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Welcome to the NGICP Online Application System. This step-by-step guide is designed to assist individuals seeking NGICP certification with the submission of their online exam application.

**The Eligibility Requirements** for the NGICP exam are a minimum of a high school education and completion of 35 hours of GI training.

**IMPORTANT:** NGICP exam applicants may apply and register for the NGICP exam prior to completing the required 35 hours of GI training. However, applying does not guarantee acceptance. NGICP exam applicants will not be eligible for the NGICP exam until all eligibility requirements are met (verification of HS education and completion of training), an exam application and payment are received.

**Before you begin the application process,** you should be ready to provide the following information:

- proof of education (unofficial transcripts will be accepted)
  - a copy of your high school diploma or transcript
  - OR, a copy of your college diploma or transcript
- personal information such as birth date and professional background. If you require accommodations during the exam, you will need documentation that support the need for accommodations.
- a credit card for the $200 exam fee
Please create a new account in the NGICP Online Application system found at link: https://ww2.aievolution.com/angi1801. After entering your name and email address, you will need to validate your email address. After receiving the validation email, click on the link provided in the email. You will be directed to a screen to create your account password. Once you have created an account, you can enter and leave the system as often as you wish.
After you have activated your account, you will be directed to the Contact Information page. This page is where you can edit and update your contact information. Be sure to keep this information up-to-date so that NGICP can keep you informed about important exam and certification issues.

Profile Information

Passwords are case sensitive and must be between 6-15 characters long and contain at least 1 uppercase letter, 1 lowercase letter, and 1 number.

Password: Change?

Contact Information

* First Name:
  Eddie

* Last Name:
  Gonzalez

Company:
  WEF

Job title:
4 EXAM APPLICATION

Once you have entered your Contact Information, the system will open to the main Dashboard. To begin the application process, please select the “Exam Application” link. You will not need to use the other links at this time, but for your information here is a summary of all the links accessible from the Dashboard.

- **The Account/Certification Status** page is where you can view your certification status and update your contact information.
- **The Update Password** page is where you can change your password.
- **The Exam Training Events** page is where available NGICP trainings will be published.
- **The Exam Application page** is where the exam application is located.
- **The Trainings and Exam Results Page** is where the details of your GI training will be recorded, and exam pass/fail results will be made available.
To complete your application, go through each tab and enter the information requested. As you complete a tab, the tab will turn green. You can go back to previous tabs at any time before submitting your application.
After selecting the Application Year, you must enter your educational background and information about the GI training you will be attending.
After completing the Education and Training tab, you must upload proof of education. Please upload a copy of your high school or college diploma or transcript.
Please review the responses you provided and read the audit disclosure statement carefully before submitting your application.
After finalizing your exam application, you will be directed to the exam registration page. Please select the month that approximately matches your training dates.

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<thead>
<tr>
<th>Event/Group</th>
<th>Dates</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>NGICP Exam 2019-03</td>
<td>March 1 - 31, 2019</td>
<td>Register Now</td>
</tr>
<tr>
<td>NGICP Exam 2019-04</td>
<td>April 1 - 30, 2019</td>
<td>Register Now</td>
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<td>NGICP Exam 2019-05</td>
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<td>February 1 - 29, 2020</td>
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</tr>
<tr>
<td>NGICP Exam 2020-03</td>
<td>March 1 - 31, 2020</td>
<td>Register Now</td>
</tr>
</tbody>
</table>
After you select an exam month, you will be directed to the Contact Information Page. The Contact Information that you previously entered on your exam application will get populated into this section.
After saving your Contact Information, you must respond to a series of demographic questions.
After completing the exam demographic section, you must read the audit disclosure statement carefully and agree to the terms and conditions to proceed with your registration.
After you agree to the above terms and conditions, please review the registration item before proceeding to the payment section.
14  PAY WITH CREDIT CARD

Please enter your payment information. After you submit your payment, you are finished with the application process and you will receive an email with your payment receipt.

Once your eligibility requirements are verified and your application is approved, NGICP will send you an email regarding scheduling your exam.
Thank you for your interest in the NGICP certification. We look forward to working with you to advance the field of GI.

If you have any questions about your application, please contact Sarah Stallard at sstallard@wef.org.