

Refrigerating Engineers & Technicians Association

Certification examinations:

Certified Assistant Refrigeration Operator

Certified Industrial Refrigeration Operator

Information Handbook and Application

Valid for examinations offered through August 31, 2004

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INTRODUCTION

The Refrigerating Engineers and Technicians Association (RETA) was established in 1910. This international not-for-profit society has had one driving goal since its inception: the education and training of refrigeration engineers, technicians and plant operators.

Certification is a process that recognizes an individual's qualifications and demonstrated knowledge. The RETA certification program was first offered in 1988. Certification is available for new operators and for operators with at least two years of experience in industrial refrigeration plant operation.

Certification is based on knowledge shown by passing the certification examination. The certification process helps individuals improve their technical skills and provides employers with a benchmark for reviewing job applicants and current employees. Certification is not an engineering degree or state regulatory license; it recognizes that the operator has met requirements for experience and knowledge.

OBJECTIVES

The objectives of the certification program are:

- To establish a nationally recognized standard of experience, education, and training for refrigeration plant operators and supervisors.
- To assist the refrigeration industry in developing and recognizing qualified refrigeration plant operators and supervisors.
- To encourage technical training and education, as well as practical experience, for refrigeration plant operators and supervisors.
- To promote safety in industrial refrigeration facilities.
- To increase public recognition of the skills needed in the industrial refrigeration field.

CERTIFICATION PROGRAMS

RETA offers certification at two levels, the Certified Assistant Refrigeration Operator for operators new to the field and the Certified Industrial Refrigeration Operator for operators with two or more years' experience.

CERTIFIED ASSISTANT REFRIGERATION OPERATOR

The Certified Assistant Refrigeration Operator (CARO) is an entry-level examination designed to identify whether an operator has the basic knowledge to function safely in an engine room under the supervision of a more experienced operator. There are no minimum experience requirements. Satisfactory completion of the following RETA industrial refrigeration educational courses is suggested:

- *Industrial Refrigeration I*
- *Industrial Refrigeration IV* (safety chapter)

EXAMINATION DESCRIPTION

The certification examination is based on practical experience and RETA's technical courses as outlined above. The test consists of 100 multiple choice items. You will have three hours to complete the test, which is given in English. You must answer at least 70% of the questions correctly in order to pass the examination. There is no penalty for incorrect answers. You may bring and use a hand-held calculator during the examination.

Please be aware that the content outline of the CARO examination may change for exams administered after July 31, 2004. Contact RETA for an updated application handbook.

EXAMINATION FEE

RETA member \$210
Non-member \$310

Your RETA membership must be current at the time of application in order to qualify for the member rate. If your company is a corporate member, the certification applicant must be one of the company's designated members to qualify for the member rate.

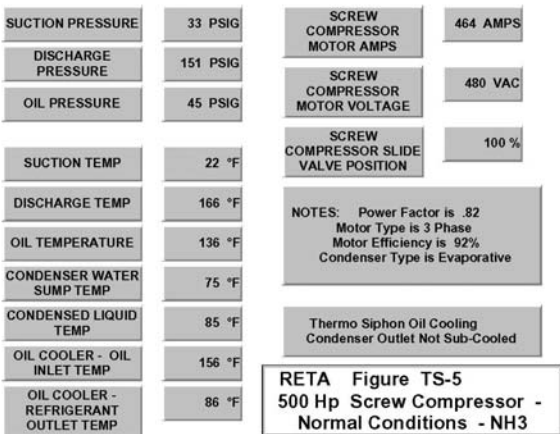
CERTIFIED INDUSTRIAL REFRIGERATION OPERATOR (CIRO) (FORMERLY JOURNEY- LEVEL A)

- A minimum of two years verified experience in industrial refrigeration plant operation is required. This experience must include demonstrated ability to properly operate a plant to provide refrigeration, heat, air conditioning, and/or ventilation as required for safe and efficient operation through proper maintenance and operating procedures.

- Satisfactory completion of the following RETA industrial refrigeration educational courses is suggested:
 - *Industrial Refrigeration I*
 - *Industrial Refrigeration II* (systems)
 - *Industrial Refrigeration III* (maintenance)
 - *Industrial Refrigeration IV* (plant operation and safety)
 - *Basic Electricity II* (ladder diagrams)

EXAMINATION DESCRIPTION

The certification examination is based on practical experience and RETA’s technical courses as outlined above. The test consists of 150 multiple-choice items and is approximately 3 hours in length. The examination is given in English. You must answer at least 70% of the questions correctly in order to pass the examination. There is no penalty for incorrect answers. You may bring and use a hand-held calculator during the examination. The examination format includes independent questions and scenarios based on generic screens (see sample below).



