

CGA Certification Board
Policies & Procedures Manual
Edition 3 /December 2020



Table of Contents

1	Preface	1
2	Introduction	1
3	Certification Program Administration	1
3.1	CGA Certification Board LLC (CGACB)	1
3.2	Program Administrator	2
3.3	Financial Management	3
3.4	Records Management and Retention Policy	4
3.5	Confidentiality	4
3.6	Code of Conduct	5
3.7	Nondiscrimination Policy	6
3.8	Conflict of Interest Policy	6
4	Certification Program Oversight Bodies	7
4.1	CGACB Managers Board	7
4.2	Personnel Certification Governance Committee (PCGC)	7
4.3	Committees on Certification Programs (CCP)	8
5	Exam Development and Maintenance	8
5.1	Certification Program Initiation	8
5.2	Certification Exam Development	9
5.3	Revisions to Exam Content	9
5.4	Exam Validation	10
5.5	Exam Performance Review	10
6	Certification Exams	10
6.1	Exams	11
6.2	Applying for an Exam	11
6.3	Scheduling an Exam	12
6.4	Taking the Exam	12
6.5	Results of Exam	15
6.6	Time Between Exams	15
6.7	Withdrawal from Exam Process	16
7	Credential Issuance	16
7.1	Credential Issuance Process	16
7.2	Credential Information Contained	16
7.3	Credential Replacement	17
7.4	Credential Verification	17
8	Credential Maintenance and Renewal	17
9	Proper Use of and Claims to a Certificate	18

10	Dispute & Complaint Resolution.....	19
10.1	Resolution Process	19
10.2	Resolution Process Expenses	20
11	Disciplinary Action	20
11.1	Grounds for Action	20
11.2	Disciplinary Hearing Process	21
11.3	Disciplinary Actions	21
11.4	Disciplinary Appeal Process.....	22
	Appendix A – CGACB Document Retention Schedule.....	23
	Appendix B – CGACB Non-Disclosure Agreement Form	24
	Appendix C – CGACB Conflict of Interest Disclosure Form	25
	Appendix D – CGACB Certification Programs	26
	Appendix E – CGACB Certification Program Prerequisite Requirements	27
	Appendix F – CGACB Certification Program Fee Schedule.....	31
	Appendix G – CGACB Certification Exam Approved Reference Materials	32

1 Preface

The CGA Certification Board LLC (CGACB) is a limited liability corporation whose mission is to offer certification programs for personnel working in the industrial and medical compressed gas industry.

The purpose of this document is to provide policies and procedures to guide the administrative, organizational, technical, and logistical aspects of developing and maintaining all aspects of the CGACB Certification Program. The policies and procedures are issued by the authority of the CGACB Operating Agreement and its Managers Board. The policies and procedures are prepared, maintained, and revised by the CGACB subject to the approval of CGACB's Managers Board.

The CGACB Certification Program is non-discriminatory in accepting applications and issuing certifications to candidates in regard to membership in any association, union, etc., and follows Federal and State Americans with Disabilities Act (ADA) regulations. CGACB understands the importance of impartiality in carrying out its certification activities, managing conflict of interest, and ensuring the objectivity of its certification activities.

2 Introduction

The purpose of the CGACB Certification Program is to advance the profession of industrial and medical gases personnel by providing a mechanism by which individuals can demonstrate their knowledge of relevant regulations, codes, standards, and industry practices and by which stakeholders can readily assess a minimum level of competency for such categories.

3 Certification Program Administration

3.1 CGA Certification Board LLC (CGACB)

The CGACB's responsibilities include:

- Providing initial financial capital for new certification programs.
- Providing access to subject matter experts needed to:
 - support the Committees on Certification Programs (CCPs) development of exam questions and answers; and
 - assist in the resolution of appeals, complaints, and formal inquiries regarding the content or validity of exam questions and answers.
- Providing supervision of the implementation of all policies and procedures including responsiveness to complaints and ensuring impartiality.
- Organizing and conducting meetings as necessary to address program requirements and technical issues that arise during the administration of the program, including preparation and distribution of meeting agendas and minutes.

- Providing staff resources in the following areas: Technical staff support, committee operations staff support, legal, information technology, publications, and marketing.
- Performing periodic audits of the Program Administrator's services associated with CGACB certification programs, including a review of any compliance issues, identification of areas for improvement, and documentation of preventative and corrective actions.
- Reviewing accounting system transactions on a regular basis and discussing questions or concerns with the Program Administrator.
- Conducting marketing, advertising, outreach, and public awareness campaigns as needed to reach audiences including potential certification candidates, local authorities, and other standards developing organizations.

3.2 Program Administrator

The Program Administrator's responsibilities, which are subject to approval by the CGACB, include:

- Conducting a periodic review of all certification programs to ensure that they remain valid and that the assumptions used to develop a specific examination are still valid.
- Developing and administering the budgets and financial matters of the certification programs, including management of cash receipts, cash disbursements, and accounting for the programs.
- Making a general description of the certification process including scope, prerequisites, fee schedules, and applicant's rights publicly available.
- Maintaining a confidential database of all applicants, applicant contact information, official application forms, exam dates, exam results, and (if applicable) credential expiration date, and making the database and/or data reports available to CGACB upon request.
- Developing, documenting, and following policies and procedures to ensure security of the entire certification process, materials, and data and to have measures in place to take corrective actions if security breaches occur. These policies and procedures should account for security considerations related to the location of program materials, nature of the materials, steps in the examination process, and issues arising from repeated use of exam material.
- Maintaining complete and accurate documentation related to certification application and testing performed CGACB in accordance with the retention policy. This documentation shall be managed and disposed of to ensure the integrity of the process and the confidentiality of the information.
- Communicating all complaints, appeals, and disputes to CGACB upon receipt.
- Gathering and verifying information needed to resolve complaints, appeals, and disputes.

- Performing credential verification upon request in accordance with the certification program Policies and Procedures Manual, except where law or regulation requires that such information not be disclosed.
- Providing accommodations consistent with the ADA Requirements for Testing Accommodations and the certification program policies and procedures.
- Contracting with and ensuring the competency of subcontracted examiners and third-party testing agencies to administer examinations or proctor examinations by complying with the applicable provisions of the certification program policies and procedures, including that confidentiality and impartiality will not be compromised.
- Exercising proper enforcement of the certification program policies and procedures, taking corrective action as needed within a reasonable amount of time.
- Conducting marketing, advertising, outreach, and public awareness campaigns as needed to reach audiences including potential certification candidates, local authorities, and other standards developing organizations.
- Developing and maintaining a website with information on CGACB Certifications, application instructions, Program Administrator contact information, etc.

3.3 Financial Management

CGACB will ensure that there are sufficient financial resources to conduct effective and thorough CGACB Certification program activities.

3.3.1 Budget Development & Monitoring

The Program Administrator is responsible for general oversight regarding the day to day administration of the budget for the certification program. The budget includes revenue associated with the certification examination and recertification processes and out of pocket expenses related to developing and administering the certification exam and certification process.

The Program Administrator will develop a draft budget for review and approval by the CGACB Managers Board.

Once approved, the Program Administrator is accountable for ensuring that the approved expense budget, is not exceeded without prior approval by CGACB. The CGACB President and the Program Administrator work together to ensure that the approved budget is followed and provide periodic reports to the CGACB Managers Board as needed.

