

Power Engineering Examination Committee
Terms of Reference
(May 2013)

MANDATE

To evaluate certification examinations that will ensure only those who have demonstrated acceptable levels of competency in the Power Engineer, Refrigeration Operator and Compressor Operator occupations are recommended for registration and certification.

ACCOUNTABILITIES

The Power Engineering Examination Committee is accountable to the Director of Apprenticeship & Certification, Department of Advanced Education & Skills, to fulfill its responsibilities in a fair and timely manner, and to maintain the credibility of the Power Engineer, Refrigeration Operator and Compressor Operator occupations.

RESPONSIBILITIES

The Power Engineering Examination Committee has the responsibility to:

- Determine the eligibility of candidates to write certification examinations in the Power Engineer, Refrigeration Operator and Compressor Operator occupations, in accordance with the requirements of the *General Conditions for Power Engineering Examinations*.
- Mark all examinations, blind to the identity of the candidates, written by candidates for Power Engineer, Refrigeration Operator and Compressor Operator certification, in accordance with the requirements of the *General Conditions for Power Engineering Examinations* and the examination guidelines as outlined by the Standardization of Power Engineer's Examination Committee (SOPEEC).
- Provide the Manager of Industrial Training with the results of the written examination, including a written statement of the performance of each candidate.
- Maintain the integrity of the examination with strict attention to confidentiality and due regard to potential situations of conflicts of interests.
- Review applications by individuals holding a Provincial or Standardized Certificate of Competency from another jurisdiction for equivalent certification in the Province of Newfoundland and Labrador.
- Review and approve new programs/courses offered by other jurisdictions and successfully completed by Power Engineers, Refrigeration Operators, and Compressor Operators for eligibility to write certification examinations.
- At the request of the Manager of Industrial Training and on an as-needed basis, review and meet with unsuccessful candidates to discuss concerns regarding examination results.

MEMBERSHIP AND MEETINGS

- The Power Engineering Examination Committee shall consist of three individuals from Industry, or the regulatory authority, who are involved with the Power Engineer, Refrigerator Operator and Compressor Operator occupations, including:
 - One (1) Chairperson;
 - Two (2) Examination Markers (plus one alternate as a back-up)
- All members shall be selected and approved by the Department of Advanced Education & Skills based on the qualification and work experience of individuals to serve a three-year term so that no more than one member shall retire in each year. At the discretion of the Department, members are eligible for re-appointment and serving for another term. The Department reserves the right to terminate the term of any members of the committee if found in violation of the *General Conditions for Power Engineering Examinations*.
- All members must be certified as a First Class Power Engineer or Certified as a Second Class Power Engineer with other relevant training, hold current registration within the occupation and a minimum of five years industrial experience in their Power Engineering Class . Other experience in program development and evaluation is desirable but not essential.
Note: Examination members shall not mark exams above their class of certification.
- All members are bound by the provincial privacy law that Power Engineering examination information and results must be kept confidential and are not to be released to any third party.
- The Chairperson is responsible for liaising with the Manager of Industrial Training and must ensure that the Examination Committee fulfills its responsibilities.
- The Examination Committee shall meet at least once per year to review demands and issues. All meetings will be held at a location as determined by the Manager of Industrial Training. Members who require travel to attend meetings will be reimbursed in accordance with the Treasury Board Travel Guidelines.
- Each member is paid a per diem for participation on the Examination Committee, at a rate established by the Department of Advanced Education & Skills.