National Radon Proficiency Program Candidate Handbook



Table of Contents

Program Purpose and Development	3
Impartiality Statement, NRPP Certification Objectives, Remote Proctoring	4
NRPP Online Certification Portal, Certification Policies and Confidentiality	5
Certification Criteria and Assessment Information	6
Assessment Contents	7
Certification Types w/ Requirements, Certification Period and Fees	8-11
Exam Results, Rules, Exam References and Resources	11
Exam Rules, Retest Policy, Certification Time Frames & Maintenance	11-12
Disciplinary Policy and Misconduct	12-14
Appendix A: Radon Exams - Knowledge, Skills, and Abilities	15-21
Appendix B: NRPP Code of Ethics/Certification Terms	22-24
Appendix C: Application Screen Shots	25-26
Appendix D: Radon Device Performance and Calibration Requirements	27-28
Appendix E: NRPP Policy 260: Reconsideration of Eligibility Determinations	31
Appendix F: NRPP Policy 260: Reconsideration of Recertification	31
Appendix G: NRPP Policy 213: Non-Disciplinary Complaints	31
Appendix H: NRPP Policy 214: Certificant Complaints and Disciplinary Actions	32-40
Appendix I: NRPP Policy 400: Security- NRPP Exam Non-Disclosure Agreement	41-42

Purpose of the Program

The goals of the NRPP Radon Certification Program are:

- Enhance Marketability and Competitive Advantage through showcasing solutions to client's radon measurement and mitigation resolutions.
- Promote competency of operation and worker safety
- Organize and implement a comprehensive program for certification of Radon Professionals.
- Promote interest in the knowledge and skills of those interested in Radon solutions.
- Provide technical assistance to agencies having regulatory authority applicable to radon measurement and mitigation.
- Public safety, awareness, detection, and remediation of Radon.

Development of the Program

NRPP developed the Radon Certification Program in part in response to the EPA's *Notice on Credentialing, 2017*. Assessments are developed following strict professional testing guidelines endorsed by the American Psychological Association. All development stages involved Subject Matter Experts (SMEs), who represented their respective geographical and technical areas. NRPP's psychometric provider monitors test development and performance on an ongoing basis in conjunction with NRPP and the NRPP SMEs.

The NRPP certification exams are based on a mixture of EPA publications and the ANSI-AARST National Consensus Standards. No single standard or publication exists covering all aspects of what is considered vital information for the professional's ability to be successful on the exam and in the job.

The U.S. Environmental Protection Agency (EPA) has been actively participating in the radon industry-led ANSI-AARST voluntary consensus-based standards process since 2012. Federal participation in the development and use of the standards is governed by the National Technology Transfer and Advancement Act (1995) and Circular A-119 (1998, 20160 issued by the Office of Management and Budget, Executive office of the President of the United States).

ANSI-AARST national consensus standards are utilized by numerous federal and state agencies, such as the Department of Housing and Urban Development (HUD) and the EPA. A national consensus standard is available for every building type; however, knowledge of the following is critical to successfully completing the certification process:

- Homebuyers and Seller's Guide to Radon (39pp, 2MB, Current edition, EPA 402/K-13/002)
- Consumers Guide to Radon Reduction: How to Fix Your Home-Revised (20pp, 423K, Current Edition, EPA 402/K10/005)

- ANSI-AARST National Consensus Standards at https://standards.aarst.org/ (exam candidates will be provided access to these standards within the exam platform for reference).

