Proctor Manual
Mr. Dean Lewis
Senior Director
Education & Program Development
Refrigeration Service Engineers Society
1666 Rand Road
Des Plaines, Illinois 60016

Dear Mr. Lewis:

The Environmental Protection Agency has reviewed your completed application for approval as a technician certification program under Section 608 of the Clean Air Act.

The Refrigeration Engineers Society (RSES) certification program will provide a closed-book, proctored exam for technicians that covers all of the material specified in 40 CFR Part 82 Subpart F. Tests will consist of prescribed numbers of questions drawn from the EPA’s test bank. After the technician completes the test, RSES-approved proctors will send the tests to RSES’ headquarters where the tests are graded. RSES reports the test results to the technician and issues a wallet-sized identification card to each technician who receives a passing score of 70% or higher on the exam. Records of certified technicians and test results will be maintained at RSES’ headquarters.

Pursuant to 40 CFR 82.161(c) Subpart F, the EPA hereby approves RSES’ technician certification program effective 15 days after the date of this approval letter. This approval is limited to technician certification for proper refrigerant recovery and recycling, and meets the requirements of 40 CFR Part 82 Subpart F and Appendix D to Subpart F. The reasons for EPA’s approval are described herein, as well as in the attached Background Document.

Individuals certified by RSES’ program will be considered properly certified in accordance with the requirements promulgated under Section 608 of the Act, provided they are tested in the manner specified in the attached Background Document.

If at any time an approved program is conducted in a manner not consistent with the representations made in the application for approval of the program under Section 608, the Administrator reserves the right to revoke approval. The Administrator also reserves the right to specify the need for technician recertification at some future date, if necessary.

In order to remain an EPA-approved certification program, RSES must submit an activity report in accordance with the requirements detailed in 40 CFR 82 Appendix D to Subpart F. Programs may need to revise certification procedures should there be any revisions to EPA’s requirements promulgated under 608 of the Act. Testing material may need to be updated within 30 days of the publication of such revisions in the Federal Register. EPA may periodically update the test bank. After such updates occur, programs must create randomly-selected tests.

RSES should provide the EPA with a written report detailing any technical revisions to the program. This report will accompany the first subsequent activity report that RSES submits to EPA. In addition, RSES should inform EPA promptly of any changes to its program administration such as changes of address.

EPA will maintain a list of approved technician training and certification programs for the benefit of the public. The following information about the RSES program will be included on this list:

Refrigeration Service Engineers Society (RSES)
1666 Rand Road
Des Plaines, IL 60016-3552
(708) 297-6464
Fee: $25.00
Training available

This approval does not address the status of technicians that participated in RSES’ voluntary training and certification program. Issues concerning previously technicians will be addressed at a future date.

If you have any questions, please contact Cindy Newberg of the Stratospheric Protection Division at (202) 233-9279

Sincerely,

Stephen Seidel, Acting Director
Stratospheric Protection Division

Enclosures
Proctor Responsibilities

As a registered test administrator (proctor) for RSES you now have access to the largest library of HVACR credentials. Please take the time to read through this manual thoroughly, as it contains the rules and responsibilities of registered proctors.

Test Administrator (Proctor) Responsibilities

- Proctors conducting the EPA Section 608 Exam, are REQUIRED BY LAW to visibly display the RSES EPA approval letter. A copy is enclosed (pg. 2) in this proctor manual.
- Unless otherwise specified, all exams are Closed Book exams.
- Paper exams must be securely stored, in a locked cabinet, where only registered proctors can access them.
- Do not share your login information (user id, password) with anyone else. If a registered proctor is not available to conduct the exams, DO NOT allow other people to conduct the exam on your behalf. Contact RSES to add additional proctors.
- Proctors must verify an exam candidate’s identity by checking their photo identification prior to administering the exam.
- Exams shall be conducted in a quiet, comfortable, and well illuminated area.
- Phones, tablets, smart watches, cameras are forbidden to use during the exam.
- A calculator (four-function preferred) and a pressure/temperature chart may be used during the exam.
- Scratch paper shall be provided to test candidate for use during the exam. Proctors must collect and properly dispose of scratch paper after the exam to ensure candidates have not recorded exam items.
- One (1) proctor can test up to 35 candidates at one time; if testing more than 35 candidates, a second proctor is required.
- Proctors must witness the administration of ALL examinations, online or paper.
- Proctors must adhere to all verbal and written instructions set forth by RSES pursuant to test administration.
- Proctors must notify RSES within ten (10) business days with any changes to your contact information or employment.

