



RSES PROCTOR MANUAL

PROCTORS: This letter should be posted at each testing event



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
AIR AND RADIATION

SEP 30 1993

Mr. Dean Lewis
Senior Director
Education & Program Development
Refrigeration Service Engineers Society
1666 Rand Road
Des Plaines, Illinois 60016-3552

Dear Mr. Lewis:

The Environmental Protection Agency has reviewed your completed application for approval as a technician certification program under Section 608 of the Clean Air Act.

The Refrigeration Engineers Society (RSES) certification program will provide a closed-book, proctored exam for technicians that covers all of the material specified in 40 CFR Part 82 Subpart F. Tests will consist of prescribed numbers of questions drawn from the EPA's test bank. After the technician completes the test, RSES-approved proctors will send the tests to RSES' headquarters where the tests are graded. RSES reports the test results to the technician and issues a wallet-sized identification card to each technician who receives a passing score of 70% or higher on the exam. Records of certified technicians and test results will be maintained at RSES' headquarters.

Pursuant to 40 CFR 82.161(c) Subpart F, the EPA hereby approves RSES' technician certification program effective 15 days after the date of this approval letter. This approval is limited to technician certification for proper refrigerant recovery and recycling, and meets the requirements of 40 CFR Part 82 Subpart F and Appendix D to Subpart F. The reasons for EPA's approval are described herein, as well as in the attached Background Document.

Individuals certified by RSES' program will be considered properly certified in accordance with the requirements promulgated under Section 608 of the Act, provided they are tested in the manner specified in the attached Background Document.

If at any time an approved program is conducted in a manner not consistent with the representations made in the application for approval of the program under Section 608, the Administrator reserves the right to revoke approval. The Administrator also reserves the right to specify the need for technician recertification at some future date, if necessary.

In order to remain an EPA-approved certification program, RSES must submit an activity report in accordance with the requirements detailed in 40 CFR 82 Appendix D to Subpart F. Programs may need to revise certification procedures should there be any revisions to EPA's requirements promulgated under 608 of the Act. Testing material may need to be updated within 30 days of the publication of such revisions in Federal Register. EPA may periodically update the test bank. After such updates occur, programs must create randomly-selected tests.

RSES should provide the EPA with a written report detailing any technical revisions to the program. This report will accompany the first subsequent activity report that RSES submits to EPA. In addition, RSES should inform EPA promptly of any changes to its program administration such as changes of address.

EPA will maintain a list of approved technician training and certification programs for the benefit of the public. The following information about the RSES program will be included on this list:

Refrigeration Service Engineers Society (RSES)
1666 Rand Road
Des Plaines, IL 60016-3552
(708) 297-6464
Fee: \$25.00
Training available

This approval does not address the status of technicians that participated in RSES' voluntary training and certification program. Issues concerning previously technicians will be addressed at a future date.

If you have any questions, please contact Cindy Newberg of the Stratospheric Protection Division at (202) 233-9279

Sincerely,

A handwritten signature in dark ink, appearing to read "David Seidel".

Stephen Seidel, Acting Director
Stratospheric Protection Division

Enclosures

Please view the [RSES Proctor Information](https://rses.org/page/proctor-information) page to order exams, view and print relevant documents.
<https://rses.org/page/proctor-information>

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Proctor Eligibility

Anyone with no vested interest in the testing process can apply to be an RSES proctor, and it's free to apply and become a proctor. Eligible individuals include those who:

- Are not related to any candidate in the testing session.
- Will not benefit financially from the results of any candidate's testing.
- Are neither the employer nor a co-worker with the authority to hire or fire any candidate in the testing session.