Impartiality Statement

The NRPP Certification Council and staff understand the importance of impartiality and conflicts in the management of certification activities. When undertaking dealings with candidates and participants, all involved in the certification process will maintain a high level of ethical conduct and avoid conflicts of interest in connection with the performance of their duties. There shall be an avoidance of any actions and or commitments that might create the appearance of:

- Giving preferential treatment
- Using positions for personal gain
- Impeding efficiency
- Losing independence or impartiality
- Affecting adversely the confidence of NRPP constituents in the integrity of certification operations

The National Radon Proficiency Program Certification Objectives

The NRPP certification program was developed to identify those individuals with professional knowledge and skills to be designated as a NRPP-Certified Radon Measurement Professional or Mitigation Specialist. The programs are intended to accomplish the following:

Identify Radon Specialists who meet the minimum criteria for certification.
Enhance the improvement of radon identification and establish the discipline as a certifiable profession.
The prime consideration in evaluating an individual for certification as a radon specialist is as follows:

- That results of the examination demonstrating their knowledge and skills are considered satisfactory as a radon measurement or mitigation specialists.
- That the depth of their understanding in these same areas merits the designation as a:
  - Radon Measurement Field Technician
  - Radon Measurement Professional-Standard Service
  - Radon Measurement Professional-Analytical Service
  - Radon Mitigation Installer
  - Radon Mitigation Specialist

NRPP Remote Proctoring Assessment

All NRPP examinations are conducted by a remote proctoring company, Certiverse. Detailed proctoring information is provided through the NRPP website at www.nrpp.info.

NRPP Online Certification Portal

The NRPP online certification portal maintains records of applicants, candidates, and certified individuals for ease of identification related to the records for identification.

All NRPP certified individuals receive a downloadable identification card and certificate. They may also purchase a printed ID and/or certificate for an additional fee. They are also provided with a login to their online certification portal. The card includes the following:

- Individual's name
- Individual's headshot photo
- Certification type
- ID #
- Validity dates of certification
- State Radon contact
- QR Code for Certification Verification
- Measurement devices registered with NRPP (Measurement Professionals)

The personal certification number or the individual's name are used to access online verification or credentials through www.nrpp.info. This process allows employers, inspectors, and the public to verify your credentials.

Certification Policies

Through continued monitoring of the AARST Voluntary Consensus Radon Standards, EPA publications and other governing authority radon requirements, NRPP has developed the following basic policies:

- All parts of the certification process must be completed before certification will be awarded.
- To ensure individuals holding an NRPP credential keep pace with the constantly changing environments/regulations and standards.
- To securely maintain a registry of each certified individual's assessment.

Information Confidentiality

All records in the program will be maintained in a confidential manner. Information supplied will not be disclosed without the written permission of the candidate or certificant unless NRPP's withholding of the information is prohibited by law or court order.

Requests for records received for legally required processes, will be released after written permission is received from the individual unless legal process prohibits notification of the individual.

NRPP Certification Criteria

NRPP's primary objective is to ensure that the specific competencies identified through the Job Task Analysis (JTA) have been achieved. The decision to certify or re-certify is based on the evaluation of the degree to which the individual has met, maintained and demonstrated the required competency. The radon candidates, through education and the remote proctored assessment exam, provide clear and convincing evidence to NRPP the competencies have been met.

See Types of Certifications for specific requirements.

Upon meeting all requirements and payment of certification fees, results are posted to the NRPP "Find a Certified Radon Professional" available at www.nrpp.info. Additionally, the wallet ID card and certificate are issued for free download with the detailed information from the NRPP Certification Portal.

Candidates meeting all the criteria for their specific specialty are certified for a period of two years.

Assessments-Fees, Questions per Assessment, Testing Time

Certification Type	Exam Fee	Initial Certification Fee	Renewal Fee
Radon Measurement Technician	$125 (95 questions) 2 hours	$250	$250
Radon Measurement Professional – S (Standard/Passive measurement devices)	$175 (165 questions) 3 hours	$275	$275
Radon Measurement Professional – A (Analytical devices)	$175 (165 questions) 3 hours	$325	$325
Radon Mitigation Installer	$125 (95 questions) 2 hours	$250	$250
Radon Mitigation Specialist	$175 (165 questions) 3 hours	$275	$275
Soil Gas Mitigation Compliance Inspector	$175 (125 questions) 3 hours	$250	$250

Note: These fees do not include possible additional costs associated with becoming certified, such as initial training courses, purchase of devices, device calibrations, device performance tests, etc.

