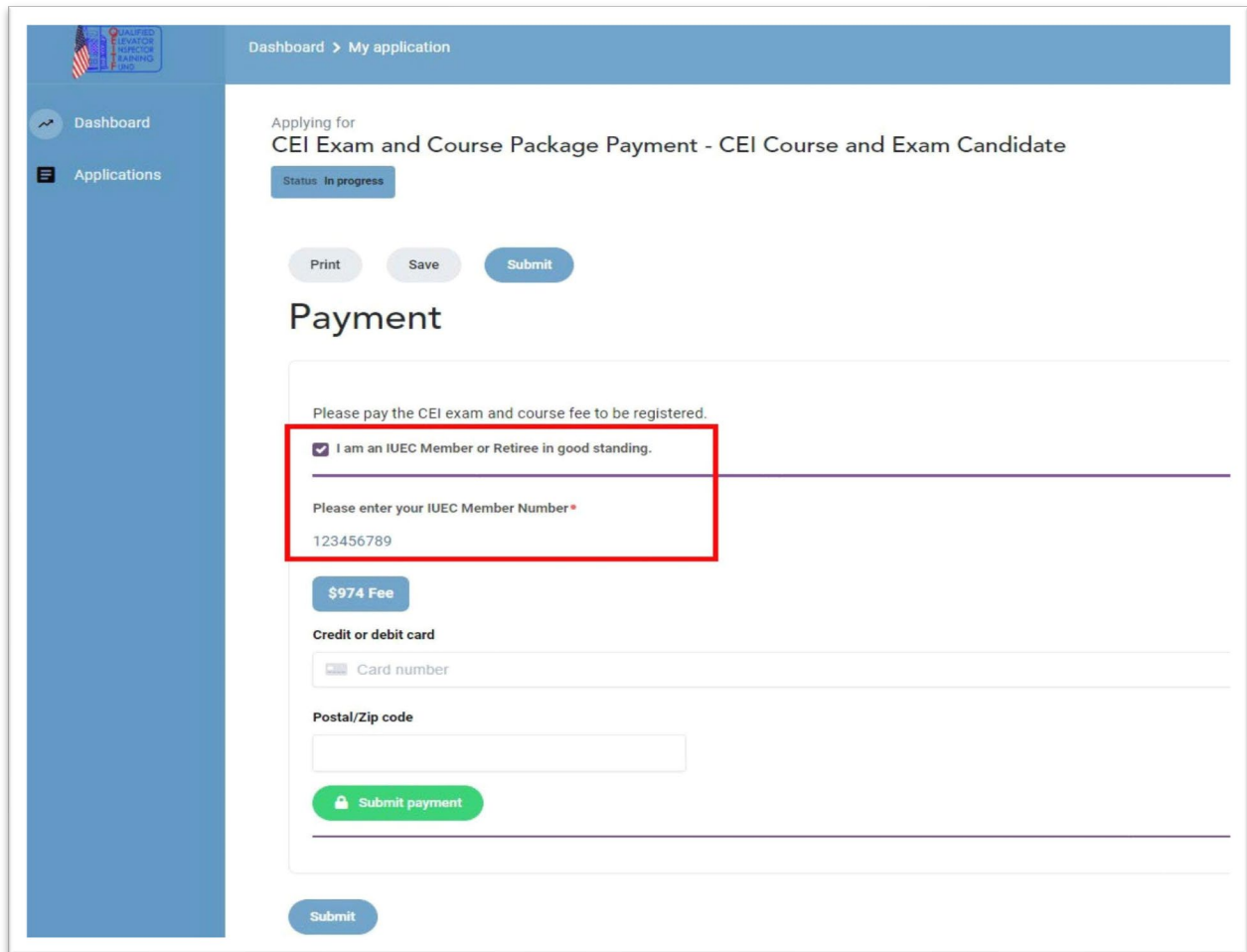
10. Return to the certification portal and login with your username and password.

The most current course schedule will be on the QEITF website at [Become an Inspector/ Class Schedules](#).

Go to Applications > My Applications "CEI Exam and Course Package Payment".



Don't forget to click the "I am an IUEC Member" button for the member price.



After entering your credit card information, click on the green "Submit payment" button.

Once your payment is made you will be able to select a class.
You will receive another notification with a list of available classes.
Click on the link for the class you are interested in.
This step is required to complete registration.

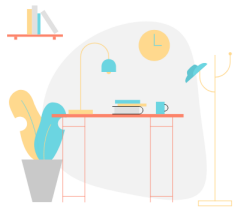


Confirm the date and location is the Course that you would like to attend, and click “Continue”



Accept the Privacy Policy and confirm your contact information. Then hit the “Register” button.

Login



Please proceed to register for the exam. You will be asked to confirm your contact information and then will proceed directly to the final registration page.

We have detected that your timezone is America/New_York
I want to change my timezone

I accept the Prolydian Privacy Policy

Review the [Prolydian Privacy Policy](#) before accepting.

Back

Enter contact information



[More information](#)

Contact information

Full name

Prefix

First *

Middle

Last *

Suffix

Phone number *

Phone number

Back to login

Register



You will receive a final notification confirming your registration. QEITF staff will follow up with an email containing the information that you need for the class.

