



Dear Training Liaison,

As a follow-up to what was presented at the January 2016 Dispatcher Training Subcommittee (DTS) meeting, this is a reminder regarding upcoming changes to the compliance monitoring process for Training and Certification Requirements. These changes are the result of an issue charge assigned to the System Operations Subcommittee (SOS) by the Operating Committee (OC). For details about this issue charge and the resulting committee process, please refer to committee materials found at [www.pjm.com](http://www.pjm.com).

### **Upcoming Changes**

There are three main changes to the compliance monitoring process that will go into effect with the approval of the revised manual language, targeted for February 1, 2016.

- **Non-compliant operators/dispatchers must be removed from shift responsibilities**
  - Any operator or dispatcher that is not compliant with the applicable requirements outlined in PJM Manual 40 must be removed from his/her shift responsibilities until such time that he/she comes into compliance with those requirements.
- **Notification of non-compliance will include Training Liaison, Member Committee representative and a compliance contact at the Member Company**
- **Potential notice to PJM Legal Department and/or FERC**
  - PJM will develop a compliance score for each non-compliant company based on the number of months each operator/dispatcher is out of compliance
  - For companies that have a compliance score of 5 or greater, are consistently out of compliance with the requirements, or are non-responsive, PJM Legal will issue a letter to said company warning of a report to FERC of a potential OA/OATT violation
  - If the company is still out of compliance with the requirements 30 days after the warning letter from PJM Legal, a report will be made to FERC that the company is in violation of the PJM OA/OATT

For additional details and complete manual language, please refer to *PJM Manual 40 Version 17*: <http://www.pjm.com/~media/committees-groups/committees/oc/20160105/20160105-item-06-draft-m40-v17.ashx>

### **Training and Certification Requirements**

The following components of the Initial and Annual Continuing Training Programs will be monitored as part of the compliance monitoring process. Operators/Dispatchers who fail to meet these requirements will be required to be removed from shift responsibilities and may be subject to the additional compliance monitoring steps as noted above. For additional details refer to PJM Manual 40.



### **TO Operator**

- PER-005 task verifications and reverifications
- Initial Training Program (ITP)
- NERC and PJM Transmission Certifications
- Continuing Training Program requirements
  - 32 Hours, per calendar year, Emergency Preparedness Training
  - Required Just-In-Time Training (by assigned due date)
  - Fulfillment of Annual Training Tasks (by the end of each calendar year)

### **MOC Generation Dispatcher**

- Initial Training Program (ITP)
- PJM Generation Certification
- Continuing Training Program requirements
  - 54 hours of continuing/refresher training, per rolling three-year calendar
  - Required Just-In-Time Training (by assigned due date)

### **Small Generation Plant Dispatchers**

- Initial Training Program (ITP)
- Operator Readiness Exam
- Continuing Training Program requirements
  - 24 hours of continuing/refresher training, per rolling three-year calendar
  - Required Just-In-Time Training (by assigned due date)

### **Demand Response Resource and Energy Storage Device Operators**

- Initial Training
- Continuing Training Program requirements
  - Annual refresher training module assigning via the PJM LMS
  - Required Just-In-Time Training (by assigned due date)

If you have any questions, please contact PJM Training ([TrainingSupport@pjm.com](mailto:TrainingSupport@pjm.com)).

Thank you,

PJM State & Member Training