## **VGI TRAINING**

A Division of Video General Inc.

# APPLICATION FORM

TRAINING ORGANIZATION

Name of Applying Organization:			
Please PRINT name exactly as it is to appear blanks):	ar on certificates (max. 30 characters and		
Street Address:			
City: Sta	te: Zip Code:		
Telephone:	Fax:		
Primary contact name:			
Email:	Web:		
Please check organization type that most describes applicant's primary function:			
i lease check organization type that most	describes applicant s primary randuoli.		
A HVACR equipment manufacturer B School C Trade Association			

### RESPONSIBILITIES OF A TRAINING ORGANIZATION

The responsibilities of a VGI approved Training Organization include: scheduling the sessions, making facility arrangements, supplying all materials to applicants, hiring instructors and proctors, collecting all the fees, and administering the test and training (if used).

A VGI Training Organization is responsible for executing the testing procedure as required in the VGI Classroom Procedure for Proctors. The applicant agrees to maintain the integrity of the testing, and to supply testing facilities and classroom personnel. Any and all marketing of test sessions, with the exception of the VGI "hotline", is the responsibility of the Training Organization.

#### **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 be 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 <u>unless training is also included</u>. This fee agreement with the EPA does not require the inclusion of a manual for a "Certification Only" applicant.

#### **SECURITY**

All test 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?YESNO	
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.

#### **GENERAL**

Applicant hereby certifies, that to the best of undersigned's knowledge, the applicant's organization, their subsidiaries and the employees of same, are not now, nor have ever been under investigation nor cited by the Enforcement Division of the Environmental Protection Agency for violations of EPA regulations pertaining to Technician Certification under Section 608 of the Clean Air Act, except as follows.

Applicant agrees that the certification using the VGI 0200 Training and Testing Module can be terminated by VGI due to failure on the part of the Training Organization to comply with the proctoring requirements as specified in the VGI "Classroom Procedures for Proctors".

#### **REPORTING FORMATS**

VGI Training provides statistics to the Training Organization in many formats. First, you can receive a Session Breakdown Report. This report is similar to the candidates except the results are based on the entire test group. Also, you may receive a Candidates Grade Report. This report requires that the candidate release their results to the Training Organization via a Release Form. Third, you can receive a Session Summary Report.

INTERNET ACCESS	
The above reports can be faxed or are available of the Training Organization is able to track the proc of results. To access the Training Organization significant to the appropriate blanks with your preferred page.	essing status of test sessions and the mailing ite you need a User ID and Password. Please
User: (TO # supplied by VGI) Password:	
<b>IMPORTANT</b> The password can be changed at anytime by calling or writing VGI. Anyone possessing the active password can make the change. Please be certain that only authorized personnel have access to this information.	
APPLICANT USE ONLY	VGI USE ONLY
APPLICANT USE ONLY Signed:	VGI USE ONLY Approved:
Signed:	Approved:
Signed:	Approved:

**VGI Training Div.** Video General Inc. 1156 107th Street Arlington, TX 76011