Assessment Contents

Below are brief descriptions of each assessment leading to certification.

Radon Measurement Field Technician (RMFT) The NRPP Radon Measurement Field Technician certification is designed for field staff who deploy and retrieve approved measurement devices and insure building conditions for testing and assessment. A Certified RMFT must work under the direction and Quality Assurance/Quality Control (QA/QC) oversight of a Certified Measurement Professional.

Radon Measurement Professional Analytical Services (RMP-A) *This credential is equivalent to the former Radon Measurement Analytical Service Provider certification.* The RMP-Analytical Services certification utilizes analytical measurement devices and is designed to assess the knowledge and skills necessary for the evaluation of radon measurement results, including but not limited to client report generation, development, and execution of Quality Assurance/Quality Control (QA/QC) plans and worker exposure surveillance. The Professional Designation covers the use of both passive collection devices (Standard) and active collection equipment for continuous radon monitor or electret system) (Analytical).
An individual with an RMP-A certification may function as the key person for analytical labs in addition to providing oversight of work conducted by Radon Measurement Field Technicians (RMFT).

An individual with an RMP-Analytical Services certification may provide QA/QC oversight of work conducted by Radon Measurement Field Technicians (RMFT).

Radon Measurement Professional - Standard Services (RMP-S) *This credential is equivalent to the former Radon Measurement Standard Service Provider certification.* The RMP-S certification utilizes standard/passive measurement devices and is designed to assess the knowledge and skills necessary for the evaluation and reporting of radon measurement results including development and execution of a QA/QC plan but is limited to the use of passive radon collection devices.

An individual with an RMP-Standard Services certification may provide QA/QC oversight of work conducted by Radon Measurement Field Technicians (RMFT).

Radon Mitigation Installer (RMI)
The NRPP Radon Mitigation Installer (RMI) certification is designed for field staff who install soil depressurization systems and implement measures to protect themselves, co-workers, and occupants from hazards related to the mitigation process. A Certified RMI must work under supervision provided by a Certified Radon Mitigation Specialist **within the same company**.

Radon Mitigation Specialist (RMS)

This credential is equivalent to the former Radon Mitigation Provider certification. The NRPP Radon Mitigation Specialist certification is designed to assess the knowledge and skills necessary for the design and ultimate compliance of radon reduction systems, and for the implementation of worker safety/surveillance programs. A Certified RMS may provide supervision and QA/QC oversight for mitigation installers **within the same company**.

Soil-Gas Compliance Inspector (SGM-CI)
The NRPP Soil Gas Mitigation Compliance Inspector is for those who inspect ASD systems to verify if the installation complies with the ANSI-AARST Soil-Gas Mitigation Standard. SGM Compliance Inspectors have access to the AARST mitigation inspection app used to perform a visual assessment and generate a compliance report. Their role is to represent home buyers by verifying if systems installed as part of a home sale meet the minimum standards, help resolve citizen complaints to NRPP, and assist state radon programs with compliance enforcement.

Certification Types with: Requirements, Certification Period and Fees

Radon Measurement Field Technician (RMFT)

Prerequisites

- Completion of a minimum 12-hour Radon Measurement Technician or Professional Course from an NRPP-approved training provider or recognized equal, which meets the ANSI-AARST Consensus Standards and NRPP's recognized JTA Domains (See Appendix A)-Fee is dependent on the course provider
- Passing the Measurement Field Technician Examination

Application Process

- Apply for certification at nrpp.info with documentation of above prerequisites
- Submit signed NRPP Code of Ethics/Certification Terms Agreement
- Submit headshot photo for certification ID
- Submit the Professional Supervision Attestation form

Certification Maintenance and Renewal Requirements

- 8 hours of NRPP-approved Category I continuing education biennially
- Adherence to the NRPP Code of Ethics/Certification Terms Agreement (See Appendix B)