Proctored Exams Offered

Name	Format Offered by RSES
RSES CM/CMS/SM	Paper and online
EPA 608 Refrigerant Handling Certification	Paper only
RSES End of Course Exams (Technical Institute, R/AC, Heating, Controls, Heat Pump Training Course, Electricity, etc.)	Paper and online
RSES 4 th Edition Hydrocarbon Exam	Online only
ESCO Low GWP/A2L	Paper only
ESCO R-410A	Paper only

Proctor Responsibilities and Procedures

- Overall, proctors are responsible for ordering exams, conducting exam sessions, upholding integrity during exam sessions, mailing in exams to be graded, and arranging timely payment of exams.
- Unless otherwise specified, all in person exams are closed book exams.
- Proctors conducting the EPA Section 608 Exam are **REQUIRED BY LAW** to visibly display the RSES EPA approval letter. A copy is enclosed (pg. 2) in this proctor manual.
- During the exam, proctors should follow the related Proctor Script document (EPA 608, General, or Online) to ensure an equal testing experience for all candidates.
- Paper exam materials (test booklets, scantron sheets, etc.) must be securely stored in a locked cabinet, where only registered proctors can access them.
- If a registered proctor is not available to conduct the exams, do not allow other people to conduct the exam on your behalf. Contact RSES to add additional proctors.
- Proctors must verify an exam candidate's identity by checking their photo identification before the exam session.
- Exams shall be conducted in a quiet, comfortable and well-illuminated area.
- Phones, tablets, smart watches, cameras are forbidden to use during the exam.
- A calculator (basic four-function only) and a pressure/temperature chart may be used during the exam.
- Candidates must use a #2 pencil to fill out all exam contents. **Do not allow candidates to use pen anywhere.**
- Exam answer sheets filled out in pen or damaged in a way that makes them unscannable (e.g., stains, spills, large rips) will incur an additional \$15 hand-grading fee per exam for the proctor, in addition to the regular grading fees. If the exam is too severely damaged or unclearly filled out to be hand-graded, it will not be scored, and the candidate will be required to retest.
- Both EPA and non - EPA exam booklets can be stored in a locked cabinet and reused if they remain in good condition (not written in or worn down). Should booklets become worn, shred the old ones and order replacements.
- Scratch paper shall be provided to test candidate for use during the exam. Proctors must collect and properly dispose of scratch paper after the exam to ensure candidates have not recorded exam items.
- One (1) proctor can test up to 35 candidates at one time; if testing more than 35 candidates, a second proctor is required.
- Once a person becomes an approved proctor, they are not eligible to take the EPA 608 exam using RSES materials.

- The duplication or documentation of exam materials (photography, copying, screenshotting, printing) is strictly prohibited for both Candidate and Proctor. Any candidates suspected of duplication/documentation must be reported to RSES.
- Proctors must witness the administration of all examinations, online or paper.
- Proctors must adhere to all verbal and written instructions set forth by RSES.
- Proctors must notify RSES within ten (10) business days with any changes to your contact information or employment.
- Proctors must provide payment for exams within thirty (30) days of the exam grading date. Open invoices may result in temporarily stopping exam orders or revoked proctorship.
- If it is evident that a candidate is being dishonest during an exam, it is the proctor’s responsibility to end the exam, void their results, and inform RSES.
- Failure to comply with these rules may result in the revocation of proctorship. See violation system below.

Violation System

- Failure to comply with the rules listed above may result in penalties below. As RSES oversees the EPA 608 exam and upholds the highest standards for RSES-branded exams, we reserve the right to revoke a proctor's position in the following situations: engaging in dishonest or unethical behavior, failing to adhere to proctoring procedures, proctoring with a conflict of interest, or being involved in legal or ethical issues. Proctorship may be revoked immediately or after multiple warnings, depending on the severity and frequency of the issues. Additionally, RSES can revoke proctorship immediately for any reasons not listed.

Issue	First Violation	Second Violation	Third Violation
Incorrect exam submissions (Missing SSN, not filled in with pencil, blank answers, circled answers, no mandatory testing forms etc.)	Warning and hand grading fee of \$15 per exam	Formal Warning, and hand grading fee of \$15 per exam, mandatory meeting discussing how to fill out sheets correctly and check them	Proctorship revoked
Delinquent payments (missing payment method, card declined, poor handwriting on form, incorrect info)	Warning. Exam orders held, exams to be graded held until payment received.	Formal warning, exam orders held, exams to be graded held until payment received. Prepay for all future exam orders.	Proctorship revoked
Cheating/Academic Integrity violations	Formal warning, proctor sends written communication to RSES describing corrective action(s) taken to resolve cheating	Proctorship revoked	-
Improperly completed remittance forms (Missing exam date, proctor info)	Warning	Formal warning, mandatory meeting discussing how to fill out forms correctly	Proctorship revoked

Accommodations for Test Candidates

- When a candidate needs assistance in reading the exam, English is their second language, or has a documented learning disability, a translator or reader may be used. The translator or reader may only read the questions and answer choices; they may not give answers or influence answer choices.

