
PROGRAM ELEMENTS

The VGI Training and Testing Module is made up of two elements, a Testing Program and a Training Program. The Testing Program is EPA approved and includes all materials and instructions to complete a Technician Certification Test.

The Training Program is video based (2 videos) and is optional but very strongly recommended. The Training portion of the module can be modified by the Training Organization to meet specific needs. The training includes all three technical types used on the certification test.

The applicant agrees that they will not duplicate any of the module materials (videotapes, manuals, etc) in whole or in part without the expressed written consent of VGI Training Division.

PROCTORING

All proctoring for the test is done by personnel selected by the Training Organization. All proctors used by a Training Organization must be registered with VGI and must be approved by VGI before they may participate in any testing sessions.

Training Organizations must have a minimum of one proctor for every fifty applicants.

Applicant agrees to enforce the proctoring requirements as specified in the "Classroom Guide for VGI Proctors".

CERTIFICATION ONLY OPTION

The EPA requires that all VGI Training Organizations must offer a "Certification Only" option. The published fee for this option is \$35.00. A Training Organization can charge less than this amount but they may not charge more unless training is also included. This fee agreement with the EPA does not require the inclusion of a manual for a "Certification Only" applicant.

SECURITY

All tests are shipped to the Training Organization in REUSABLE envelopes. The envelopes will contain individual serial numbered REUSABLE tests. The tests are to be distributed only by a registered proctor of the VGI program. Test envelopes may not be opened anywhere but in a classroom during a testing session. Proctors are to distribute one (and only one) test to each applicant.

The Training Organization must provide a sign off procedure that provides a record trail for the movement of all tests. Immediately following the session, the proctor is to place all tests in the reusable envelopes(s) supplied by VGI. Turned in tests are not, under any circumstances, to be shown to the test applicants. No discussion that includes viewing a test is to take place between the proctor and any applicant.

The secured return of all finished test packages and Test Transmittal Forms to VGI is the responsibility of the Training Organizations. All grading must be done by VGI in Arlington, Texas.

TEST SCHEDULES

Training Organization applicant agrees to submit scheduling of all future testing schedules/locations. This submittal is an EPA requirement. The schedules must be submitted at least once a month. Training Organizations not wishing VGI to provide their schedules to prospective technician applicants must so advise VGI in writing. To expedite this section please advise:

Do you wish your name and test dates given to applicants? _____YES _____NO

If "YES" please provide:

Contact NAME: _____

Phone NUMBER: _____

SPECIAL ASSISTANCE

It is a requirement of the agreement between VGI and the EPA that the Training Organizations must accommodate test applicants with special needs. These include but are not limited to the disabled, hearing impaired, illiterate and non-English speaking applicants.

Applicants seeking arrangements for Special Assistance must fill out and submit a Request for Special Assistance form (VGI supplies) to the Training Organizations. The form must include the specific reason for the request. Completed forms must be included in the Tests return envelope containing the applicant's test.

Applicants may bring their own translator for the reading of the questions and answer options. Training Organizations may also employ independent translators. A translator can act as a proctor, if registered and approved by VGI, and can read the questions to a group made up solely of language-impaired applicants as long as the group does not exceed five applicants. For groups larger than five applicants, a separate proctor must be used. Under no circumstances may a translator be a technician. When a technician is certified using a translator, the phrase "Translator Used" will be imprinted on their wallet card.

TEST MONITORING

VGI is required by the EPA to allow access to the sessions by EPA Enforcement Division personnel. In addition, VGI reserves the right to have its personnel monitor, both announced and anonymously, any test session conducted by a Training Organization.

Discrepancies noted by monitors and reports from applicants of alleged proctor misconduct are subject to inclusion in VGI periodic reports to the EPA.

VGI reserves the right to withhold or remove certification from any or all applicants tested under conditions not meeting the VGI Training Organization agreement.