Radon Measurement Professional-Standard Services (RMP-S)

Prerequisites

- Completion of a 16-hour Radon Measurement Professional Course from an NRPP-approved training provider or recognized equal, which meets the ANSI-AARST Consensus Standards and NRPP's recognized JTA Domains (See Appendix A)-Fee is dependent on the course provider
- Passing the Measurement Professional Examination

Application Process

- Apply for certification at nrpp.info with documentation of above prerequisites
- Submit signed NRPP Code of Ethics/Certification Terms Agreement
- Submit signed QA/QC Attestation Form
- Submit required device documentation (proof of owning an NRPP-approved standard device)
- Submit headshot photo for certification ID

Certification Maintenance and Recertification Requirements

- 12 hours of NRPP-approved continuing education biennially
- Adherence to the NRPP Code of Ethics/Certification Terms Agreement (See Appendix B)

Radon Measurement Professional-Analytical Services (RMP-A)

Prerequisites

- Completion of a 16-hour Radon Measurement Professional Course from an NRPP-approved training provider or recognized equal which meets the ANSI-AARST Consensus Standards and NRPP's recognized JTA (See Appendix A)-Fee is dependent on the course provider
- Submission of Proficiency Evidence (Device Performance Test) in the use of an analytical radon measurement device as defined in Appendix D
- Passing the Measurement Professional Examination

Application Process

- Apply for certification at nrpp.info with documentation of above prerequisites
- Submission of training course completion certificate
- Submit signed NRPP Code of Ethics/Certification Terms Agreement
- Submit signed QA/QC Attestation Form
- Submission of current Proof of Calibration for analytical measurement device
- Submit headshot photo for certification ID

Certification Maintenance and Recertification Requirements

- Submit current proof of calibration on a radon measurement device(s) to be submitted annually (See Appendix D for requirements)
- 12 hours of NRPP-approved continuing education biennially

- Device performance test performed biennially at one of the NRPP-approved radon test chambers or submission of completion certificate from NRPP-approved Device-Specific Training course (if applicable)
- Adherence to the NRPP Code of Ethics/Certification Terms Agreement (See Appendix B)

Radon Mitigation Installer (RMI)

Prerequisites

- Completion of a 12-hour Radon Measurement Technician Course and an 8-hour Radon Mitigation Installer course from an NRPP-approved training provider or recognized equal. Approved or recognized courses must meet the current
  ANSI-AARST Consensus Standards and NRPP's recognized JTA (See Appendix A)-Fee is dependent on the course provider
- Passing the Measurement Professional Examination

Application Process

- Apply for certification at nrpp.info with documentation of above prerequisites
- Submit signed NRPP Code of Ethics/Certification Terms Agreement
- Submit headshot photo for certification ID
- Submit the Professional Supervision Attestation form

Certification Maintenance and Recertification Requirements

- 8 hours of NRPP-approved Category I continuing education biennially
- Adherence to the NRPP Code of Ethics/Certification Terms Agreement (See Appendix B)

Radon Mitigation Specialist (RMS)

- Completion of a 16-hour Radon Measurement Professional Course from an NRPP approved training or recognized equal. Approved or recognized courses must meet the current ANSI-AARST Consensus Standards and NRPP's recognized JTA (See Appendix A)-Fee is dependent on the course provider
- Completion of a 24-hour Radon Mitigation Specialist Course from an NRPP-approved training provider or recognized equal. Approved or recognized courses must meet the current ANSI-AARST Consensus Standards and NRPP's recognized JTA (See Appendix A)-Fee is dependent on the course provider
- Passing score on the NRPP Mitigation Specialist Exam

Application Process

- Apply for certification at nrpp.info with documentation of above prerequisites
- Submit signed NRPP Code of Ethics/Certification Terms Agreement
- Submit signed QA/QC Attestation Form
- Submit headshot photo for certification ID

