



electrical training ALLIANCE
Standardized Task Evaluation
Program

Administration Guide

November, 2019

Version 1.0



IN WITNESS WHEREOF, we, the following empowered and designated signatories of the *electrical training ALLIANCE*, approve this document, *electrical training ALLIANCE Standardized Task Evaluation Program Administration Guide, Version 1.0*, and all documents referenced herein as appurtenant to this Administration Guide in the administration of the *electrical training ALLIANCE* Standardized Task Evaluation Program, as being compliant with the standards and requirements set forth in the Electric Power Research Institutes (EPRI) Standardized Task Evaluation Administrative Protocol for Portable Practicals (AP3), Revision 2017, as the primary documents in guiding the administration of the *electrical training ALLIANCE*'s Standardized Task Evaluation Worker Evaluation Program in support of the *electrical training ALLIANCE* Standardized Task Evaluation Program.

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November 01, 2019
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electrical training ALLIANCE
Standardized Task Evaluation Program
Administration Guide
November, 2018 (Version 1.0)

Introduction

1. Purpose

The general guidelines defined in this Standardized Task Evaluation Program Administrative Guide (Administrative Guide), along with the specific guidelines defined in the accompanying task-specific STE Implementation Guide for each specific STE supported by the *electrical training ALLIANCE*, are intended to provide information for an IBEW/NECA affiliate (Host Organization) to offer the STE Cognitive (Knowledge) Examinations and STE Hands-On Performance Evaluations in compliance with the standards and requirements set forth in the Electric Power Research Institute's (EPRI) Standardized Task Evaluation Administrative Protocol for Portable Practicals (AP3), Revision 2017, and as implemented by the *electrical training ALLIANCE* for the IBEW and NECA.

For purposes of clarification, the STE Cognitive (Knowledge) Examinations will be referenced as Part A Knowledge Examinations and the Hands-On Performance Evaluations will be referenced as Part B Performance Evaluations. An individual must successfully complete the Part A Knowledge Examination and the Part B Performance Evaluation for EPRI to recognize and list an individual as proficient in the tasks associated with the Standardized Task Evaluations (STEs). The Task Analysis associated with each specific STE defines both the knowledge and skills required to perform these tasks.

The general guidelines contained in this Administration Guide, along with the specific guidelines contained in the accompanying Implementation Guides, optimize the quality and the effectiveness of the *electrical training ALLIANCE* STE Program by providing a referenced guide path for IBEW/NECA affiliates to offer and host the Part A Knowledge Examinations and Part B Performance Evaluations. Management Representatives of Local Host Organizations, all persons proctoring the Part A Knowledge Examination, and all Performance Evaluators administering the Part B Performance Evaluation shall be familiar with and shall administer all Part A Knowledge Examinations and Part B Performance Evaluations in accordance with the guidelines that are set forth in this Administration Guide and in the accompanying Implementation Guides.

2. Applicability

These guidelines are intended to apply to the following IBEW/NECA affiliated Host Organizations:

1. Local Joint Apprenticeship Training Committees
2. Area-wide Joint Apprenticeship Training Committees
3. IBEW Local Unions.
4. IBEW Signatory Contractors.

Affiliated organizations, as listed above, choosing to act as Host Organizations in the administration of *electrical training ALLIANCE* Standardized Task Evaluation Part A Knowledge Examinations and/or *electrical training ALLIANCE* Standardized Task Evaluation Part B Performance Evaluations are required to adhere to all requirements of this *electrical training ALLIANCE* Standardized Task Evaluation Program Administration Guide (Administration Guide).

3. This Administration Guide

This Administration Guide is intended for task evaluations when utilizing the EPRI Standardized Task Evaluation (STE) process ONLY and should not replace or alter existing policies or procedures such as (but not limited to): Contract Language, Equal Employment Opportunity (EEOC) or The Americans with Disabilities Act (ADA), or other applicable processes and/or procedures.

This document contains guidelines as implemented by the *electrical training ALLIANCE* for administration of Electric Power Research Institute (EPRI) Standardized Task Evaluations (STE) as adopted by the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA). Copies of this Administration Guide shall be supplied to every Local

Host Organization authorized to administer the Part A Knowledge Examination and/or the Part B Performance Evaluation. It is the responsibility of the Host Organization to ensure that all persons proctoring the Part A Knowledge Examination and all credentialed Performance Evaluators administering the Part B Performance Evaluation are familiar with and abide by the guidelines that are set forth in this Administration Guide.

Other documents, attached herein as appendices, developed by and approved by the *electrical training ALLIANCE* used in the administration of the *electrical training ALLIANCE* Standardized Task Evaluation Program include:

Appendix A. Personnel Role Definitions and Responsibilities:

This document will be used by the *electrical training ALLIANCE* and by affiliated Local Host Organizations to guide personnel in the administration of the *electrical training ALLIANCE*'s and the Local Host Organization's Standardized Task Evaluation Programs.

Appendix B. Part A Examination Proctor Checklist

This document will be used as an in-hand check list by Local Host Organization Examination Proctors in the administration of Standardized Task Evaluation Part A Knowledge Examinations.

Appendix C. Part B Performance Evaluator Checklist

This document will be used as an in-hand check list by Local Host Organization Performance Evaluators in the administration of Standardized Task Evaluation Part B Performance Evaluations.

Appendix D. Program Administration Forms

The forms contained in this appendix should be copied, completed, and forwarded to the *electrical training ALLIANCE* to facilitate hosting Part A Knowledge Examination or Part B Performance Evaluation and for Part A, Part B, Performance Evaluator, and Host Organization renewal requests.

Appendix E. Program Review Forms

The forms contained in this appendix are completed by the *electrical training ALLIANCE* and by the Local Host Organization to document the *electrical training ALLIANCE* review procedure.

4. Other Documentation

This Administration Guide is a general guideline detailing the basic requirements for the administration of ALL Standard Task Evaluations. Unique and special requirements, procedures, and instructions for the administration of task-specific STEs will be detailed in separate Implementation Guides. For example, the unique and special requirements for administering the Instrument Calibration STE can be found in STE IC04.01 Implementation Guide, Maintain and Calibrate General Instrumentation. STE Implementation Guides for administering any specific STE supported by the *electrical training ALLIANCE* can be found on the *electrical training ALLIANCE* website at <http://www.electricaltrainingalliance.org/training/certifications> or can be obtained by contacting the STE Facilities Administrator at:

electrical training ALLIANCE
ATTENTION: STE Request
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STerequest@electricaltrainingalliance.org
Phone: 301-715-2300

5. Roles and Responsibilities

To ensure compliance to the standards set forth in this Administration Guide, the *electrical training ALLIANCE* has designated the following personnel for the administration of the *electrical training ALLIANCE* Standardized Task Evaluation Program. The defined roles and responsibilities (defined in detail in Appendix A, Personnel Role Definitions and Responsibilities, of this Administration Guide) in implementation and administration of the *electrical training ALLIANCE* Standardized Task Evaluation Program shall be as follows:

See Appendix A, Personnel Role Definitions and Responsibilities for more details about the following personnel.

A. PERSONNEL REPRESENTING THE ELECTRICAL TRAINING ALLIANCE:

1. Primary STE Coordinator

The Primary STE Coordinator is the principal contact between the *electrical training ALLIANCE* and the EPRI STE Program Administrator. The Executive Director of the *electrical training ALLIANCE* is normally designated as the Primary STE Coordinator.

The following electrical training ALLIANCE personnel shall be appointed by the Primary STE Coordinator and shall be either employees of or authorized representatives of the electrical training ALLIANCE:

2. Alternate STE Coordinator

Alternate STE Coordinators shall work under the direction of the Primary STE Coordinator as contacts between the *electrical training ALLIANCE* and the EPRI STE Program Administrator.

3. STE Steering Committee Member

Steering Committee members participate in periodic EPRI STE Steering Committee meetings to provide guidance, purpose, and direction to the EPRI Standardized Task Evaluation Program.

4. STE Working Group Member

Working Group Members are recognized subject matter experts who participate in developing, reviewing, and revising STEs and Performance Evaluation implementation scenarios.

5. Master Performance Evaluator

The first person approved to evaluate an STE will be considered to be a Master Performance Evaluator. Additional Master Performance Evaluators may also be appointed. Master Performance Evaluators are responsible for evaluating and approving all other STE Performance Evaluators. The Master Performance Evaluators are responsible for inspecting and approving Local Host Organization testing facilities, for evaluating prospective Local Host Organization Performance Evaluators' technical expertise, and for training them in the EPRI STE evaluation process.

6. STE Certification Administrator

The STE Certification Administrator is responsible for coordinating all activities between the *electrical training ALLIANCE* and Local Host Organizations associated with the testing and certification of individuals tested by the Host Organizations.

Contact Information:

electrical training ALLIANCE
ATTENTION: STE Certification Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEcert@electricaltrainingalliance.org
Phone: 301-715-2300

7. STE Facilities Administrator

The STE Facilities Administrator is responsible for coordinating all activities between the *electrical training ALLIANCE* and Local Host Organizations associated with the authorization of Host Organizations to deliver Part A Knowledge Examinations and Part B Performance Evaluations, including reviewing and maintaining documentation associated with test site facilities and approved Local Host Organization Performance Evaluators.

Contact Information:

electrical training ALLIANCE
ATTENTION: STE Facilities Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEfacility@electricaltrainingalliance.org
Phone: 301-715-2300

B. PERSONNEL REPRESENTING THE LOCAL HOST ORGANIZATION

1. Host Organization Management Representative

The Host Organization Management Representative is the primary contact between the Local Host Organization and the *electrical training ALLIANCE* for coordination of the STE program. The Management Representative is responsible for the overall administration of the Local Host Organization's Standardized Task Evaluation Program.

2. Examination Proctor

The Examination Proctor is responsible for administering Part A Knowledge Examinations at the Local Host Organization in accordance with EPRI STE Program Administration Guidelines as set forth in this Administration Guide.

3. Performance Evaluator

The Performance Evaluator is responsible for administering Part B Performance Evaluations at the Local Host Organization in accordance with EPRI STE Program Administration Guidelines as set forth in this Administration Guide.

4. Knowledge Examination Candidate

This is a member or associate of an IBEW/NECA affiliated Host Organization who has applied to take the Part A Knowledge Examination.

5. Performance Evaluation Candidate

This is a member or associate of an IBEW/NECA affiliated Host Organization who has applied to take the Part B Performance Evaluation.

See Appendix A, Personnel Role Definitions and Responsibilities for more details about the above personnel.

6. Substantive Changes

Substantive changes to these guidelines that affect how the *electrical training ALLIANCE* and/or Local Host Organizations administer critical aspects of the STE program, defined by EPRI as AP3 Process Attributes, will be reflected in a revised version of this Administration Guide. Changes to the administration of the program that could be considered substantive could include, but would not necessarily be limited to, changes to 1) roles and responsibilities of identified personnel, 2) eligibility requirements for workers and evaluators, 3) evaluation site requirements, 4) documents and/or database administration. Any such changes will first be submitted to EPRI for initial approval. Following EPRI approval, revised versions of this Administration Guide will be coordinated by the *electrical training ALLIANCE*'s STE Certification Administrator and will be formally communicated to Local Host Organizations in a timely manner to allow efficient implementation of such changes. Formal communication of such changes will be through the *electrical training ALLIANCE*'s normal channels of broadcast fax, email lists, and web postings.

7. About the Electric Power Research Institute (EPRI)

The Electric Power Research Institute (EPRI), with major offices in Palo Alto, California and Charlotte, North Carolina, was established in 1973 as an independent, nonprofit center for public interest energy and environmental research. EPRI brings together power industry members, interested parties, EPRI scientists and engineers, and other leading experts to work collaboratively on solutions to the challenges encountered in the electric power generation and distribution industries. These solutions span nearly every area of electricity generation, delivery, and use, including health, safety, and environment. EPRI's members represent over ninety percent of the electricity generated and distributed in the United States. International participation represents nearly fifteen percent of EPRI's total research, development, and demonstration programs.

As applicable to the *electrical training ALLIANCE* Standardized Task Evaluation Program, EPRI provides the oversight process for the development of Standardized Task Evaluations and to enable utility members and supplemental workforce providers, like the IBEW and NECA, to offer open, manageable task evaluations.

1.0 Part A Certification: Cognitive (Knowledge) Examination

1.1 Part A Knowledge Examination Format

The Part A Knowledge Examination consists of multiple choice questions which must be completed in a pre-determined time allowance as determined for each specific STE. Refer to the Task Analysis (included with each specific STE) for a listing of the cognitive enabling objectives (learning objectives) for each specific STE. Any individual meeting the requirements of Section 1.3 of this Administration Guide may apply with any affiliated Host Organization to attempt the Part A Knowledge Examination. To ensure that the individual will be able to determine if they have the required knowledge for successfully completing the examination, a Management Representative of the Host Organization will ensure that all applicants, when applying for the Part A Knowledge Examination, receive copies of the learning objectives examined by the STE. This should be accomplished by supplying the examinee with a copy of the Cognitive Enabling Objectives for the STE when he or she applies for the examination. The examinee shall also receive information about the format and scoring of the Part A Knowledge Examination.

The Part A Knowledge Examination may be administered in one of two different ways; 1) as a hard-copy (paper-based) examination or 2) as an interactive online examination administered via the *electrical training ALLIANCE* approved Online Testing System.

Each participant, whether being tested online or using the paper-based examination, is to bring with them for the examination a #2 pencil (two or more are suggested), sharpened for use, and a calculator, if required for specific STE examinations. A calculator capable of being programmed to perform algorithms used to compute examination questions as a programming function of the calculator may not be used for the examination. Calculators capable of storing and recalling examination formatted type questions may not be used. Calculators that are part of a cellular telephone, smart phone, or any other communications device may not be used. The Host Organization is responsible for communicating the calculator requirements and restrictions to the applicants. The Host Organization is the final authority on calculator eligibility and use during the examination, based upon the above stated restrictions.

See the Implementation Guide for each individual STE for specific details regarding the format of the Part A Knowledge Examination for that particular STE.

1.1.1 Documentation: In addition to the actual examination questions, the following documents will be included in a paper-based Part A Knowledge Examination packet. It is the Examination Proctor's responsibility to be sure that the test participants understand the use of these documents and the specific instructions for their completion.

1. Proctor Instructions: This is a set of general instructions for administering the Part A Knowledge Examination. The Examination Proctor should become familiar with these instructions prior to administering the examination. The test administration procedures within these instructions will contain a scripted dialog that should be read to the test participants immediately prior to allowing them to begin answering the test questions. These scripted dialogs are designed to ensure that every test participant receives equal instructions regarding the administration of the examination. It is important that these dialogs are read to each test participant exactly as written in the instructions.
2. Application for Test: This form contains blanks for entering information that is critical for tracking test participants. This information is used by the *electrical training ALLIANCE* for delivering Part A certification credentials to successful test participants. The Examination Proctor should verify that all information requested on this form has been completed legibly by each test participant before beginning the examination.
3. Information Release Statement: Successful examination participants will be recognized as STE Part A certificants. This form grants permission to publish the names and scores of successful participants on the *electrical training ALLIANCE* online roster and on EPRI's online Task Qualification Registry. This form must be completed legibly and signed by the examination participant before his or her name can be published on either of these online rosters. The Examination Proctor will return this completed and signed form to the *electrical training ALLIANCE* along with the other documents included in the Part A Knowledge Examination packet. It becomes the duty of the *electrical training ALLIANCE* to forward a copy of the Information Release Statement for all successful Part A Knowledge Examination participants to the EPRI STE Program Administrator as detailed in Section A.6.d.12.f of Appendix A of this Administration Guide.

4. **Student Instructions:** This is a set of general instructions to the test participants for taking the Part A Knowledge Examination. The Examination Proctor should be sure that each test participant has read and understands the instructions before proceeding with the examination.
5. **Resource Guide:** No outside resources are allowed to be used in completing the Part A Knowledge Examination. If resources or references are needed to answer any of the questions on the exam, they will be included in the **Resource Guide**. The Examination Proctor should be sure that each test participant has a copy of the **Resource Guide**, if used for the specific STE Part A Knowledge Examination being administered, before beginning the examination.
6. **Scantron Answer Sheet:** This is a scannable sheet used by the test participant to record their answers to the examination questions. Before allowing the test participants to begin answering the examination questions, the Examination Proctor should be sure that each test participant has entered all required information correctly and legibly onto the answer sheet.
7. **Test Question Challenge Form:** This form is used to document any examination questions or answer choices that the test participants have a problem understanding or with which they may disagree. These challenges must be submitted at the time of the examination and must be submitted to the *electrical training ALLIANCE* for review along with the rest of the documents that are returned with the test packets. Question challenges will not be reviewed if submitted at a later date. The Examination Proctor should be sure that the test participants understand how to complete and submit these question challenges as outlined in Section 1.1.2.4.

1.1.2 Scoring: Scoring of the online Part A Knowledge Examination is done automatically by the *electrical training ALLIANCE* Online Testing System. Examinees will be notified of their score immediately upon completion of the online examination. Scoring of the paper-based Part A Knowledge Examination is performed by the STE Certification Administrator using automated scanning and scoring software. The passing score for either delivery method, as defined by EPRI, is set at eighty percent (80%). Upon completion of the scoring process, each participant is contacted directly by the *electrical training ALLIANCE* via mail with the results of the examination.

1.1.2.1 Successful Completion: A participant who has successfully completed the examination by scoring eighty percent (80%) or higher will receive a letter detailing their success and an *electrical training ALLIANCE* STE certification card upon which their name will be displayed. The certification card also contains the STE title, the individual's certification status (Part A and/or Part B), certification date, and the renewal dates for these respective certifications if applicable.

1.1.2.2 Unsuccessful Completion: A participant who has NOT successfully met the minimum score of eighty percent (80%) will receive immediate feedback if testing online or will receive a letter from the *electrical training ALLIANCE* if taking a paper-based examination stating their examination score and a detailed list of cognitive (learning) objectives identified as needing improvement. This list of learning objectives and the related deficiencies and weaknesses provides a method for the examinee to determine the areas in which he or she needs to seek additional study, training, or remediation.

1.1.2.3 Host Organization Notification: After Part A Examination Participants have been notified of their scores, the Host Organization will receive a report stating the success or failure of all participants for respective examination sessions. The report details how each participant performed on each learning objective evaluated by the specific STE examination. This report can be a valuable tool in helping Host Organizations evaluate the effectiveness of their training and can help pinpoint areas of training that may need improvement.

1.1.2.4 Examination Question Challenges: A test participant may submit a challenge to an examination question by providing a written description of the reasons why a question should not be allowed for scoring purposes. The written challenge to an examination question must be submitted at the time of the examination. Challenges will not be accepted at a later date. A Test Question Challenge Form is included in each paper-based Part A Knowledge Examination packet. The written challenge is collected by the Examination Proctor and submitted to the *electrical training ALLIANCE* for consideration and for forwarding to EPRI. Question challenges may be submitted directly to the *electrical training ALLIANCE* via the Blended Learning System Errata Submittal portal at www.blendedlearning.njatc.org.

