

## EXAMINER CERTIFICATION – FAQ

### (EXTERNAL FAQ)

#### Q1. If I am interested in becoming an Examiner or having some of my people become Examiners, what should I do?

There are several things you can do:

- Purchase SAE J3300 and, depending on focus area(s), J3300/1 (Low Mu), and/or J3300/2 (Trailer Tow) to further understand the standards, their applicability, and expectations. In particular, read SAE J3300 section 5.5 in detail.
- Take (and pass) all SAE J3300 certification tests for the tests required for being an Examiner for all certifications you plan to administer
- Complete the Examiner Application to pre-assess your readiness for applying to be certified as an Examiner

#### Q2. When I am ready to begin the process, how does one initiate getting certified as an Examiner? (includes facility and vehicle certification)

Send your Examiner Application form to Probitas.

As stated in SAE J3300 section 5.5, the first step is for the Examiner candidate to submit an Examiner Application form to the SAE J3300 Lead Certifier. Probitas will get your application to the SAE J3300 Lead Certifier, who will review your application and ask you clarifying questions, if needed, to help align expectations and scope your Examiner Certification session. Probitas will work with you to handle the remaining registrations tasks. Meanwhile, the Lead Certifier will notify the closest qualified Certifier.

#### Q3. What are the registration tasks with Probitas?

Probitas will:

- Have the applicant complete a J3300 registration
- Collect the first payment installment for the:
  - Examiner Certification fee(s)
  - Deposit for Certifier labor and travel (actual amount to be based on actual time and expense to certify the Examiner)
  - Independent Program Administration fee
- Notify the Lead Certifier that the payment has been received so that a Certifier can be assigned

#### Q4. What does the Examiner Certification event entail?

There are three main components to ensure the quality and integrity of the SAE J3300 process:

1. Certify you as a qualified Examiner to administer SAE J3300 certifications
2. Certify your facility as an approved site to be used for SAE J3300 certifications
3. Certify your vehicles and vehicle setups as approved to be used for SAE J3300 certifications

#### Q5. Who will certify our Examiner/Facility/Vehicles?

An SAE-qualified Certifier as stated in SAE J3300 sections 3.7 and 5.6. The Lead Certifier will assign the closest qualified and available Certifier. The Lead Certifier may also be the one assigned to conduct your certification if the Lead Certifier is the closest qualified and available Certifier.

**Q6. How does the Lead Certifier assign a Certifier?**

The Certifier who has the necessary qualifications\* and is physically closest to the Examiner location will be assigned whenever possible to minimize cost of Certifier travel to the Examiner candidate's location. If the Certifier closest to the Examiner candidate is not available, an alternate Certifier may be assigned.

\* Not all Certifiers will necessarily be qualified to certify all J3300 standards. This is to minimize variability and total costs as much as possible.

**Q7. What is the Examiner Certification fee?**

\$9,950 per Examiner for the first standard, e.g. J3300 (DL) or J3300/1 (LM), and \$4,975 for each subsequent standard, e.g. J3300/2 (TT) if already certified for J3300 (DL), or J3300/1 (LM) if already certified for J3300 (DL).

**Q8. How long is an Examiner Certification valid?**

As stated in J3300 Section 5.5, Examiners must be recertified every 3 years for each certification. The Examiner Certification fees for recertification are the same as the original certification.

**Q9. How many levels in a J3300 standard does the Examiner Certification fee cover?**

The fee is per standard, e.g. J3300 (DL), J3300/1 (LM), J3300/2 (TT), regardless of how many levels the Examiner is certified. For example, if an Examiner is certified for DL1 and DL2 the Examiner Certification fee is \$9,950; however, if the same Examiner is later certified for DL3, there is no additional Examiner Certification fee; the additional level is covered by the original \$9,950 Examiner Certification fee. The recertification date for the standard will be 3 years from the date of the first certification in a given standard. There will, of course, be additional Certifier travel and labor for the second trip if the certifications are not completed at the same time.

**Q10. If an organization wants to have multiple Examiners at one time, is there a savings?**

If a site has more than one Examiner certified AT THE SAME TIME, then Examiner Certification fee for the additional Examiner(s) is reduced by 25% for the 2<sup>nd</sup> Examiner and by 50% for the 3<sup>rd</sup> and subsequent Examiner(s). There will also be some cost savings in terms of Certifier time and travel as well as facility and vehicle downtime/rental to support the event.

**Q11. How long will the Examiner Certification take?**

It depends on the scope of the certification. The certification should be able to be completed in one day if the Examiner is fully prepared and does not require much supplemental coaching, and the offering is limited to one SAE J3300 standard without requiring any unique or off-standard facility layouts or vehicle configurations.

**Q12. How are Certifier labor and travel costs determined?**

Travel – All Certifiers shall be reimbursed for all related expenses associated with Examiner Certification. Probitas will review and approve all expense reports. Certifiers are required to keep logs and receipts where available for all expenses related to:

- Travel from their home location to and from the Examiner's location (e.g. personal car mileage using IRS rates, tolls, parking, and airfare, if applicable)
- Expenses while traveling and at the Examiner's location (e.g. rental car and fuel if applicable, hotel, meals)

Labor –Labor expenses will be based on the actual time the Certifier is engaged in your Examiner Certification. The agreed Certifier Labor rate is currently \$150/hour. Travel time will be calculated at 50% of the Certifier Labor rate. You will be charged the same Certifier Labor rate regardless of which Certifier is assigned. You will also only be charged the Certifier Labor rate in the event that the Lead Certifier is assigned. Probitas will collect \$2,800 from you as a “deposit” for Certifier Travel and Labor before a Certifier is assigned and scheduled. After the certification is completed, you will be invoiced or reimbursed for the balance between the actual costs and the amount of your deposit. This balance must be fully settled before the Examiner Certification is recognized.

**Q13. If a facility already has certified Examiners, what is the process to certify a new track set up or vehicle set up?**

The process is very similar, but significantly abbreviated. The Examiner(s) that will be using the new track set up and/or vehicle set up will need to be present and participate in the site/vehicle certification. The Certifier labor and travel will be less due to the fact that the Examiner(s) will not be going through the certification process at that time. The fee for this site- and/or vehicle-only certification will be \$2,950.

If the change is only for vehicle or vehicle set-up, with no change in track set-up, and the approval can be signed-off virtually, the fee will only be for Certifier/Lead Certifier labor.

**NOTE: All prices are subject to change.**