Certification Maintenance and Recertification Requirements

- 12 hours of continuing education biennially
- Adherence to the NRPP Code of Ethics/Certification Terms Agreement (See Appendix B)
- Renewal processing fees

Soil Gas Mitigation Compliance Inspector (SGM-CI)

- Prerequisite: an NRPP Radon Measurement or Mitigation certification or one year of approved relevant radon industry experience
- Completion of an 8-hour SGM Compliance Inspector Initial Training Course from an approved training provider
- Passing score on the NRPP SGM Compliance Inspector Exam

Application Process

- Upload a signed copy of the Code of Ethics/Certification Terms Agreement.
- Upload a copy of your Course Completion certificate for an 8-hour SGM Compliance Inspector Initial Training Course
- Once the above are completed, please email certification@nrpp.info if you would like to order laminated photo ID Card and/or a frameable certificate.
- You will be emailed an invoice to be paid online to complete your application.

Certification Maintenance and Recertification Requirements

- 4 hours of NRPP-approved Category I continuing education biennially
- Adherence to the NRPP Code of Ethics/Certification Terms Agreement (See Appendix B)
- Renewal processing fees

Exam Results

Results on all exam assessments are sent electronically via email. Once exam audit is completed, the official results will be sent to the individual by email within 24 to 72 business hours.

Exam References and Resources

The resource materials listed below are helpful in preparation for the exam. The materials listed may not be all the references to prove competence in the specialty.

- ANSI-AARST Radon Standards (exam candidates will be provided access to these standards within the exam platform for reference)
- EPA Home Buyer's and Seller's Guide to Radon
- EPA Consumer's Guide to Radon Reduction

Exam Rules

The following rules apply when taking the NRPP exams.

- Test takers must agree to an online exam non-disclosure agreement during the exam onboarding process (see Appendix I for reference).

- Virtual scrap paper is provided and will appear within the exam platform.
- An on-screen calculator will appear within the exam platform for student use.
- Any needed formulas will be provided on-screen for test takers.
- Test takers are required to have a cleared desk.
- Test takers are required to show the proctor their desk and room on camera.
- Test takers are permitted 1 bathroom break no longer than 5 minutes. After a bathroom break, test takers are required to scan their desk/room for the proctor.
- Test takers will have access to the ANSI-AARST Consensus Radon Standards from a button within the exam platform itself.

Exam Retest Policy

If a passing result is not achieved, the candidate must wait 30 days before purchasing another exam for retesting. No more than 4 attempts for the same exam by an individual candidate will be permitted in a 12-month period.

Certification Completion Time Frames

Candidates have a 12-month period to complete the certification process from the date of passing their certification exam to submission of the application with all required documentation. Training courses will be accepted for a maximum of two years from the date of completion.

Certification Maintenance

Certification will expire after two (2) years unless the certified individual meets the renewal requirements. Continuing education requirements and device performance testing (if required-See Appendix D) are listed on the NRPP website and are subject to change. If a certified individual allows their certification to lapse for one year (but less than two years), they will need to submit the appropriate number of current CE credits (less than 2 years old at the time of reactivation) to reactivate their certification.

It is the responsibility of the certified individual, according to the Code of Ethics/Certification Terms Agreement, to remain current and informed, satisfying any continuing education requirements that may be in effect for the individual's credential.

NRPP Credential Disciplinary Policy and Procedure With Right of Appeal

NRPP reserves the right to sanction or revoke the credential of any individual due to misconduct. The right to deny, revoke, discipline, or suspend an NRPP credential is vested in the NRPP, and all decisions shall be verified and upheld by NRPP's Management Committee. Disciplinary actions are at the sole discretion of the NRPP

Management Committee and may include, but are not limited to warnings, revocation, restitution and/or additional continuing education.

Prior to a credential being denied, revoked, or suspended the individual shall be notified in writing of the charges that warrant such action (sent by a traceable method to the individual).