1.1.3. Scheduling: To schedule paper-based Part A Knowledge Examinations, a Host Organization must complete and submit to the *electrical training ALLIANCE* a Test Session Request (Form 4.3, see Appendix D). The *electrical training ALLIANCE* requires a minimum of 30 days between the receipt of the Test Host Request Form and the requested examination date. The examination date, location, and Host Organization contact information will be displayed for public viewing on the *electrical training ALLIANCE* website. A form may be copied from Appendix D of this guide or may be obtained by calling the *electrical training ALLIANCE* and requesting a form be sent to the sponsoring location. Test Session Requests should be submitted to:

electrical training ALLIANCE
ATTENTION: STE Request
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STerequest@electricaltrainingalliance.org
Phone: 301-715-2300

1.1.3.1 Test Packets: If the Host Organization is approved to administer the Part A Knowledge Examination (see Section 1.2.1), the Examination Proctor scheduled to administer the examination will receive a test packet from the *electrical training ALLIANCE*. The Examination Proctor assumes responsibility for the security of the test packet (see Section 1.4.2) until its contents are returned to the *electrical training ALLIANCE*.

1.1.4 Americans with Disabilities Act (ADA) Issues: Disability Request and Accommodation: All disability requests shall be reviewed by the Host Organization prior to the test date. Any necessary special accommodations are arranged by the Host Organization ahead of time with the assistance of the *electrical training ALLIANCE*, if requested. If a participant arrives and requests special accommodation on the day of the test, the Host Organization cannot grant accommodation for the individual requesting accommodation for the test being administered on that day. All requests for accommodation must be submitted in writing for review and consideration prior to the test date. Arrangements for persons with disabilities will be provided upon request in accordance with the Americans with Disabilities Act (ADA).

1.1.4.1 Examination Options: Should an individual show up on the day of the test and request accommodation, two options are available to the Host Organization: 1) The individual can submit the request along with substantiation for the requested accommodation and, after review by the Host Organization and the *electrical training ALLIANCE*, if requested, be scheduled for a test at a later date or 2) the individual can sit for the test without special accommodation.

1.1.4.2 ADA Documentation: Professional documentation in support of requests for accommodation must be submitted to the Host Organization prior to the scheduled test date. No requests for special accommodation can be addressed on the test day. Applications must be accompanied by documentation of the disability and an explanation of the need for accommodation(s). A letter from an appropriate professional (e.g., physician, psychologist, occupational therapist, educational specialist) or evidence of prior diagnosis or accommodation (e.g., special education services) may be included.

1.1.4.3 Alternate ADA Documentation: Previous school records may be submitted to document the disability. Any professional providing documentation should have knowledge of the disability, have diagnosed and/or evaluated the candidate, or have previously provided accommodation. The letter must be on official school stationery and must include the following information:

1. Identification of the specific disability/diagnosis
2. The approximate date when the disability was first diagnosed/identified
3. A brief history of the disability
4. Identification of the test/protocols used to confirm the diagnosis
5. A brief description of the disability
6. A description of past accommodations made for the disability
7. An explanation of the need for the testing accommodation(s)
8. Signature and title of the professional

1.1.4.4 Accommodations Review: Requests for special accommodations will be reviewed by the Host Organization and by the *electrical training ALLIANCE* if requested by a Management Representative of the Host Organization. If a candidate has already been granted accommodation and the disability remains the same for a second examination, the test applicant need not submit documentation again. However, notification that accommodation is necessary must be provided by the test participant to the Host Organization prior to the test date. This will allow for the Host Organization to review the necessary documentation and provide the appropriate accommodation as required.

1.2 Part A Knowledge Examination Host Organizations

1.2.1 Eligibility: Any Local or Area-wide JATC, IBEW Local Union, or IBEW Signatory Contractor may act as a Host Organization and may schedule and administer a Part A Knowledge Examination at their respective facility, provided the requirements listed in Sections 1.2.2 through 1.2.4 of this Administration Guide have been satisfied. A Part A Host Organization Application (Form 4.1, see Appendix D) must be submitted to and approved by the *electrical training ALLIANCE* prior to the administration of the first Part A Knowledge Examination. Application for and approval of an initial test session date and time, as outlined in Section 1.1.3 of this Administration Guide, will constitute approval of this application by the *electrical training ALLIANCE*.

1.2.2 Examination Facility Requirements: Each Host Organization must have adequate seating space arranged to accommodate all participants for the examination. The Examination Proctor has the right to assign seating and/or request additional room for participants. A single Examination Proctor may administer the examination for up to 50 participants.

1. Examination Area: The examination area must be an indoor facility suitable for testing, including the following attributes:
 - a. Quiet, well-lit, properly ventilated with a comfortable temperature and free from distractions to test participants
 - b. Accessible to test participants with special needs
 - c. A head table or podium at the front of the room
 - d. A registration table
 - e. Easy access to unlocked rest rooms with sufficient supplies
 - f. Easy access to a water fountain
 - g. Large signs prominently posted making test participants aware of the location of the test
 - h. A clock visible to all test participants, preferably at the front of the room so that test participants can see it without turning their heads
2. Seating Space: There should be sufficient tables and space for the number of test participants registered. The following are recommended guidelines for seating test participants according to the listed table sizes/types:
 - a. 6-foot tables: No more than two test participants per table
 - b. 8-foot tables: No more than three test participants per table
 - c. Round tables: No more than one participants per table (may be used, but are extremely inefficient). Tables should have smooth writing surfaces and adequate space to accommodate examination booklets, resource guides (if applicable), and answer sheets without crowding.
 - d. Desks: No more than one test participant per desk. Desks may be used only if their surface area is large enough to hold both the test booklet, resource guide (if applicable), and answer sheet. They should accommodate both left-handed and right-handed test participants with equal comfort.
3. Pencil and Paper: There must be an adequate supply of extra #2 sharpened pencils for test participants to use on test day. Scratch paper for calculations must be supplied to each participant. Scratch paper should be collected from each participant by the Examination Proctor at the conclusion of each examination.
4. Chairs: Chairs should be comfortable, with the chair height being appropriate in relation to the tables used. Chairs with backs are preferable to stools or benches without backs.
5. Rest Rooms: Rest rooms should be located near examination rooms and should be easy to find. Post directional signs if necessary.
6. Room Acoustics: Acoustics must be good. If the room is large, make sure that a microphone is available and that it works well. Test participants in the back of the room must be able to hear all verbal instructions clearly.
7. Space: There must be adequate space for the Examination Proctor(s) to easily observe test participants.

8. Inspection: Before each testing session, the examination facility must be inspected and found to be set up adequately and free of any safety or environmental hazards such as egress obstructions or tripping hazards.
9. Access Control: The Examination Proctor shall maintain access control of the testing site throughout the examination, minimizing the possibility of distractions or outside assistance to the test participants during the test. Posting appropriate signage outside testing site entrances to help ensure privacy is required. Using closed doors is highly recommended. Test participants and Examination Proctors should silence their cell phones during the examination.
10. Online Knowledge Examination: A Host Organization wishing to administer the online Part A Knowledge Examination must provide an internet-enabled computer station for each examinee being tested. If more than one examinee will be tested during a testing session the computer stations must be arranged to provide privacy for each examinee. Computer stations must be arranged to allow the Examination Proctor to fully monitor the examinee(s) and the computer terminals during the examination process to guard against compromising the examination.

1.2.3 Examination Proctor: A Host Organization wishing to administer Part A Knowledge Examinations without the services of a contract Examination Proctor must supply an Examination Proctor who has been trained and approved by the *electrical training ALLIANCE* to properly administer the Part A Knowledge Examinations. Candidates for Part A Examination Proctor training must have first completed *electrical training ALLIANCE* Aptitude Test Administrator training.

1.2.3.1 Online Examination Proctor: A Host Organization wishing to administer the online Part A Knowledge Examination must supply an Examination Proctor. Before administering an online Part A Knowledge Examination, the Examination Proctor must comply with the following:

1. Must have been granted access to the *electrical training ALLIANCE* approved Online Testing System as arranged by the *electrical training ALLIANCE*.
2. Must have completed training in the use of the *electrical training ALLIANCE* approved Online Testing System as administered by the *electrical training ALLIANCE*.

1.2.4 *electrical training ALLIANCE* Reviews: The *electrical training ALLIANCE* reserves the right to visit and inspect the examination facility of any Host Organization before, during, and after the examination date and time. The *electrical training ALLIANCE* will also perform and maintain a random review procedure to visit and evaluate selected Host Organization facilities before, during, and after examinations. Host Organization facilities will receive a detailed report of any reviews and will be required to correct any deficiencies found during any review before being authorized to continue administration of Part A Knowledge Examinations.

1.3 Part A Participant Eligibility

A prospective participant who has completed either of the methods detailed in Section 1.3.1, 1.3.1.1, or 1.3.2 below will be allowed to apply for the Part A Knowledge Examination.

1.3.1 Training: An applicant must provide documented proof of having attended and successfully completed training, as specified by the *electrical training ALLIANCE*, that has prepared the applicant for successful completion of the STE Part A Knowledge Examination. Successful completion of an *electrical training ALLIANCE* course, as specified by the *electrical training ALLIANCE*, which provides instructional material on specified learning objectives examined by the STE will be accepted as having prepared the applicant for successful completion of the Part A Knowledge Examination. Acceptable training will inform the trainee about the specific learning objectives that will be tested by the STE examination. Acceptable training courses for each STE will be specified by the *electrical training ALLIANCE* for each specific STE. An applicant's successful completion of training must be verified by the Host Organization.

See the Implementation Guide for each individual STE for specific details regarding the training requirements for that particular STE.

1.3.1.1 Alternate Training: Training Courses other than the ones specified by the *electrical training ALLIANCE* may be substituted for the training requirements specified, provided a detailed outline, complete copy of course materials, lab exercises, and a breakdown of learning objectives are provided to the *electrical training ALLIANCE* for review. The learning objectives for the course must be aligned with the learning objectives examined by the STE for which the individual is applying. Acceptable training will inform the trainee about the specific learning objectives that will be tested by the STE examination. Upon completion of the review by the *electrical training ALLIANCE*, the Host Organization will be notified if the course has been accepted.

1.3.2 Work Experience: An individual will also be considered prepared to sit for the Part A Knowledge Examination by documenting a minimum of 5 years practical work experience in the task elements examined by the STE. The Host Organization will determine the validity of an applicant’s work history and will maintain adequate documentation to substantiate such validity (see Section 1.6.1). It is the Host Organization’s responsibility to verify that the documentation submitted satisfies the requirements under this method of eligibility. An individual applying under this method will be supplied by the Host Organization with a copy of the learning objectives examined by the STE to ensure that the individual will be able to determine if they have the required knowledge for successfully completing the examination.

1.3.3 Other Methods:

1.3.3.1 IBEW Members: Members of any IBEW Local Union may attend any offered examination regardless of local union jurisdiction, provided the necessary eligibility requirements to sit for the examination are met and necessary documentation is provided to the Host Organization.

1.3.3.2 Non-IBEW Applicants: The Host Organization has the right to accept applications to take the Part A Knowledge Examination from applicants who are not within the IBEW organizational structure. The eligibility requirements for non-IBEW applicants to take the Part A Knowledge Examination shall be the same as the requirements for applicants within the IBEW organizational structure.

1.3.4 Multiple Test Offerings: An individual may not take the Part A Knowledge Examination for any one specific STE more than once within a thirty (30) day period if the previous examination was taken online nor once within a ninety (90) day period if the previous examination was taken as a paper-based exam.

All retesting attempts shall follow the schedule shown in the table below:

Previous Attempt	Next Attempt	Waiting Period
Online	Online	30 days
Online	Paper-Based	30 days
Paper-Based	Online	30 days
Paper-Based	Paper-Based	90 days
<p><i>Any attempts which DO NOT observe the above waiting periods will result in score forfeiture and subsequent attempts may not occur until a 90 day waiting period is observed from date of notification, regardless of testing format.</i></p>		

Third or subsequent attempts to pass the Part A Knowledge Examination shall be at the discretion of the *electrical training ALLIANCE* with approval from the EPRI STE Program Administrator following submittal of evidence of effective remediation (study, training, etc.). The simple passage of time shall not be considered reason to allow additional attempts.

1.3.5 Identification: A candidate must provide a government-issued photo identification (driver’s license, passport, military ID, etc.) on the day of the examination as proof of identification before taking the examination. Examination Proctors shall be instructed to disallow examination for any candidate reporting for examination without appropriate identification.

1.4 Part A Examination Proctor:

1.4.1. Scheduling Examination Proctors: The Examination Proctor will be supplied by and arranged by the Host Organization. If a Host Organization chooses not to supply an Examination Proctor for administration of the paper-based Part A Knowledge Examination, the *electrical training ALLIANCE* will contract and schedule an independent Examination Proctor. The *electrical training ALLIANCE* will invoice the Host Organization for any costs associated with contracting an independent Examination Proctor. Examination Proctors function as authorized representatives of the *electrical training ALLIANCE* in the administration of STE Part A Knowledge Examinations.

1.4.2 Examination Proctor Responsibilities:

1. Part A Examination Proctors are responsible for administering Part A Knowledge Examinations in accordance with all specific requirements dictated by the specific STE that is being administered. A Part A Examination Proctor Checklist document, attached as Appendix B to this Administration Guide, is to be used by all Examination Proctors as an in-hand check list for the administration of Part A Knowledge Examinations.
2. The administration of the Part A Knowledge Examination is restricted to a maximum allotted time as specified by each specific STE. The Examination Proctor is responsible for scheduling the examination session to allow for this maximum allotted time and to assure that the examination is delivered within this maximum allotted time frame. The Examination Proctor will inform the examinee of the allotted time before beginning the examination. The Host Organization will supply examinees with this information when they apply for the examination.

For the Paper-Based Part A Knowledge Examination:

3. The Examination Proctor will receive a test packet that will include the tests and the documents listed in Section 1.1.1 of this Administration Guide from the *electrical training ALLIANCE*, oversee the examination process, and return the examinations to the *electrical training ALLIANCE* for scoring, awarding of credentials, and record keeping.
4. The examinations will be sent in sealed envelopes bearing a Unique Identification Number (UID). A list of shipped test UIDs and expected delivery date will be sent to the Examination Proctor when the examinations are shipped.
 - a. It is the responsibility of the Examination Proctor to inform the *electrical training ALLIANCE* immediately regarding any examinations that were not received by the expected delivery date. It becomes the responsibility of the *electrical training ALLIANCE* to inform the EPRI STE Program Administrator of any such delivery issues, as detailed in Appendix A, Personnel Role Definitions and Responsibilities, Section 6.d.3.
 - b. It is the Examination Proctor's responsibility to return all examinations, used or unused, to the *electrical training ALLIANCE*.
5. At the conclusion of the examination session, the entire contents of the test packets, including the examination application forms, information release statements, examinations, Scantron answer sheets, and test question challenges, should be securely packaged and returned to the following address, using the prepaid return label that is supplied with the test packets:

electrical training ALLIANCE
ATTENTION: STE Certification Administrator
5001 Howerton Way, Suite N,
Bowie, MD 20715
email: STEcert@electricaltrainingalliance.org

6. If the examinations must be retained before or after the examination session or if the examinations must leave the Examination Proctor's sight for any reason, the Examination Proctor must ensure that they are stored in an approved secure manner, such as in a vault or locked file cabinet, closet, or drawer accessible to no one other than the Examination Proctor.
7. It is the Examination Proctor's responsibility to ensure that no other individuals have access to the examinations, whether complete or incomplete.
8. It is the Examination Proctor's responsibility to ensure that no unauthorized copies or photographic images of the examinations are produced or retained at the Host Organization or elsewhere.

9. If the Examination Proctor suspects that the security or integrity of an examination has been compromised (lost, stolen, copied, previewed, etc.) it is the Examination Proctor's responsibility to inform the Host Organization and the *electrical training ALLIANCE* immediately to determine whether revisions to the currently available examinations is warranted. It becomes the responsibility of the *electrical training ALLIANCE* to inform the EPRI STE Program Administrator of any such occurrence, as detailed in Appendix A, Personnel Role Definitions and Responsibilities, Section 6.d.3.

For the Online Part A Knowledge Examination:

10. Login usernames and passwords for the Online Testing System are to be maintained in a secure manner and are not to be shared by Examination Proctors with anyone. If the Examination Proctor suspects that the security of a username and/or password has been compromised, the Examination Proctor should inform the Host Organization and the *electrical training ALLIANCE* STE Certification Administrator immediately. It becomes the responsibility of the *electrical training ALLIANCE* to inform the EPRI STE Program Administrator of any such occurrence, as detailed in Appendix A, Personnel Role Definitions and Responsibilities, Section 6.d.3.
11. An Application for Test (Form 4.5, see Appendix D) must be completed by each examinee before beginning the examination. This form is to be returned to the *electrical training ALLIANCE* STE Certification Administrator along with the test results.
12. For any online examination requiring the use of a Resource Guide, the Resource Guide should be downloaded from the *electrical training ALLIANCE* approved Online Testing System, printed, and given to the examinee(s) before beginning the examination.

1.5 Part A Examination Fees

1.5.1 Examination Fee for Individuals: Individual examination participants may or may not be charged an examination fee as per Host Organization policy.

1.5.2 Certification Administration Fee: A fee may be assessed for individual enrollment in an online exam or for each paper-based examination that has been opened and returned to the *electrical training ALLIANCE*. Fees may be assessed at the time of examination or invoiced to the Host Organization. Contact the *electrical training ALLIANCE* for examination fees associated with specific STE examinations.

1.5.3 Examination Proctor Fee: If an independent contractor is used as an Examination Proctor, the contractor is paid a fee for services as agreed by the *electrical training ALLIANCE* and the independent contractor. The *electrical training ALLIANCE* will invoice the Host Organization for services rendered by an independent contractor for proctoring the examination for the Host Organization.

1.6 Part A Records Database

1.6.1 Host Organization Requirements: Host Organizations are required to maintain all records which are submitted to the Host Organization by individual examination applicants. Records submitted may consist of an applicant's training experience(s) and/or work history to satisfy the eligibility requirements for an individual to take the examination. Additional documents may be collected and maintained by the Host Organization to satisfy Part A Host Organization responsibilities, such as verifying a Part A certificant's renewal. Positive association of training, work experience, and evaluation records will be associated with a specific worker using the worker's last name and last five (5) digits of the worker's Social Security Number (SSN). The Host Organization may be asked to document the eligibility requirements of an individual during an *electrical training ALLIANCE* review. A review may be conducted at any time by an employee of or authorized representative of the *electrical training ALLIANCE*.

1.6.2 *electrical training ALLIANCE* Requirements:

1. The *electrical training ALLIANCE* will maintain a database showing the present status of all individuals who participated in the examination process.
2. A publicly viewable database will be maintained by the *electrical training ALLIANCE* via the *electrical training ALLIANCE* website at <http://www.electricaltrainingalliance.org>. The *electrical training ALLIANCE* website will be used to list individuals who have successfully completed the Part A Knowledge Examination.