- Proctors will not assist exam candidates on the meaning of any test questions.

Failure to comply with these rules may result in the revocation of proctorship.

Proctor Resources

We encourage all proctors to visit the RSES website under the Testing Tab for the Proctor Login section. To access this area, click Proctor Information then enter your user id/password. Call RSES to obtain this info if you do not have it.

You will also have access to:

- Exams: Proctors can order exams and conduct closed book exams.
- Reports: Proctors can access test results and statistical analysis reports.
- Online testing: Proctors can purchase online exams that are immediately available to take.

Questions

We encourage you to contact us Monday – Friday, 8:30 a.m. – 5:00 p.m. central time if you require assistance logging in or have questions.

1911 Rohlwing Road, Suite A
Rolling Meadows, IL 60008-1397
Tel: (847) 297-6464
Fax: (847) 297-5038
Web: rses.org

LEARN MORE AT RSES.ORG
Test Candidates with Special Needs
A translator or reader may be used when a candidate has poor reading/comprehension skills or when a candidate has a documented learning disability. The translator or reader may only read the questions and answer choices; they may not give answers or influence answer choices.

When a reader or translator is used, it is advisable that the proctor make special arrangements for a private test area so that other candidates are not distracted during the test session.

Combining Test Results
(EPA Section 608 Certification)
If an exam candidate is re-testing, simply have the technician take the section or sections that are necessary, and we will send them a new card based on their combined results.

We will require proof of which section(s) have been successfully completed. You can mail a copy of the certification card, or documentation of scores, along with the candidate’s name, address, phone, and social security number when you mail the answer sheet; please use a paper clip. **DO NOT STAPLE!**

**IMPORTANT NOTE:** If a candidate holds a Type I open book certification, they will be required to retest for Core and Type I as the EPA does not allow an open book exam/certification to be used toward obtaining Universal certification. (These certifications typically state Type I Open Book on the card or certificate.)

Proctor Reports
Proctors will be emailed a pass/fail report of the RSES exams.

Test Candidate Results
Test candidates will receive their exam results direct via mail once the answer sheets have been returned. Candidates will receive either a pass/fail notification and their certification card (upon passing).

Public Directory
The EPA now requires approved testing organizations to list all examination participants in an online registry/lookup by name, city, state as well as certification achieved. No personal information will be included in the public registry. Technicians will be able to opt out of this registry by contacting RSES customer service at 800-297-5660 or certification@rses.org.

Test Candidate Information
(Use of Social Security Number)
Test candidates will be asked to provide their social security number on the exam. This is used for identification purposes only. If a test candidate does not want to provide this data, they should use the first initial of their last name and birthdate instead. (Example A11302018.)
Paper Exams

Please make certain when conducting paper exams, you are following ALL of the Proctor Responsibilities on pg. 3.

Conducting Paper Exams

If conducting paper 608 exams, be sure the RSES EPA Approval letter is posted in the testing area. One proctor may test up to 35 persons in a test session.

1. Provide exam candidates with the following:
   - A place free of distractions
   - Two #2 pencils
   - An exam booklet. If you are administering the EPA exam to more than one person, provide people near one another different versions of the exam.
   - An answer sheet/scantron form.
2. Instruct exam candidates how to complete answer sheets. (Name, address, SS#, etc.)
3. Instruct exam candidates to fill in the exam version number (found on the front cover of their test booklet) on their answer sheet.
4. Instruct exam candidates NOT TO WRITE IN THE TEST BOOKLETS.
5. When an exam candidate completes their exam, collect all testing materials, including the exam book, answer sheet, scratch paper, and PT chart (if applicable). Place the re-usable exam book back in its secure location for future use.
6. Inform candidates they can go to rses.org to find their test results. Please allow 5-7 business days for exams to be received for scoring.

Submitting Paper Exams for Grading

1. Verify that the exam candidate completed all of their information correctly; name, address, phone, etc.
2. Make sure the exam code and your RSES Proctor ID # are on the answer sheets.
3. Place the completed answer sheet/s along with a completed Remittance Form (indicating how you are paying for the exam; Do Not Send Cash), who conducted it, as well as the number of exams enclosed in one of our postage-paid return envelopes and mail to RSES within ONE (1) business day of the test.
4. Place your return address on the envelope and put it in the mail.
5. RSES scores examinations within one business day of receipt.
6. Official test results/card are mailed the next business day.

Instruct exam candidates how to complete answer sheets. All information should be printed in the top boxes and the corresponding letters/numbers should be darkened (in pencil) in the column below. Failure to complete answer sheets properly can cause a delay in reporting test results.

