



California Air Resources Board Greenhouse Gas Verification

Verifier Training Examination, Grading, and Disqualification Policy

- **Exam**

- Verifier exam required to maintain accreditation
 - Accreditation as a sector specialist is required for at least one team member for verification of transactions, oil and gas systems, and process emissions pursuant to §95131(a)(2)
 - Picture identification (driver's license) required to be admitted to exam
 - Time allowed for each exam: 90 minutes
 - Minimum passing score: greater than 70% overall
- Allowed materials: Pens and pencils, scratch paper, and a simple calculator (with no text feature). Hard copy of ARB 2013 Mandatory Reporting Regulation (MRR) and EPA 40 CFR Part 98 reporting regulations. Highlighting, underlining, tabs, and annotations in margins are permitted.
- A copy of the training materials (slides and handouts), including notes on the slides, is allowed for all exams.
 - Applicant allowed one exam retake if they fail the first time
 - Upon receiving a second failing score, the applicant is required to retake the relevant course(s) before retaking the respective exam

- **Grading**

- Two ARB staff independently review exam
- Exams within 10% of passing are graded by third ARB staff person
- Any questions in grading are resolved by Verification Section Manager
- ARB will schedule time for reviewing the failed exam(s) on the phone or in person. When you review your exam, you may not take notes, and your total review time will be limited to 15 minutes for the general exam, and an additional 5 minutes for each sector exam. You may not review an exam that you passed. During your opportunity to discuss the exam you did not pass on the phone, ARB staff will give you a general indication of the type of question and then tell you what answer you gave on the exam. We will not give the correct answer to you on the phone or in person.

- **Notification**

- Applicants passing the exam and accredited are added to list of accredited verifiers and sector accreditations on ARB web site
- Verifier accreditation Executive Order mailed at later date
- Applicant failing exam is privately notified of results and retest conditions by e-mail – no mention on webpage, name simply removed until accredited

- **Disqualification from exam**

- Conditions for disqualification
 - Bringing disallowed materials to the exam (as identified by training staff at beginning of training and examination)
 - Sharing information between applicants during or after the exam
 - False identification provided on exam and to the training staff
- Applicants that have completed an exam will be disqualified for sharing information about the exam with other applicants
- If disallowed materials are found either during or after the exam, the applicant is disqualified from the exam.
- If disallowed materials are found after the completion of the exam:
 - Applicant receives written notification from ARB of failure to pass the exam with explanation of disallowed materials being present during the exam

*For additional information regarding ARB's Verifier Training Examination, Grading and Disqualification Policy please contact ghgverify@arb.ca.gov.