Increases to approved budget must be approved by the CGACB President.

3.3.2 Accounting Procedures

The Program Administrator is responsible for maintaining all accounting records related to the CGACB Certification Program. CGACB shall have access to these records at all times.

3.3.3 Financial Controls

The Program Administrator and CGACB shall each designate a representative to have signatory authority on the CGACB certification program bank account(s), however, the Program Administrator is responsible for all routine cash receipts and cash disbursements occurring under the normal operations of the certification program.

Requests for expenditures that are not included in the approved budget shall be approved by the CGACB President prior to the expense being incurred.

3.3.4 Fiscal Year

The fiscal year is January 1 through December 31, subject to modification at any time by the CGACB Managers Board.

3.3.5 Fees

Certification fees, recertification fees, and other fees or charges directly related to the certification application, registration, examination, and recertification requirements will be proposed by the Program Administrator. Fees must be approved by the CGACB Managers Board.

All fees will be applied to applicants/certificants according to the approved fee schedule.

3.4 Records Management and Retention Policy

All CGACB Certification program documents will be retained by the Program Administrator according to the schedule in this policy. The use of the term “documents” in this policy includes all printed and electronic materials regardless of the medium in which they are stored. Documents received in printed form may be converted to electronic format for storage and/or backup. It is not necessary to maintain original printed materials once the information is stored electronically.

Record retention schedules are as noted in Appendix A. The Program Administrator is responsible for destroying files in a manner that maintains the privacy and confidentiality of all information contained.

3.5 Confidentiality

CGACB is committed to protecting confidential and/or proprietary information related to applicants, candidates, certificants and the examination development, maintenance, and administration process. The confidentiality policy applies to all CGACB employees, Program Administrator employees, Managers Board members, committee members, contractors, and any other individuals who are permitted access to confidential information.

Information about applicants, candidates, or certificants and their application status and their examination results are considered confidential and may not be disclosed, divulged, or made accessible to anyone except the CGACB and Program Administrator personnel directly involved with administering the certification program, unless the applicant, candidate, or certificant provides written permission for the release of the information or as required by law. Personal information submitted with an application is considered confidential.

Information related to the development, administration, and maintenance of the examination is considered confidential.

When required by law to release confidential information the Program Administrator will make reasonable efforts to notify the affected individual to the extent permitted by law.

The names of certified individuals and their personal certification status are not considered confidential and can be published by CGACB or the Program Administrator (see Section 7.4).

A Non-Disclosure Agreement (see Appendix B) must be signed by all individuals employed by and contractors doing work for the CGACB, CGACB Managers Board members, Personnel Certification Governance Committee (PCGC) members, and CCP members when hired, elected, or appointed.

3.6 Code of Conduct

CGACB and the Program Administrator shall uphold the highest standards of personal and professional behavior. The Code of Conduct applies to all personnel doing work on behalf of CGACB whether they be CGACB employees, CGACB Managers Board members, Program Administrator employees, CGA employees, committee members, contractors, and any other individuals who are involved in any aspect of the Certification Program.

All persons involved in the development, maintenance, administration, and management of CGACB Certification Programs shall:

- perform their services professionally and with respect for CGACB and certification applicants, candidates, and certificants;
- adhere to all applicable laws, regulations, policies, and ethical standards;
- perform work in accordance with the CGACB Certification Program Policies and Procedures Manual, bylaws, and policies;
- keep confidential all CGACB Certification Program exam information, and prevent the unauthorized disclosure of exam information;
- prepare reports which are timely, accurate, and reliable in accordance with the CGACB Certification Program Policies and Procedures Manual; and
- notify CGACB and Program Administration staff of problems or potential problems with the CGACB Certification Program in a timely manner.

3.7 Nondiscrimination Policy

CGACB and the Program Administrator adhere to principles of fairness and due process and endorse the principles of equal opportunity. The Nondiscrimination Policy applies to all CGACB employees, whether they be CGACB employees, CGACB Managers Board members, Program Administrator employees, CGA employees, committee members, contractors, and any other individuals who are involved in any aspect of the Certification Program.

It is the policy of the CGACB that no applicant, candidate, or certificant is discriminated against on the basis of race, color, creed, age, gender, national origin, religion, disability, marital status, parental status, ancestry, sexual orientation, military status, source of income, or any other status protected by law. All candidates for certification will be judged solely on the criteria determined by the PCGC.

3.8 Conflict of Interest Policy

A conflict of interest is defined as a situation in which personal or professional concerns or connections of an individual affect their ability to place the welfare of the CGACB Certification Program before personal benefits. The Conflict of Interest Policy applies to all personnel doing work on behalf of CGACB whether they be CGACB employees, CGACB Managers Board members, Program Administrator employees, CGA employees, committee members, contractors, and any other individuals who are involved in any aspect of the Certification Program.

The CGACB supports operational, administrative, and examination related policies that are free from actual, potential, or perceived conflicts of interest by employees, contractors, and those in elected, appointed, or volunteer positions.

It is the policy of the CGACB that no individual, while serving any CGACB Certification Program, will take advantage of their role by allowing a situation to exist that may be construed as an actual, potential, or perceived conflict of interest. All conflicts of interest or potential conflicts of interest must be fully and immediately disclosed to the CGACB Managers Board and openly resolved.

The purpose of this policy is to protect the CGACB legally, financially, and otherwise from any conflict of interest that may arise with potential to adversely affect the organization. The policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applications to not-for-profit organizations.

To expressly avoid conflict of interest in decisions regarding exam content, disputes, and disciplinary hearings, no applicant, candidate, or certificant in programs administered by the CGACB shall participate in the PCGC.

All CGACB employees, Program Administrator employees, CGACB Managers Board members, and PCGC appointees must complete a conflict of interest statement (see Appendix C).

4 Certification Program Oversight Bodies

4.1 CGACB Managers Board

The CGACB Managers Board is composed of 3 voting members. It is CGACB's policy that a Program Administrator Representative be invited to attend meetings of the Managers in a visiting, non-voting, capacity.

- CGACB President (Voting)
- CGACB Secretary (Voting)
- CGA Vice President, Technical & Regulatory Affairs (Voting)
- Program Administrator Representative (Non-voting)

Additional individuals may be permitted to attend meetings of the CGACB Managers Board at the discretion of the Board's voting members.

The CGACB Managers Board is responsible for:

- developing, approving, and interpreting certification program policies;
- developing and approving certification program budgets;
- approving new certification programs;
- dissolving existing certification programs; and
- evaluating conflict of interest reports.

4.2 Personnel Certification Governance Committee (PCGC)

The PCGC is a single standing committee that the CGACB Managers Board has delegated the authority to oversee all certifications offered by the CGACB, resolve disputes, and address disciplinary issues raised by certification candidates.

The PCGC shall consist of the following:

- one Program Administrator representative;
- the CGACB president or their designee; and
- one industry subject matter expert selected by the Program Administrator and CGACB.

Subject to the oversight of the CGACB Managers Board, the PCGC is responsible for:

- developing and approving certification exam content;
- evaluating and responding to allegations of CGACB policy violations by persons seeking or holding a CGACB Certification; and
- resolving complaints and disputes related to the certification programs.

4.3 Committees on Certification Programs (CCP)

A CCP is formed for each CGACB certification. Members of each CCP are recognized experts in the particular certification field or specialty. The CCP develops the exams under the guidance of the Program Administrator.

