

## STS Group Management Policies and Procedures

The Council on Certification of Health, Environmental and Safety Technologists (CCHEST) has established group management policies and requires these steps to be followed for the management of a group of STS candidates when the group of candidates will be tested together.

### STS Group Management Policies

- Policy 1: If your desired group testing site is located less than 50 miles from one or more Pearson VUE computer testing centers, the members of the group must take their examinations at these testing centers. Requests for a group examination administration when one or more Pearson VUE testing centers is located less than 50 miles from the desired group testing site must be approved by the Board. Your CCHEST Customer Service Associate will be able to help you determine the location of the nearest Pearson VUE testing centers.
- Policy 2: A group of STS candidates to be tested together must be managed by a single group manager.
- Policy 3: All STS application forms must be submitted to CCHEST as a single group, and all application fees must be paid for as a single group upon initial submission of the STS application forms to CCHEST. The STS application fee for a single applicant is \$105 USD.
- Policy 4: All requests for STS examination authorizations for eligible STS applicants must be submitted as a single group, and all fees and site fees must be paid in full at the time of this request. The STS examination authorization fee is \$165 USD for each STS examination delivered within the U.S. and Canada and \$265 USD for each examination delivered outside the U.S. and Canada. These examination fees shall be paid after CCHEST evaluates the applications and indicates in-writing (officially) who within the group is eligible.
- Policy 5: The site set-up fee for a group examination event is \$2,595 USD when Step 15 of the Group Manager's Procedures is completed 90 or more days prior to the desired group examination date.
- Policy 6: The **expedited** site set-up fee for a group examination when Step 15 of the Group Manager's Procedures is completed with fewer than 90 days prior to the desired group examination date must be determined on a case-by-case basis. The **expedited** site set-up fee will be at least \$8,000, but may be higher depending on the location and how much time is left before your desired group examination date.
- Policy 7: CCHEST will designate one or more certified, independent proctors (examination monitors) to administer the examination to your group and to supervise the examination process. The proctor(s) must be granted escorted-level access to the group testing site. All proctor instructions must be followed by all members of the group, the group manager, and all other employees and contractors associated with your organization. The entire group's examination results may be invalidated if any one person fails to obey the instructions of a proctor, or if any one person attempts to interfere in a proctor's duties.

## Group Manager's Procedures

**Steps 1-10 must be completed by the Group Manager 120 or more calendar days prior to the desired group examination date:**

- Step 1: Obtain STS Application Forms for each person in the group. These can be obtained from CCHEST (1-217-359-2686), the CCHEST website ([www.cchest.org](http://www.cchest.org)), or copied from an original from the latest STS Candidate Handbook.
- Step 2: Create a simple roster of all applicants with the following fields: Last Name, First Name, Middle Name, Suffix (Jr., Sr., II, III, etc.), and Name of Requested Examination (STS-Construction, STS-General Industry, STS-Petrochemical, STS-Mining).
- Step 3: Ensure each Application Form is fully completed for each person in the group in accordance with the instructions in the latest STS Candidate Handbook.
- Step 4: Ensure the applicant signs his/her own Application Form.
- Step 5: Ensure payment for all application fees is made.
- Step 6: Complete Group Examination Session Request Form.
- Step 7: Complete Group Application Form and update the roster created in Step 2 with the names of the candidates for whom application payments are actually being made.
- Step 8: Contact CCHEST by phone or by e-mail ([cchest@cchest.org](mailto:cchest@cchest.org)) and ask to make contact with an STS Customer Service Associate. Upon making contact, indicate that you are managing an STS group. If desired, the STS Customer Service Associate can provide you with an invoice by which to pay the application fees for your group.
- Step 9: Verify that the completed individual application forms to be submitted to CCHEST actually match the members of the group contained on the roster created in Step 2 and the number of application fees being paid as shown on the Group Application Form you completed in Step 7.
- Step 10: Submit as a single package to CCHEST all individual application forms, all application fees, the Group Examination Request Form, and the Group Application Form. E-mail the roster updated in Step 7 to the STS Customer Service Associate with whom you made contact in Step 8.

### **5-10 days after Step 10:**

- Step 11: Receive official notification from CCHEST indicating the persons in the group who CCHEST has made eligible to sit for the STS certification examination.
- Step 12: Correct any application problems and resubmit any problem applications to CCHEST.