3. Attachment of an examinee's signature to the Information Release Statement supplied with each paper-based Part A Knowledge Examination or any examinee's acceptance of the Release of Information Authorization before starting the online Part A Knowledge Examination grants rights to the *electrical training ALLIANCE* to post each successful examinee's name on the *electrical training ALLIANCE* craft certification website and on EPRI's Task Qualification Registry.

1.7 Part A Examination Revisions:

1.7.1 Revision Submissions: Examination revisions are created through the EPRI STE process and submitted by the *electrical training ALLIANCE* and other member organizations of the EPRI STE Program for EPRI's approval. All modifications to examination questions are submitted to EPRI for approval and updating of the STE master question database. The current database of all current STE tables of specification, question banks, and examination in use is maintained by the EPRI STE Program. The *electrical training ALLIANCE* is responsible to update Local Host Organizations with the most current examination revisions.

1.7.2 Communicating Changes: EPRI approved revisions to examination questions or EPRI approved revisions that affect the administration of Part A Knowledge Examinations will be communicated to Host Organizations in a timely manner in advance of required administration changes or the incorporation of such changes into currently supplied examinations.

1.8 Part A Certification Renewal

1.8.1 Host Organization Renewal: Host Organizations are not required to submit for renewal to offer the Part A Knowledge Examination. Additional specific requirements may be added to the Part A Host Organization responsibilities at any time. When additional requirements, not listed in this Administration Guide, are required of a Host Organization, the additional requirements will be specified at the time a Host Organization submits a Test Host Request Form. The *electrical training ALLIANCE* will coordinate with all Host Organizations, as soon as possible, of the need to change the Host Organization requirements.

1.8.2 Individual Renewal: Part A Individual certifications are awarded for an indefinite period of time. However, the *electrical training ALLIANCE* reserves the right to require renewal of individual Part A certifications for specific STEs when and if deemed necessary. Any required renewals will be indicated in the STE Implementation Guide for each specific STE. The renewal period for each specific STE Part A certification, if required, will be determined by the *electrical training ALLIANCE* based on an analysis of 1) the difficulty of the task, 2) the importance of the task to typical systems operation and systems and personnel safety, and 3) the typical frequency that a certificated individual may perform the task.

See the Implementation Guide for each individual STE for specific details regarding the renewal of an individual's Part A certification for that particular STE.

1.9 Part A Remediation

1.9.1 Host Organization Requirements: Host Organizations are encouraged to review the examination session reports supplied by the *electrical training ALLIANCE* that detail the performance of test participants. Reports can be reviewed to determine concentrated areas of subject matter needed for individuals to successfully complete Part A Knowledge Examinations. Training courses should be scheduled periodically by the Host Organization to provide a path for an applicant to have received instruction based upon the learning objectives tested for in the Part A Knowledge Examinations.

1.9.2 Examinee Requirements:

1. Examinees who were NOT successful in their first attempt at the Part A Knowledge Examination are encouraged to complete additional training within the minimum waiting period (see Section 1.3.4) between examination attempts. Individuals are encouraged to participate in training courses offered by or through the Host Organization.

2. Examinees who were NOT successful in their second and subsequent attempts at the Part A Knowledge Examination are REQUIRED to complete additional training within the minimum waiting period (see Section 1.3.4) between examination attempts. Individuals are encouraged to participate in training courses offered by or through the Host Organization. Individuals applying to take the Part A Knowledge Examination for their third and subsequent attempts must submit documentation of appropriate remedial study and training to the *electrical training ALLIANCE* along with their test application. Third and subsequent test attempts will be granted at the discretion of the *electrical training ALLIANCE* with approval from the EPRI STE Program Administrator following evaluation of an applicant's remedial study and training documentation.

1.9.3 High Failure Rates: The *electrical training ALLIANCE* will monitor for and should be informed by Host Organizations of failure rates for the Part A Knowledge Examination that are significantly higher than the rates that were established during the validation phase of the Part A Knowledge Examination implementation, as this indicates the need for a review and evaluation of the Part A Knowledge Examination and/or the Host Organization's training and/or examination procedures. The electrical training ALLIANCE shall inform the EPRI STE Program Administrator of all reported or detected cases of high failure rates, as detailed in Appendix A, Personnel Role Definitions and Responsibilities, Section A.2.c.10.

2.0 Part B Certification: Hands-On Performance Evaluation

2.1 Part B Performance Evaluation

2.1.1 Evaluation Format: The format for each specific Part B Performance Evaluation will be as follows:

1. The Part B Performance Evaluation is a performance-based assessment tool that may contain three different modes of evaluation: simulation, performance, and, in rare cases, discussion. Simulation steps are administered by having the examinee perform the steps that are task representative using similar processes, tools and/or equipment. Performance steps are administered by having the examinee actually perform the steps using the necessary tools and equipment. Discussion steps will be administered to the examinee by simply having the worker describe in detail how they would perform a task step or the entire task. The Performance Evaluator must adhere to the evaluation mode for each task element as described in the STE. For example, performance elements may not be simulated or discussed in lieu of actually performing the task.
2. Any individual meeting the requirements of Section 2.3 of this Administration Guide may apply with any affiliated Host Organization to attempt the Part B Performance Evaluation.
3. Before starting the Performance Evaluation, the Performance Evaluator will give the examinee ample time to review approved, appropriate tools and equipment, along with the applicable documentation (operator's manual, user's guide, etc.) necessary for performing the tasks.
4. The examinee is required to work independently and direct the performance evaluator or second person to assist with any task elements that may require a second hand. For example, the examinee may direct the evaluator or second person to hold the backing wrench while the examinee torques a bolt. Another example is the examinee directing a second person to be the tag line person during a rigging performance evaluation.
5. Performance Evaluators should become familiar with the evaluation instructions prior to the evaluation session and should communicate specific requirements clearly to the examinees. The instructions accompanying each specific STE may contain specific requirements expected of the examinee. For example, a participant may be asked to supply a pencil and or calculator for use in performing the task. See Section 1.1 of this Administration Guide for specific requirements and restrictions for the use of calculators.

2.1.2 Documentation: In addition to the actual task elements, the following documents will also be included in a Part B Performance Evaluation packet. It is the Performance Evaluator's responsibility to ensure that the evaluation participants understand the use of these documents and the specific instructions for their completion.

1. Performance Evaluator Instructions: This is a set of general instructions for administering and evaluating the Part B Performance Evaluation. The Performance Evaluator should become familiar with these instructions prior to administering the evaluation. These instructions will contain a scripted dialog that should be read to the evaluation participant immediately prior to beginning the evaluation. These scripted dialogs are designed to ensure that every evaluation participant receives equal instructions regarding the administration of the evaluation. It is important that these dialogs are read to each examinee exactly as written in the instructions. There are locations in the instructions for entering the allotted time for the evaluation and the start and stop times for the evaluation.
2. Pre-Job Brief: This document is to be used as a checklist by the Performance Evaluator to instruct the examinee in the proper completion of the evaluation.
3. Application for Test: This form contains blanks for entering information that is critical for tracking evaluation participants. This information is used by the *electrical training ALLIANCE* for delivering Part B credentials to successful evaluation participants. The Performance Evaluator should verify that all information requested on this form has been completed legibly by each evaluation participant before beginning the evaluation.

4. **Information Release Statement:** Successful evaluation participants will be recognized as STE Part B certificants. This form grants permission to publish the names of successful test participants on the *electrical training ALLIANCE* online roster and on EPRI's online Task Qualification Registry. This form must be completed and signed by the evaluation participant before his or her name can be published on either online roster. The Performance Evaluator will return this completed and signed form to the *electrical training ALLIANCE* along with the other documents included in the Part B Performance Evaluation packet. It becomes the responsibility of the *electrical training ALLIANCE* to forward a copy of the **Information Release Statement** for all successful Part B Performance Evaluation participants to the EPRI STE Program Administrator as detailed in Section A.6.d.12.f of Appendix A of this **Administration Guide**.
5. **Student Instructions:** This is a set of general instructions to evaluation participants for taking the Part B Performance Evaluation. The Performance Evaluator should ensure that each evaluation participant has read and understands the instructions before proceeding with the evaluation.
6. **Work Order:** This document will be issued to the examinee as a step-by-step guide to proper completion of the various tasks contained in the Standardized Task Evaluation.
7. **Part B Resource Guide:** If unique resources or references are needed for completing any of the tasks in the evaluation, they will be included in this **Resource Guide**. The Performance Evaluator should be sure that the examinee has been given a copy of this **Resource Guide**, if used with the specific STE Performance Evaluation.
8. **Evaluation Challenge Form:** This form is used to document any evaluation questions or procedures that the evaluation participants have a problem understanding or with which they may disagree. These challenges must be submitted at the time of the evaluation and must be submitted to the *electrical training ALLIANCE* for review along with the rest of the documents that are returned with the Part B Performance Evaluation packets. Evaluation challenges will not be reviewed if submitted at a later date. The Performance Evaluator should be sure that the evaluation participants understand how to complete these evaluation challenges, as detailed in Section 2.1.3.3.
9. **Task Completion Sign-Off Sheet:** This sheet, located within the STE, is used to verify and document that the Performance Evaluator has witnessed the evaluation participant correctly complete all task elements associated with the Part B Performance Evaluation and that the examinee agrees with the results. The Performance Evaluator will complete the information on this sheet and have the examinee sign the sheet. The Performance Evaluator will then sign the **Task Completion Sign-Off Sheet** and return it to the *electrical training ALLIANCE* along with the other documents included in the Part B Performance Evaluation packet. It becomes the responsibility of the *electrical training ALLIANCE* to forward a copy of the **Task Completion Sign-Off Sheet** for all successful Part B Performance Evaluation participants to the EPRI STE Program Administrator as detailed in Section A.6.d.12.f of Appendix A of this **Administration Guide**.

2.1.3 Scoring: The scoring criteria for each specific STE will be as follows:

1. The Part B Performance Evaluation is a pass/fail instrument. Scoring of the evaluation is performed by the Performance Evaluator. The standards by which acceptable answers, explanations, or performance are to be measured will be listed below each STE task element.
2. The Performance Evaluator must adhere to the mode of evaluation (simulation, performance, discussion) for each task element as described in the STE. For example, performance elements may not be simulated or discussed in lieu of actually performing the task.
3. A blank will follow each task element sub-step that should be marked as pass or fail by the Performance Evaluator to indicate successful completion of each step and to ensure that no steps are missed and the evaluation is fully administered.
4. A given step should be scored as "pass" only if the examinee has worked independently, directed any assistance needed without prompting, and all the listed criteria have been fully met. No partial credit will be given for having completed a portion of the required steps.
5. If at any point in the evaluation the examinee fails to successfully perform to the required standard, the evaluator shall stop the evaluation. The Performance Evaluator shall provide to the examinee the reason for failure, along with a post evaluation review. A "note and observation" box is provided below each task element to permit the recording of any comments that may help explain the rationale used by the evaluator for failing the participant under a given step.

6. The available time for performing the evaluation will be noted in the Performance Time Frame block, as applicable to each specific STE. The Performance Evaluator will clearly communicate the available time to the examinee prior to beginning the evaluation. When the performance section of the test is to begin, the Performance Evaluator will note the time the evaluation was started on the "START TIME" line and will inform the examinee that the evaluation has officially begun. When the test is completed, the Performance Evaluator will note the completion time on the "FINISH TIME" line and will inform the examinee that the evaluation is complete. The examinee must complete all required task steps within the allotted time to pass the evaluation. At the completion of the evaluation, the Performance Evaluator will notify the examinee whether he or she has passed or failed the evaluation.
7. A Management Representative of the Host Organization will ensure that all applicants are supplied with complete information about the scoring criteria and allotted time for the part B Performance Evaluation when they apply for the evaluation. The Part B Performance Evaluation instrument will contain instructions for the Performance Evaluator to discuss scoring criteria, the requirement for the examinee to work independently and direct all required activities, and allotted time information with the examinee before beginning the evaluation.
8. Upon completion of the evaluation, the Performance Evaluator should complete the information on the Task Completion Sign-Off Sheet (supplied by EPRI with each STE), verifying and documenting that the Performance Evaluator witnessed the examinee correctly complete all task elements associated with the STE Performance Evaluation. The Performance Evaluator should have the examinee sign the Task Completion Sign-Off Sheet, indicating that the examinee agrees with the evaluation results.
9. At the completion of the scheduled evaluation period, all evaluations (both successful and unsuccessful), including all documents listed in Section 2.1.2 of this Administration Guide, are to be returned to the *electrical training ALLIANCE*. Scores are not finalized and registered until the *electrical training ALLIANCE* has received the completed evaluations and has awarded certifications. The Information Release Statement (supplied by EPRI with each STE), signed by the examinee, and the Task Completion Sign-Off Sheet, signed by the Performance Evaluator and the examinee, for each successful evaluation will be forwarded by the *electrical training ALLIANCE* to the EPRI STE Program Coordinator, as specified in Section A.6.d.12.f of Appendix A in this Administration Guide, so that the successful examinee's name may be included in the online EPRI STE Task Qualification Registry.
10. Return evaluations and all documentation to:

electrical training ALLIANCE
 ATTENTION: STE Certification Administrator
 5001 Howerton Way, Suite N
 Bowie, MD 20715
 email: STEcert@electricaltrainingalliance.org

2.1.3.1 Successful Completion: A participant who has successfully completed the evaluation will be notified by the Performance Evaluator of the successful completion immediately following the evaluation. The participant will receive an *electrical training ALLIANCE* STE certification card upon which their name will be displayed. The certification card also contains the STE title, the individual's certification status (Part A and/or Part B), certification date, and the renewal dates for these respective certifications if applicable. Successful participants will have their names entered into the *electrical training ALLIANCE*'s online roster of successful evaluation participants and into EPRI's online Task Qualification Registry of successful evaluation participants. EPRI's Task Qualification Registry is for use by member utilities to verify supplemental worker qualifications and is not accessible by non-members, such as Host Organizations or individuals.

2.1.3.2 Unsuccessful Completion: A participant will be notified by the Performance Evaluator as soon as it becomes apparent to the Performance Evaluator that an unsuccessful completion is eminent. The Performance Evaluator will supply immediate feedback to the participant regarding unsatisfactory task performance elements. The Performance Evaluator should offer suggestions to the participant for study and/or practice exercises or on-the-job experiences to improve those elements. The participant will be allowed to repeat the Part B Hands-On Performance Evaluation after a minimum seven (7) day period of recommended remedial study and Practice, as appropriate for each specific STE.

2.1.3.3 Evaluation Challenges: Challenges of any of the performance task elements or processes may be submitted to the *electrical training ALLIANCE* for review. Challenges must be written and submitted to the Performance Evaluator at the completion of the Part B Performance Evaluation, on the same day the evaluation is administered. Challenges will not be accepted after the evaluation date. Evaluation challenges may be submitted directly to the *electrical training ALLIANCE* via the Blended Learning System Errata Submittal portal at www.blendedlearning.njatc.org.

2.1.4 Scheduling: To schedule an evaluation, a Host Organization must fill out and submit to the *electrical training ALLIANCE* a Test Session Request (Form 4.3, see Appendix D). Test dates must be requested a minimum of thirty (30) days in advance. Requested test dates that are less than thirty (30) days from the date that the Test Host Request Form is received by the *electrical training ALLIANCE* will not be approved. The evaluation date, location, and Host Organization contact information will be displayed for public viewing on the *electrical training ALLIANCE* website. A form may be copied from Appendix D of this Administration Guide or may be obtained by calling the *electrical training ALLIANCE* and requesting a form be sent to the sponsoring location. Test Session Requests should be submitted to:

electrical training ALLIANCE
ATTENTION: STE Request
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STerequest@electricaltrainingalliance.org
Phone: 301-715-2300

2.1.4.1 Evaluation Packets: The Host Organization, if currently approved to administer Part B Performance Evaluations (see Section 2.2), will receive Part B Performance Evaluation packets from the *electrical training ALLIANCE*. The packets will contain the STE Performance Evaluation and the documents listed in Section 2.1.2 of this Administration Guide. The Performance Evaluator assumes responsibility for the security of the evaluation packets (see Section 2.4.10) until their contents are returned to the *electrical training ALLIANCE*.

2.1.4.2 Administration by Appointment: Evaluations may be administered to applicants by the Host Organization “By Appointment Only”. Scheduling evaluations by appointment allows for multiple evaluations and participants based on an as-needed requirement by the Host Organization.

2.1.5 Americans with Disabilities Act (ADA) Issues: Administration of the Part B Performance Evaluation for individuals who have asked for accommodation(s) under the Americans with Disabilities Act (ADA) will adhere to the policies and procedures detailed in Sections 1.1.4 through 1.1.4.4 of this Administration Guide.

2.2 Part B Performance Evaluation Host Organizations

2.2.1 Host Organization Requirements: Any Local or Area-wide JATC, IBEW Local Union, or IBEW Signatory Contractor may act as a Host Organization and may schedule and administer a Part B Performance Evaluation at their respective facility, provided the requirements listed in Section 2.2 of this Administration Guide have been satisfied. A Part B Host Organization Application (Form 4.2, see Appendix D) must be submitted to and approved by the *electrical training ALLIANCE* prior to the administration of the first Part B Performance Evaluation.

1. Ample Space: Each Host Organization that desires to administer the Part B Performance Evaluation must have ample space for performance of the tasks associated with the hands-on evaluation, as dictated by each specific STE. Only one examinee will be tested at any testing station at any given time. The Performance Evaluator has the right to arrange any required equipment as he or she determines to allow for sufficient work space. The Performance Evaluator may administer and evaluation to only one single examinee at one time. Each examinee will be continually monitored by a Performance Evaluator. Multiple evaluations may be administered simultaneously at separate testing stations if there is ample space to prevent interference between evaluations and if each examinee is continually monitored by a separate Performance Evaluator.
2. Evaluation Location: The evaluation location will be suitable for and adequately accommodate any and all elements of the STE for the Part B Performance Evaluation.
3. ADA Access: The evaluation location shall provide easy access to candidates with special needs.

4. **Adequate Observation Space:** There must be adequate space for the Performance Evaluator to easily observe participants without interference or obstruction.
5. **Inspection:** Before each evaluation, the site must be inspected and found to be set up adequately and free of any safety, health, or environmental hazards such as poor lighting, tripping hazards, presence of live voltages or compressed gasses, etc. The Performance Evaluator should make every effort to mitigate all safety, health, and environmental hazards as much as possible before beginning the evaluation. The Performance Evaluator should discuss any possible task-related safety, health, or environmental hazard issues and all necessary precautions with the examinee before the task evaluation begins.
6. **Access Control:** The Performance Evaluator shall maintain access control of the evaluation site throughout the evaluation process, minimizing the possibility of interruptions and distractions or outside assistance to the examinee during the evaluation. The use of closed doors, flagging, rope, etc. to isolate the evaluation site is highly recommended. Posting of appropriate signage outside evaluation site entrances to help ensure privacy is required. Test participants and Examination Proctors should silence their cell phones during the examination.
7. **Facilities Resource Requirements:** Facilities must have present and available for use, all resources (tools, equipment, devices, supplies, consumables, etc.) designated and required by the specific STE being evaluated, as detailed in Section 3.0 of this Administration Guide.