Please be aware that the content outline of the CIRO examination may change for exams administered after July 31. Contact RETA for an updated application handbook.

CONTENT AREAS

- Refrigeration theory (1%)
- Safety (16%)
- Operations (83%)

EXAMINATION FEE

RETA member \$210
Non-member \$310

Your RETA membership must be current at the time of application in order to qualify for the member rate. If your company is a corporate member, the certification applicant must be one of the company’s designated members to qualify for the member rate.

HOW THE EXAMINATION IS GIVEN

RETA offers the examinations several times and at multiple locations each year. RETA works with a testing company called C-NET to arrange the testing at sites and to support testing at locations arranged by RETA chapters. The examination is generally offered in the winter and summer at locations arranged by RETA chapters and in the spring and fall at 38 locations across the country. The examination is also administered at the RETA convention and may be given at other professional meetings. A list of test sites and dates through December 31, 2003 is on page 5.

SPECIAL ADMINISTRATIONS

In addition to the dates and sites listed, individuals and groups may request a special administration at a date and city of their choice. Special administration requests must be received no later than 60 days prior to the desired test date. Please contact the RETA office at 847/375-4738 for information about setting up a special administration.

RETA reserves the right to cancel test sites for insufficient registration. If a site is cancelled, you may reschedule or receive a full refund.

COMPLETING THE APPLICATION FORM

1. Complete all sections of the application
2. Print or type all information except your signature.
3. If you are an RETA member, attach a photocopy of your current membership card to the application.
4. Include the appropriate application fee in the form of personal or company check, money order, or credit card information. Make your check payable to Refrigerating Engineers &

Technicians Association. Purchase orders are not accepted.

5. Mail the application form with attachments and your payment no later than the specified postmark deadline date to:

RETA Certification
Attn: Alice Taylor
4700 W. Lake Avenue
Glenview, IL 60025

Your application will be considered incomplete if any of the information or the fee is not included. You will be informed of any steps needed to take to complete your application. Examination permits will be issued only to candidates with complete applications. RETA reserves the right to verify the eligibility of any applicant.

Returned Check Fee \$25

Any applicant whose personal check is returned for insufficient funds is required to pay this fee. Remittance of fees thereafter must be by money order or certified check.

CANCELLATIONS

Cancellations will be accepted until two weeks prior to the examination. Those who cancel will receive a refund of the application fee less a \$25 administrative fee. Cancellations after that time will not be refunded, but the application and fee may be applied to another examination within one year of the originally-scheduled examination. Cancellations should be made by contacting RETA.

If you are not able to test, you may not transfer your registration to another candidate.

EXAMINATION PERMIT

If your application is complete, you will receive an examination permit approximately two weeks before the test date. The permit will include the test date, test site address, and the time you should report to the test site. You will not be admitted to the examination without the permit and photo identification.

If you have not receive your examination permit 10 days prior to the examination date, please notify C-NET at 201/217-9083. If you lose your

permit, notify C-NET immediately and request a duplicate. Contact RETA rather than C-NET if you are testing at the RETA or IIAR convention.

NOTIFICATION OF EXAMINATION SCORES

You will be notified of your examination results approximately six weeks after the examination.

Your score report will tell you whether you passed or failed the examination, the percent of questions answered correctly, and a list of the topics of questions answered incorrectly. RETA encourages you to review this information carefully and to pursue further study in the identified areas.

HANDSCORING

Examination answer sheets are scanned and scored electronically. While this process is highly accurate, RETA offers scoring by hand if you would like reassurance about the accuracy of your score. To have your answer sheet handscored, send a written request to RETA with the \$25 fee.

RE-EXAMINATION

If you do not pass the examination, you may take the examination again one time at no cost within one year following your initial test. To do so, you must meet established application deadlines and submit a new application and fee.

In the future, RETA will begin charging a \$50 retest fee for candidates who do not pass the CARO or CIRO examinations on their initial attempt, as long as they retest within a year. This fee will go into effect as new forms of the examinations are released later this year.

CONFIDENTIALITY & PUBLIC INFORMATION

To ensure the security of the examination, the test materials are confidential and individual results will not be released to any person or agency except the candidate and RETA. A candidate's individual test results will be released to others only upon the candidate's written request.

When an operator has achieved RETA certification, that fact is considered public information. It is RETA's policy to verify certification upon request.

RETA does not provide information about certification status other than whether an individual is certified.

APPEAL

An appeal procedure is available to individuals who wish to contest an adverse decision made by RETA.

Candidates do not have the right of appeal of actions: (1) resulting from failure to meet published deadline(s), or (2) based on RETA's actions in setting a passing score which resulted in the individual's failure to pass the certification examination. Validation of the accuracy of scoring of an examination is permitted by handscoring.