The CCP shall consist of the following:

- one Program Administrator representative;
- one technical staff member invited by CGACB; and
- subject matter experts selected by the CGACB.

The CCP is responsible for:

- developing certification program exams, including:
 - identifying topics and knowledge to be assessed; and
 - determining the relative importance of topics to be assessed by the exam;
- maintaining certification program exams;
- defining prerequisite requirements for each certification; and
- providing input on proposed resolution of disputes regarding the technical content of exam questions and/or answers.

5 Exam Development and Maintenance

The CCP shall develop exam questions and answers for initial certification and recertification of personnel.

5.1 Certification Program Initiation

Requests to create a specific professional certificate program can come from CGACB, or directly from industry, manufacturers, purchasers, or government. Requests shall be submitted in writing to the CGACB President and shall include the following information:

- a statement of need for the proposed certification program, including drivers such as regulations, customer expectations and requirements, competing certification programs that negatively impact the affected industry's self-regulation, and other reasons;
- the identification number and title of the CGA publication(s) to be used as the basis for the proposed certification program; and
- a description of the population of potential candidates for the proposed certification program.

The CGACB Managers Board, with input from the appropriate industry subject matter experts and key stakeholders, will determine whether there is sufficient interest from industry to initiate a new program. If a need appears to exist, the CGACB Managers Board will establish a CCP to coordinate further evaluation, and if appropriate, development of a new program.

5.2 Certification Exam Development

The CCP shall develop exam questions based on the technical content of CGA publications, but may also include content based on related regulations, codes, standards, and/or industry practices. Exam content will be based on the most current edition of the CGA publication being used as the basis for the exam, unless a specific edition of the CGA publication is referenced in a relevant federal or state requirement for certification.

The CCP shall determine the number of questions in an initial certification exam. The number of questions developed by the CCP shall include at least 150% of the questions used on an exam. Question types may be either multiple choice, true/false, and component identification from figures or pictures, or other appropriate formats. The CCP shall determine the percentage of questions to be developed from each section of the CGA publication used as the basis for the exam.

The CCP shall review the composition of the question base for an exam; i.e., how many are true/false versus multiple choice and other formats, how many questions are asked in each area of the subject matter being tested, etc. to ensure that the exam reasonably assesses a candidate's competency.

Based on the content of the source standards, the CCP shall recommend what percentage of the questions, if any, are open book versus closed book. Where the exam contains open book and closed book sections, the Program Administrator shall divide the exam into two sections, one open book and one closed book, for separate administration.

The CCP shall review and vote to accept, modify and accept, or reject each question and answer set (a question and its corresponding answers). The vote will be decided by simple majority. However, any exam question and answer set that does not receive unanimous approval as written or unanimous approval as modified by the CCP must be noted for PCGC review. The PCGC must unanimously approve all question and answer sets that are to be included on the certification exam.

5.3 Revisions to Exam Content

CGACB Certification Exams shall be reviewed regularly by the CCP to ensure that all exam content is maintained to the highest possible standard of quality in accuracy, validity, clarity of print, and grammar. All complaints, inquiries, input, appeals (pending or resolved), requests for interpretation, challenges, etc. will be reviewed during the review.

CGACB Certification Exams will be updated when changes in CGA publications, regulations, codes and standards, industry procedures, and technical advancements impact the topics evaluated by the exam. The CCP shall update existing questions and develop new ones as needed within six months of the release of a new edition of the CGA publication(s) used as the basis for the exam. When other codes and standards, industry procedures, or technical advancements change and impact the exam content, the CCP shall update existing questions and develop new ones within one year.

New questions are developed by the CCP and approved by the PCGC. The CCP, PCGC, and/or the Program Administrator periodically review performance of every question used in a scored position.

Technical changes to exam content require the submission of updated question and answer sets for validation in accordance with Section 5.4.

NOTE – The revision process for CGA publications and external codes and standards sometimes changes the section number as new material is added to the publication. For example, material formerly in section 8.7.2 may be in section 8.7.3, with no change to the technical content. The revision process also sometimes creates editorial changes where the technical content does not change. Whenever these publications are updated, the CCP updates the master question and answer set to tag the questions and answers to the latest publication edition and section. An example is to change the reference from NFPA 55 2016 section 8.7.2 to NFPA 55 2020 section 8.7.3. Such changes are considered editorial in nature and do not change the technical content of the exam.

5.4 Exam Validation

The Program Administrator shall utilize a method based on an accepted educational standard to validate the examination construction/content as adequate to determine a minimum level of competency. Documentation of the validation shall be retained in accordance with the record retention schedule.

5.5 Exam Performance Review

The CCP shall review the questions and answers and verify that each question has only one correct answer and that the questions are not ambiguous in nature.

The Program Administrator shall periodically review the performance of every question used in a scored position. If a high percentage of applicants respond incorrectly to a certain question, the Program Administrator shall convene the CCP to review the question and determine if it requires being modified or removed from the question base.

If any exam question is found to be materially incorrect and/or technically incorrect, that question will be moved to an unscored position for all of the individuals who took that particular examination.

6 Certification Exams

CGACB awards certification credentials to individuals who successfully pass the certification exam to demonstrate that they have attained sufficient knowledge relating to:

- CGA publications;
- Applicable regulations, codes, and standards; and
- the basic principles of industry practices.

A certification credential is issued to a candidate who successfully completes an exam and remains valid for three years. The certification is non-transferable if the applicant leaves the employer that they were with at the time of their exam.

6.1 Exams

The certification programs offered by the CGACB are detailed in Appendix D.

6.2 Applying for an Exam

To request authorization to take the exam, candidates must submit a completed application, proof of prerequisite completion, and the program fee to the Program Administrator. All application materials can be submitted electronically or in hardcopy. Applicants should contact the Program Administrator with any questions regarding the application.

6.2.1 Certification Application

The certification application must be filled out in its entirety. No incomplete applications will be accepted. The Program Administrator shall notify the applicant if their application is accepted or rejected.

6.2.2 Prerequisite Documentation and Verification

Certification exam applicants must meet the defined prerequisites for the requested certification prior to being eligible to register and take the certification exam. The prerequisites for each certification program are defined in Appendix E. Applicants must submit documented evidence of prerequisite completion with their exam application.

Prerequisite documentation is reviewed and verified by the Program Administrator. If the application does not meet the prerequisite requirements for the exam, the Program Administrator will notify the applicant and refund any fees paid less the application fee within 60 days.

6.2.3 Program Fees

All applicable fees must be paid in full to the Program Administrator at the time an application is submitted. Certification fee schedules are listed in Appendix E.

6.2.4 Application Eligibility Period

Once the Program Administrator verifies that the applicant has completed all necessary prerequisites and notifies the applicant that they are eligible for the exam, the applicant must take the exam within twelve (12) months.

If a candidate fails to take the exam within the twelve (12) month eligibility period, the candidate shall forfeit the program fees. Once the program fees are forfeited, the candidate must reapply and repay the program fees. Candidates with extenuating circumstances may request approval for an extension by contacting the Program Administrator in writing.

6.3 Scheduling an Exam

When the Program Administrator approves an application, an email will be sent to the applicant with further instructions on scheduling the exam. Exams will be held in the U.S. and may be administered on any day other than Sunday or federal holidays.

