Credential Maintenance Program Administrative Manual Mapping Document

Purpose and Summary of Changes

The purpose of this revision is to strengthen the Credential Maintenance Program by clarifying program requirements and incorporating best practices in adult education.

Credential Maintenance Program Administrative Manual		
Version 1.0 | January 2023	**Version 1.1 | January 2024**	**Description and Change Justification**
Chapter 1 – Manual Overview 1.1 Purpose and Objectives	**Chapter 1 – Manual Overview** 1.1 Purpose and Objectives	**No substantive changes**
Chapter 2 – Program Overview 2.1 Purpose and Objectives 2.2 Scope 2.3 Governance 2.4 Administration 2.5 Funding	**Chapter 2 – Program Overview** 2.1 Purpose and Objectives 2.2 Scope 2.3 Governance 2.4 Administration 2.5 Funding	**No substantive changes**
Chapter 3 – NERC Continuing Education Providers 3.1 Obtaining NERC CE Provider Status 3.2 Renewing CE Provider Status 3.3 NERC CE Provider Responsibilities	**Chapter 3 – NERC Continuing Education Providers** **Modifications** 3.1 Obtaining NERC CE Provider Status 3.2 Renewing NERC CE Provider Status 3.3 NERC CE Provider Responsibilities	Modified language for Level 2 Providers. Changed from Level 2 Individual Learning Activity (ILA) Provider to Level 2 NERC Continuing Education (CE) Provider for consistency with program requirements. Clarified the process for renewing NERC CE Provider status. Clarified the restriction on submitting or renewing ILAs for Providers in a suspended status.

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Chapter 4 – Continuing Education Learning Activities 4.1 Learning Activity Requirements 4.2 Continuing Education Hours 4.3 NERC Credential Maintenance Program Training Administration	**Chapter 4 – Continuing Education Learning Activities** 4.1 Learning Activity Requirements 4.2 Continuing Education Hours 4.3 NERC Credential Maintenance Program Training Administration	Added clarification that break time is assumed to be included in segment times listed on an ILA, unless otherwise specified. This clarification was suggested by the CERP.
Chapter 5 – Submitting Individual Learning Activity Applications 5.1 The ILA Form 5.2 Renewal of ILAs 5.3 Substantive Changes	**Chapter 5 – Submitting Individual Learning Activity Applications** 5.1 The ILA Form 5.2 Renewal of ILAs 5.3 Substantive Changes	Clarified the requirement to include a detailed description of each learning activity segment on the ILA form. This description must include the instructional method and materials to be used in the segment delivery and must describe how the content supports the BES reliability responsibilities of the system operator. Removed the requirement that an emergency operation and/or power system restoration training topic be selected for any ILA that is listed as emergency operations related. There are other topics in Appendix A that may be emergency related.
Chapter 6 – Course Approval and Awarding CEHs 6.1 Course Approval 6.2 Awarding of CEHs	**Chapter 6 – Course Approval and Awarding CEHs** 6.1 Course Approval 6.2 Awarding of CEHs	Clarified that CEHs are awarded for satisfactory completion of a course during the period in which the corresponding ILA is in an approved status.
Chapter 7 – Continuing Education Review Panel 7.1 Continuing Education Review Panel 7.2 CERP Member Limitations 7.2 CERP Course Review and Approval Process 7.3 Reporting to the CMWG	**Chapter 7 – Continuing Education Review Panel** 7.1 Continuing Education Review Panel 7.2 CERP Member Limitations 7.2 CERP Course Review and Approval Process 7.3 Reporting to the CMWG	Given not all CERP members review ILA submissions, the minimum requirements for active CERP membership were expanded to include participating in routine audits.

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Chapter 8 – Credential Maintenance Program Audits 8.1 Types of Audits 8.2 Audit Teams 8.3 Audit Notice and Subsequent Requirements 8.4 Audit Results 8.5 Unsatisfactory Audit Results	**Chapter 8 – Credential Maintenance Program Audits** 8.1 Types of Audits 8.2 Audit Teams 8.3 Audit Notice and Subsequent Requirements 8.4 Audit Results 8.5 Unsatisfactory Audit Results	Clarified the evidence requirements for a routine audit.
Chapter 9 – Dispute Resolution 9.1 Submission of a Dispute 9.2 Consideration and Deliberation of a Dispute 9.3 Dispute Response	**Chapter 9 – Dispute Resolution** 9.1 Submission of a Dispute 9.2 Consideration and Deliberation of a Dispute 9.3 Dispute Response	**No substantive changes**