Candidates have 14 days to respond/acknowledge/appeal to the initial notification of the complaint filed. Candidate shall be informed of the Management Committee's decision on the complaint upon completion of the 30-day review period. Candidate may submit a written appeal to the Management Committee within 30 days after the decision of the Management Committee. Management Committee shall acknowledge receipt of appeal and conduct an additional review and decision within 30 days of receipt of the appeal.

Failure to submit an appeal within 30 calendar days shall be deemed a waiver of the individual's right to protest the charges.

NRPP reserves the right to rely upon information provided by state credentialing programs or other professional credentialing organizations related to environmental health in the investigation of any alleged misconduct or Code of Ethics/Certification Terms Agreement violations.

Misconduct includes but is not limited to:

- Falsification of credential application or recertification application.
- Failure to submit appropriate fees related to credentialing.
- Misrepresentation of credential status (including stating or implying that the individual certification covers the company).
- Falsification of Quality Assurance/Quality Control (QA/QC) data (Note: inadequate QA/QC will result in discipline and, if not corrected, decertification).
- Falsification or failure to provide any information requested by NRPP to investigate any misconduct or Code of Ethics/Certification Terms Agreement violation.
- Accepting payment for services but failing to reasonably provide those services in a timely manner.
- Cheating or other irregularities related to the administration of an NRPP examination.
- Failure to maintain the confidentiality of credential examination questions or answer sheet.
- Unauthorized possession of, use of or access to NRPP examinations, certificates, wallet identification cards, logos of NRPP, and any other NRPP documents and materials.
- Violation of any provision of the NRPP Code of Ethics/Certification Terms Agreement for NRPP Credentialed Professionals. Any act of fraud, deception or dishonesty about any activity related to NRPP.

- Any assault, battery, unlawful harassment, or non-consensual physical contact involving a customer or member of a customer's family, NRPP staff or members of NRPP related committees.
- Any other material and intentional misconduct, not otherwise listed above, which is detrimental to the image or reputation of NRPP.

Appendix A-Radon Exams - Knowledge, Skills and Abilities

Proficiency Areas for Radon Specialties (PARS)

Passing Score Development

The passing scores for the NRPP exams are established using systematic procedures acceptable to the testing industry and the radon industry. This procedure employed the judgement of experienced radon professionals representing specialties and geographic areas. The passing scores are set using criteria defining competent performance. Passing scores for the various exams may differ due to variations in the degree of difficulty of exam questions.

Exam/Mark/Logo Copyright

All Exams, Marks, Logos, and test questions are the copyrighted property of the National Radon Proficiency Program-NRPP. Copying, reproducing, distributing, or displaying the documents or exam questions by any means in whole or part, without written permission from NRPP, is protected under federal copyright law. Any infringement of these rights will be fully prosecuted.

Radon Measurement Field Technician-RMFT

Exam Specifications

2-hour time limit **95 questions**

Listed are the percentage of questions that will be in each section of this exam

Measurement Field Technician:

Evaluate the Test Site		24%
2.1	Determine appropriate test protocol	7 questions
2.2	Recognize factors that could impact test results	7 questions
2.3	Inspect existing mitigation system	6 questions

Perform the Test		28%
3.1	Determine proper device placement location(s)	13 questions
3.2	Execute field quality control measures	11 questions

Keep Records		14%
4.1	Record radon test data	6 questions
4.2	Record site data necessary for test interpretation	6 questions

Operate in an Ethical/Professional Manner		18%
5.1	Comply with protocols and standards	8 questions
5.2	Observe ethical work practices	7 questions

Radon Measurement Professional-Standard (RMP-S) and Analytical (RMP-A)

Exam Specifications

3-hour time limit **165 questions**

Listed are the percentage of questions that will be in each section of this exam

Measurement Professional Test:

Conduct and Validate Measurement Data		25%
2.1	Select appropriate test device(s)	5 questions
2.2	Assess radon measurement data	6 questions
2.3	Interpret site data	5 questions

Report Findings and Make Recommendations		22%
3.11	Prepare a proper test report	5 questions
3.22	Make follow-up recommendations	5 questions
3.33	Report site factors affecting radon results	4 questions

Manage QA/QC Program		18%
4.1	Develop QA plan and SOPs	6 questions
4.2	Execute QA plans	6 questions

Oversee and Train Measurement Techs		17%
5.1	Determine work exposure	5 questions
5.2	Provide tech oversight	6 questions

Radon Mitigation Installer
Entry-Level Mitigation Credential

Exam Specifications

2-hour time limit **95 questions**

Listed are the percentage of questions that will be in each section of this exam

Mitigation Installer:

Domain 1: Communicate with the Client		14%
1.1	Explain basic radon risk as per EPA documents	5 questions
1.2	Describe radon entry behavior	3 questions
1.3	Describe work scope and potential hazards	4 questions

Domain 2: Identify Radon Entry Points		17%
2.1	Identify and record construction characteristics	5 questions
2.2	Identify radon pathways	5 questions
2.3	Identify driving forces	4 questions

Domain 3: Maintain Jobsite Safety		15%
3.1	Identify jobsite hazards	6 questions
3.2	Implement jobsite safety measures	7 questions

Domain 4: Implement Mitigation Installation Strategy		30%
4.1	Install sub-membrane system	3 questions
4.2	Apply ASD to existing water drainage systems	3 questions
4.3	Install sub-slab system	3 questions
4.4	Install radon fan and vent piping	3 questions
4.5	Seal foundation openings to improve ASD	4 questions
4.6	Apply ASD to multiple foundations and types	3 questions
4.7	Install ASD in new home construction	3 questions
4.8	Labeling and Documentation	4 questions

Domain 5: Perform Post-Installation Tasks		17%
5.1	Characterize the system	7 questions
5.2	Provide information to homeowner	7 questions

Domain 6: Operate in an Ethical and Professional Manner		7%
5.1	Sustain ethical approach to clients	3 questions
5.2	Sustain ethical approaches in business	3 questions

Radon Mitigation Specialist
Upper-Level Mitigation Credential

Exam Specifications

3-hour time limit **165 questions**

Listed are the percentage of questions that will be in each section of this exam

Mitigation Specialist:

Domain 1: Communicate Basic Radon Science		9%
1.1	Communicate health risk (employee and client)	3 questions
1.2	Communicate radon entry behavior	3 questions

Domain 2: Evaluate Pre-Mitigation Measurement		8%
2.1	Evaluate pre-mitigation tests and perform diagnostics	5 questions

Domain 3: Design Radon Mitigation System		25%
3.1	Design sub-slab depressurization system	3 questions
3.2	Design sub-membrane depressurization system	2 questions
3.3	Design crawlspace depressurization system	2 questions
3.4	Design ASD connected to drainage system	2 questions
3.5	Design fan and piping system	3 questions
3.6	Design soil pressurization system	1 question
3.7	Design block wall depressurization systems	1 question
3.8	Design residential mitigation systems in new Construction	2 questions

Domain 4: Validate Post-Installation Data		12%
4.1	Ensure post-mitigation radon test is performed to verify effectiveness	3 questions
4.2	Conduct PFE and airflow tests to verify performance	3 questions
4.3	Construct OM&M plan	2 questions

Domain 5: Troubleshooting System Problems / Implement Corrective Actions		17%
5.1	Identify airflow and PFE limitations	4 questions
5.2	Review hourly radon data for failure caused by external conditions	3 questions

5.3	Identify untreated foundation areas as contributing radon sources	4 questions

Domain 6: Develop / Maintain Worker Health and Safety Plan		**8%**
6.1	Establish radon exposure plan	3 questions
6.2	Develop and implement jobsite safety plan	2 questions