2.2.2 Initial Evaluation Review: The *electrical training ALLIANCE* is required to administer an initial inspection, observation, and evaluation for the first Part B Performance Evaluation administered at every Host Organization. The review will be conducted by an employee of or authorized representative of the *electrical training ALLIANCE* who is recognized by the *electrical training ALLIANCE* as a Master Performance Evaluator for the specific STE the Host Organization is applying to administer. The initial review will be scheduled when the first Test Session Request (Form 4.3, see Appendix D) for a Part B Performance Evaluation session is submitted. The completion of and filing with the *electrical training ALLIANCE* of the forms in Appendix E of this Administration Guide will constitute the documentation of and the approval for the Host Organization to administer subsequent Part B Performance Evaluations for the specific STE(s) for which the review was conducted. The Host Organization is responsible for all expenses incurred by the initial evaluation review.

2.2.3 Periodic Review: In compliance with EPRI requirements, the *electrical training ALLIANCE* reserves the right to visit and inspect the evaluation facility of any Host Organization before, during, or after any Part B Performance Evaluation. The *electrical training ALLIANCE* will maintain a periodic review procedure to visit and evaluate randomly selected Host Organizations before, during, and after Part B Performance Evaluations. Any deficiencies or discrepancies found during a periodic review will be noted on the forms found in Appendix E of this Administration Guide and on a review summary prepared by the Master Performance Evaluator who performed the review. The Host Organization will receive a copy of all forms completed during the review and a copy of the Master Performance Evaluator's review summary. The Host Organization will not be authorized to administer subsequent Part B Performance Evaluations until all deficiencies and/or discrepancies have been corrected to the satisfaction of the Master Performance Evaluator who performed the review. The *electrical training ALLIANCE* reserves the right to schedule and re-evaluate any individual who has taken the Part B Performance Evaluation administered at any Host Organization.

2.2.4 Approved Performance Evaluator: There must be an approved Performance Evaluator, as detailed in Section 2.4 of this Administration Guide, for all Part B Performance Evaluations administered by a Host Organization.

2.3 Part B Participant Eligibility:

2.3.1 Individual Eligibility: A participant is eligible to take the Part B Performance Evaluation upon successful completion of the Part A Knowledge Examination. Failure to successfully complete the Part A Knowledge Examination will disqualify the examinee for taking the Part B Performance Evaluation. A participant who has successfully completed the Part A Knowledge Examination is not required to wait any period of time before taking the Part B Performance Evaluation. Individuals will apply for the Part B Performance Evaluation with the Local Host Organization. To ensure that the individual will be able to determine if they have the required knowledge and skills for successfully completing the evaluation, a Management Representative of the Host Organization will ensure that all applicants, at the time of applying for the Part B Performance Evaluation, receive copies of the Performance Enabling Objectives examined by the STE. This should be accomplished by supplying the examinee with a copy of the Performance Enabling Objectives for the STE for which he or she is applying. The examinee shall also receive information about the format of the Part B Performance Evaluation, including information regarding the allotted time and scoring criteria for the evaluation for which they are applying. The Part B Performance Evaluation instrument will contain instructions for the Performance Evaluator to discuss the evaluation format, allotted time, and scoring criteria to the examinee before beginning the evaluation.

NOTE: To improve an examinee's chances of successfully completing the Part B Performance Evaluation, the *electrical training ALLIANCE* strongly recommends that the examinee has 1) adequate field experience to have become proficient in, and/or 2) completed face-to-face, instructor-led, training in, performing the task(s) examined by the STE.

Other Methods:

2.3.1.1 IBEW Members: Members of any IBEW Local Union may attend any offered evaluation, regardless of jurisdiction, provided eligibility requirements to sit for the evaluation are met and necessary documentation is provided to the Host Organization.

2.3.1.2 Non-IBEW Applicants: The Host Organization has the right to accept applications to sit for the Part B Performance Evaluation from applicants who are not within the IBEW organizational structure. The eligibility requirements of non-IBEW applicants to sit for the Part B Performance Evaluation shall be the same as the eligibility requirements for applicants within the IBEW organizational structure.

2.3.2 Participant Identification: An evaluation candidate must provide a government-issued photo identification (driver's license, passport, military ID, etc.) on the day of the evaluation as proof of identification before becoming eligible to sit for the evaluation. Performance Evaluators shall be instructed to disallow evaluation for any candidate reporting for evaluation without appropriate identification.

2.4 Part B Performance Evaluator:

NOTE: Individuals applying for the authority to administer Part B Performance Evaluations must meet the requirements of Sections 2.4.1 through 2.4.10 below.

2.4.1 Evaluator Approval: All Performance Evaluators must be approved by the *electrical training ALLIANCE* for each specific STE administered. All Part B Performance Evaluators approved by the *electrical training ALLIANCE* shall function as authorized representatives of the *electrical training ALLIANCE* in the administration of Part B Performance Evaluations. To become approved by the *electrical training ALLIANCE*, the Performance Evaluator must meet the requirements as detailed in Sections 2.4.2 through 2.4.10 of this Administration Guide.

2.4.2 Selection and Qualifications: The Performance Evaluator will be chosen and recommended by the Host Organization. The Host Organization will supply to the *electrical training ALLIANCE* a letter signed by a Management Representative (training director, assistant training director, etc.) of the Host Organization attesting that the recommended Performance Evaluator is a person possessing qualities and traits that will ensure that the evaluator will administer evaluations with recognition of responsibilities, commitment to performance standards and quality, professionalism, maturity, judgment, integrity, a conservative approach to safety, industrial safety awareness, good communication and observation skills, and excellent technical knowledge and skills within the task tested by the specific STE for which the prospective Performance Evaluator is being recommended.

2.4.3 Part A Certification Requirement: The Performance Evaluator must have successfully completed the Part A Knowledge Examination for the specific STE for which he or she is being recommended.

2.4.4 Part B Certification Requirement: The Performance Evaluator must have successfully completed the Part B Performance Evaluation for the specific STE for which he or she is being recommended.

2.4.5 IBEW Training Requirement: The Performance Evaluator must have completed the *electrical training ALLIANCE STE Performance Evaluator Training Course* as instructed by either an employee of or authorized representative of the *electrical training ALLIANCE* who is recognized as a Master Performance Evaluator for the specific STE for which the Performance Evaluator candidate is seeking approval to administer. This training will be directed toward instructing the prospective Performance Evaluator in the proper administration of EPRI STE Performance Evaluations of the STE for which he or she is seeking Performance Evaluator status. Among other skills and knowledge, Performance Evaluator training will instruct the prospective Performance Evaluator in:

1. Proper Performance Evaluator traits, behaviors, attitudes, and actions
2. Avoidance of compromising the evaluation process
3. Remediation of equipment and/or process failures
4. Recognition of and disposition of safety hazards associated with the activity
5. Proper evaluation procedures and processes
6. Disposition of paperwork
7. STE-specific resource requirements
8. STE-specific task element attributes

2.4.6 NECA Training Requirement: The Performance Evaluator must have completed training as required by the National Electrical Contractors Association and as instructed by either an employee of or authorized representative of the *electrical training ALLIANCE*.

2.4.7 STE-Specific Training Requirement: Prospective Performance Evaluators will be trained in the correct administration of the specific STE that they are applying to administer. As a component of the STE-specific training, the prospective Performance Evaluator will have the opportunity to administer a practice evaluation of the specific STE that he or she is being trained to administer.

2.4.8 Training Assessment: The Performance Evaluator candidate must show his or her mastery of the knowledge and skills presented in the required *electrical training ALLIANCE STE Performance Evaluator Training Course* by successfully completing a Knowledge Examination and by administering a Performance Evaluation. The Knowledge Examination will be an appropriate knowledge assessment that has been prepared as an integral component of the training course. The examination will be graded by the Master Performance Evaluator and test results will be communicated to the prospective Performance Evaluator immediately following the grading. Individuals who successfully complete the Knowledge Examination by scoring 80 percent or greater will be allowed to progress to a Performance Evaluation Observation. Individuals who score less than 80 percent on the Knowledge Assessment will be required to repeat the *electrical training ALLIANCE STE Performance Evaluator Training Course* and associated Knowledge Examination.

2.4.9 Performance Evaluation Observation: After successful completion of the *electrical training ALLIANCE STE Performance Evaluator Training Course*, specific STE training, and successful Knowledge Examination, the prospective Performance Evaluator must be observed successfully administering and evaluating the actual entire Part B Hands-On Performance Evaluation for which he or she is seeking Performance Evaluator status. The prospective Performance Evaluator is expected to administer the evaluation with NO: 1) prompting, 2) coaching, 3) hinting, 4) interpretation of work instruction, 5) physical assistance, except as expressly directed by the worker, 6) tool or material selections, and 7) unsafe actions permitted. The prospective Performance Evaluator must be observed and graded as pass or fail, based on successful observation of the above seven points. The observation will be conducted by an employee of or authorized representative of the *electrical training ALLIANCE* who is recognized by the *electrical training ALLIANCE* as a Master Performance Evaluator for the specific STE being observed. This is normally the same Master Performance Evaluator who delivered the Performance Evaluator training. The observation should be documented using the Part B Performance Evaluator Renewal Observation/Evaluation (Form 4.6, see Appendix D).

2.4.9.1 Acceptable Performance Evaluation Observation: A participant who performs an acceptable observed Part B Performance Evaluation will be notified by the Master Performance Evaluator of the successful administration immediately following the observation. The participant will receive an *electrical training ALLIANCE* STE certification card upon which their name will be displayed. The certification card also contains the STE evaluation title, the individual's certification status (Part A, Part B, Performance Evaluator), certification date, and the renewal dates for these respective certifications where applicable. The Performance Evaluator certification is valid for a period of twenty four (24) months. Successful participants will have their names entered into the *electrical training ALLIANCE*'s online list of successful Performance Evaluators.

2.4.9.2 Unacceptable Performance Evaluation Observation: A participant who fails to successfully administer an observed Part B Performance Evaluation will be notified by the Master Performance Evaluator of the unacceptable administration immediately following the observation or at such a time that the Master Performance Evaluator recognizes that the administration is not acceptable. Participants who fail to administer an acceptable observed Part B Performance Evaluation will be required to repeat IBEW and NECA training and assessment as detailed in Sections 2.4.5 through 2.4.8 before attempting another observed Part B Performance Evaluation administration.

2.4.10 Responsibilities: Part B Performance Evaluator responsibilities, which help ensure the security and consistent administration of Part B Performance Evaluations, will include, but shall not necessarily be limited to, the following:

1. Part B Performance Evaluators share the same responsibilities toward the security of the Part B Performance Evaluation instruments that Part A Examination Proctors have toward the security of the Part A Knowledge Examination instruments. To ensure the security of Part B Performance Evaluation instruments, Part B Performance Evaluators will be familiar with and will apply the requirements of Section 1.4.2 of this Administration Guide in the handling of Part B Performance Evaluation instruments.
2. Part B Performance Evaluators are responsible for administering and evaluating Part B Performance Evaluations in accordance with the standards, requirements, and recommendations set forth in this Administration Guide. To that end, a Management Representative of the Host Organization shall ensure that every Performance Evaluator is given a copy of this Administration Guide and instructed to be familiar with and comply with all requirements contained herein.
3. Part B Performance Evaluators will use the Part B Performance Evaluator Checklist document, found in Appendix C of this Administration Guide, as an in-hand check list for the administration of all Part B Performance Evaluations.
4. Part B Performance Evaluators are responsible for administering and evaluating Part B Performance Evaluations in accordance with all specific requirements dictated by the specific STE that is being administered.

2.5 Part B Evaluation Fees

2.5.1 Evaluation Fee for Individuals: Individuals may or may not be charged an evaluation fee as per Host Organization policy.

2.5.2 Certification Administration Fee: For each Part B Performance Evaluation packet returned to the *electrical training ALLIANCE* that has been opened, a fee as specified by the *electrical training ALLIANCE* will be assessed. The Host Organization will be invoiced for all opened evaluations that have been returned to the *electrical training ALLIANCE*.

2.5.3 Performance Evaluator Training and Testing Fee: Any required fees due to the *electrical training ALLIANCE* for Performance Evaluator training and testing will be announced by the *electrical training ALLIANCE* for each specific Performance Evaluator training and testing session scheduled by the *electrical training ALLIANCE*.

2.6 Part B Records Database

2.6.1 Host Organization Requirements: Host Organizations are required to maintain all records which are submitted by examinees to the Host Organization. Records for the Part B Performance Evaluation should include appropriate eligibility requirements to sit for the Part B Performance Evaluation. Records are to be permanently maintained and updated. Positive association of training, work experience, and evaluation records will be associated with a specific worker using the worker's last name and last five (5) digits of the worker's Social Security Number (SSN). During a review procedure, the Host Organization may be asked to provide the documentation used to qualify an individual for the Part B Performance Evaluation. If a review is conducted, it will be performed by an employee of or an authorized representative of the *electrical training ALLIANCE*.

2.6.2 *electrical training ALLIANCE* Requirements: The *electrical training ALLIANCE* will maintain a database showing the present status of all individuals who have participated in the evaluation process. A publicly viewable database listing those individuals who have successfully completed a Part B Performance Evaluation will be maintained by the *electrical training ALLIANCE* at:

<http://www.electricaltrainingalliance.org/training/certifications>.

2.7 Part B Evaluation Revisions:

2.7.1 Revision Submissions: Part B Performance Evaluation revisions are created through the EPRI STE process and submitted by the *electrical training ALLIANCE* and other member organizations of the EPRI STE Program for EPRI's approval. All evaluation revisions are submitted to EPRI for approval and adoption into the STE master evaluation database. EPRI maintains a copy of the current evaluation in use by the *electrical training ALLIANCE* and other EPRI member organizations. The *electrical training ALLIANCE* is responsible to update Local Host Organizations with the most current evaluation revisions in a timely manner. EPRI approved revisions to Part B Performance Evaluations or EPRI approved revisions that affect the administration of Part B Performance Evaluations will be communicated by the *electrical training ALLIANCE* to Host Organizations in a timely manner in advance of required administration changes or the incorporation of such changes into currently supplied performance evaluations.

2.7.2 Required Resource Revisions: If different or additional tools, devices, or equipment are incorporated into the EPRI approved revisions for any specific STE evaluation procedure, the *electrical training ALLIANCE* shall notify all Host Organizations in advance of adopting the new revision. A Management Representative of the Host Organization will be responsible for updating the Host Organization requirements and providing all necessary documentation requests to the *electrical training ALLIANCE*. Additional Performance Evaluator training in the proper use of any additional EPRI approved tools devices, or equipment may be required as determined by the *electrical training ALLIANCE*.

2.8 Part B Certification Renewal

2.8.1 Host Organization Renewal:

2.8.1.1 Certification Period: Host Organizations will be certified to deliver specific Standardized Task Evaluations for a period of three years or a period concurrent with specific requirements (renewal, replacement, calibration, etc.) for any tools, equipment, devices, etc. required for specific Standardized Task Evaluations, whichever period is shorter.

2.8.1.2 Performance Evaluator Verification: To qualify for a recertification period, a Host Organization must submit Part B Performance Evaluator Verification (Form 4.4, see Appendix D) completed and signed by the Part B Performance Evaluator and by a designated Management Representative of the Host Organization, verifying that the Part B Performance Evaluator is currently responsible for administration of the Part B Evaluations for specified Standardized Task Evaluations at the named Host Organization. A minimum of one verification form is required per Host Organization for each specific Standardized Task Evaluation offered by the Host Organization and for each recertification period. Additional forms should be submitted for all currently certified Part B Performance Evaluators who are actively administering Part B Performance Evaluations at the Host Organization.

2.8.1.3 Special Equipment: If a specific Standardized Task Evaluation requires the use of special tools, equipment, devices, etc. that pose a required period of maintenance, renewal, replacement, calibration, etc., it is the responsibility of a Management Representative of the Host Organization to ensure that such maintenance, renewal, replacement, calibration, etc. is properly documented, with copies of the documentation supplied to the *electrical training ALLIANCE* concurrent with the renewal period requirements for each Standardized Task Evaluation offered by the Host Organization. The requirement for specific tools, equipment, devices, etc. for specific Standardized Task Evaluations will be documented within each specific Standardized Task Evaluation.

2.8.1.4 Current Documentation: Current copies of required documentation for specific Standardized Task Evaluations and Part B Performance Evaluator Verification Forms must be on file with the *electrical training ALLIANCE* before a Host Organization will be recertified and before Test Session Request Forms will be honored.

2.8.1.5 Additional Requirements: When additional requirements not listed in this Administration Guide or in any specific STE are required of Host Organizations, the additional requirements will be specified by the *electrical training ALLIANCE* and will be clearly communicated to the Host Organizations.

2.8.1.6 Evaluation Revisions: If and when EPRI approved revisions or additions are made to any Standardized Task Evaluation, the *electrical training ALLIANCE* will coordinate with the Host Organizations an acceptable time period to transfer between administering the existing Part B Performance Evaluation and any EPRI approved revised Part B Performance Evaluation.

2.8.2 Individual Renewal: Part B Individual certifications are awarded for an indefinite period of time. However, the *electrical training ALLIANCE* reserves the right to require renewal of individual Part B certifications for specific STEs when and if deemed necessary. Any required renewals will be indicated in the STE Implementation Guide for each individual STE. The renewal period for each specific STE Part B certification, if required, will be determined by the *electrical training ALLIANCE* based on an analysis of: 1) the difficulty of the task, 2) the importance of the task to typical systems operation and systems and personnel safety, and 3) the typical frequency that a certificated individual may perform the task.

See the Implementation Guide for each individual STE for specific details regarding the renewal of individual Part B certifications for that particular STE.

2.8.3 Part B Performance Evaluator Renewal:

2.8.3.1 Biennial Renewal: Performance Evaluator certifications must be renewed on a biennial basis. The renewal date for each individual Performance Evaluator certification shall be twenty four (24) months from the last certification date. To qualify for renewal, a Performance Evaluator must have satisfied the following requirements within their current Performance Evaluator Certification period:

1. Training Review and Assessment:
The Performance Evaluator must have completed the online STE Performance Evaluator Training Review and Assessment as delivered through the *electrical training ALLIANCE*'s Blended Learning Website.
2. Part B Administration Observation/Evaluation:
The Performance Evaluator must have been observed and evaluated as having successfully administered an actual Part B Performance Evaluation.
 - a. This observation/evaluation shall be documented using Part B Performance Evaluator Renewal Observation (Form 4.6, see Appendix D), which shall be forwarded to the STE Certification Administrator at the *electrical training ALLIANCE*.
 - b. This observation may be made by an employee of or an authorized representative of the *electrical training ALLIANCE* who is recognized by the *electrical training ALLIANCE* as a Master Performance Evaluator or by a designated Management Representative (training director, assistant director, etc.) of the Host Organization who meets the requirements of Section 2.8.3.1(2)(c) below.