- When a reader or translator is used, it is advisable that the proctor make special arrangements for a private test session so that other candidates are not distracted during the test session.

(EPA Section 608 Certification) Mandatory Testing Information Form

All exam candidates for the EPA 608 must fill out the Mandatory Testing Information form. This form allows RSES to create an accurate testing record account for each candidate. **Ensure this form is filled out completely.**

Combining Test Results/Re-testers (EPA Section 608 Certification)

- If an exam candidate is re-testing with RSES, simply have the technician take the section or sections that are necessary to pass, and we will send them a new card based on their combined results. RSES uses SSN to stack records.
- If an exam candidate tested/passed sections of the exam with another organization, we will require proof of which section(s) have been successfully completed. You can mail a copy of the certification card, or documentation of scores, along with the candidate's name, address, phone, and social security number when you mail the answer sheet.
- IMPORTANT NOTE:** If a candidate holds a Type I open book certification, they will be required to retest for Core and Type I, as the EPA does not allow an open book exam/certification to be used toward obtaining Universal certification. These certifications typically state Type I Open Book on the card or certificate.

Proctor Reports

Proctors will be emailed a pass/fail report of exam sessions via the email on file. This includes the candidate's name and scores. These are only sent after payment is remitted.

Test Candidate Results (EPA 608 only)

Test candidates will receive their exam results direct via mail once the answer sheets have been returned. Candidates will receive either a pass/fail notification and their certification card (upon passing).

Public Directory (EPA 608)

The EPA now requires approved testing organizations to list all examination participants in an online registry/lookup by name, city, state as well as certification achieved. **No further personal information** will be included in the public registry (such as contact information or social security number). Technicians will be able to opt out of this registry by either filling in "No" the opt-out section of the scantron sheet or contacting RSES customer service at 800-297-5660 or certification@rses.org.

Use of Social Security Number (EPA 608)

Test candidates will be asked to provide their social security number on the Mandatory EPA 608 Testing Information Sheet. This is used for identification purposes only. It is crucial for RSES to have this number in order to properly track and merge records. If you have concerns regarding the use of SSN, **please contact RSES for alternative options.**

Conducting Paper Exams

- If conducting paper 608 exams, be sure the RSES EPA Approval letter (Page 2 of this manual) is posted in the testing area. One proctor may test up to 35 people in a test session.
- Proctors must follow the Proctor Script to ensure the testing session is conducted correctly.
- Ensure you have a list of students' full first and last names.

- Ensure that students bring in a photo ID, know their social security number, and bring previous testing information such as a previously issued EPA card or certificate ID number.
- Proctors must provide exam candidates with the following:

Material	Amount
Testing booklets	1 per candidate
Answer/bubble sheets	1 per candidate
#2 pencils	2 per candidate
EPA 608 Mandatory Testing Information Form (EPA 608 Only)	1 per candidate
Scratch paper	1 per candidate
Simple, 4 function, non-programmable calculator	1 per candidate
EPA 608 Letter visibly posted in room (EPA 608 Only)	1 in room
Your first/last name and proctor # visibly posted in room	
List of first/last names of individuals you will be testing	

1. Give each candidate an exam booklet. If you are administering the EPA exam to more than one person, provide people near one another different versions of the exam, and one answer sheet/scantron form.
2. Instruct exam candidates how to complete answer sheets. (Name, address, filling in bubbles etc.)
3. Instruct exam candidates to fill in the exam version number (found on the front cover of their test booklet) on their answer sheet.
4. Instruct exam candidates NOT TO WRITE IN THE TEST BOOKLETS.
5. When an exam candidate completes their exam, collect all testing materials, including the exam book, answer sheet and scratch paper (if applicable).
 - a. Place the re-usable exam books back in a secure location for future use.
6. Inform candidates they can go to https://rses.org/page/RSES_EPA_608_Certified_Technicians to find their EPA 608 test results. Please allow 10-14 business days for exams to be received via mail and scored.

