



## Frequently Asked Questions Regarding Accreditation Requirements for Verifiers in California's Mandatory GHG Reporting Program

1. Q: Why is verification training needed?  
A: The Mandatory GHG Reporting Regulation (§95100-95158) requires verifiers to be trained and accredited by ARB to provide verification services.
2. Q: When is accreditation training being offered by ARB and what is the cost for training and testing?  
A: Verifier training is being offered beginning on March 10 and April 7, 2014, for employees of existing accredited verification bodies, and for air district staff that want to participate as verifiers in the Mandatory Reporting Program. Training will be held Spring 2015 for others interested in verifier training. Accreditation training and testing are provided at no cost.
3. Q: What training is available?  
A: General and lead verifier accreditation training is being offered, as well as sector accreditation for transactions, petroleum and natural gas systems, and process emissions specialties.
4. Q: What if I fail the exam?  
A: You must pass the exam to be an accredited verifier. A score greater than 70% is required to pass the exam. If you do not pass the exam there is an opportunity to retake the exam one more time.
5. Q: How do I apply for a lead verifier and a general verifier accreditation?  
A: Fill out the application and indicate your preference as a lead verifier on the application. If you are not eligible for accreditation training as a lead verifier, you may still be eligible for training and accreditation as a general verifier.
6. Q: I am an ARB accredited verifier. How do I upgrade to a lead verifier?  
A: Fill out the application, and in Part II B, mark the box that states "Upgrade to Lead Verifier via verification work as an ARB accredited verifier." Provide evidence of two continuous years as an ARB accredited verifier and at least three completed verifications under the supervision of an ARB accredited lead verifier. Attach documentation that includes dates, skills, and responsibilities for each verification listed and contact information for the supervising lead verifier(s) for three completed verifications. Submit the application and associated documentation to [ghgverify@arb.ca.gov](mailto:ghgverify@arb.ca.gov). Once you receive an Executive Order number and ARB posts the accreditation on its website, you may represent yourself as a lead verifier.
7. Q: I am an ARB accredited verifier. How do I apply for an additional sector?  
A: Fill out Part I, Part III and Part IV of the application and email as an attachment to [ghgverify@arb.ca.gov](mailto:ghgverify@arb.ca.gov). Once you are deemed eligible by ARB staff, take the accreditation training for the applicable sector and pass the sector exam. When you receive an Executive Order number and ARB posts the accreditation on its website, you may represent yourself as accredited for the sector.
8. Q: What experience fulfills the requirement for lead verifier on the accreditation application form?  
A: The regulation requires the applicant provide evidence that they have worked as a **project manager** or **lead person** for **not less than four years**, of which two may be graduate level work (1) in the development of GHG or other air emissions inventories or (2) as a lead environmental data or financial auditor in the private sector.

A lead verifier will be the project manager of a verification team. This requires the applicant to demonstrate leadership roles in preparing GHG or other air emissions inventories. Individuals who were solely responsible for the development of an inventory will be considered a project lead. The second mechanism requires the demonstration that the applicant was a lead environmental data or financial auditor. These skills may also be used to meet criteria for lead verifier accreditation.

9. Q: What information do I submit to document my work experience?

A: Work experience documentation may include a resume with recent and relevant experience, including a detailed account of several responsibilities you have completed successfully. For example, list the types of verification services or emissions inventory or engineering projects that you have worked on, and exactly what you personally did for each project.

10. Q: What documentation of experience is necessary for sector accreditation?

A: Please include a list of related projects or job positions that show experience in the particular industrial sector (oil and gas industry, cement plants or other manufacturing with process emissions, or fuels or electricity transactions). Include specific dates and job responsibilities with your submittal. In order to be accredited, the required two years of additional experience in a sector must be complete before taking the exam.

Please email ARB staff with questions at [ghgverify@arb.ca.gov](mailto:ghgverify@arb.ca.gov) .