- c. If this observation/evaluation is completed by a designated Management Representative of the Host Organization, that representative shall have been trained to observe and evaluate the successful administration of a Part B Performance Evaluation by having successfully completed the *electrical training ALLIANCE* Performance Evaluator Training Course and any required NECA training as instructed by an employee of or authorized representative of the *electrical training ALLIANCE*. The Management Representative must have either completed this initial training or must have completed the *electrical training ALLIANCE*'s online STE Performance Evaluator Training Review and Assessment within a twenty four (24) month period of performing the observation/evaluation.

2.8.3.1.1 Expired Certification: A Performance Evaluator who has not satisfied the requirements outlined in Section 2.8.3.1 will not be eligible to have their Performance Evaluator certification renewed. A Performance Evaluator who has allowed their Performance Evaluator certification to expire must satisfy the requirements detailed in Sections 2.4.3 through 2.4.9 of this Administration Guide before being approved to administer and evaluate a Part B Performance Evaluation.

2.8.3.2 Other Determinations: Performance Evaluator certifications may also be required to be updated when determined by the *electrical training ALLIANCE*. The *electrical training ALLIANCE* reserves the right to request a periodic random observation of any Performance Evaluator administering the Part B Performance Evaluation.

Any questions about Host Organization or Part B Performance Evaluator renewal and all documentation required for Host Organization and Part B Performance Evaluator renewal, as detailed in Sections 2.8.1 and 2.8.3 of this Administration Guide, should be directed to:

electrical training ALLIANCE
ATTENTION: STE Facilities Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEfacility@electricaltrainingalliance.org
Phone: 301-715-2300

2.9 Part B Remediation

2.9.1 Performance Evaluator Requirements: Performance Evaluators are encouraged to review the evaluation process and results with the individual examinees at the completion or termination of a Part B Performance Evaluation. The review will help the individual improve his or her skills in areas needing improvement. This is especially important for those individuals who may not have successfully completed the Part B Performance Evaluation. Host Organizations are encouraged to review and adjust training courses to reflect needed performance criteria to satisfy the evaluation requirements.

2.9.2 Individual Requirements: An unsuccessful Part B applicant can retake the Part B evaluation after a minimum seven (7) day period of recommended remedial study and practice as appropriate for each specific STE. Part B evaluation participants who were NOT successful on their first (1st) attempt are encouraged to attend additional training that addresses Correctional Performance Steps. Part B evaluation participants who were NOT successful on their second (2nd) or subsequent attempts are REQUIRED to attend additional training that addresses correctional performance steps. Individuals are encouraged to participate in training courses offered by or through the Host Organization. Third (3rd) or subsequent attempts to successfully complete the Part B Performance Evaluation shall be at the discretion of the *electrical training ALLIANCE* following submittal of evidence of effective remediation (training, lab practice, etc.) and approval from the EPRI STE Program Administrator. The simple passage of time shall not be considered reason to allow additional attempt(s).

2.9.3 High Failure Rates: The *electrical training ALLIANCE* will monitor for and should be informed by Host Organizations of failure rates for the Part B Performance Evaluations that are significantly higher than the rates that were established during the validation phase of the Part B Performance Evaluation implementation, as this indicates the need for a review and evaluation of the EPRI STE Performance Evaluations and/or the Host Organization's training and/or evaluation procedures. The *electrical training ALLIANCE* shall inform the EPRI STE Program Administrator of all reported or detected cases of high failure rates, as detailed in Appendix A, Personnel Role Definitions and Responsibilities, Section A.2.c.10.

2.9.4 Unsatisfactory Job Performance: The Host Organization shall request from the referring organization (usually the IBEW local union) to be informed of any unsatisfactory job performance by a worker who was referred to a job requiring an STE Task Certification. When it comes to the knowledge of the Host Organization that an individual possessing a Part B Certification has been terminated from a job, has been reassigned to another job, has created an unacceptable event, or has performed a job unsatisfactorily because of his or her inability to effectively perform any of the tasks specifically tested for on the Part B Performance Evaluation, the Host Organization shall require that individual to recertify by testing at the Part B level before accepting another job referral requiring an STE Task Certification. This job referral requirement shall be coordinated by a Management Representative of the Host Organization with a Management Representative of the referring organization. The Host Organization shall document the worker's name and last five (5) digits of the worker's SSN, date and location of the termination, referring organization, specific worker qualification in question, and specific point of the issue that led to the unacceptable performance. A Management Representative of the Host Organization shall inform the *electrical training ALLIANCE* of any such incident, as this could indicate the need for an *electrical training ALLIANCE* review of the EPRI STE Performance Evaluation and/or the Host Organization's evaluation and certification procedures. An Alternate STE Coordinator for the *electrical training ALLIANCE* shall notify the EPRI STE Program Administrator of any such incident, as detailed in Appendix A, Section A.2.c.11 of this Administration Guide.

3.0 Host Organization Resource Requirements

- 3.1 Required Resources:** Individual Standardized Task Evaluations may require the use of specific resources (tools, equipment, devices, supplies, consumables, etc.) in the completion of the Part B Performance Evaluation. If there are specific resource requirements, the *electrical training ALLIANCE* will specify and standardize the required resources in the STE Implementation Guide for each specific STE. If the STE is not specific on the type, model, etc. of equipment needed (e.g. Fluke –vs- Craftsman multi-meter), the *electrical training ALLIANCE* reserves the right to designate the specific equipment allowed in administration of the Part B Performance Evaluation. Some STEs may require the worker to select the proper tool, equipment, device, etc. to perform a given task. In these cases, having a selection of differing tools to choose from, some placed in the selection as plausible distracters, is required.
- 3.2 Host Organization Responsibilities:** It is the responsibility of the Host Organization to supply any required items for the Part B Performance Evaluations and, when required, to provide documentation to the *electrical training ALLIANCE* that such required resources have been procured. It is recommended that the Host Organization have available a reasonable reserve supply of required resources to be used in the event of tool, equipment, or device malfunction during the administration of a Part B Performance Evaluation. This recommendation may circumvent the necessity of curtailing and rescheduling a Part B Performance Evaluation in the event of such a malfunction.
- 3.3 Required Service:** When specific resources may require initial and/or periodic inspection, revision, repair, calibration, or other such services as detailed in the STE Implementation Guide, it is the Host Organization's responsibility to provide documentation to the *electrical training ALLIANCE* that such required service has been performed.

See the Implementation Guide for each individual STE for specific details regarding the Host Organization Resource Requirements for that particular STE.

Further questions regarding resource requirements, Host Organization responsibilities, or service requirements for any specific STE administered through the electrical training ALLIANCE should be addressed to:

electrical training ALLIANCE
ATTENTION: STE Facilities Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEfacility@electricaltrainingalliance.org
Phone: 301-715-2300

Appendix A

Personnel Role Definitions and Responsibilities

electrical training ALLIANCE
Standardized Task Evaluation Program
Personnel Role Definitions and Responsibilities

This document provides guidance and detail for the implementation and use of the Electric Power Research Institute's (EPRI's) Standardized Task Evaluation (STE) tools for the *electrical training ALLIANCE* and Local Host Organizations in compliance with the EPRI Administration Protocol for Portable Practicals (AP3) program.

The *electrical training ALLIANCE* and affiliated Local Host Organizations are committed to providing assurances that supplemental workers supplied to EPRI member utilities are knowledgeable and skilled in the performance of the specific tasks to which they will be assigned as independent workers. The *electrical training ALLIANCE*'s and Local Host Organizations' administration of the *electrical training ALLIANCE* Standardized Task Evaluation Program will provide objective, credible evidence to show that independent IBEW workers have been evaluated to meet the standards established through the EPRI STE Program. To ensure compliance to these standards, the *electrical training ALLIANCE* and Local Host Organizations will designate the following personnel for the administration of the *electrical training ALLIANCE* Standardized Task Evaluation Program. The defined roles and responsibilities in implementation and administration of the *electrical training ALLIANCE* Standardized Task Evaluation Program shall be as follows:

A. PERSONNEL REPRESENTING THE ELECTRICAL TRAINING ALLIANCE

1. Primary STE Coordinator

- a. The Primary STE Coordinator shall be the Executive Director of the *electrical training ALLIANCE* or other training management official as designated by the leadership of the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA).
- b. The Primary STE Coordinator shall be the primary contact between the *electrical training ALLIANCE* and the EPRI STE Program Administrator.
- c. The duties and responsibilities of the Primary STE Coordinator, whether through personal action or through responsible and appropriate delegation, shall include, but shall not necessarily be limited to, the following:
 1. Appoint up to four (4) Alternate STE Coordinators who may share the duties and responsibilities of the Primary STE Coordinator.
 2. Provide participants to the EPRI STE quarterly working group sessions to assist with development, revision, and maintenance of STEs.
 3. Provide representation for the *electrical training ALLIANCE* at EPRI STE Steering Committee Meetings.
 4. Appoint one (1) or more Master Performance Evaluators for the administration of Part B Performance Evaluator training and testing for each STE implemented by the *electrical training ALLIANCE* Standardized Task Evaluation Program.
 5. Appoint a STE Certification Administrator for administration of STE testing materials and certification credentials.
 6. Appoint a STE Facilities Administrator for administration of Local Host Organization eligibility requirements.
 7. Disseminate necessary information from the EPRI STE Program Administrator to appropriate personnel as needed.
 8. Coordinate substantive changes to the *electrical training ALLIANCE* STE Program between EPRI, for initial approval, and *electrical training ALLIANCE* and Host Organization personnel, for implementation. This coordination shall include changes to the administration of the program that impact EPRI AP3 protocols that have been established for the implementation of this program at both the national and the local level.

2. Alternate STE Coordinator

- a. Up to four (4) Alternate STE Coordinators may be appointed by the Primary STE Coordinator.
- b. An Alternate STE Coordinator shall be either an employee of or an authorized representative of the *electrical training ALLIANCE*.
- c. The duties and responsibilities of an Alternate STE Coordinator shall include, but shall not necessarily be limited to, the following:
 1. Access STE Test Bank and Task Qualification Registry as required
 2. Ensure all test items released are maintained IAW EPRI STE and the *electrical training ALLIANCE* test security procedures and instructions.
 3. Ensure all information from the EPRI STE Test Qualification Registry (TQR) is maintained in accordance with EPRI STE and the *electrical training ALLIANCE* test security procedures and instructions.
 4. Ensure that the *electrical training ALLIANCE* STE Program follows and adheres to the guidance set forth in the EPRI Standardized Task Evaluation Test Bank User's Group Charter and Guidelines.
 5. Ensure that any and all information obtained by accessing the EPRI Standardized Task Evaluation Test Bank, Task Qualification Registry, and Online Testing System is used solely for the benefit of the *electrical training ALLIANCE* and its Local Host Organizations.
 6. Identify the need for and implement the development of new STEs as required for the electrical construction industry.
 7. Develop and administer training and testing to approve and authorize Part A Examination Proctors.
 8. Develop and administer training and testing to approve and authorize Part B Master Test Evaluators.
 9. Develop and administer training and testing to approve and authorize Part B Performance Evaluation Management Observers.
 10. Download current versions of the Part A Knowledge Examinations with applicable Resource files and Part B Performance Evaluations from the EPRI STE Online Testing System Test Bank at www.ste.epri.com. Forward hard copies of Part A Knowledge Examinations and Part B Performance Evaluations to the STE Certification Administrator for copying and distribution.
 11. Monitor the STE Test Results Database and analyze cause(s) of detected or reported high Part A Knowledge Examination and Part B Performance Evaluation failure rates. Offer remedial recommendations to the Host Organization when testing and evaluation administration processes are determined to be at fault. Report any high failure rates to the EPRI STE Program Administrator at epri.ste@epri.com.
 12. Monitor the STE Test Results Database and LMS Errata System to Analyze cause(s) of detected or reported inadequate job performance, as defined in Section 2.9.4 of this Administration Guide. Offer remedial recommendations to the Host Organization and/or to the STE Working Group Member(s). Notify the EPRI STE Program Coordinator at epri.ste@epri.com of any such reports.
 13. Evaluate proposed substantive changes to the administration of Part A Knowledge Examinations and/or Part B Performance Evaluations. Any such proposed changes shall be approved by the Primary STE Coordinator before being submitted to the EPRI STE Program Administrator for review and approval. All approved changes shall be communicated to the Host Organizations in a timely manner.

3. STE Steering Committee Member

- a. One or more Steering Committee Members shall be appointed by the Primary STE Coordinator.
- b. A Steering Committee Member shall be either an employee of or an authorized representative of the *electrical training ALLIANCE*.
- c. The duties and responsibilities of a Steering Committee Member shall include, but shall not necessarily be limited to, the following:
 1. Participate in periodic EPRI STE Steering Committee meetings.
 2. Provide guidance and recommended future purpose and direction of the EPRI STE Program.

4. STE Working Group Member

- a. One or more Working Group Members shall be appointed by the Primary STE Coordinator.
- b. A Working Group Member shall be either an employee of or an authorized representative of the *electrical training ALLIANCE*.
- c. A Working Group Member shall be a recognized subject matter expert in one or more of the fields of knowledge tested by the STEs.
- d. The duties and responsibilities of a Working Group Member shall include, but shall not necessarily be limited to, the following:
 1. Participate in quarterly EPRI STE Working Group sessions.
 2. Develop and review new STEs, in accordance with the approved STE process.
 3. Develop implementation scenarios for administration of new and existing Part B Performance Evaluations.
 4. Maintain and revise existing STEs as required by EPRI, the electrical construction industry, and other STE program members.

5. Master STE Performance Evaluator

- a. One or more Master Performance Evaluators shall be appointed by the Primary STE Coordinator.
- b. Multiple Master Performance Evaluators for individual STEs may be appointed by the Primary STE Coordinator to accommodate the administration of the duties outlined in Section 5.h of this Appendix.
- c. A Master Performance Evaluator shall be either an employee of or an authorized representative of the *electrical training ALLIANCE*.
- d. A Master Performance Evaluator must be a person possessing qualities and traits that will ensure that he or she will administer evaluations with recognition of responsibilities; commitment to performance standards and quality, professionalism, maturity, judgment, and integrity; a conservative approach to safety; industrial safety awareness; good communication and observation skills; and excellent technical knowledge and skills within the task tested by the specific STE for which the prospective Master Performance Evaluator is being considered, as ascertained through personal acquaintance with the Primary STE Coordinator or as verified by anyone recommending a prospective Master Test Evaluator to the Primary STE Coordinator.
- e. A Master Performance Evaluator must have successfully completed the Part A Knowledge Examination and the Part B Performance Evaluation for the STE for which he or she is being appointed.
- f. A Master Performance Evaluator must show that he or she is recognized as a Subject Matter Expert (SME) in the task area tested by the specific STE for which the he or she is being appointed by having accomplished one or more of the following:
 1. Currently approved and credentialed as a Performance Evaluator for the specific STE for which the individual is being appointed as a Master Performance Evaluator.
 2. Currently approved and credentialed from an industry recognized independent testing and credentialing authority as an individual possessing the related technical knowledge and skills required for the specific STE certification for which the individual is being appointed as a Master Performance Evaluator.

An example of this knowledge and skills relationship would be an individual who is recognized by the Instrument Society of America (ISA) as a Level III Certified Control Systems Technician (CCST-III) or by the National Institute for Certification in Engineering Technologies (NICET) as a Level IV Industrial Instrumentation Technician and who is being appointed as a Master Performance Evaluator for the EPRI Maintain and Calibrate General Instrumentation STE (IC04.01).

3. Observed as having successfully administered a Part B Performance Evaluation for the STE for which the individual is being appointed as a Master Performance Evaluator. The individual shall have been observed by a Master Performance Evaluator for any of the existing STEs and shall have been recognized as having administered the STE Performance Evaluation in accordance with all best practices recognized and established by EPRI STE standards, policies, and procedures.

4. Having accomplished either of the following:
 - a. Demonstrated superior knowledge and skill in the task area tested by the STE by having taught classes in the subject matter and/or by having written about and/or developed curriculum for the subject matter tested by the STE.
 - b. Demonstrated superior knowledge and skill in the task area tested by the STE by having supervised other individuals performing the task(s) in a job setting.

Although not recognized on their own as necessarily establishing an individual's status as an SME, these accomplishments, when coupled with any of the accomplishments listed in 1-3 above, could contribute significantly toward establishing an individual's status as an SME.

- g. A Master Performance Evaluator shall have successfully completed the electrical training ALLIANCE STE Performance Evaluator Training Course and any required NECA training as instructed by an employee of or authorized representative of the *electrical training ALLIANCE*. Among other skills and knowledge, Performance Evaluator training will instruct the prospective Master Performance Evaluator in:
 1. Proper test Performance Evaluator traits, behaviors, attitudes, and actions
 2. Avoidance of compromising the evaluation process
 3. Remediation of equipment and/or process failures
 4. Recognition of and disposition of safety hazards associated with the activity
 5. Proper evaluation procedures and processes
 6. Disposition of paperwork
- h. The duties and responsibilities of the Master Performance Evaluator shall include, but shall not necessarily be limited to, the following:
 1. Perform initial site evaluations to establish the suitability of Host Organizations to administer Part B Performance Evaluations.
 2. Ensure that all appropriate site evaluation documentation is forwarded to the STE Facilities Administrator.
 3. Deliver *electrical training ALLIANCE* STE Program training and testing for Part B Performance Evaluators.
 4. Administer Part B Performance Evaluations for certification of Part B Performance Evaluators.
 5. Ensure that all appropriate Part B Performance Evaluator training and testing documentation is forwarded to the STE Certification Administrator.
 6. Administer periodic site reviews of Host Organization STE program administration, including Part B Performance Evaluations.
 7. Ensure that all appropriate periodic site review documentation is forwarded to the STE Facilities Administrator.
 8. Participate in gap analyses comparing the STE task analysis to site qualification objectives to determine suitability of specific STEs for specific site qualification purposes.
 9. Offer consultation to the *electrical training ALLIANCE* toward aligning training objectives with STE task analyses.
 10. Evaluate Part A Knowledge Examination Test Question Challenges and Part B Performance Evaluation Examinee Feedback. Forward all Test Question Challenges and Examinee Feedback to the EPRI STE Program Administrator at epri.ste@epri.org.
 11. Evaluate possible required equipment revisions and substitutions for Part B Performance Evaluations. Notify the STE Facilities Administrator of required revisions.

See the flow chart at the end of this appendix for a visual representation of the organization and functions of Master Performance Evaluators.

6. STE Certification Administrator

- a. The STE Certification Administrator shall be appointed by the Primary STE Coordinator.
- b. The STE Certification Administrator shall be an employee of the *electrical training ALLIANCE*.
- c. One or more individuals may be assigned as assistants to function under the direct supervision of the STE Certification Administrator.

