

## **Guidelines for Administering Level Provisional Examinations Outside the Normal Exam Cycle**

- 1) The course must be approved by the Operator Certification Program and listed on the Alaska Training Coalition Calendar a minimum of 30 days before the proposed course/ test date. Cancelled courses must be immediately reported to the Operator Certification Program. Course date changes must be reported to and approved by the Operator Certification Program. Course approval requests and course change requests must be submitted in writing.
- 2) Course materials must be requested using the “[Exam Materials Request Form](#)”. The completed form must be received 14 days prior to the course start date. Incomplete request forms will not be considered. Late submittal of the request form may result in no exams being available for administration at the conclusion of the course.
- 3) The course must utilize the “Introduction to Small Water Systems” or “Introduction to Small Wastewater Systems” training material.
- 4) The course sponsor is responsible for distributing and assisting exam candidates with the completion of the “Provisional Exam Application” forms. Exam candidates will submit the completed “Provisional Exam Application” to the exam proctor. Incomplete applications and associated exams will be filed without review.
- 5) The course sponsor is responsible for submitting accurate attendance records and course information to the Operator Certification Program.
- 6) The Operator Certification program will invoice the course sponsor for all application and exam fees upon receiving the completed exam materials. The course sponsor is required to make one payment for the total invoice amount. Exam materials will be processed within 60 days of receiving payment from the course sponsor. Recouping the cost of application and exam fees is the responsibility of the course sponsor.