Instruct exam candidates how to complete answer sheets. All information should be printed in the top boxes and the corresponding letters/numbers should be darkened (in pencil) in the column below. Failure to complete answer sheets properly can cause a delay in reporting test results.

Instruct exam candidates how to complete answer sheets. All information should be printed in the top boxes and the corresponding letters/numbers should be darkened (in pencil) in the column below. Failure to complete answer sheets properly can cause a delay in reporting test results.

Instruct exam candidates how to complete answer sheets. All information should be printed in the top boxes and the corresponding letters/numbers should be darkened (in pencil) in the column below. Failure to complete answer sheets properly can cause a delay in reporting test results.

Instruct exam candidates how to complete answer sheets. All information should be printed in the top boxes and the corresponding letters/numbers should be darkened (in pencil) in the column below. Failure to complete answer sheets properly can cause a delay in reporting test results.
### Examinations Offered

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>MATERIALS ALLOWED</th>
<th>EXAM TIME</th>
<th>PASSING SCORE</th>
<th>PREPARATORY MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPA Section 608</strong></td>
<td>Calculator, a pressure/temperature chart and scratch paper</td>
<td>2 Hours</td>
<td>70% or better each section</td>
<td>RSES EPA Section 608 Preparatory Manual</td>
</tr>
<tr>
<td>Required to work with or purchase regulated refrigerants for stationary equipment. • <strong>Type-I:</strong> Required for servicing small appliances. • <strong>Type-II:</strong> Required for servicing or disposing of high-pressure appliances, except small appliances and MVACs. • <strong>Type-III:</strong> Required for servicing or disposing of low-pressure appliances. • <strong>Universal:</strong> Earned when a candidate successfully passes all four sections of the exam.</td>
<td>Calculator, a pressure/temperature chart and scratch paper</td>
<td>2 Hours</td>
<td>70% or better each section</td>
<td>RSES EPA Section 608 Preparatory Manual</td>
</tr>
<tr>
<td>Candidates must pass the Core section along with one or more of the Types to earn a certification. Candidates who are retesting do no need to retake any sections in which they have received a passing score.</td>
<td>Calculator, a pressure/temperature chart and scratch paper</td>
<td>2 Hours</td>
<td>70% or better each section</td>
<td>RSES EPA Section 608 Preparatory Manual</td>
</tr>
<tr>
<td>Pre-Requisite: None</td>
<td></td>
<td>2 Hours</td>
<td>70% or better each section</td>
<td>RSES EPA Section 608 Preparatory Manual</td>
</tr>
<tr>
<td><strong>Hydrocarbon Training Certification Program</strong></td>
<td>Calculator, a pressure/temperature chart and scratch paper</td>
<td>Not Timed</td>
<td>88%</td>
<td>RSES offers study material for our exams.</td>
</tr>
<tr>
<td>Any HVACR technician working on HC refrigerant systems needs to make changes in their service and maintenance procedures and should be trained to safely handle HC refrigerants which include refrigerants. Course and testing can be completed online or a classroom setting can be arranged. Visit rses.org and click the Training Tab.</td>
<td>Calculator, a pressure/temperature chart and scratch paper</td>
<td>Not Timed</td>
<td>88%</td>
<td>RSES offers study material for our exams.</td>
</tr>
<tr>
<td>Pre-Requisite: none</td>
<td></td>
<td>Not Timed</td>
<td>88%</td>
<td>RSES offers study material for our exams.</td>
</tr>
</tbody>
</table>

**Unless otherwise specified, all exams are Closed-Book exams.**
### Examinations Offered

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>MATERIALS ALLOWED</th>
<th>EXAM TIME</th>
<th>PASSING SCORE</th>
<th>PREPARATORY MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specialty Certifications</strong></td>
<td>Calculator, a pressure/temperature chart and scratch paper</td>
<td>Varies</td>
<td>Varies</td>
<td>RSES offers study material for our exams. Visit rses.org and click on the Training or Certification Tab.</td>
</tr>
<tr>
<td>Pre-Requisite: will vary with certification and may require membership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certificate Member (CM) Certification</strong></td>
<td>Calculator, a pressure/temperature chart and scratch paper</td>
<td>3 Hours</td>
<td>70%</td>
<td>RSES offers CM Prep Course CD. Visit rses.org and click on the Training Tab.</td>
</tr>
<tr>
<td>Pre-Requisite: active member in good standing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Unless otherwise specified, all exams are Closed-Book exams.**