- d. The duties and responsibilities of the STE Certification Administrator shall include, but shall not necessarily be limited to, the following:
 1. Receive current revisions of Part A Knowledge Examinations and Part B Performance Evaluations from the Primary or Alternate STE Coordinator and maintain them in an approved secure manner, such as in a vault or locked file cabinet, closet, or drawer accessible to no one other than the STE Certification Administrator.
 2. Prepare copies of paper-based Part A Knowledge Examinations and Part B Performance Evaluations for distribution and maintain in an approved secure manner.
 - a. Individual copies will be collated into a sealed envelope along with a Test Application Form, Information Release Statement, Test Question Challenge Form, prepaid return address label, and for Part A Knowledge Examinations only, a Scantron Answer Sheet.
 - b. Each test envelope will be assigned a Unique Identification Number (UID) and stored in an approved secure manner before shipping.
 3. Any originals or copies of Part A Knowledge Examinations or Part B Performance Evaluations that are unaccounted for should be reported immediately to the Primary STE Coordinator and to the EPRI STE Program Administrator at: *epri@epri.com*
 4. Receive Test Host Request forms (Form 4.1, see Appendix D) from Host Organizations.
 5. Verify through the STE Facilities Administrator that the requesting Host Organizations are currently authorized to deliver the STE tests. Any Host Organizations submitting Test Host Request Forms that are found to be not currently authorized to administer Part A Knowledge Examinations and/or Part B Performance Evaluations shall be required to obtain initial authorization or reauthorization from the *electrical training ALLIANCE* as coordinated through the STE Facilities Administrator before approved test session dates are established.
 6. For Host Organizations that are currently authorized to administer Part A Knowledge Examinations and/or Part B Performance Evaluations, establish an approved test session date(s), which shall be no less than thirty (30) days from the receipt of the Test Host Request Form.
 7. Publish approved test session dates to the *electrical training ALLIANCE* website at:

<http://www.electricaltrainingalliance.org/training/certifications>

8. Arrange Examination Proctors for Part A Knowledge Examination sessions at Host Organizations where an Examination Proctor is not supplied by the Host Organization. Approved contract Examination Proctors will be arranged through:

*National Inspection, Testing and Certification Corporation
501 Shatto Place, Suite 201
Los Angeles, California 90020-1713
Telephone: 877-457-6482
Fax: (213) 382-2501
Email: certquestions@nationalitc.com*

9. Coordinate secure, traceable shipment of test materials.
 - a. Paper-based Part A Knowledge Examinations are shipped to the approved NITC Examination Proctor or to the approved Examination Proctor for the Host Organization.
 - b. Part B Performance Evaluations are shipped to the approved Performance Evaluator for the Host Organization.
 - c. Tests are shipped via United Parcel Service with fully traceable service agreements and are marked "Confidential".
 - d. Test shipments shall be logged using individual test UIDs.
 1. A log of all tests shipped shall be sent via email to the appropriate Examination Proctor, including the expected date of delivery and tracking information from the shipper.
 2. The Examination Proctor shall be instructed to inform the STE Certification Administrator immediately regarding any tests that are not delivered by the expected date.
 3. The STE Certification Administrator shall immediately initiate a tracking search for tests that were not received by the Examination Proctor by the expected delivery date.
 4. The STE Certification Administrator shall immediately notify the Primary STE Coordinator and the EPRI STE Program Administrator of tests that were not received by the Examination Proctor by the expected delivery date.

5. The STE Certification Administrator shall immediately notify the Primary STE Coordinator and the EPRI STE Program Administrator if and when anyone reports suspicion of or knowledge of paper-based tests or online testing usernames and/or passwords that have been compromised (lost, stolen, copied, previewed, shared, etc.).
10. Receive completed examinations and evaluations from Examination Proctors and Performance Evaluators.
 - a. Using individual test UIDs, verify that all Part A Knowledge Examinations and Part B Performance Evaluations shipped have been returned. Any examinations or evaluations that are unaccounted for shall be reported immediately to the Primary STE Coordinator and to the EPRI STE Program Administrator at *epriste@epri.com*.
 - b. Coordinate invoicing with the accounting department for examinations and evaluations that were opened and used.
 - c. Forward Test Question Challenge Forms from Part A Knowledge Examinations and documented examinee feedback from Part B Performance Evaluations to the appropriate Master Test Evaluator and to the EPRI STE Program Administrator at *epriste@epri.com*
 - d. Return any unused examinations and evaluations to storage in an approved secure manner.
11. Score opened and used examinations and evaluations.
 - a. Verify from the information on the Test Application Form and from *electrical training ALLIANCE* records that an examinee who has previously attempted the test has waited the required minimum time period before retesting.
 - b. Verify from the information on the Test Application Form and from *electrical training ALLIANCE* records that this test is either an examinee's first or second attempt to pass the examination.
 1. If this is an examinee's third or subsequent attempt to pass the test, verify that they have submitted documentation of remedial study and/or training.
 2. Consult with the appropriate Master Performance Evaluator to determine if the documented remediation is appropriate for the particular STE being taken.
 3. Provide documentation of remediation to and Consult with the EPRI STE Program Administrator to determine if EPRI will grant the examinee permission to take the test a third or subsequent time.
 - c. Score those tests for examinees who are taking the test for the first or second time and for those examinees who are taking the test for a third or subsequent attempt with EPRI approval.
 - d. Prepare *electrical training ALLIANCE* STE Certification Cards for those examinees who passed their test(s). The cards shall reflect the examinee's name, credentialing date, expiration date, and level of credentialing (Part A and/Part B/ Performance Evaluator).
12. Posting of test results.
 - a. For those applicants who passed their Part A Knowledge Examinations and/or Part B Performance Evaluations, forward a letter of congratulations, a personalized *electrical training ALLIANCE* STE Certification Card, and recertification information and forms if applicable.
 - b. For those applicants who did not pass their examinations and/or evaluations, forward a letter of determination, and for Part A Knowledge Examination failures, an individual score report and a list of learning objective descriptions for the applicable STE.
 - c. Forward Part A Knowledge Examination scoring results to Host Organizations.
 - d. Post the names, certification dates, and IBEW affiliation for successful applicants to the STE Test Results Database and to the *electrical training ALLIANCE* website at:

<http://www.electricaltrainingalliance/certifications/candidates>.
 - e. For Part A Knowledge Examinations that were scored as successfully completed (80% or higher), complete the "Graded by" and "Grade" fields on the Information Release Statement form that was completed by the examinee and returned with the test packet.

- f. Forward a copy of the signed Information Release Statement and Task Completion Sign-Off Sheet from all successful Part B Performance Evaluation participants to the EPRI STE Program Coordinator to have the successful participant's name included on the EPRI STE online Task Qualification Registry (TQR).
Forward all to: epriste@epri.com

NOTICE: All examinee Social Security numbers forwarded to EPRI shall be truncated to the last four (4) digits only.

- 13. Receive, validate, and maintain documentation for recertification of Part A and Part B certificants.
 - a. Verify from *electrical training ALLIANCE* records that applications for recertification are within the allowable recertification period.
 - b. For recertification applications that are not within the allowable recertification period, contact the applicant and communicate the proper retesting procedures.
 - c. Prepare appropriate recertification credentials and forward to those applicants who have satisfied all recertification documentation requirements.
 - d. Upload successful Part A and Part B candidate recertification information to the *electrical training ALLIANCE* certification website in a timely manner.
(<http://www.electricaltrainingalliance.org/training/certifications>).
 - e. Forward recertification information for all successful Part B recertification applicants to the EPRI STE Program Coordinator to update the applicant's qualification on the EPRI STE Task Qualification Registry (TQR). Forward to: *epriste@epri.com*
- 14. Reissue missing certification credentials.
 - a. For certificants who have requested replacement certification credentials, credentials shall be issued only after verifying from *electrical training ALLIANCE* records that the certificant is currently certified in the STE for which a replacement credential has been requested.
- 15. Coordinate the release of revised versions of the *electrical training ALLIANCE* STE Program Administration Guide with Local Host Organizations.
 - a. Coordinate the posting of revisions to the *electrical training ALLIANCE* certification information web pages.
 - b. Coordinate the Communication of the availability of revisions to Local Host Organizations through broadcast fax, email lists, and web postings.
- e. Contact Information:

electrical training ALLIANCE
ATTENTION: STE Certification Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEcert@electricaltrainingalliance.org
Phone: 301-715-2300

7. STE Facilities Administrator

- a. The STE Facilities Administrator shall be appointed by the Primary STE Coordinator.
- b. The STE Facilities Administrator shall be an employee of the *electrical training ALLIANCE*.
- c. One or more individuals may be assigned as assistants to function under the direct supervision of the STE Facilities Administrator.
- d. The duties and responsibilities of the STE Facilities Administrator shall include, but shall not necessarily be limited to, the following:
 - 1. Initial Host Organization Approval:
 - a. Receive Host Organization requests to administer Part A Knowledge Examinations and Part B Performance Evaluations.
 - b. Coordinate and arrange initial site visit between Master Performance Evaluator and Host Organization.
 - c. Receive and maintain site visit records and affidavits of compliance for Host Organizations that have been evaluated, reviewed, and approved to administer Part A Knowledge Examinations and Part B Performance Evaluations.
 - d. Forward facility approval certificates to Host Organizations.

- e. Notify the STE Certification Administrator of Host Organizations that become authorized to administer Part A Knowledge Examinations and/or Part B Performance Evaluations.
- 2. Host Organization Renewal:
 - a. Notify Host Organizations of renewal requirements three months before Host Organization certification expiration date.
 - b. Receive, review, and maintain required documentation for periodic recertification of Host Organizations that have met recertification requirements to administer Part A Knowledge Examinations and Part B Performance Evaluations, as detailed in Section 2.8.1 of this Administration Guide.
 - c. Forward renewal certificates to Host Organizations.
 - d. Update *electrical training ALLIANCE* website in a timely manner with approved testing session dates. (<http://www.electricaltrainingalliance.org/training/certifications>).
- 3. Host Organization Certification Expiration:
 - a. Send letter notifying Host Organization of Host Organization certification expiration.
 - b. Notify the STE Certification Administrator of Host Organization authorizations that have expired.
 - c. Remove inactive testing session announcements in a timely manner from the *electrical training ALLIANCE* website: (<http://www.electricaltrainingalliance.org/training/certifications>)
- 4. Host Organization Periodic Review: Receive and maintain records of periodic Host Organization reviews.
- 5. Maintenance of Required Resources:
 - a. Assist Master Performance Evaluators in securing routine maintenance and required periodic inspections and/or certifications for Part B Performance Evaluation tools, equipment, supplies, etc. that are used by the *electrical training ALLIANCE* in administering Part B Performance Evaluations and Performance Evaluator training and testing.
 - b. Notify the appropriate Master Performance Evaluators to remove from service any *electrical training ALLIANCE* Part B Performance Evaluation tools, equipment, supplies, etc. that have not received necessary periodic maintenance and/or required periodic inspections and/or certifications.
- 6. Maintain current versions and copies of *electrical training ALLIANCE* STE Performance Evaluator training documents in an approved secure manner, such as in a locked drawer, file cabinet, or closet accessible to no one other than the STE Facilities Administrator.
- 7. Maintain documentation of required equipment revisions for Part B Performance Evaluations. Notify Host Organizations of required equipment revisions in a timely manner.
- e. Contact Information:

electrical training ALLIANCE
 STE Facilities Administrator
 5001 Howerton Way, Suite N
 Bowie, MD 20715
 email: STEfacility@electricaltrainingalliance.org
 Phone: 301-715-2300

B. PERSONNEL REPRESENTING THE LOCAL HOST ORGANIZATION

1. Host Organization Management Representative

- a. The Management Representative may be a training director, assistant training director, training coordinator, or other person officially representing a Local Joint Apprenticeship Training Committee, Area-wide Joint Apprenticeship Training Committee, IBEW Local Union, or IBEW Signatory Contractor.
- b. The Management Representative or his or her designee shall be the primary contact for the STE program between the Local Host Organization and the *electrical training ALLIANCE* and shall be responsible for the overall administration of the Local Host Organization's Standardized Task Evaluation Program.
- c. The duties and responsibilities of the Management Representative, whether through personal action or through responsible, appropriate delegation and oversight, shall include, but shall not necessarily be limited to, the following:
 1. Submission of application(s) for the Host Organization's approval as a authorized location for delivering Part A Knowledge Examinations and/or Part B Performance Evaluations.
 2. Scheduling of and submission of Test Session Requests (form 4.3 see Appendix D) for the Part A Knowledge Examinations and Part B Performance Evaluations.
 3. Be familiar with the guidelines as set forth in this Administration Guide and shall ensure that the proctoring and administration of all examinations and evaluations is in accordance with these guidelines.
 4. Schedule appropriate education and training to prepare applicants for satisfactorily completing the Part A Knowledge Examinations and Part B Performance Evaluations.
 5. Evaluate collective examination and evaluation results and schedule appropriate remedial education and training to address identified knowledge and skills deficiencies.
 6. Ensure that all applicants receive copies of the learning and performance objectives examined by the STE and information about the format, scoring, allotted time, and resources allowed for the Part A Knowledge Examination and/or Part B Performance Evaluation for which they are applying.
 7. Choose and recommend Part A Examination Proctors and Part B Performance Evaluators for training and approval by the *electrical training ALLIANCE*.
 8. Provide the following documentation to the *electrical training ALLIANCE* to satisfy periodic renewal requirements for each STE administered by the Host Organization.
 - a. documents for required periodic maintenance, renewal, replacement, calibration, etc. for tools and equipment required for specific STEs.
 - b. Part B Performance Evaluator Verification (Form 4.4, see Appendix D), verifying that the Part B Performance Evaluator is currently responsible for administration of the Part B Performance Evaluations for specified STEs at the named Host Organization.
 - c. Part B Performance Evaluator Renewal Observation (Form 4.6, see Appendix D), completed, signed, and submitted if the Management Representative has been trained to observe and evaluate the successful administration of a Part B Performance Evaluation as specified in Section 2.8.3.1(2)(c) of this Administration Guide.

2. Examination Proctor

- a. An Examination Proctor for Part A Knowledge Examinations shall be recommended by a Management Representative of the Host Organization.
- b. An Examination Proctor shall be evaluated and approved by the *electrical training ALLIANCE*.
- c. An Examination Proctor shall be trained by the *electrical training ALLIANCE* to administer Part A Knowledge Examinations to meet the test administration standards as established by the EPRI STE Program.
- d. The duties and responsibilities of the Examination Proctor shall include, but shall not necessarily be limited to, the following:
 1. Handle all STE examination documents and online testing procedures in an approved secure manner.

2. Administer Part A Knowledge Examinations for the Host Organization in accordance with STE testing standards established by the EPRI STE Program, as detailed in this Administration Guide and in Appendix B, Part A Examination Proctor Checklist, which shall be used as an in-hand guide during the administration of Part A Knowledge Examinations.
3. Return evaluation results, including examinee feedback, in a secure, traceable manner to the *electrical training ALLIANCE*, as instructed by the *electrical training ALLIANCE*, in a timely manner.
4. Clearly communicate any suspected compromises to the examination immediately to the Host Organization and to the *electrical training ALLIANCE*.
5. Clearly communicate any examination session deviations or abnormalities to the Host Organization and to the *electrical training ALLIANCE*.

3. Performance Evaluator

- a. A Performance Evaluator shall be recommended by a Management Representative of the Host Organization.
- b. A Performance Evaluator shall be evaluated and approved by the *electrical training ALLIANCE*.
- c. A Performance Evaluator shall be trained by the *electrical training ALLIANCE* to administer Part B Performance Evaluations to meet the test administration standards as established by the EPRI STE Program.
- d. The duties and responsibilities of the Performance Evaluator shall include, but shall not necessarily be limited to, the following:
 1. Handle all STE evaluation documents in a secure manner.
 2. Administer Part B Performance Evaluations for the Host Organization in accordance with STE testing standards established by the EPRI STE Program, as detailed in this Administration Guide and in Appendix C, Part B Performance Evaluator Checklist, which shall be used as an in-hand guide during the administration of Part B Performance Evaluations.
 3. Clearly communicate evaluation results and suggested remedial actions, where appropriate, to the examinee.
 4. Clearly communicate evaluation results to the Host Organization.
 5. Return evaluation results, including examinee feedback, in a secure, traceable manner to the *electrical training ALLIANCE*, as instructed by the *electrical training ALLIANCE*, in a timely manner.
 6. Clearly communicate any suspected compromises to the evaluation immediately to the Host Organization and to the *electrical training ALLIANCE*.
 7. Clearly communicate any evaluation session deviations or abnormalities to the Host Organization and to the *electrical training ALLIANCE*.

See the flow chart at the end of this appendix for a visual representation of the organization and functions of Performance Evaluators.

4. Part A Knowledge Examination Candidate

All candidates for the Part A Knowledge Examination shall:

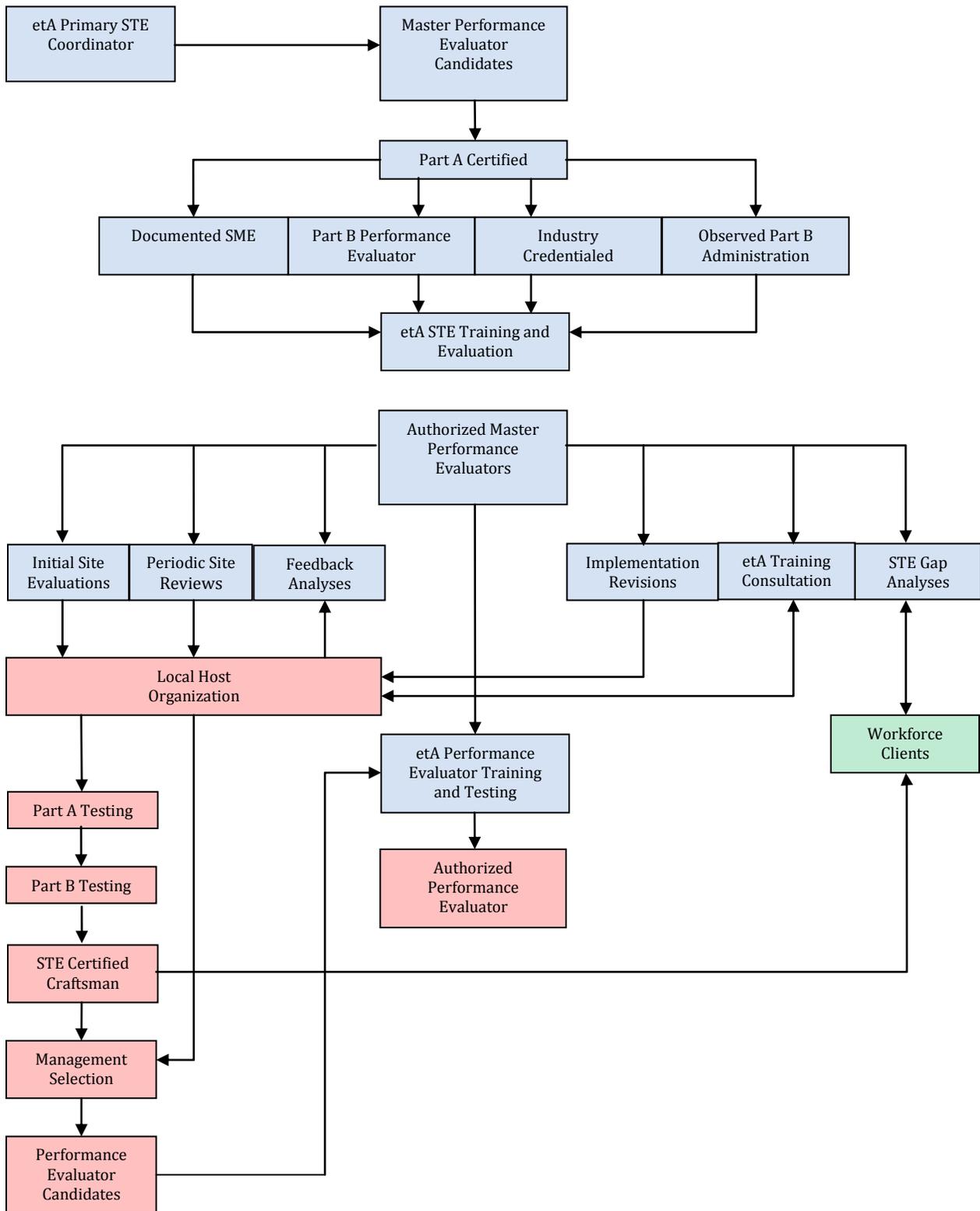
- a. be self-assured of having adequate information, knowledge, and understanding to successfully complete the STE Part A Knowledge Examination.
- b. apply in a timely manner with the local Host Organization for the desired Part A Knowledge Examination.
- c. satisfy the training and/or work experience requirements, as outlined in Section 1.3 of this Administration Guide, to sit for the STE Part A Knowledge Examination.
- d. supply sufficient documentation, as defined by the Host Organization, of training and/or work experience requirements, as outlined in Section 1.3 of this Administration Guide, to the Host Organization upon applying for the Part A Knowledge Examination.
- e. supply adequate documentation, as defined in Section 1.1.4 of this Administration Guide, for any desired Americans with Disabilities Act (ADA) accommodations to the Host Organization upon applying for the Part A Knowledge Examination.
- f. report for the Part A Knowledge Examination at the designated examination site on the date and preferably slightly before the examination time designated by the local Host Organization.

