



# Manual 40: Training and Certification Requirements Updates

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Manager, System Operator Training  
Markets and Reliability Committee  
January 28, 2016

- Section 3.3:
  - Added language to compliance monitoring section to include Member Representative and Compliance contact in communication of non-compliance
  - Revised language in compliance monitoring process to include notice of potential OA/OATT violation and possible report to FERC
    - Added Flow chart overview of process

- Added language requiring operators/dispatchers to be removed from shift responsibilities if they are not in compliance with the applicable requirements
  - Initial Training
  - Certification
  - Readiness Exam
  - Continuing Training
- Removed duplicate language from Section 3.2.1

- If approved:
  - February 1, 2016 will be the first compliance check using the new process
    - Warning letter from PJM Legal issued for companies with a compliance score  $\geq 5$
    - FERC notices made 30 days later for those companies that received a warning letter and are still out of compliance

- Changes unrelated to compliance issue:
  - Annual review of PJM Training Plan (section 4) in accordance with NERC Standard PER-005
  - Administrative Change: Updated references from edata to Data Viewer
  - Clarifying changes to Section 4.4 describing retesting process for Master Coordinator qualification
  - Minor change to Section 4.7 to remove requirement for weekly self-assessment quiz for Reliability Engineer qualification

- First Reads:
  - October 28 SOS (Completed)
  - December 1 OC (Completed)
  - December 17 MRC (Completed)
- Second Reads/Endorsement
  - November 24 Joint SOS (Completed)
  - January 5, 2016 OC (Endorsed)
  - January 28, 2016 MRC
- Effective Date February 1, 2016