Q

How do I know if my Evaluator is currently considered approved?

A

For Evaluators having attended a Train the Evaluator class prior to January 1, 2011:

1. Evaluator MUST attend a class BEFORE December 31, 2014
2. Evaluator MUST have Evaluator Application approved BEFORE December 31, 2014
3. Evaluator MUST complete TNGs and KNTs BEFORE December 31, 2014

If previous evaluator training was after Jan 1, 2011:

1. Evaluator must have Evaluator Application approved BEFORE December 31, 2014
2. Evaluator must complete TNG and KNT BEFORE December 31, 2014

> **IMPORTANT: MEA reserves the right to recall PEFs issued by any Evaluator who fails to complete the above required actions prior to the December 31, 2014 deadline.**

Q

What online training/testing is required for Evaluators?

A

An MEA Evaluator must take the training (TNG) and knowledge test (KNT) for each task he/she will be approved to evaluate. This is an initial requirement for approval of all MEA Evaluators; no subsequent online training or testing for covered tasks will be required. A current TNG or KNT certificate (does not expire prior to December 31, 2014) will fulfill this requirement.

Q

Once the online training is complete, what is required for Evaluators to maintain their approved status?

A

Every three years Evaluators are required to take a refresher class – either attend a classroom course or take an online course that will be made available.

Q

Our Evaluators have not received their Evaluator IDs or EnergyU logins. When will they get them?

A

If an Evaluator has submitted an Evaluator Application packet, and the application is approved, the administrator should receive an email with the Evaluator's login information. Contact MEA (651-289-9600 x106) to check the status.

Q When will the training (TNG) and knowledge test (KNT) be available through EnergyU for the Evaluators?

A When an Evaluator ID is issued, the Evaluator is in EnergyU and the company EnergyU Administrator may enroll the Evaluator in the correct certificate programs as correspond to the tasks he/she will evaluate. Contact MEA (651-289-9600 x106) to check the status of Evaluator Applications and IDs.

Q I previously attended a Train the Evaluator class, do I need to attend another Train the Evaluator class to be an approved MEA Evaluator?

A If an individual attended a MEA Train the Evaluator in 2011, 2012 or 2013 they need to:
- Complete the Evaluator Application (12/31/14 deadline)
- Complete the online training (TNGs) and knowledge tests (KNTs) for the tasks he/she will be evaluating (12/31/14 deadline)

If an individual attended a MEA Train the Evaluator class prior to Jan. 1, 2011, or if the individual is a new Evaluator, they need to:
- Attended a classroom Train the Evaluator session (12/31/14 deadline)
- Complete the Evaluator Application (12/31/14 deadline)
- Complete the online training (TNGs) and knowledge tests (KNTs) for the tasks he/she will be evaluating (12/31/14 deadline)

Q How do you obtain signatures on the PEF documents?

A If you print the forms and manually complete them, the Evaluator and Evaluatee use a pen to sign the form. If the PDF form is filled out using a tablet or laptop, the equipment must be capable of capturing a signature (such as with a signature pad).

Q Do you recommend that people download all copies of the PEFs and store them locally?

A We recommend downloading the PEF documents as you need them. Since MEA will be updating the evaluation documents from time-to-time, you will want to make sure you are using the most current version.

Q How do we upload signed documents?

A 1) If you print the forms and manually complete them, the signed forms will need to be scanned – each PEF will be one multipage document, appropriately named with the Individual's employee ID, company ID, certificate number and date. 2) Documents completed electronically must also be saved using the same file naming convention. The file naming convention can be found on each PEF document. The properly named files are uploaded to SecureDrawer.

Q Can third party providers have access to contractor and employee IDs?

A Each company is required to have one Primary Administrator for EnergyU. This person must be a company employee. MEA can add a third party administrator for your EnergyU account when the appropriate release is signed. The Primary Administrator is ultimately responsible for company EnergyU records and is not to share his/her EnergyU user ID and password. The Primary Administrator will be set up with access to SecureDrawer for downloading blank forms and uploading completed forms. The SecureDrawer user ID and password may be shared with others who also have responsibility for downloading and uploading documents.

