

# Personnel Certification Governance Committee

## Exam Working Group Scope

### **Purpose and Responsibilities**

The Exam Working Group (EWG) reports to the Personnel Certification Governance Committee (PCGC) and is responsible for developing and maintaining the NERC System Operator Certification Program exams under the general guidelines set by the PCGC. The EWG is also responsible for reviewing comments received from examinees.

### **Expectations**

Each working group member shall respect the integrity and independence of the System Operator Certification Program and protect against undue influence that could compromise process integrity. Working group members shall sign a nondisclosure agreement and keep specific program information confidential at all times.

Each EWG member shall attend all working group meetings and participate without reservation in all discussions and work assignments outside of the meetings.

### **Confidentiality of Membership**

Due to the nature of the work performed by the EWG and the pressure that industry could place on them, EWG membership is confidential and known only to the PCGC and necessary NERC staff.

### **Membership**

The EWG shall have a minimum of 12 members: a chair, a vice chair, and at least 10 at-large representatives. The members shall be made up of NERC-certified representatives who have demonstrated—through PCGC training and screening—the experience and expertise needed to develop the certification examinations.

The members shall have the following qualifications:

- All members shall hold a valid NERC System Operator credential.
- At least one member shall be a Canadian representative. Note: If there is no Canadian representative, then the position shall remain open.
- All members must be fluent in American English.
- All members shall have experience performing or supporting real-time operations on the Bulk Electric System.

Members shall serve an alternating two-year term with six members appointed in odd years and six in even years.

## **Exam Development**

Exams shall be developed according to the procedures in the Exam Development Rules document.

A psychometric consultant will track the statistical performance of the examinations, and the items used in the examinations. The working group members will use the resulting information to improve and develop the exams.

## **Meeting Requirements**

The EWG shall have two in person meetings annually. The EWG chair can call for additional in-person meetings, WebEx meetings, and conference calls to accommodate the exam development cycle, job analyses, Item Writing Workshops, and other duties as assigned by the PCGC.

The chair can also request that the PCGC authorize additional meetings as required to review examination items, develop new items, resolve disputes of examination items, etc.

Each member shall be responsible for his or her own travel expenses.

## **Selection of Members**

The PCGC appoints working group members from a slate of candidates selected and presented by the EWG Nominating Task Force, which is comprised of the PCGC Nominating Task Force and the chair of the EWG.

The EWG Nominating Task Force shall have the following responsibilities:

Prepare a list of candidates from NERC staff nominations for the PCGC to consider.

Consider the additional criteria:

- Recent system operations experience
- Balance between managerial and training staff and real-time system operators
- Representation for each of the system operator credentials
- Exam development experience
- Maintain geographical diversification of EWG members.

## **Membership Nominating Process**

Nominations shall be open to all interested parties, and candidates may self-nominate. Nomination requests specify the number of open EWG positions, the qualifications for each position, and additional considerations for evaluating candidates (e.g., areas of expertise needed on the EWG). The nomination window shall be open for at least 30 days.

The Nominating Task Force shall select from the applications received during the open nominating period. If nominees are not qualified for an open position, it will be left vacant and reposted no sooner than 45 days after the close of the last nominating period. The Nominating Task Force may allow incumbent members to renew their memberships without going through the open nominating process.

NERC staff shall handle the nominating process and forward nominations to the Nominating Task Force for evaluation based on established criteria. The Nominating Task Force shall then prepare its slate of candidates and present the selection to the PCGC. Finally, the PCGC shall appoint members from the list of candidates to the EWG.

### **Officers**

The EWG chair and vice chair must be members in good standing with the EWG. The EWG members shall recommend a chair and vice chair from the membership at least every two years. NERC staff will then present the recommendation to the PCGC chair, who will take the recommendation into account before appointing the officers. The officers shall serve in their appointed capacities for two years.

### **Chair Duties**

The chair shall preside at all meetings and be responsible for the efficient operation of the EWG. From time to time, the chair may delegate any or all of the aforesaid duties and authority to the vice chair as governed by the PCGC charter.

The chair shall send a report to the PCGC quarterly or more frequently if requested by the PCGC chair or at his or her own discretion. The report will address:

- Status of EWG membership
- Status of exam development
- Meeting schedules and sites
- Difficulties with item development
- Performance of psychometric consultant
- Any other considerations the EWG chair wishes to bring before the PCGC chair

### **Vice Chair Duties**

If the chair is unable to perform his or her duties or the position is vacant, the vice chair will act as chair until the chair can resume duties or the vacancy is filled.

### **Closed Meetings**

Due to the nature of the work performed by the EWG, all meetings, conference calls, WebEx meetings, etc. are closed except to members of the EWG, NERC Personnel Certification and Credential Maintenance staff, paid consultants, and invited guests. Proxies, or alternates, are not allowed.

### **Antitrust Compliance**

At NERC functions, the EWG members will act in accordance with NERC's Antitrust Compliance Guidelines at all times.

### **Nondisclosure Agreement**

All members shall sign and abide by NERC's nondisclosure agreement.

### **Conflict of Interest**

It shall be a conflict of interest for any member, or former member, of the EWG to use knowledge gained concerning specific items or questions discussed at EWG meetings to develop or deliver training.

### **Replacement of Resigning Members**

If a member can no longer serve on the EWG, he or she shall submit a written resignation to the EWG chair and the NERC representative. The NERC representative shall notify the PCGC chair and the EWG Nominating Task Force.

### **Replacement of Non-Participating Members**

If a EWG member fails to actively participate in activities or, fails to attend at least one in person meeting each calendar year, the EWG chair shall request that he or she submit a resignation or apply for a continuation of membership with an explanation of extenuating circumstances. In the event that the member submits an explanation of extenuating circumstances, the PCGC shall decide whether the circumstances warrant continued EWG membership.

If a written response is not received within 30 days of the chair's request, the lack of response shall be considered a resignation.

### **Changes in Member Qualifications**

If an existing member is appointed to the EWG because of a particular qualification and that qualification becomes invalid, then that member shall offer his or her resignation on or before the date the qualification becomes invalid. If the member maintains credentials, he or she may remain on the EWG.

If the EWG chair learns that a member's qualification has become invalid, and that member does not otherwise qualify to be a member and does not resign, then the chair shall assume the member has resigned as of the date the qualification became invalid. The PCGC shall decide whether or not to accept the resignation.

### **EWG System Operator Certification Renewal**

EWG members are required to earn CEHs as per normal program rules. EWG members in good standing will have the NERC System Operator Certification renewal fees waived when their certification is renewed.

## Revision History

EWG Scope Version History					
Rev No.	Date	Chapter	Page	Description	Version
1	2013	All	All	Scope Created	0
2	2014	Membership	1	Specified must operate in a control center environment or support real time operations	1
3	2019	Revision History	4	Added revision history	1.1
4	2/2020	All	All	Admin review – placed on current template	2
5	11/2022		1	Membership, 4 <sup>th</sup> bullet. Approved at the November 2022 PCGC meeting.  Membership paragraph. Approved via email vote December 2022	2.1
6	5/2023		2, 3, 4	Meeting Request – 1 <sup>st</sup> paragraph Chair Duties – 2 <sup>nd</sup> paragraph Replacement of Non-Participating Members – 1 <sup>st</sup> paragraph	2.2
7	8/2024	Closed Meetings	3	Added NERC Personnel Certification and Credential Maintenance Staff	2.3