Submitting Paper Exams for Grading

1. Verify that the exam candidate completed all their information correctly, name, address, phone, etc. on the bubble sheets.
2. Make sure the exam code and your RSES Proctor ID # (EPA 608 only) are on the answer sheets.
3. Place the completed answer sheet(s), mandatory EPA 608 Testing Information Sheets along with a completed Remittance Form (indicating how you are paying for the exam; do not send cash), who conducted it, as well as the number of exams enclosed in one of our postage-paid return envelopes and mail to RSES within ONE (1) business day of the test. Do not fold the exams in the envelope, mail them flat.
4. Both EPA and non-EPA exam booklets can be stored in a locked cabinet and reused if they remain in good condition (not written in or worn down). Should booklets become worn, shred the old ones and order replacements. (CM/CMS/SM booklets have tear-out information sheets and can only be used once. Please shred after use.)

5. Place your return address on the envelope and put it in the mail.
 - a. The exam postage paid envelope is USPS only. Proctors will need to obtain USPS tracking numbers from the Post Office (this is free). You may use a different tracking mail carrier of your choice if you prefer.
 - b. Please mail to:
 - Attn: Testing Coordinator
 - RSES
 - 1933 N Meacham Rd.
 - Schaumburg, IL 60173 USA
6. RSES scores examinations within one business day of receipt.
7. Official test results/cards/certificates are mailed within 5-7 business days. If the candidate does not pass, no scores will be posted.

Conducting Online Exams

To see which exams are offered online, see “Detailed Exam Information” section.

Material	Amount
Computer (Charged and/or plugged in with internet connection)	1 per candidate
6-digit exam access code (emailed to you)	1, to be revealed to candidates ONLY when beginning the exam
#2 pencils	2 per candidate
Scrap paper (for formula calculations)	1 per candidate
Temperature/pressure chart	1 per candidate, also available virtually on exam site
Simple, non-programmable calculator	1 per candidate
List of testers taking exam, including their Canvas login information (usernames/emails/passwords, which were emailed to you if you made the purchase)	1

1. Exams are conducted using the RSES learning platform Canvas.
2. Prior to the online exam session
 - a. Contact RSES to set up student’s Canvas logins.
 - b. Print the Online Exam Proctor Script.
 - c. Receive the 6-digit exam access code from RSES. Do not reveal this code to candidates until you are about to begin the exam session.
2. (From the Online Exam Proctor Script) read the rules/follow the outlined procedures to properly conduct the session.
3. Ensure candidates click the “submit” button at the end of the session which automatically grades their exam and allows them to view their scores. **Do not allow a candidate to leave until they have submitted the exam.** They will be able to view their results **once** after the session. If they would like to purchase a retake, they can contact RSES to do so.

Reissue Exam Card/Lost Card

If your candidate(s) lose their EPA 608 certification card, have them email certification@rses.org or call 847-297-6464. They may be asked to provide information such as their name, social security number, proctor’s name and testing location for record location purposes. Candidates will be charged a replacement fee in order to receive the new card.

Ordering Exam Materials

Order more exams [here](#). Ensure that you order the correct quantity of books, answer sheets, and return envelopes. Proctors in good standing are welcome to order a stock of exams they think they will need for the year, as long as they provide a range of test dates they plan to host exams. Ordering materials is free (unless rush shipping is requested) and payment is only required for what you submit for grading.

- Books can be reused until they are worn or marked inside.
- Answer sheets are for one-time use only.
- Return envelopes can accommodate up to 30 sheets.

Detailed Exam Information

Certificate Member (CM) Certification

The CM examination tests 18 categories of knowledge required in the installation and servicing of refrigeration and air conditioning equipment. It requires a thorough understanding of the fundamentals of mechanical refrigeration theory, as well as working knowledge of installation, service and troubleshooting procedures.

- **Format Available:** Paper or online
- **Materials allowed:** Calculator, a pressure/temperature chart, a pencil, and scratch paper
- **Pre-Requisite:** active member in good standing.
- **Exam Time:** 3 hours
- **Passing Score:** 70% (150 questions)

CMS/SM Examinations

The CMS/SM designation is earned after successfully passing one (or more) rigorous written examinations.