Requests for accommodation for a disability must be submitted at the time of registration. The Program Administrator will review each request and, if appropriate, will provide appropriate accommodations in accordance with [ADA requirements for testing accommodations](#). The decision will be included in the registration confirmation sent to the applicant.

At least 30 days prior to the exam date, the Program Administrator will provide all registered candidates with the exam location, instructions for check in, required identification, materials permitted in the exam room, allotted time to complete the exam, and any other pertinent details.

Registered applicants can request to reschedule their exam by contacting the Program Administrator up to 30 days prior to the scheduled exam date.

6.4 Taking the Exam

6.4.1 Arrival and Exam Admission

Candidates should arrive for their scheduled exam session 15 minutes early to sign in and should allocate adequate time to complete the exam. Candidates who arrive late may not be allowed to sit for the exam and will be considered no-shows. Candidates who do not take their scheduled exam session will be considered no-shows and must re-apply and pay the full test fee to take the exam.

Candidates must show one government-issued form of identification that includes the candidate's photo and name as shown on the candidate's application. Examples of acceptable identification are a driver's license, a government issued identification card, a passport, a temporary visa, or a military ID.

The Program Administrator or testing center staff will not accept altered or damaged identifications. If there is any discrepancy between the name on the candidate's identification and the exam registration, the candidate will not be permitted entry to the exam.

6.4.2 In Person Exam Policies

The exam session will be scheduled for a 150-minute (2.5 hour) time slot, and candidates will be allowed 120 minutes (2 hours) to complete the exam. Once started, the exam time clock will run continuously to the end of the exam session.

A proctor will be present throughout the exam session. The proctor may only answer questions about testing procedures. They cannot respond to inquiries regarding the exam's content.

For certain exams, reference materials may be permitted for open book sections of the exam. The reference materials are permitted for each exam are defined in Appendix G and only those

materials shall be allowed. Candidates may not bring other material. Where reference material is permitted, candidates are responsible for bringing the material in printed format, free of any added text of any sort (e.g., writing, text notes, etc.).

Candidates are not permitted to bring additional reference materials not on the approved resource list for the exam, calculators, notebooks, cell phones, or recording equipment into the exam. Candidates may not bring any personal items into the test center other than the required identification and any reference materials permitted for the exam being taken. Visitors are not permitted during the exam. Candidates may not leave the exam center until they have finished the exam and turned in all exam materials.

After the exam is initiated candidates may only communicate with the exam proctor; no communication with any other person is permitted. Once the completed exam is submitted or the session time expires, no further changes can be made to the exam materials.

When the candidate has completed the exam or the time has expired, the candidate must turn in all exam materials to the proctor. No test materials, notes, or scratch paper of any sort may be taken from the exam room.

Any candidate giving assistance, receiving assistance, creating a disturbance, cheating, removing exam content from the exam room, attempting to impersonate another candidate, or conducting any other behavior in violation of these procedures will be required to turn in their exam materials, exit the exam room, and leave the testing center. The Disciplinary Action Procedure (see Section 11) will be initiated upon notification to the Program Administrator and/or CGACB that the incident occurred.

6.4.3 Video Proctored Exam Policies

A video proctored exam session will be scheduled for a 150-minute (2.5 hours) time slot. Candidates will be allotted 120 minutes (2 hours) to complete the exam. Once started, the exam time clock will run continuously to the end of the exam session.

CGACB video proctored exams will be administered using video conferencing software and Exam Builder. Both products may be used via an internet browser and do not require the installation of any software on the computer used to take the exam.

- Operating System (OS): Windows 7 (32 and 64-bit) or later, Mac OS X with Mac OS 10.7 or later
- Browser: Google Chrome version 41 or higher, Internet Explorer version 11 or higher, Microsoft Edge, Mozilla Firefox version 37 or higher, Safari version 7 or higher
- Connection Speed: Minimum 300kb/s upload speed, 500kb/s recommended
NOTE – Satellite and dial up connections are not supported.
- Memory: Minimum of 1 GB of memory free space
- Peripherals: Webcam, speakers, microphone
NOTE – Webcam must be portable to allow view of entire test room.

The computer used to take the exam must not have more than one display or monitor. For example, if a laptop with a monitor is connected is, the monitor must be disconnected and only the laptop screen may be used. Only the exam and video conference software may be open during the exam session; all other programs and windows must be closed before initiating the

exam session. The webcam, microphone, and speakers must allow the exam proctor to clearly see, hear, and speak to the candidate throughout the exam session. The exam proctor will monitor the activity on the candidate's computer screen throughout the exam and may ask the candidate to reposition the webcam to show different areas of the exam room at any time. Failure to comply with these requests may result in the immediate termination of the exam session.

On the day of the exam, the candidate must be in an enclosed room that meets the following criteria:

- The room shall be enclosed.
- There shall be no other person(s) in the room for the entire exam session.
- There shall be a desk or table where the candidate will sit for the exam session.
- There shall be no writing on the surfaces or walls of the room.
- Other than approved reference materials for the exam, no other materials shall be accessible.
- There shall be adequate lighting to clearly view the candidate on the webcam.
- The room shall be as quiet as possible; no sounds such as music or television will be permitted.

Candidates must dress as though they are in a public setting. If a phone is used for the audio connection, it must be placed in clear view of the webcam, remain on speaker phone throughout the exam session, and smart phones must be turned screen down so that incoming messages are not visible. Headphones, ear buds, or any other type of listening equipment may not be used. The candidate must remain in clear, direct view of the webcam and connected via audio throughout the exam session. If the exam session is unexpectedly disconnected, the candidate should contact the exam proctor immediately using the phone number provided on the exam session instructions.

For certain exams, reference materials may be permitted for open book sections of the exam. The reference materials are permitted for each exam are defined in Appendix G and only those materials shall be allowed. Candidates may not bring other material. Where reference material is permitted, candidates are responsible for bringing the material in clean printed format, free of any added text of any sort (e.g., writing, text notes, etc.). Candidates are not permitted to bring additional reference materials not on the approved resource list for the exam, calculators, notebooks, or recording equipment into the exam.

The candidate will log in to a video conference session using the information provided by the exam proctor and check in by showing a photo ID, completing a full webcam scan of the test room, and sharing the computer screen where the exam is being taken. Once the proctor verifies that the test taking space meets the requirements described in this document, the test session will begin. Once started, the exam time clock will run continuously to the end of the exam session.

An exam proctor will remain connected throughout the exam session. Once the exam is initiated communication with any person other than the exam proctor is prohibited. The exam proctor may answer questions regarding the exam system but will not be able to answer any questions regarding the technical content of the exam.

Candidates can review and revise the answers submitted to questions during the exam session. Once a candidate submits their exam or the exam session time expires, no further changes can be made to the exam materials.

Once the candidate has completed the exam or the exam time has expired, the proctor will confirm the submission all exam content. Candidates may not leave the online testing room until they have finished the exam and submitted all exam materials. No test materials, notes, or scratch paper of any sort may be taken from the exam room.

Any candidate giving assistance, receiving assistance, creating a disturbance, cheating, copying exam content, attempting to impersonate another candidate, or conducting any other behavior in violation of these procedures will be required to terminate their exam session. The Disciplinary Action Procedure (see Section 11) will be initiated upon notification to the Program Administrator and/or CGACB that the incident occurred.