- g. report for the Part A Knowledge Examination with the following required items:
 - 1. government issued photo identification (driver's license, passport, military ID, etc.)
 - 2. union dues receipt, if applicable
 - 3. two or more #2 sharpened pencils
 - 4. appropriate calculator, if applicable, as defined in Section 1.1 of this Administration Guide.
- h. be sure cell phones are either off or silenced.
- i. listen attentively to and abide by all instructions given by the Examination Proctor.
- j. read and abide by all written instructions supplied with the STE.
- k. complete all required documentation in a legible manner.
- l. work independently in answering the examination questions
- m. refrain from disturbing other examinees before, during, and after the examination.
- n. complete all examination questions in the allotted time as announced by the Examination Proctor.
- o. upon completion of the examination, submit all documentation to the Examination Proctor and exit the examination site in a quiet and orderly fashion.
- p. apply for Part A recertification, if applicable as defined in Section 1.8.2 of this Administration Guide, with the local Host Organization at the appropriate time.

5. Part B Performance Evaluation Candidate

All candidates for the Part B Performance Evaluation shall:

- a. be self-assured of having adequate information, knowledge, task proficiency, and skill to successfully complete the Part B Performance Evaluation.
- b. apply in a timely manner with the local Host Organization for the desired Part B Performance Evaluation.
- c. satisfy the certification (Part A) requirement, as outlined in Section 2.3.2 of this Administration Guide.
- d. supply sufficient documentation (*electrical training ALLIANCE* STE Part A certification wallet card) to the Host Organization upon applying for the Part B Performance Evaluation and to the Performance Evaluator when reporting for the evaluation.
- e. supply adequate documentation, as defined in Section 2.1.5 of this Administration Guide, for any desired Americans with Disabilities Act (ADA) accommodations to the Host Organization upon applying for the Part B Performance Evaluation.
- f. contact the local Host Organization to schedule a Part B Performance Evaluation.
- g. report for the performance evaluation at the designated evaluation site on the date and preferably slightly before the evaluation time designated by the local Host Organization.
- h. report for the performance evaluation with the following required items:
 - 1. government issued photo identification (driver's license, passport, military ID, etc.)
 - 2. union dues receipt, if applicable
 - 3. two or more #2 sharpened pencils
 - 4. appropriate calculator, if applicable, as defined in Section 2.1.1(4) of this Administration Guide.
- i. be sure cell phones are either off or silenced.
- j. listen attentively to and abide by all instructions given by the Performance Evaluator.
- k. read and abide by all written instructions supplied with the Part B Performance Evaluation.
- l. complete all required documentation in a legible manner.
- m. ask the Performance Evaluator, before beginning the performance evaluation, to clarify any instructions that may not seem clear.
- n. Work independently, answering any questions and in completing the required task(s) in accordance with requirements and standards set forth in the STE Work Instructions.
- o. perform all work and in accordance with industry and site safety standards as indicated in the STE Work Instructions.
- p. direct the Performance Evaluator or second person to assist with any task elements or steps that may require a second hand.
- q. complete all tasks in the allotted time as announced by the Performance Evaluator.
- r. upon completion of the evaluation, submit all documentation to the Performance Evaluator and exit the evaluation site in a quiet and orderly fashion.
- s. apply for Part B recertification, if applicable as defined in Section 2.8.2 of this Administration Guide, with the local Host Organization at the appropriate time.



STE Performance Evaluator Authorization Process

Appendix B

Part A Examination Proctor Checklist

electrical training ALLIANCE
Standardized Task Evaluation
Paper-Based Part A Knowledge Examination
Proctor Checklist

This checklist is offered to assist the Part A Examination Proctor in the proper administration of the *electrical training ALLIANCE* Standardized Task Evaluation paper-based Part A Knowledge Examination.

In addition to this specific checklist, the Examination Proctor shall familiarize him/herself with the requirements, restrictions, and regulations for administering the Part A Knowledge Examination found in Section 1.0 of the *electrical training ALLIANCE* Standardized Task Evaluation Program Administration Guide.

Section 1: Before Examinees Arrive:

1. ____ Verify that you have received an adequate supply of Part A Knowledge Examinations. A list of the examinations that were shipped, along with their UIDs, will be sent to you under separate cover. Notify the *electrical training ALLIANCE* immediately if you fail to receive all examinations on the list.
2. ____ If the examinations must be retained before or after the examination session, ensure that they are stored in a secure location accessible to no one other than the proctor.
3. ____ If the proctor suspects that an examination has been compromised (missing in shipment, lost, stolen, copied, etc.), it is the proctor's responsibility to immediately inform the Host Organization and the *electrical training ALLIANCE*.
4. ____ Verify that a supply of spare #2 sharpened pencils and approved calculators are available for loan to examinees who may report for the examination without these items.
5. ____ Verify that the examination site or area is set up properly and free of any safety, health, or environmental hazards such as egress obstructions or tripping hazards.
6. ____ Post appropriate signage directing examinees to the examination location and signage to ensure that the examination is not interrupted.
7. ____ Thoroughly review the examination documents, including the Instructions to the Proctor.

Section 2: After Examinees Arrive, Before Beginning Examination:

1. ____ Verify the examinees' identity using their government issued photo ID.
2. ____ Verify that examinees have an approved calculator, if required, and a sharpened #2 pencil.
3. ____ Provide each examinee with a copy of the objectives that will be evaluated by the examination.
4. ____ Provide each examinee with a Part A Knowledge Examination test packet. Any unused examinations should remain sealed.
5. ____ Instruct the examinees in the use of the various documents contained in the test packet, ensuring that examinees have entered all information legibly on the appropriate forms.
6. ____ Explain the format of the examination, basic procedures that will be followed, allotted time, scoring criteria (passing score of 80 percent), and the objectives of the examination.
7. ____ Request that examinees silence their cell phones and refrain from using them during the examination.
8. ____ Review the Test Administration Procedure (found in the STE) with the examinees.
9. ____ Record the start time and allow the examinees to begin the examination.

Section 3: During Examination:

1. ____ Monitor the examinees continually during the examination.
2. ____ keep notes, which are to be forwarded to the *electrical training ALLIANCE*, of any difficulties or discrepancies encountered during the examination session.
3. ____ Keep the examinees informed of the remaining allotted time at appropriate intervals.

Section 4: After Examination:

1. ____ When the allotted examination time has expired, inform the examinees that the examination is complete and record the stop time.
2. ____ Inform the examinees that notification of test results should be expected within thirty (30) days.
3. ____ Inform the examinees that certification credentials will be sent to the address provided on the Test Application Form.
4. ____ Inform the examinees that, should they be informed of a failure, they must wait thirty (30) days for online exams and ninety (90) days for paper-based exams before being allowed to retest.
5. ____ Collect all materials that were included in the test packets. Verify that all required information has been entered legibly.
6. ____ Verify that the test applicant's photo identification matches the applicant and the name entered on the Scantron Answer Sheet, Application for Test , and Information Release Statement.
7. ____ Return all examinations , whether used or unused, all forms included in the test packet, any scratch paper used, and any proctor notes or observations to the *electrical training ALLIANCE* at:

electrical training ALLIANCE
ATTENTION: STE Certification Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEcert@electricaltrainingalliance.org

Appendix C

Part B Performance Evaluator Checklist

electrical training ALLIANCE
Standardized Task Evaluation
Part B Performance Evaluator
Checklist

This checklist is offered to assist the STE Performance Evaluator in the proper administration of the *electrical training ALLIANCE* Standardized Task Evaluation Part B Performance Evaluation.

In addition to this specific checklist, the Performance Evaluator should be familiar with the requirements, restrictions, and regulations for administering the Part B Performance Evaluation found in Section 2.0 of the *electrical training ALLIANCE* Standardized Task Evaluation Program Administration Guide.

Section 1: Before Examinee Arrives:

1. ____ Verify that you have received an adequate supply of Part B Performance Evaluations. A list of the evaluations that were shipped, along with their UIDs, will be sent to the Performance Evaluator under separate cover. Notify the *electrical training ALLIANCE* immediately if you fail to receive all examinations on the list.
2. ____ If the evaluations must be retained before or after the evaluation session, ensure that they are stored in a secure location accessible to no one other than the Performance Evaluator.
3. ____ If the Performance Evaluator suspects that an evaluation has been compromised (missing in shipment, lost, stolen, copied, etc.), it is the Performance Evaluator's responsibility to immediately inform the Host Organization and the *electrical training ALLIANCE*.
4. ____ Verify that all resources (tools, supplies, equipment, devices, consumables, etc.) required for administration of the evaluation are available and in proper working condition. Operation manuals should be available for any meters, test equipment, etc. used in the evaluation
5. ____ Verify that any initial and/or periodic inspection, revision, repair, calibration, or other such services required for specific tools or equipment has been performed and properly documented.
6. ____ If needed for the evaluation, be sure to have an approved calculator, sharpened #2 pencils, and scratch paper available for the examinee.
7. ____ Verify that the evaluation area is set up properly, as specified in Section 2.2.1 of this Administration Guide.
8. ____ Post appropriate signage directing examinees to the evaluation site and signage to ensure that the evaluation is not interrupted.
9. ____ Thoroughly review the STE evaluation document, including the Instructions to the Performance Evaluator.

Section 2: After Examinee Arrives, Before Beginning Evaluation:

1. ____ Verify that examinee has an approved calculator, if required, a sharpened #2 pencil, scratch paper, and any other required resources.
2. ____ Ask the examinee to silence his or her cell phones and refrain from using it during the evaluation.
3. ____ Conduct a pre-job brief as provided by the pre-job brief document supplied with each specific STE.
4. ____ Issue the appropriate Work Order to the examinee and allow him/her to begin work.
5. ____ Inform the examinee that the evaluation has begun.
6. ____ Point out the location of a clock for keeping track of the allotted time.
7. ____ Record the start time in the appropriate place in the STE Performance Evaluation.

Section 3: During Evaluation:

1. ____ Evaluate the examinee's completion of each task.
2. ____ Carefully evaluate the examinee's work at each Hold Point and initial the Work Order, giving the examinee permission to proceed with the task.
3. ____ Check off the individual steps for each task element, step, or sub-step as pass or fail in the spaces provided as you observe the examinee successfully complete each step.

4. ____ As the evaluation progresses, enter any notes in the appropriate Notes and Observations box in the STE.
5. ____ keep notes of any difficulties or discrepancies encountered during the evaluation session.
6. ____ Assist with any tasks requiring a second hand as directed by the examinee.
7. ____ Be prepared to terminate the evaluation if the examinee fails to correctly complete each task step or creates a situation of imminent equipment damage or personal danger.
8. ____ If the examinee fails the evaluation, inform him/her of the required seven (7) day waiting period before being allowed to retest.

Section 4: After Evaluation:

1. ____ When the examinee has completed all required tasks and you have documented all task steps, inform the examinee that the evaluation is complete and record the stop time in the appropriate space in the STE Performance Evaluation.
2. ____ Complete and sign the Task Completion Sign-Off Sheet, located at the back of each STE Performance Evaluation.
3. ____ Tell the examinee that his or her that his or her certification credential will be sent to the address provided on the Test Application Form.
4. ____ Collect all materials that were included in the Part B Performance Evaluation and Work Order.
5. ____ Verify that all required information has been entered legibly on all documents.
6. ____ All documents used in an evaluation session (including all Work Orders any Performance Evaluator notes), whether used, unused, pass or fail, should be returned to the *electrical training ALLIANCE* at:

electrical training ALLIANCE
ATTENTION: STE Certification Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEcert@electricaltrainingalliance.org

Appendix D

Program Administration Forms

Program Administration Forms

The forms on the following pages should be copied, completed, and forwarded to the *electrical training ALLIANCE* to facilitate hosting an STE Examination or Evaluation and for Part A, Part B, Performance Evaluator, and Host Organization renewal requests.

- 4.1 Part A Host Organization Application:** This form must be completed and submitted to the *electrical training ALLIANCE* to verify the eligibility of a Host Organization to host the administration of Part A Knowledge Examinations. This form needs to be submitted one time only, preceding the administration of the first Part A Knowledge Examination.
- 4.2 Part B Host Organization Application:** This form must be completed and submitted to the *electrical training ALLIANCE* to verify the eligibility of a Host Organization to host the administration of Part B Performance Evaluations. This form needs to be submitted one time only, preceding the administration of the first Part B Performance Evaluation.
- 4.3 Test Session Request:** This form must be completed and submitted to the *electrical training ALLIANCE* to request hosting and administering a Part A Knowledge Examination and/or Part B Performance Evaluation session at a local JATC, AJATC, IBEW or IBEW Signatory Contractor Facility.
- 4.4 Part B Performance Evaluator Verification:** This form is used in the processing of a Host Organization recertification request. This form must be completed by the Part B Performance Evaluator and submitted to the Host Organization for signature approval before submission to the *electrical training ALLIANCE*.
- 4.5 Application for Test:** This form should be completed by all individuals before taking either the online or paper-based Part A Knowledge Examination, Part B Performance Evaluation, or Performance Evaluator Training and Testing. This form is returned to the *electrical training ALLIANCE* along with the test results.
- 4.6 Part B Performance Evaluator Renewal Observation/Evaluation:** This form should be completed by a Master Performance Evaluator representing the *electrical training ALLIANCE* or by a designated Management Representative of the Host Organization for which the renewal applicant is the currently documented Performance Evaluator for the Part B Performance Evaluation.

See the *Implementation Guide* for each individual STE for other forms that may be used in the administration of that particular STE.

electrical training ALLIANCE Standardized Task Evaluation
Part A Knowledge Examination
Host Organization Site Application
Form 4.1

ORGANIZATION REQUESTING TO HOST STE PART A KNOWLEDGE EXAMINATIONS:

Organization Name: _____

Organization Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Email: _____

Contact Person Name: _____

Program or IBEW Number: _____

The below signed management representative of the Host Organization agrees to abide by the requirements of, and verifies that the proposed Host Organization Part A STE Examination location meets the minimum requirements of, the *electrical training ALLIANCE* Standardized Task Evaluation Program.

Host Organization or Training Director of local JATC approval signature

Date

THIS APPLICATION MUST BE SUBMITTED ONE TIME ONLY TO THE *ELECTRICAL TRAINING ALLIANCE* BEFORE A HOST ORGANIZATION IS APPROVED TO HOST THE ADMINISTRATION OF PART A STE KNOWLEDGE EXAMINATIONS. APPROVAL TO HOST THE ADMINISTRATION OF PART A KNOWLEDGE EXAMINATIONS MAY BE GRANTED TO ANY JATC, AJATC, IBEW, OR IBEW SIGNATORY CONTRACTOR FACILITY IN YOUR AREA. APPLICATION FOR AND APPROVAL OF AN INITIAL TEST SESSION DATE AND TIME AS OUTLINED IN SECTION 1.2.1 OF THE *ELECTRICAL TRAINING ALLIANCE* STANDARDIZED TASK EVALUATION ADMINISTRATION GUIDE WILL CONSTITUTE APPROVAL OF THIS APPLICATION BY THE *ELECTRICAL TRAINING ALLIANCE*.

Submit to: *electrical training ALLIANCE*
ATTENTION: STE Facilities Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEfacility@electricaltrainingalliance.org



electrical training ALLIANCE Standardized Task Evaluation
Part B Performance Evaluation
Host Organization Application
Form 4.2

ORGANIZATION REQUESTING TO HOST STE PART B PERFORMANCE EVALUATION:

Organization Name: _____

Organization Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Email: _____

Contact Person Name: _____

Part B Test Evaluator: _____

Part B STE to be hosted: _____

Program or IBEW Number: _____

The below signed management representative of the Host Organization agrees to abide by the requirements of, and verifies that the proposed Host Organization Part B Performance Evaluation location meets the minimum requirements of, the *electrical training ALLIANCE* Standardized Task Evaluation Program.

Host Organization or Training Director of local JATC approval signature

Date

THIS APPLICATION MUST BE SUBMITTED ONE TIME ONLY TO THE *ELECTRICAL TRAINING ALLIANCE* BEFORE A HOST ORGANIZATION IS APPROVED TO HOST THE ADMINISTRATION OF PART B PERFORMANCE EVALUATIONS. APPROVAL TO HOST THE ADMINISTRATION OF PART B PERFORMANCE EVALUATIONS MAY BE GRANTED TO ANY JATC, AJATC, IBEW, OR IBEW SIGNATORY CONTRACTOR FACILITY IN YOUR AREA. APPLICATION FOR AND APPROVAL OF AN INITIAL SITE VISIT AND ADMINISTRATION OF A PART B PERFORMANCE EVALUATION AS OUTLINED IN SECTION 2.2.2 OF THE *electrical training ALLIANCE* Standardized Task Evaluation Program Administration Guide WILL CONSTITUTE APPROVAL OF THIS APPLICATION BY THE *ELECTRICAL TRAINING ALLIANCE*.