- Commercial Air Conditioning, Commercial Refrigeration, Controls, Dynamic Compression, Heating, Heat Pump, HVACR Electrical

For detailed information about each exam, visit <https://rses.org/page/certificate-member-specialist>

- **Format Available:** Paper or online
- **Materials allowed:** Calculator, a pressure/temperature chart, a pencil, and scratch paper
- **Pre-Requisite:** active member in good standing.
- **Exam Time:** 3 hours
- **Passing Score:** 80% (100 questions)

RSES End of Course Exams

Technical Institute Series, R/AC, Heating, Controls, Heat Pump, Electricity

- **Format Available:** Paper or online
- **Materials allowed:** Calculator, a pressure/temperature chart, a pencil, and scratch paper
- **Exam Time:** 2 hours
- **Passing Score:** 70% (100 questions)

RSES EPA Section 608 Exam

Required as outlined in Section 608 of the Clean Air Act 40 CFR Part 82 Subpart F to work with or purchase regulated refrigerants for stationary equipment.

- **Core:** Must be passed along with one or more of the Types to earn a certification. Candidates who are retesting do not need to retake any sections in which they have received a passing score.
- **Type-I:** Required for servicing small appliances.
- **Type-II:** Required for servicing or disposing of high-pressure appliances, except small appliances and MVACs.

- **Type-III:** Required for servicing or disposing of low-pressure appliances.
- **Universal:** Earned when a candidate successfully passes all four sections of the exam.

EPA 608 Notes: Results stack from multiple exam sessions and highest score is kept. If candidate is bringing over results from another organization, they need to bring an official document with scores to the testing session to be mailed in to RSES.

- **Format Available:** Paper only
- **Materials allowed:** Calculator, a pressure/temperature chart, a pencil, and scratch paper
- **Exam Time:** 2 hours
- **Passing Score:** 70% (18/25) per section

RSES Hydrocarbon Exam

This exam covers essential knowledge for safely handling flammable refrigerants, including EPA regulations, UL standards, safety issues, refrigerant properties, and service procedures.

- **Format Available:** Online only
- **Materials allowed:** Calculator, a pressure/temperature chart, a pencil, and scratch paper
- **Exam Time:** 1 hour 15 minutes
- **Passing Score:** 80% (40/50)

R-410A Exam

The R-410A Certification exam addresses the issues of safe handling with the use of R-410A refrigerant.

- **Format Available:** Paper only
- **Materials allowed:** Calculator, a pressure/temperature chart, a pencil, and scratch paper
- **Exam Time:** 2 hours
- **Passing Score:** 70% (35/50)

Low GWP/A2L Exam

The Low GWP Refrigerant Safety: A2Ls (Mildly Flammable) Certification exam addresses the safe handling of A2L (mildly flammable) refrigerants.

- **Format Available:** Paper only
- **Materials allowed:** Calculator, a pressure/temperature chart, a pencil, and scratch paper
- **Exam Time:** 2 hours
- **Passing Score:** 70% (35/50)

RSES Proctor Affidavit
Updated 04/2025

This proctor guide contains instructions for properly conducting RSES, EPA and affiliate exams. It is extremely important that all proctors follow the same procedure. You should become familiar with the instructions presented in this guide before administering exams. By following these procedures, you will ensure the validity of exam results and reduce the likelihood of confusion or errors before, during, or after the exam.

By signing the affidavit, you will be included in the RSES Public Proctor database, which could increase your opportunities to host more exam sessions by making you more accessible to local testing candidates. This lists your name, state, city location, and phone number. If you prefer not to be listed in the Public Proctor Database, please contact RSES directly at hhugenberg@rses.org to opt out.

Signing this affidavit ensures you are familiar with the new instructions for exam administration.

When you have finished reading this guide and after you are familiar with the instructions, please acknowledge that you understand the terms set forth by signing below. You can email it to certification@rses.org, fax it to 847-297-5038 or mail it to 1933 N. Meacham Rd., Ste. 225 Schaumburg, IL, 60173.

I have read the RSES proctor guide, understand my role and responsibilities as a proctor and agree to abide by the guidelines provided.

Proctor name (First and Last, Printed)	Proctor Number <i>(if you have not yet been approved, this number will be assigned to you upon approval.)</i>	
Proctor Signature	Date	
Email	Phone Number	
Proctor Chapter, company, group, or institution		
Street Mailing Address	City, State	Zip/Postal code