6.4.4 Post Exam Survey

After completing the exam, candidates may be asked to complete a post-exam survey. The Program Administrator will collect comments on the exam process and/or exam questions and forward them to CGACB.

This survey will include the opportunity to comment on the content of the exam and challenge specific exam questions or answers.

6.4.5 Exam Cancellation or Rescheduling

To cancel or reschedule exam appointments, contact the Program Administrator.

Cancellation or rescheduling fees may apply for candidates who reschedule or cancel a scheduled exam. No such fees shall apply if the exam is cancelled or rescheduled by the Program Administrator, CGACB, or the testing center.

Any candidate who does not appear to take their exam on the scheduled date, or who arrives late and is not able to complete the exam, will have to reapply to take the exam and pay the exam fee again.

6.5 Results of Exam

The Program Administrator will provide all candidates who complete the exam with a pass/fail score report within thirty (30) days of exam completion.

6.6 Time Between Exams

Candidates who fail an exam must wait a minimum of thirty (30) calendar days from the date of the failed exam to retake the exam and must schedule to retake the exam no more than one hundred eighty (180) calendar days after their previous exam. Exam retakes are subject to fees as noted in Appendix F.

Candidates who fail the exam two (2) consecutive times shall provide documented evidence of additional training on the exam topic before being allowed to retake the exam. Candidates who do not retake the exam within one hundred eighty (180) calendar days of their previous exam must submit updated application and prerequisite verification forms and pay the full application and exam fees.

6.7 Withdrawal from Exam Process

The candidate eligibility period is defined in Section 6.2.4. If a candidate wishes to withdraw from the process within the eligibility period for any reason, they must submit a request to withdraw in writing. Candidates who submit a request to withdraw prior to scheduling their exam will be refunded their exam fee. Candidates who submit a request to withdraw after scheduling their exam will not receive a refund.

7 Credential Issuance

Only candidates and companies that meet all eligibility requirements, including the prerequisites, and successfully pass the required examination will be granted a certification credential.

Grandfathering is defined as a process by which individuals are granted personnel certification without being required to meet a formal examination requirement. Grandfathering is prohibited by the CGACB.

The CGACB does not award credentials to individuals who have not met the eligibility and examination requirements.

7.1 Credential Issuance Process

The Program Administrator will issue the certification credentials within sixty (60) days following completion and passing of the exam and satisfactory completion of any other requirements to the certificant. The credential is issued to the company and the individual.

7.2 Credential Information Contained

The certification credentials shall be issued in the forms of a wallet-sized ID card and a certificate of completion and shall contain the following minimum information:

- Applicant Name
- Applicant Photo (ID card only)
- Applicant Company Name
- Certification Type Received
- Certification Expiration Date
- CGACB Logo
- Unique certification identifier number
- Credential Verification Contact Information

7.3 Credential Replacement

The Program Administrator shall offer a mechanism for applicants to request and receive replacement certification credentials documents.

If a credential holder changes their legal name, the individual must submit a written request containing an explanation of the circumstance and copies of legal documentation of the name change to the Program Administrator.

7.4 Credential Verification

With written permission from the certification holder on their application, the Program Administrator will confirm to an employer, authority having jurisdiction, customer, system verifier, employment search firm, or potential employer that an individual holds a valid certification. The confirmation will include the certificant's certification designation, unique certification identifier number, issuance date, and expiration date.

8 Credential Maintenance and Renewal

The CGACB certification is issued to the company and the individual and is non-transferable if the applicant leaves the company that the certification is issued to. The certification shall be valid for a maximum of three (3) years following the applicant's successful completion of the exam.

It shall be the applicant's responsibility to renew their certification prior to expiration. CGACB credential holders must register for a renewal examination prior to the expiration of their CGACB credential. The Program Administrator and CGACB will attempt to notify certificate holders before the certificate expiration date but do not take responsibility for certificate holders' certificate maintenance. Any credential holder who does not possess a valid, unexpired CGACB credential at the time of their renewal exam will be required to pay the full fee for an initial certification exam in full and will not be eligible for the renewal exam rate.

The Program Administrator and/or CGACB will also attempt to notify certificate holders whenever the exam has been updated to reflect technical changes in CGA publications and external codes and standards from which the exam content has been taken. Certificate holders are encouraged to track the CGA publications and external codes and standards. Certificate holders may wish to renew their certifications to the updated recertification exam based on the technical changes before their current certifications expire. The early recertification is not mandatory.

Certificate holders are encouraged to update their contact information with the Program Administrator whenever their contact information changes.

9 Proper Use of and Claims to a Certificate

The following guidelines shall apply:

- The certificate and credential card remain the property of the CGACB and must be surrendered upon request.
- Certificate or credential card holders are permitted to identify themselves as certified for the certification designation that they successfully completed.
- The certificate or credential card may not be revised or altered in any way. Any corrections to the certification or credential must be issued by the Program Administrator.
- The certificate or credential card shall be displayed in the same form as produced by the Program Administrator and cannot be reproduced unless such reproduction is identical to the certificate provided by the Program Administrator.
- The certificate or credential card is issued to a specific individual while they are working for the company named on the credential. Only the individual named on the certificate or credential card holds the specified certification.
- The certificate or credential card cannot be used in any manner that detracts from the ideals of the CGACB, or the Program Administrator.
- Any reference to the certificate or credential card, or the CGA publication used as the basis for the certification exam, used in promotional materials shall be complete and accurate.
- The certificate or credential card may not be used in any manner that would tend to imply a connection between the certificate holder and CGACB, CGA, or the Program Administrator that, in fact, may not exist. This includes the use of the certificate or credential card in a way that the public might construe as an endorsement, approval, or sponsorship by CGACB, CGA, or the Program Administrator of the certification holder or their business or might be taken to support or encourage a certification holder's sale of products, processes, or installation.

Any certification holder found in violation of these guidelines or who use the certificate without authority from the CGACB or Program Administrator will be subject to the Disciplinary Action Procedure in Section 11, in addition to legal remedies available. CGACB and the Program Administrator may publish the names of violators as necessary to protect the integrity of the certificate and/or credential card.

Persons who claim to hold a CGACB Certification who have not successfully completed all certification requirements should be immediately reported to the CGACB or Program Administrator. Any unauthorized personnel claiming a CGACB Certification will be required to cease use of the certificate or credential card immediately, remove claims of a certification from

all literature, and notify any persons or customers who have been wrongly informed of the certification. Failure to comply immediately may result in legal action.

10 Dispute & Complaint Resolution

Any dispute or complaint arising under the CGACB Certification Program or from the establishment of any rules, policies, or procedures related to any segment of the certification process, or as a result of disciplinary action, shall be subject to the resolution process described below. The resolution process is for the use of persons who hold a CGACB Certification or persons wishing to be certified.

A stipulation of invoking the dispute resolution process is that the person or entity requesting the appeal agrees that neither the Program Administrator; CGACB; their staff, contractors, Managers Board members, committees, and subcommittees; any person assisting in the appeals process; nor any company employing a person assisting in the appeals process, shall be liable, and they shall be held harmless against the consequences of any action or inaction; or of any agreement reached in resolution of the dispute or failure to reach agreement as a result of the appeals proceeding. This “hold harmless” clause does not extend to matters constituting gross negligence, intentional misconduct, or a breach of confidentiality.

