

# Member and Customer Communication for Operator Qualification Changes

## Attention MEA Operator Qualification Administrators and Evaluators

It has been 10 years since the rollout of MEA's Operator Qualification system. Today, over 800 companies rely on MEA materials and EnergyU courses for their OQ compliance. You may know that over this period of time, state and Federal regulators have encouraged stronger oversight by Operators and OQ providers. As a result, MEA's OQ program will undergo changes to ensure that our system remains an auditable and credible component of your operator qualification solution. To allow companies sufficient time to adapt, program enhancements will be introduced in phases, commencing December 15 and concluding June 1, 2014.

## Phase 1 Impact: Performance Evaluation Certifications

**Beginning December 15, 2013, any company** wishing to have MEA transfer performance evaluation certifications to ISNetworld® will need to first have the record validated by MEA. A copy of the original signed evaluation form must be emailed or faxed to MEA. Once the information on the form is verified the transfer can be made. IMPORTANT: Please note that this process may take 48 hours.

## Phase 2 Impact: EnergyU Administrators and MEA Evaluators

**Administrators: Beginning January 1, 2014**, each company enrolled in EnergyU must designate an individual as the Primary Administrator. This individual will be required to have his/her own EnergyU login, and must complete the Role and Responsibilities Agreement (accessible online starting January 1) by January 15 in order to maintain the ability to grant performance evaluation certificates in EnergyU.

**Evaluators: Beginning January 1, 2014**, any individual certified as an MEA Evaluator prior to January 1, 2010 must attend an approved MEA Evaluator classroom training session by December 31, 2014. View the calendar of events on the [www.midwestenergy.org](http://www.midwestenergy.org) website for class date and locations, and online registration. For convenience, class sessions may also be scheduled at customer locations.

**Evaluators: Beginning January 1, 2014**, a resume with references is required for new and previously trained evaluators. Each evaluator must also complete a covered task application (CTA). Once approved, the CTA will specify exactly which covered tasks an individual evaluator is approved to evaluate.

**Evaluators: Beginning January 15, 2014**, each evaluator will require an EnergyU license, to be annually renewed while serving as an MEA Evaluator. By 12/31/2014 evaluators will be required to complete the training (TNG) and testing (KNT) for those covered tasks they are approved to evaluate. In addition, evaluators will be required to recertify via the online Train the Evaluator Refresher Course every three years.

## Phase 3 Impact: MEA Evaluators

**Evaluators: Beginning February 1, 2014**, evaluators will be required to use PEF Version 12-1 documents, which will be accessible via an online eFileCabinet. Login information and instructions for using the DMS will be provided. The DMS will also be the location for uploading completed forms for validation by MEA. Performance certificate data will not be transferred to ISN until validated by MEA.

#### **Phase 4 Impact: Companies Utilizing MEA OQ Materials**

**Beginning February 15, 2014**, certifications obtained using current or legacy MEA OQ materials will not be endorsed by MEA unless the records are present in EnergyU, and the company's Operator Qualification contact has signed an agreement to abide by MEA Operator Qualification Best Practices (document to be available January 15).

MEA will transfer records to ISN only if the requesting company is on the MEA OQ Best Practices list.

#### **Phase 5 Impact: Q41, Q4All Participants**

**May 31, 2014 is the last day** MEA will accept current or legacy evaluation forms. Companies must be enrolled in EnergyU in order to be endorsed by MEA.

By implementing these changes to our OQ program, MEA will be better able to ensure verified and valid records, and support you in the event of a regulatory audit. Through this validation process, operators can be assured that MEA qualifications meet the demands of the energy industry.

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