To initiate the appeal process, candidates must file a written request with RETA within 45 days following

the date on which the adverse decision was mailed to the applicant. The request for appeal shall state the reasons why the decision is being contested. A response from RETA will be sent to the candidate within 45 days of receipt.

ARRANGEMENTS FOR APPLICANTS WITH DISABILITIES

RETA and C-NET will make special testing arrangements to accommodate candidates with disabilities that interfere with test taking. If you wish to make such arrangements, you must notify C-NET in writing no later than six weeks prior to the test date with documentation of the disability and accommodation requested.

EXAMINATION SITES AND DATES

Test date	Application deadline (postmark)	Location
May 1, 2004 October 16, 2004	March 19, 2004 September 3, 2004	Phoenix, AZ Los Angeles, CA San Diego, CA San Francisco, CA Hartford, CT Denver, CO Miami, FL Orlando, FL Atlanta, GA Chicago, IL Indianapolis, IN New Orleans, LA Baltimore, MD/Wash- ington, DC Boston, MA Lansing, MI Minneapolis, MN Kansas City, MO St. Louis, MO Omaha, NE Freehold, NJ Amityville, NY New York, NY Rochester, NY Charlotte, NC Cincinnati, OH Cleveland, OH Portland, OR Philadelphia, PA Pittsburgh, PA Memphis, TN Nashville, TN Dallas, TX Houston, TX San Antonio, TX Norfolk, VA Seattle, WA Spokane, WA Milwaukee, WI
February 28, 2004 October 27, 2004	January 16, 2004 September 17, 2004	IIAR Conference, Orlando, FL RETA Convention, Sparks, NV

Examinations may also be offered by RETA chapters on February 28, 2004 (application deadline January 16, 2004), June 5, 2004 (application deadline April 23, 2004), and September 18, 2004 (application deadline August 6, 2004)

**Refrigerating Engineers & Technicians Association
Certification Examination Application**

Please print or type all information. Mail completed application to **RETA Certification, attention Alice Taylor, 4700 W. Lake Avenue, Glenview, IL 60025**. Please call 847/375-4738 if you have questions regarding your application or membership status. Please be sure to return both pages of the application. **Faxed applications are not accepted.**

Examination site

Examination date

Name

Company

Business Address

City

State

Zip

Home Address

City

State

Zip

Home Phone

Work Phone

E-mail address

Examination Fee

The fee must be in the form of personal or company check, money order, or credit card. Purchase orders are not accepted. Applications submitted without the fee will be considered incomplete and you will not be permitted to test until the fee is paid. Be sure to include your membership number (if applicable) and expiration date. For corporate memberships, the applicant must be one of the designated members to qualify for the member rate.

Certified Assistant Refrigeration Operator

\$210 RETA member

\$310 Non-member

Retest

Certified Industrial Refrigeration Operator

\$210 RETA member

\$310 Non-member

Retest

Membership number and expiration date

Payment method:

Check payable to Refrigerating Engineers & Technician Association

Credit card

VISA

MasterCard

American Express

Credit card number

Expiration date

Signature

STATEMENT OF UNDERSTANDING
(This section must be completed by all candidates)

I hereby apply for RETA certification and verify that all information provided is accurate. I understand that any misrepresentation on this application will result in failure to become certified, and my application and examination fee will be forfeited. I authorize the evaluation and validation of my credentials by RETA. In furtherance of my application, I authorize any individual or organization who may have information concerning my credentials to provide such information to RETA. I hereby waive any claim for damages, or otherwise, that I may have against RETA and any individual or organization that supplies such information by reason of any act or omission by any of them taken in good faith in connection with this application. I understand that the decision as to whether I qualify for certification rests solely and exclusively in RETA and that its decision is final. By signing and submitting this application, I also agree to be bound by all policies and procedures of RETA.

Signature

Date

Print Name

Verification of experience for Certified Industrial Refrigeration Operators (CIRO)

(Skip this section if you are applying for the Certified Assistant Refrigeration Operator examination.)

This section must be completed by a supervisor, superior, or colleague for all CIRO level candidates.

I hereby verify that this candidate has completed at least two years' experience in industrial refrigeration plant operation or services as a contractor. This experience includes maintenance, service, troubleshooting, system start-ups and/or direct supervision of any of these areas. I have direct knowledge of this experience.

Name

Position

Company

Phone

Signature

Date

Application checklist

Be sure to:

- Fill out the application form completely.
- Obtain verification of experience if you are applying for CIRO certification.
- Include your payment.
- Mail to:
RETA Certification
Attention: Alice Taylor
4700 W. Lake Avenue
Glenview, IL 60025
- Mark your calendar to call C-NET at 201/217-9083 if you have not received your examination permit at least 10 days before the examination. (Call RETA if you are taking the examination at the RETA or IIAR convention.)