### **5-10 days after Step 12:**

- Step 13: Receive official notification from CCHEST indicating whether the applicants in the group with problem applications have been made eligible to sit for the STS certification examination. The STS Customer Service Associate will also contact you to let you know whether your requested group examination site, date, and time are available.
- Step 14: Complete the Group Examination Payment Form, and update the roster created in Step 2 with the names of the candidates for whom examination payments are actually being made.
- Step 15: **NOTE: THE GROUP MANAGER MUST COMPLETE THIS STEP 90 OR MORE CALENDAR DAYS PRIOR TO THE REQUESTED GROUP EXAMINATION DATE.** Submit to CCHEST the completed Group Examination Payment Form, payment for all examinations, and payment for the site set-up fee. E-mail the updated roster to the STS Customer Service Associate with whom you made contact in Step 13. If desired, the STS Customer Service Associate can provide you with an invoice by which to pay the examination fees and the site set-up fee, but CCHEST must receive the full payment 90 or more days prior to your requested group examination date.

**45 or more days prior to the established group examination date:**

Step 16: **NOTE: THE GROUP MANAGER MUST COMPLETE THIS STEP 45 OR MORE CALENDAR DAYS PRIOR TO THE REQUESTED GROUP EXAMINATION DATE.** Repeat Step 1 through Step 15 for each member of the group you want to **add** (if any). All additional Application Forms must be approved by CCHEST and all additional application fees and additional examination authorization fees must be received by CCHEST 45 or more calendar days prior to the established group examination date. Your additional group members shall not cause the group size to grow beyond 20 members. **CCHEST will not be able to add your additional group members to the examination session if there are fewer than 45 calendar days to go before the established group examination date.**

**Prior to Examination Date, as needed:**

Step 17: Ensure all candidates know the date, location, and time of their group examination.

Step 18: Ensure all candidates know the subject matter contained on the examination, as described in the latest STS Candidate Handbook.

**STS Group Examination Session Request Form  
Group Manager's Procedures Step 6**

Date this Form Submitted to CCHEST: \_\_\_\_\_

Name of Company/Division: \_\_\_\_\_

STS Group Manager's Name: \_\_\_\_\_

STS Group Manager's E-mail Address: \_\_\_\_\_

STS Group Manager's Phone Number: \_\_\_\_\_

Number of Candidates on Roster: \_\_\_\_\_

**Desired Site Location:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Desired Group Examination Date:** \_\_\_\_\_

**Desired Group Examination Start Time:** \_\_\_\_\_

I have read and accept the terms of the STS Group Management Policies and Procedures.

\_\_\_\_\_  
**Signature of STS Group Manager**

**NOTE-1: CCHEST permits no more than 20 candidates in any single group examination session. If there are more than 20 candidates on the roster, additional group examination sessions are required.**

**NOTE-2: This document must be completed for EACH group examination session requested, such that no individual group examination session will have more than 20 candidates in it.**

**Group Application Form  
Group Manager's Procedures Step 7**

Date this Form Submitted to CCHEST: \_\_\_\_\_

Name of Company/Division: \_\_\_\_\_

STS Group Manager's Name: \_\_\_\_\_

STS Group Manager's E-mail Address: \_\_\_\_\_

STS Group Manager's Phone Number: \_\_\_\_\_

**Application Fee Calculation Worksheet**

<b>Fee Description</b>	<b>Number Required</b>	<b>Unit Price</b>	<b>Total</b>
STS Certification Application Fees		\$105 USD	
<b>TOTAL</b>			

**Submit this form along with payment to CCHEST. Ask your STS Customer Service Associate to provide you with an invoice, if necessary. CCHEST does not accept purchase orders.**

**Group Examination Payment Form  
Group Manager's Procedures Step 14**

Date this Form Submitted to CCHEST: \_\_\_\_\_

Name of Company/Division: \_\_\_\_\_

STS Group Manager's Name: \_\_\_\_\_

STS Group Manager's E-mail Address: \_\_\_\_\_

STS Group Manager's Phone Number: \_\_\_\_\_

**Examination Fee Calculation Worksheet**

<b>Fee Description</b>	<b>Number Required</b>	<b>Unit Price</b>	<b>Total</b>
STS Certification Examination Fees		\$165 USD (fee for exams given <u>within</u> U.S./Canada)  \$265 USD (fee for exams given <u>outside</u> U.S./Canada)	
Group Examination Site Fee (per session, only if 90 or more days to go)		\$2,595 USD	
Expedited Group Examination Site Set-Up Fee (per session, only if fewer than 90 days to go)		(AS PROVIDED IN WRITING BY BCSP/CCHEST)	
<b>TOTAL</b>			

**Submit this form along with payment to CCHEST. Ask your STS Customer Service Associate to provide you with an invoice, if necessary. CCHEST does not accept purchase orders.**

**NOTE: CCHEST REQUIRES THIS FORM TO BE COMPLETED AND SUBMITTED WITH FULL PAYMENT 90 OR MORE DAYS PRIOR TO THE DESIRED GROUP EXAMINATION SESSION. IF THERE ARE FEWER THAN 90 DAYS PRIOR TO THE DESIRED GROUP EXAMINATION SESSION, CCHEST REQUIRES PAYMENT OF THE EXPEDITED GROUP EXAMINATION SITE FEE.**