Submit to: *electrical training ALLIANCE*
Attn: STE Facilities Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEfacility@electricaltrainingalliance.org



electrical training ALLIANCE Standardized Task Evaluation
Certification Examination and Evaluation
Test Session Request
Form 4.3

ORGANIZATION REQUESTING TO HOST STE EXAMINATION/EVALUATION:

Organization Name: _____

Organization Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Email: _____

Contact Person Name: _____

Program or IBEW Number: _____

REQUESTED TEST INFORMATION:

STE Certification Title: _____

Test Requested: _____ Part A – Paper-Based Knowledge Examination
_____ Part B – Performance Evaluation

Test Date Requested: _____

Test Time Requested: _____

Number of Test Participants: _____

THE *ELECTRICAL TRAINING ALLIANCE* WILL BE CONTACTING YOU REGARDING YOUR REQUEST TO HOST A PART A KNOWLEDGE EXAMINATION OR PART B PERFORMANCE EVALUATION SESSION AS INDICATED ABOVE. SESSIONS ARE NOT OFFICIALLY SCHEDULED UNTIL SUCH A TIME AS YOUR ORGANIZATION HAS BEEN CONTACTED BY THE *ELECTRICAL TRAINING ALLIANCE* TO CONFIRM THE TEST TIME AND DATE. A SESSION MAY BE SCHEDULED AT ANY JATC, AJATC, IBEW, OR IBEW SIGNATORY CONTRACTOR FACILITY IN YOUR AREA.

Submit to: *electrical training ALLIANCE*
Attn: STE Request
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STerequest@electricaltrainingalliance.org



electrical training ALLIANCE Standardized Task Evaluation Certification
Part B Performance Evaluator Verification
Form 4.4

Performance Evaluator Name: _____

Address: _____

Phone Number: _____

Email: _____

Social Security Number (last 5 digits): _____

IBEW Card Number: _____

Certification Expiration Date: _____

Current Date: _____

IBEW Local: _____

Name and location of Host Organization and date of Part B Performance Evaluation:

The undersigned individual verifies that he/she is a currently certified Part B Performance Evaluator and that he/she is currently serving in the capacity of Part B Performance Evaluator for

Name of Host Organization or Local JATC

Part B Performance Evaluator Signature

Host Organization or Training Director of local JATC approval signature

The *electrical training ALLIANCE* must receive this form that has been completed by the Part B Performance Evaluator to process a Host Organization recertification credential. This form must be completed and submitted to the Host Organization for signature approval before submission to the *electrical training ALLIANCE*.

Submit to: *electrical training ALLIANCE*
Attn: STE Facilities Administrator
5001 Howerton Way, Suite N
Bowie, MD 20715
email: STEfacility@electricaltrainingalliance.org





Application for Standardized Task Evaluation (STE) Form 4.5

Please Check All As Applicable:

IBEW Journeyman
 IBEW Apprentice
 Other _____

Organization Name

New Certification
 Certification Renewal or Extension
 Part A Knowledge Examination
 Part B Performance Evaluation
 Performance Evaluator

Union Card Number: _____

Date: _____

Local Union Number: _____

Test Location: _____

S.S. Number: _____
Last 5 Digits Only

E-mail: _____

Name: _____
First Middle Initial Last

Mailing Address: _____
Number Street

City: _____ State: _____ Zip Code: _____

NOTE: CERTIFICATION CREDENTIALS WILL BE MAILED TO THE ABOVE ADDRESS

STE ID Number: _____

STE Description: _____

Have you taken this exam before: Yes No If Yes, Date: _____

Location/Testing Agency: _____
Location of Previous Examination

Signature: _____ Date: _____

For Administrative Use Only:

Gvt. Issued Photo ID: _____
(Description, Number, etc.)

Proctor/Evaluator Name: _____
Please Print

Proctor/Evaluator Signature: _____



electrical training ALLIANCE Standardized Task Evaluation Certification

Part B Performance Evaluator Renewal Evaluation Observation

Form 4.6

Performance Evaluator Name: _____

Address: _____

STE Examinee Name: _____

Print

Phone Number: _____

Email: _____

Social Security Number: _____

Examinee SS #: _____

(Last 5 Digits Only)

IBEW Local Affiliation: _____

IBEW Card Number: _____

Cert. Expiration Date: _____

STE ID Number: _____

STE Title: _____

(Last 5 Digits Only)

Part B Performance Evaluator certifications must be renewed on a biennial basis. The renewal date for each individual Performance Evaluator certification shall be within twenty four (24) months from either the date of the initial certification or the last renewal date. To qualify for renewal, the Performance Evaluator must have: 1) successfully completed the online STE Performance Evaluator Training Review and Assessment as delivered through the *electrical training ALLIANCE's* Blended Learning Website and 2) must have been observed and evaluated as having successfully administered an actual Part B Performance Evaluation.

This biennial Evaluation Observation will be performed by a trained Evaluation Observer. The Evaluation Observer may be either an employee of or designated representative of the *electrical training ALLIANCE* or a designated Management Representative (Training Director, Assistant Training Director, Lead Instructor, etc.) of the Host Organization. The Evaluation Observer must have been trained to properly observe and evaluate the successful administration of a Part B Performance Evaluation by having successfully completed the *electrical training ALLIANCE* STE Performance Evaluator Training Course as instructed by an employee of or authorized representative of the *electrical training ALLIANCE*. The Evaluation Observer must have either completed this initial training or must have completed the *electrical training ALLIANCE's* online STE Performance Evaluator Training Review and Assessment within a twenty four (24) month period of performing the Evaluation Observation.

This form must be completed and signed by the Evaluation Observer and by a Management Representative of the Host Facility for which the renewal applicant is a currently documented Performance Evaluator for the above titled Standardized Task Evaluation (STE). Mark each entry as Yes or No, as appropriate. Mark NA if the entry is not applicable. This form should be returned to the *electrical training ALLIANCE* to qualify the Part B Performance Evaluator for renewal privileges.

Submit to: *electrical training ALLIANCE*

ATTENTION: STE Facilities Administrator

5001 Howerton Way, Suite N, Bowie, MD 20715

email: STEfacility@electricaltrainingalliance.org

Section 1 - Before the Examinee Arrives:

Observable Actions

Yes No

- 1 The Performance Evaluator has received an adequate supply of Part B Performance Evaluations from the *electrical training ALLIANCE* for the evaluation session.
- 2 The Performance Evaluator has exercised all necessary precautions to prevent compromising the evaluation documents and the evaluation process. If the evaluations must be retained before or after the evaluation session, the Performance Evaluator must ensure that they are stored in an Approved Secure Manner, such as in a locked file cabinet, accessible by no one other than the Performance Evaluator. It is the Performance Evaluator's responsibility to ensure that no other individuals have access to the evaluations, whether complete or incomplete.
- 3 The Performance Evaluator has ensured that no copies or photographic images of the evaluation documents have been made and no unauthorized copies or photographic images have been retained at the Host Organization or elsewhere.
- 4 The Performance Evaluator has verified that any resources (tools, supplies, equipment, devices, operator's manuals, consumables, etc.) required for administration of the Performance Evaluation are available and in proper working condition. For example, batteries have been charged.
- 5 The Performance Evaluator has verified that any initial and/or periodic inspection, revision, repair, calibration, or other such services required for specific tools or equipment has been performed and properly documented.
- 6 If required for this Performance Evaluation, the Performance Evaluator has a supply of scratch paper, #2 sharpened pencils, and approved calculators to supply those examinees who may report for the evaluation without these materials.
- 7 The Performance Evaluator has set up the examination area properly, as specified by the STE Implementation Guide for the specific STE Performance Evaluation being administered, including the elimination, as far as possible, of any safety, health, or environmental hazards (i.e. tripping hazards, debris, exposed live voltage, etc.).
- 8 The Performance Evaluator has posted appropriate signage directing examinee(s) to the evaluation site or area and signage to ensure that the evaluation is not interrupted.
- 9 The Performance Evaluator has thoroughly reviewed the pre-job brief, the STE Work Orders, and the STE evaluation documents, including the Instructions to the Performance Evaluator and the Instructions to the Examinee.
- 10 The Performance Evaluator will be administering the Performance Evaluation to one examinee only at any given time.

Section 2 - After Examinee Arrives, Before Beginning Evaluation: **Observable Actions**

Yes	No	
1		The Performance Evaluator verified that the examinee has met all prerequisites for the Part B Performance Evaluation by asking to see the examinee's Part A certification credential.
2		The Performance Evaluator verified the examinee's identity by asking to see the examinee's government issued photo ID.
3		If a calculator is required for completing tasks on the specific STE Performance Evaluation being administered, the Performance Evaluator verified that the examinee's calculator satisfies the requirements and restrictions of Section 2.1.1[4] of the <u>STE Program Administration Guide</u> . If the examinee's calculator does not meet the specifications or if an examinee reports for the examination without a calculator, the Performance Evaluator was prepared to loan an approved calculator to the examinee.
4		The Performance Evaluator had the examinee complete the <u>Test Application Form</u> and the <u>Information Release Statement</u> , explaining the use of each form and offering assistance where needed.
5		The Performance Evaluator conducted a pre-job brief with the examinee, using the printed <u>Pre-Job Brief</u> that was supplied with the <u>STE Implementation Guide</u> for the specific STE being evaluated.
6		The Performance Evaluator gave the examinee a copy of the performance objectives.
7		The Performance Evaluator had the examinee sign and date the Evaluator's copy of the <u>Pre-Job Brief</u> .
8		The Performance Evaluator introduced the examinee to, and give the examinee ample time to become familiar with, any resources (tools, supplies, equipment, devices, consumables, operations manuals, etc.) that will be used during the evaluation.
9		The Performance Evaluator gave the examinee a copy of the <u>STE Student Instructions</u> and allowed the examinee ample time to read the instructions.
10		The Performance Evaluator gave the examinee a complete set of <u>STE Work Orders</u> and explained their use, including information on the completion of any accompanying documentation.
11		The Performance Evaluator encouraged the examinee to ask for clarification if he or she believes that an instruction, procedure, question or task item is ambiguous, confusing or simply in error.
12		The Performance Evaluator verified that all cell phones were silenced before beginning the evaluation. The examinee was instructed to refrain from using his or her cell phone, including answering calls or using it as a calculator, during the evaluation.
13		The Performance Evaluator recorded the start time in the appropriate space in the STE evaluation document and informed the examinee that the timed evaluation had begun.

Section 3 - During the Evaluation:

Observable Actions

Yes No

- 1 The Performance Evaluator carefully observed the examinee's completion of each task, making every attempt to place him or herself in a position that allowed careful observation of the examinee's actions without crowding or hovering over the examinee.
- 2 The Performance Evaluator paid special attention to tasks or steps that could cause harm to the examinee or damage to equipment and was prepared to stop the evaluation immediately if there was imminent danger.
- 3 The Performance Evaluator answered any questions about the format of the evaluation process in such a way that did not give information that assisted the examinee in successful completion of the tasks.
- 4 The Performance Evaluator refrained from providing verbal or non-verbal cues to the trainee that could be interpreted as agreement, prompting, or coaching, such as commenting "OK" to task completions.
- 5 The Performance Evaluator noted the accurate completion of each critical task step by initialing the indicated Hold Points in the Work Order.
- 6 The Performance Evaluator checked-off the required steps for each task sub-step in the appropriate spaces provided in the STE as the examinee was observed successfully completing each step.
- 7 The Performance Evaluator entered any notes in the appropriate Notes and Observations box provided in the STE evaluation document.
- 8 The Performance Evaluator kept the examinee informed of the remaining allotted time for completion of the evaluation.
- 9 The Performance Evaluator made notes of any difficulties or discrepancies encountered during the evaluation session.
- 10 The Performance Evaluator assisted the examinee with tasks by being a "second or helping hand" only if asked to do so by the examinee.
- 11 IF APPLICABLE:
If the examinee failed to successfully complete each task step required, completed a step incorrectly, or created a situation of imminent equipment damage or personal danger, the Performance Evaluator stopped the evaluation at that point and informed the examinee that he or she had failed the evaluation. The Performance Evaluator explained to the examinee why the evaluation was not successful and made training or practice recommendations to the examinee to help make subsequent evaluations successful. The Performance Evaluator informed the examinee of the required one (1) week waiting period before a re-evaluation.

Section 4 - After the Evaluation:

Observable Actions

Yes No

- | | | | |
|---|---|--|--|
| 1 | The Performance Evaluator informed the examinee when the evaluation was complete and recorded the stop time in the appropriate space in the STE evaluation document. | | |
| 2 | The Performance Evaluator Informed the examinee immediately if he or she had passed and discussed the evaluation, pointing out the examinee's strong and weak points. | | |
| 3 | The Performance Evaluator completed, initialed, and signed the <u>Task Completion Sign-Off Sheet</u> . | | |
| 4 | If the examinee successfully completed the performance evaluation, the Performance Evaluator informed the examinee that his or her certification credential would be sent within 30 to 60 days to the address provided on the <u>Test Application Form</u> . | | |
| 5 | The Performance Evaluator informed the examinee if the certification must be renewed periodically, explaining that recertification details and any required documentation would be included with the examinee's certification credential. | | |
| 6 | The Performance Evaluator collected all materials that were included in the test packets, verifying that all required information was entered legibly on the <u>Test Application Form, Information Release Statement, and Test Question Challenge Form</u> . | | |
| 7 | The Performance Evaluator securely packaged all documents used in the evaluation session, including the <u>Test Application Form, Information Release Statement, Test Question Challenge Forms, completed Work Orders, any scratch paper used, and any Performance Evaluator notes and observations, for return to the electrical training ALLIANCE</u> . | | |
| 8 | All evaluation documents, whether used or unused in the evaluation session, were maintained securely in the Performance Evaluators personal possession until delivered to UPS for return shipment to the <u>electrical training ALLIANCE</u> . | | |

Section 5 - Character Observations:

Yes No

Observable Actions

THE PERFORMANCE EVALUATOR ADMINISTERED THE PERFORMANCE EVALUATION:

- | | Yes | No |
|----|-------|-------|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |
| 4 | _____ | _____ |
| 5 | _____ | _____ |
| 6 | _____ | _____ |
| 7 | _____ | _____ |
| 8 | _____ | _____ |
| 9 | _____ | _____ |
| 10 | _____ | _____ |
| 11 | _____ | _____ |

Host Organization Name: _____

Address: _____

Host Organization Type: _____ JATC _____ AJATC _____ IBEW LU _____ Contractor _____ Other _____
(Describe Other)

Date of Observation: _____

Month Day, Year

Evaluation Observer Name: _____

Print

Sign

Evaluation Observer Organization: _____

Host Organization Management Representative Name: _____

Print

Sign

Host Organization Management Representative Title: _____

Appendix E

Program Review Forms

Program Review Forms

The *electrical training ALLIANCE* review procedure is to visit a Host Organization to complete the forms on the following pages. Forms 5.1, 5.3, and 5.5x (if applicable) will be completed by the *electrical training ALLIANCE* during a review. Forms 5.2 and 5.4 should be kept current by the Host Organization throughout their various examination and evaluation sessions and should be presented to the *electrical training ALLIANCE* during a review.

5.1 Part A Examination Facility Recommendations Checklist: This form will be completed by the *electrical training ALLIANCE* during a review. This form is used to document the examination facility's conformance to recommended physical standards for administering Part A Knowledge Examinations.

5.2 Part A Examinee Checklist: This form should be kept current by the Host Organization and presented to the *electrical training ALLIANCE* during a review. This form is used to document:

- Examination offerings
- Examination participants
- Qualification method(s)
- Examination results

5.3 Part B Evaluation Facility Recommendations Checklist: This form will be completed by the *electrical training ALLIANCE* during review. This form is used to document the evaluation facilities conformance to recommended physical standards for administering Part B Performance Evaluations.

5.4 Part B Examinee Recertification Checklist: This form should be kept current by the Host Organization and presented to the *electrical training ALLIANCE* during a review. This form is used to document:

- Evaluation offerings
- Evaluation participants
- Qualification method(s)
- Evaluation results

5.5x Other Forms: Other standardized forms that pertain to any specific Standardized Task Evaluation may also be used during an *electrical training ALLIANCE* review. These forms, if required, may be found in the Implementation Guides for specific Standardized Task Evaluations.

Form 5.1 - electrical training ALLIANCE STE Certification (January, 2019 – Version 1.0)

Part A Knowledge Examination Facility Recommendations Checklist

This form is to be completed by the electrical training ALLIANCE during a review.

	Examination Facility Attributes	Acceptable	Unacceptable	Notes
1	Well-lit, properly ventilated, comfortable temperature			
2	Quiet, free from distractions			
3	ADA accessible			
4	Head table or podium			
5	Registration table			
6	Easy access to unlocked restrooms with sufficient supplies			
7	Test location directional signage			
8	Easy access to water fountain			
9	Clock visible to examinees			
10	Adequate table or desk space available for examinees			
11	Appropriate seating provided for examinees			
12	Adequate supply of #2 sharpened pencils			
13	Adequate supply of scratch paper			
14	Room acoustics			
15	Microphone available (if required)			
16	Adequate proctor observations possible			

17	Test location free of safety and/or environmental hazards			
18	Adequate test location access control			
19	Test location access control signage available			

Testing Facility Capacity: _____

Host Organization Type: _____

Host Organization Name: _____

Host Organization Address: _____

The above designated Host Organization was found appropriately designed, arranged, and equipped to allow administration of *electrical training ALLIANCE* STE Part A Knowledge examinations.

Host Organization Representative's Name: _____ **Auditor's Name:** _____

Host Organization Representative's Signature and Date: _____ **Auditor's Signature and Date:** _____

Form 5.3 - electrical training ALLIANCE STE Certification (January, 2019 – Version 1.0)

Part B Performance Evaluation Facility Recommendations Checklist

This form is to be completed by the electrical training ALLIANCE during a review.

	Evaluation Facility Attributes	Acceptable	Unacceptable	Notes
1	Well-lit, properly ventilated, comfortable temperature			
2	Quiet, free from distractions			
3	ADA accessible			
4	Head table or podium			
5	Registration table			
6	Easy access to unlocked restrooms with sufficient supplies			
7	Test location directional signage			
8	Easy access to water fountain			
9	Clock visible to examinees			
10	Adequate table or desk space available for examinees			
11	Appropriate seating provided for examinees			
12	Adequate supply of #2 sharpened pencils			
13	Adequate supply of scratch paper			
14	Room acoustics			
15	Microphone available (if required)			
16	Adequate proctor observations possible			

17	Test location free of safety and/or environmental hazards			
18	Adequate test location access control			
19	Test location access control signage available			

Test Station Area: _____ ft²

Number of Test Stations: _____

Host Organization Type: _____

Host Organization Name: _____

Host Organization Address: _____

The above designated Host Facility was found appropriately designed, arranged, and equipped to allow administration of *electrical training ALLIANCE* STE Part B Performance Evaluations.

Host Organization Representative's Name: _____

Auditor's Name: _____

Host Organization Representative's Signature and Date: _____

Auditor's Signature and Date: _____