Q I completed Administrator Roles & Responsibility Agreement but have not received access to SecureDrawer. What should I do?

A Contact MEA (651-289-9600 x106) to check the status.

Q As a contractor, we only need a couple of certifications and have used local unions for OQ tasks in the past. Are the local unions still getting involved as evaluators and trainers?

A Yes. Some have taken a proactive approach and come on board – others have not. MEA has reached out to the three big unions affecting this workforce, inviting them to participate locally or nationally.

Q How do you address a covered task that is unique to our company? In the case of the PEFs, are they writable so you can add whatever information you need to address a company's unique requirements?

A The documents are PDF writable in that you can enter required information only. For custom requirements, you would submit your customizations to MEA for approval. In general, MEA will approve the addition of company specific content. Any deletions or modifications eroding the intent of the original PEF will not be approved.

Q Can an organization use the TNG/KNT courses and then have their own, non-MEA Approved Evaluator conduct the performance evaluations?

A Yes you can use the MEA materials as you chose, and we do not require operators to use MEA Approved evaluators. However, those records will not be considered in good standing with the MEA Best Practices program. MEA cannot stand behind elements we cannot validate and verify.

Q "Three years field experience..." do the three years need to be tied to a specific covered task or can they involve only general field knowledge?

A The field experience should be tied to the specific covered task, or in lieu of the three years, any documented training by a vendor or educational institute will also satisfy the three requirement (provided it is tied to the covered task).

Q Can you incorporate auto fill where applicable (such as name, address) on the PEF forms?

A At this time it would be up to individual companies to write an auto fill application.

Q Do Evaluators have to have a valid PEF certificate for tasks they are to evaluate?

A No. Evaluators do not have to perform a hands-on evaluation unless they actually perform a covered task as part of their position.

Q Do copies of forms for failed PEFs need to be submitted for tracking purposes? Is there a clear indication on the form of passing versus failed, and if not, how will you be able to tell the difference?

A You should keep records on failed performance evaluations, but MEA does not need copies of these records. There is an option to check Yes or No for "Qualified."

Q After a PEF has been uploaded, how will we know when it is approved if we need to schedule an ISN transfer?

A An EnergyU Administrator should grant the PEF certificates in EnergyU prior to uploading the PEF forms. If the forms are uploaded prior to certificates being granted, attach a note to the first file with the date the certificates will be granted and MEA will wait and run the report. Otherwise, receipt of a PEF initiates a transfer if MEA has your ISN 400 number. For companies that do not do ISN transfers, the PEF records will be checked for accuracy, verified against your granted certificates and then archived. An ISN transfer for PEFs may take up to 72 hours; you will receive an email confirmation once the transfer is complete.

Q Does passing the pre-test constitute qualification for knowledge-only tasks as determined by the operator?

A According to MEA Best Practices, passing the pre-test does not constitute qualification for knowledge.

Q If my Administrator is not an Evaluator, how can the Administrator grant certificates for the evaluations?

A The Administrator has ultimate rights within EnergyU and has the ability to manually grant certificates. Certificates for TNGs and KNTs are granted automatically when the course is passed. MEA has an instruction document for granting PEF certificates.

Q   Is there ANY other option for sending you the thousands of PEFs that we will be conducting other than SecureDrawer?

A   Currently, this is the only verifiable method for sending PEFs. This method is much more simple and efficient than sending paper documents.

Q   What is required to gain access to SecureDrawer?

A   The EnergyU Primary Administrator must accept Admin Role and Responsibilities; the company must have PEF requirements for their employees.

Q   What documents will be accepted into SecureDrawer?

A   After June 1, only completed NEW PEF forms will be accepted – no legacy forms will be accepted. Document must be signed by the Evaluatee and an APPROVED MEA Evaluator.

Q   What if a previous evaluation was conducted and the old form was used.

A   These documents will not be accepted by MEA after June 1, 2014.