10.1 Resolution Process

Persons who hold or wish to obtain a CGACB Certification with a dispute or complaint related to the CGACB Certification program, exam content, or procedures must complete the following steps to resolve their dispute.

10.1.1 Submit a Written Request to the Program Administrator

Formal complaint or dispute resolution requests shall be issued in writing. Resolution requests should be submitted within thirty (30) days of the event or as soon as possible after the problem comes to the attention of the submitter.

Every resolution request will be investigated and a response issued, even if no action is taken. The Program Administrator shall be responsible for gathering and verifying all necessary information to validate the report. The Program Administrator is required to communicate all resolution requests and proposed resolutions to the CGACB President, and all resolutions must be approved by the CGACB President. Resolution requests regarding technical aspects of certification exam content may also require review by the applicable CCP and/or the PCGC.

When a resolution request is issued regarding specific actions by Program Administrator and/or CGACB representatives, the individual(s) named shall not determine the resolution of the complaint.

Within ninety (90) days of receipt of a resolution request, a written response detailing the outcome of the investigation shall be provided to the party filing the complaint. If an outcome has not been determined, progress reports shall be provided to the complainant until the matter has been finalized. Where applicable, appropriate corrections and corrective actions will be taken.

10.1.2 Personnel Certification Governance Committee Review

If the initial resolution does not resolve the issue to the satisfaction of the complainant, within thirty (30) days of receiving the resolution notice, the complainant must submit a written request to the Program Administrator requesting that the issue(s) be brought before the PCGC for resolution.

If the CGACB and Program Administrator cannot reach a mutual agreement, the PCGC shall be convened within 60 days of the Program Administrator's original receipt of the written dispute.

The Program Administrator shall see that the necessary documents and related data are provided to the PCGC as soon as practical. The PCGC will then discuss the issue(s), seek input from the CCP for the certification if necessary, and make their decision within 60 days of the Program Administrator's receipt of the request. A majority vote of the PCGC members, taken in closed session, will decide all issues. The decision will be provided to the person bringing the issue(s), the CGACB and Program Administrator.

10.1.3 Appeal Process

The response to the complaint may be appealed to the CGACB Managers Board by submission of a written request to the Program Administrator and the CGACB President within 30 days of the PCGC's decision issuance. The CGACB Managers Board is the governing body of the certification program, and its decision is final.

10.2 Resolution Process Expenses

All individual expenses associated with the dispute resolution process, including salaries, meetings, and consultant fees, shall be the responsibility of the individual parties incurring the expense.

11 Disciplinary Action

The Disciplinary Action Procedure is necessary to protect the integrity of the certification program and related credentials. Should an individual act in a manner that is inconsistent with expectations, this procedure describes the process to investigate and take action necessary.

11.1 Grounds for Action

The following shall serve as grounds for disciplinary action:

- Intentional misrepresentation of information provided to the Program Administrator for the exam application, certificate, or certification credential.
- Intentional misrepresentation of identification in the exam process, including a person identifying themselves as another person to obtain certification for the other person.

- Intentional disruption of the exam process. Disruptions include, but are not limited to, behaviors that create a distraction for other candidates, harassment of other candidates, harassment of program administration or testing center staff, etc.
- Any form of cheating during a certification exam. Cheating includes, but is not limited to, bringing unauthorized material into the testing center, giving or receiving unauthorized assistance during the exam, etc.
- Any attempt to copy or share exam material outside of the testing center. This includes, but is not limited to, removal of exam materials from the test room, copying of exam questions and/or answers, sharing exam content with other persons, etc.
- Intentional misrepresentation of a credential when one has not been obtained, has been revoked, or has expired.

11.2 Disciplinary Hearing Process

Upon report to the Program Administrator or CGACB of a candidate's or certificant's alleged misconduct, the candidate will be notified of the allegation and convene for the determination of facts. The PCGC will hold a hearing and the charged candidate or certificant will be given an opportunity to be heard and present further relevant information. The PCGC may seek out information from other involved parties. The hearing will not be open to the public, but it will be open to the charged candidate or certificant and their representative. The PCGC will deliberate in a closed session but cannot receive any evidence during the closed session that was not presented during the course of the hearing.

The PCGC decision must be unanimous in order to change the candidate or certificant's certification status. The decision will be issued in writing to the individual charged, the CGACB President, and Program Administrator with inclusion of the facts and reasons for the decision. In the event that the PCGC is unable to reach a unanimous decision, no action shall be taken against the individual charged.

11.3 Disciplinary Actions

As a result of the hearing findings, the PCGC has the authority to invoke the following actions:

- **No Action:** Allegation of misconduct was determined to be unsubstantiated or inconsequential to the credential.
- **Probation:** CGACB will send a letter specifying the length of the probationary period as determined by the PCGC. The Credential will remain valid during the probationary period. Any subsequent offenses may be cause for more serious consequences.
- **Suspension of Credential:** CGACB will send a letter to the offender specifying the length of the suspension period as determined by the PCGC. During a suspension, the Credential is no longer valid. The offender must successfully pass an exam to be

recertified and will not be authorized to take the exam until the suspension period expires.

- **Termination of Credential:** CGACB will send a letter to the offender specifying permanent revocation of credential. The offender will not be permitted to sit for a future exam.

11.4 Disciplinary Appeal Process

The decision of the PCGC may be appealed to the CGACB Managers Board by submission of a written request to the Program Administrator within 30 days of the decision issuance.

Appendix A – CGACB Document Retention Schedule

Table A-1 – Document Retention Schedule

	Document Type	Retention Period
Applicant, Candidate, and Certificant Records	Application and Attached Support Material	3 Years after application date
	Examination Date and Scores	7 Years after exam date
	Date(s) of Certification and Recertification	7 Years after expiration
	Certification Expiration Date	7 Years after expiration
	Records of complaints, disputes, or disciplinary investigations and outcomes	7 Years after last use
Exam Records	Exam Development Documentation	7 Years after last use
	Exam Results	7 Years after last use
	Exam Question & Answer Bank (including discontinued questions)	7 Years after last use
	Certification Operation Procedures	7 Years after last use
	Meeting Minutes of CCP, PCGC, Managers Board	7 Years after meeting date
Administrative Records	Legal Correspondence and Documents	7 Years after termination/expiration, or issuance if there is no end date
	Contracts with Vendors, Companies, Consultants	7 Years after termination/expiration
	Financial Audit Reports, Financial Statements, and IRS Filings	7 Years after submission
	Accounting Records and Tax Forms	7 Years after record creation
	Expense Reports	7 Years after submission

Appendix B – CGACB Non-Disclosure Agreement Form

I understand the importance of the CGA Certification Board, LLC (CGACB) maintaining the highest level of standards and impartiality in its exam and certification programs. To ensure that the process is fair and impartial to all testing applicants, I agree to the following policies with regard to non-disclosure of all exam and/or certification materials, including but not limited to, exam questions, exam booklets, and exam answer sheets (the “Materials”):

1. I will not exploit for personal benefit, or allow others to improperly use for their benefit, the Materials or information gained through involvement in the development of certification programs and/or exams.
2. I will not distribute, discuss, or otherwise disclose the Materials or any information regarding the Materials to any other party without the written authorization of the CGACB.
3. I will secure the Materials in a safe place and take reasonable measures to prevent inadvertent disclosure or theft of the Materials.
4. I will promptly return the Materials via a secure method to the CGACB upon request.

