

# **OPERATIONS MANUAL FOR CERTIFIED PETROLEUM LABORATORY PROFESSIONAL PROGRAM**



An Affiliate of  
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SEI

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# **OPERATIONS MANUAL FOR CERTIFIED PETROLEUM LABORATORY PROFESSIONAL PROGRAM**

## **1. Introduction**

1.1 This document establishes the system for the certified petroleum laboratory professional program in accordance with the Individual Performance Certification (IPC) Policies and Procedures Manual. Individuals shall comply with both the IPC Policies and Procedures Manual and this manual. Individuals who earn a certified petroleum laboratory professional designation have demonstrated the requisite knowledge and abilities to perform and record the results of ASTM standards.

## **2. Definitions**

2.1 Please refer to the Individual Performance Certification (IPC) Policies and Procedures Manual.

## **3. Eligibility Criteria**

3.1 There are no eligibility requirements for the certified petroleum laboratory professional program. Please refer to the Individual Performance Certification (IPC) Policies and Procedures Manual for accommodations for disabilities.

## **4. Certification Criteria**

4.1 Individuals shall successfully complete both a written examination and a performance examination.

## **5. Validity of Certification**

5.1 Individuals that successfully complete the certification criteria will be awarded both a printable certificate and a digital badge redeemable through the Credly digital badging platform.

5.2 Individuals shall be certified to the most current year date (version) of an ASTM standard. When the ASTM standard is revised the individual will continue to be certified to the previous version however the individual will not be certified to the new version. The certification to the year date (version) of an ASTM standard does not expire.

## **6. Examination Criteria**

6.1 Individuals shall complete online, written examinations administered using the Questionmark OnDemand platform.

6.2 Individuals shall pass the written examination with a score of 80% or higher for each ASTM standard under consideration.

6.3 Individuals shall complete a performance examination for the ASTM standard(s) requested in their application for the certification program. The individual shall physically demonstrate each test method to a qualified representative of their organization. The individual shall perform the testing, with a witness present, and submit results through the Certemy platform in a step referred to as Verification of Competency.

6.4 The Verification of Competency is submitted through the Certemy platform. The qualified representative shall complete a Verification of Competency form including the name of the qualified representative verifying competence, the resume/CV of the qualified representative, an organizational chart showing that the qualified representative provides direct supervision of the applicant under consideration, and records of training and/or competency evaluations showing that the individual under application has physically demonstrated the test methods under consideration for certification.

## **7. Appeals**

7.1 Please refer to the Individual Performance Certification (IPC) Policies and Procedures Manual.