I, the undersigned, have read and understand all the information in this document and I agree to conduct my activities in accordance with its contents.

I also understand that breaching these standards may result in disciplinary action up to and including termination or other legal remedy available to the CGACB.

Name (Print)

Name (Signature)

Company

Date

Appendix C – CGACB Conflict of Interest Disclosure Form

I understand the importance of the CGA Certification Board, LLC (CGACB) maintaining the highest level of standards and impartiality in its exam and certification programs. To ensure that the process is fair and impartial to all testing applicants, I agree to the following policies with regard to conflicts of interest:

1. Employees, contractors, Manager’s Board members, and Personnel Certification Governance Committee (PCGC) members will disclose to the CGACB President any interest that might be construed as being in real, potential or apparent conflict with CGACB duties or with the business and affairs of the CGACB.
2. Not exploiting for personal benefit, or allowing others to improperly use for their benefit, materials or information gained by reason of involvement in the testing and/or certification procedures.

I, the undersigned, have read and understand all the information in this document and I agree to conduct my activities in accordance with its contents.

I also understand that breaching these standards may result in disciplinary action up to and including termination or other legal remedy available to the CGACB.

Name (Print)

Name (Signature)

Company

Date

Appendix D – CGACB Certification Programs

Table D-1 – CGACB Certification Programs Offered

Certification Designation	Minimum Number of Questions	Question Formats	Passing Score
CGA M-1/ ASSE 6015 certification	100	Exams consist of questions including, but not limited to: <ul style="list-style-type: none"> • Multiple Choice • True / False • Component Identification from figures or pictures 	80% of scored questions answered correctly.
CGA M-1/ ASSE 6015 upgrade	50	Exams consist of questions including, but not limited to: <ul style="list-style-type: none"> • Multiple Choice • True / False • Component Identification from figures or pictures 	80% of scored questions answered correctly.
CGA M-1/ ASSE 6015 recertification	25	Exams consist of questions including, but not limited to: <ul style="list-style-type: none"> • Multiple Choice • True / False • Component Identification from figures or pictures 	80% of scored questions answered correctly.
ASSE 6035 certification	100	Exams consist of questions including, but not limited to: <ul style="list-style-type: none"> • Multiple Choice • True / False • Component Identification from figures or pictures 	85% of scored questions answered correctly.
ASSE 6035 recertification	25	Exams consist of questions including, but not limited to: <ul style="list-style-type: none"> • Multiple Choice • True / False • Component Identification from figures or pictures 	85% of scored questions answered correctly.
ASSE 6055 certification	100	Exams consist of questions including, but not limited to: <ul style="list-style-type: none"> • Multiple Choice • True / False • Component Identification from figures or pictures 	85% of scored questions answered correctly.
ASSE 6055 recertification	25	Exams consist of questions including, but not limited to: <ul style="list-style-type: none"> • Multiple Choice • True / False • Component Identification from figures or pictures 	85% of scored questions answered correctly.

Appendix E – CGACB Certification Program Prerequisite Requirements

Table E-1 – CGACB Certification Prerequisite Requirements

Certification Designation	Training Documentation	Company Procedure Documentation
CGA M-1/ ASSE 6015 Certification	<p>The applicant must complete form APP-M1-6015-C and provide:</p> <ol style="list-style-type: none"> (1) Evidence of successful completion of bulk medical gas supply system training (32 hours minimum, including prerequisite courses) compliant with CGA M-1.1, <i>Standard for Medical Gas Supply System Training</i>, or with ASSE 6015, <i>Bulk Medical Gas / Cryogenic Fluid Central Supply Systems Installers</i>. <p>NOTE – Some examples include a certificate or letter from the training entity, a print-out statement of completion of an on-line program, and a letter from a company representative verifying self-directed training.</p> <ol style="list-style-type: none"> (2) Verification of employment by a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems. 	<p>A member of the applicant's Quality Control Unit must complete Section 6 of form APP-M1-6015-C.</p> <p>The applicant must provide the table of contents from their employer's standard operating procedures (SOPs) for bulk medical gas supply system installations. At a minimum, the table of contents must include:</p> <ol style="list-style-type: none"> (1) a list of SOPs by name; and (2) effective date of SOP table of contents.
CGA M-1/ ASSE 6015 Upgrade	<p>The applicant must complete form APP-M1-6015-UPG and provide:</p> <ol style="list-style-type: none"> (1) Evidence of current ASSE 6015 certification credential or certificate. (2) Evidence of successful completion of bulk medical gas supply system training (4 hours minimum, including prerequisite courses) compliant with CGA M-1.1, <i>Standard for Medical Gas Supply System Training</i>, or with ASSE 6015, <i>Bulk Medical Gas / Cryogenic Fluid Central Supply Systems Installers</i>. <p>NOTE – Some examples include a certificate or letter from the training entity, a print-out statement of completion of an on-line program, or a letter from a company representative verifying self-directed training.</p> <p>Verification of employment by a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems.</p>	<p>A member of the applicant's Quality Control Unit must complete Section 6 of form APP-M1-6015-UPG.</p> <p>The applicant must provide the table of contents from their employer's standard operating procedures (SOPs) for bulk medical gas supply system installations. At a minimum, the table of contents must include:</p> <ol style="list-style-type: none"> (1) a list of SOPs by name; and (2) effective date of SOP table of contents.
CGA M-1/ ASSE 6015 Recertification	<p>The applicant must complete form APP-M1-6015-RC and provide:</p> <ol style="list-style-type: none"> (1) Evidence of current, unexpired CGA M-1/ASSE 6015 certification credential or certificate issued by CGACB. (2) Evidence of successful completion of bulk medical gas supply system training (4 hours minimum, including prerequisite courses) compliant with CGA M-1.1, <i>Standard for Medical Gas Supply System Training</i>, or with 	<p>A member of the applicant's Quality Control Unit must complete Section 6 of form APP-M1-6015-RC.</p> <p>The applicant must provide the table of contents from their employer's standard operating procedures (SOPs) for bulk medical gas supply system</p>

Certification Designation	Training Documentation	Company Procedure Documentation
	<p>ASSE 6015, <i>Bulk Medical Gas / Cryogenic Fluid Central Supply Systems Installers</i>.</p> <p>NOTE – Some examples include a certificate or letter from the training entity, a print-out statement of completion of an on-line program, or a letter from a company representative verifying self-directed training.</p> <p>(3) Verification of employment by a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems.</p>	<p>installations. At a minimum, the table of contents must include:</p> <ul style="list-style-type: none"> (1) a list of SOPs by name; and (2) effective date of SOP table of contents.

Certification Designation	Training Documentation	Company Procedure Documentation
ASSE 6035 Certification	<p>The applicant must complete form APP-6035-C and provide:</p> <p>(1) Evidence of successful completion of bulk medical gas supply system training (32 hours minimum, including prerequisite courses) compliant with ASSE-6035, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Verifiers</i>;</p> <p>OR</p> <p>Evidence of successful completion of bulk medical gas supply system training (16 hours minimum, including prerequisite courses) compliant with ASSE 6035, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Verifiers</i> plus provide evidence of possession of a current ASSE 6030 Medical Gas Systems verifiers' credential. The applicant must complete form APP-6035-C and provide evidence of completed training.</p> <p>NOTE – Some examples include a certificate or letter from the training entity, a print-out statement of completion of an on-line program, or a letter from a company representative verifying self-directed training.</p> <p>(2) Documentation of at least 2 years of practical experience in the verification and/or inspection of bulk medical gas/cryogenic fluid central supply systems.</p>	
ASSE 6035 Recertification	<p>The applicant must complete form AP-6035-RC and provide:</p> <p>(1) Evidence of current, unexpired ASSE 6035 certification credential or certificate.</p> <p>(2) Evidence of successful completion of bulk medical gas supply system training (4 hours minimum, including prerequisite courses) compliant with ASSE 6035, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Verifiers</i>.</p> <p>NOTE – Some examples include a certificate or letter from the training entity, a print-out statement of completion of an on-line program, or a letter from a company representative verifying self-directed training.</p>	
Certification Designation	Training Documentation	Company Procedure Documentation
ASSE 6055 Certification	<p>The applicant must complete form APP-6055-C and provide:</p> <p>(1) Evidence of successful completion of bulk medical gas supply system training (32</p>	<p>When the applicant is in the direct employment of a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems, a member of the</p>

	<p>hours minimum, including prerequisite courses) compliant with ASSE 6055, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Instructors</i>.</p> <p>NOTE – Some examples include a certificate or letter from the training entity, a print-out statement of completion of an on-line program, or a letter from a company representative verifying self-directed training.</p> <p>(2) Verification of employment by a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems;</p> <p>OR</p> <p>Verification of employment as a consultant meeting the requirements of the FDA CGMPs defined in 21 CFR part 211.34 (Consultants).</p>	<p>applicant's Quality Control Unit must complete Section 6 of form APP-6055-C.</p> <p>When the applicant is in the direct employment of a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems, he applicant must provide the table of contents from their employer's standard operating procedures (SOPs) for bulk medical gas supply system installations. At a minimum, the table of contents must include:</p> <p>(1) a list of SOPs by name; and</p> <p>(2) effective date of SOP table of contents.</p>
<p>ASSE 6055 Recertification</p>	<p>The applicant must complete form APP-6055-RC and provide:</p> <p>(1) Evidence of current, unexpired ASSE 6055 certification credential or certificate.</p> <p>(2) Evidence of successful completion of bulk medical gas supply system training (4 hours minimum, including prerequisite courses) compliant with ASSE 6055, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Instructors</i>.</p> <p>NOTE – Some examples include a certificate or letter from the training entity, a print-out statement of completion of an on-line program, or a letter from a company representative verifying self-directed training.</p> <p>(3) Verification of employment by a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems;</p> <p>OR</p> <p>Verification of employment as a consultant meeting the requirements of the FDA CGMPs defined in 21 CFR part 211.34 (Consultants).</p>	<p>When the applicant is in the direct employment of a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems, a member of the applicant's Quality Control Unit must complete Section 6 of form APP-6055-RC.</p> <p>When the applicant is in the direct employment of a firm that designs and/or operates bulk medical gas/cryogenic fluid central supply systems, he applicant must provide the table of contents from their employer's standard operating procedures (SOPs) for bulk medical gas supply system installations. At a minimum, the table of contents must include:</p> <p>(1) a list of SOPs by name; and</p> <p>(2) effective date of SOP table of contents.</p>

Appendix F – CGACB Certification Program Fee Schedule

Table F-1 – CGACB Certification Fee Schedule (prices in USD)

Certification Designation	Initial Exam Fee ¹	Retest Fee ²	Recertification Fee ³	Replacement Credential Fee
CGA M-1/ ASSE 6015	\$595.00	\$195.00	\$195.00	\$125.00
CGA M-1/ ASSE 6015 upgrade	\$395.00	\$195.00	N/A ⁴	\$125.00
ASSE 6035	\$595.00	\$195.00	\$195.00	\$125.00
ASSE 6055	\$595.00	\$195.00	\$195.00	\$125.00
<p>¹ The Exam Fee covers the candidate's registration, scheduling, and sitting for the exam. This fee does not include applicable facility fees for exams held at the candidate's location.</p> <p>² The Retest Fee covers the candidate's registration, scheduling, and sitting for an exam retest after a previous failed attempt (see section 6.6 for additional information). This fee does not include applicable facility fees for exams held at the candidate's location.</p> <p>³ The Recertification Fee covers registration, scheduling, and sitting for a recertification exam for a candidate who holds a valid, unexpired CGACB certification credential. This fee does not include applicable facility fees for exams held at the candidate's location.</p> <p>⁴ A holder of a dual CGA M-1/ASSE 6015 certification issued by CGACB may recertify for the \$195.00 fee. However, a holder of an ASSE 6015 certification (not the dual certification) may not recertify for the \$195.00 fee but may upgrade to the dual CGA M-1/ASSE 6015 certification for the \$395.00 fee, and then the certification holder may recertify for the \$195.00 fee when the dual CGA M-1/ASSE 6015 certification is up for renewal.</p>				

Appendix G – CGACB Certification Exam Approved Reference Materials

Table G-1 – CGACB Certification Exam Reference Materials

Certification Designation	Approved Reference Materials
CGA M-1/ ASSE 6015	<ul style="list-style-type: none"> • A hardcopy of CGA M-1, <i>Standard for Medical Gas Supply Systems at Health Care Facilities</i>; • A hardcopy of NFPA 99, <i>Health Care Facilities Code</i>; • A hardcopy of NFPA 55, <i>Compressed Gases and Cryogenic Fluids Code</i>; and • A hard copy of ASSE-6000, <i>Professional Qualifications Standard for Medical Gas Systems Personnel</i> (complete series) or a hard copy of the ASSE standard the candidate is certifying for: (1) ASSE 6015, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Installers</i>; (2) ASSE 6035, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Verifiers</i>; or (3) ASSE 6055, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Instructors</i>.
ASSE 6035	<ul style="list-style-type: none"> • A hardcopy of CGA M-1, <i>Standard for Medical Gas Supply Systems at Health Care Facilities</i>; • A hardcopy of NFPA 99, <i>Health Care Facilities Code</i>; • A hardcopy of NFPA 55, <i>Compressed Gases and Cryogenic Fluids Code</i>; and • A hard copy of ASSE-6000, <i>Professional Qualifications Standard for Medical Gas Systems Personnel</i> (complete series) or a hard copy of the ASSE standard the candidate is certifying for: (1) ASSE 6015, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Installers</i>; (2) ASSE 6035, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Verifiers</i>; or (3) ASSE 6055, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Instructors</i>.
ASSE 6055	<ul style="list-style-type: none"> • A hardcopy of CGA M-1, <i>Standard for Medical Gas Supply Systems at Health Care Facilities</i>; • A hardcopy of NFPA 99, <i>Health Care Facilities Code</i>; • A hardcopy of NFPA 55, <i>Compressed Gases and Cryogenic Fluids Code</i>; • A hardcopy of FDA’s Current Good Manufacturing Practices (29 CFR Parts 210 and 211); and • A hard copy of ASSE-6000, <i>Professional Qualifications Standard for Medical Gas Systems Personnel</i> (complete series) or a hard copy of the ASSE standard the candidate is certifying for: (1) ASSE 6015, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Installers</i>; (2) ASSE 6035, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Verifiers</i>; or (3) ASSE 6055, <i>Bulk Medical Gas/Cryogenic Fluid Central Supply Systems Instructors</i>.