Domain 7: Maintain Mitigation Quality Assurance Plan		**12%**
7.1	Maintain job installation records	3 questions
7.2	Maintain employee records	2 questions
7.3	Manage staff training	3 questions
Domain 8: Operate in an Ethical/Professional Manner		**9%**
8.1	Sustain ethical approach to clients	3 questions
8.2	Sustain ethical approaches in business	3 questions

Appendix B-NRPP Code of Ethics & Certification Terms

Acknowledgment & Acceptance of NRPP Code of Ethics and NRPP Certification Terms

As a radon professional, credentialed by the National Radon Proficiency Program, I hereby acknowledge, accept, and profess to abide by the following code of conduct and program policies:

- *I shall endeavor to keep myself current and informed and satisfy any continuing education requirements that may be in effect for my credential. I shall conduct myself in a professional manner befitting of my credentialed status.*
- *I shall proudly represent my credentialed status to the public I serve, and I shall provide my professional NRPP certification number in writing to each member of the public (each customer job) for any radon service or system installation that I perform or supervise.*
- *I shall do nothing to undermine, detract from, or otherwise cause to develop any damaging associations with respect to this credential. I accept that any activity on my part that will cause this credential any manner as to bring NRPP into disrepute, and not to make any statement regarding the certification which NRPP considers misleading or unauthorized. Moreover, I accept that such actions for which I might be responsible could result in the revocation of my credential.*
- *I shall not use NRPP certification in a misleading manner and will discontinue the use of all claims to certification that contain any reference to NRPP or certification upon suspension or withdrawal of certification, and return any certificates issued by the certification body.*
- *As part of this ethics agreement for certification as a radon professional, I shall respond to complaint inquiries in a timely manner with professional courtesy to clients, NRPP staff and committee members who have initiated the inquiry. I understand that non-responsive and abusive behavior and inappropriate language are not acceptable for complaint resolution.*

Standards: I agree to conduct business in accordance with the applicable ANSI-AARST Standard (unless superseded by state regulation) and the quality assurance and quality control guidelines prescribed by the NRPP Certification Council.
The current ANSI-AARST Standards may be viewed and purchased at:
https://standards.aarst.org/#pb

Certification Scheme and Scope: I further agree to comply with all relevant provisions of the NRPP certification scheme described in the Candidate Handbook, to make claims regarding my certification only with respect to the scope for which certification has been granted, and to adhere to specific state, provincial or territorial protocols, laws, codes, or regulations that exist for any radon service or system installation that I perform or supervise.

NRPP Credential Disciplinary Policy: I hereby acknowledge and accept the following: NRPP reserves the right to sanction or revoke the credential of any individual due to misconduct. The right to deny, revoke, discipline, or suspend an NRPP credential is vested in the NRPP, and all decisions shall be verified and upheld by NRPP's Management Committee. Disciplinary actions are at the sole discretion of the NRPP Management Committee and may include, but are not limited to warnings, revocation, restitution and/or additional continuing education. Prior to a credential being denied, revoked, or suspended the individual shall be notified in writing of the

charges that warrant such action (sent by a traceable method to the individual). Any individual whose credential comes under review for denial, revocation, discipline, or suspension may submit a written appeal to the Management Committee within 30 days after receipt of notification of charges. NRPP reserves the right to rely upon information provided by state credentialing programs or other professional credentialing organizations related to environmental health in the investigation of any alleged misconduct or Code of Ethics/Certification Terms Agreement violations.

Misconduct includes but is not limited to:

- Falsification of credential application or recertification application.
- Failure to submit appropriate fees related to credentialing.
- Misrepresentation of credential status (*including stating or implying that individual certification covers the company)*.
- Falsification of QA/QC data (*Note: inadequate QA/QC will result in discipline and, if not corrected, decertification*).
- Falsification or failure to provide any information requested by NRPP to investigate any misconduct or Code of Ethics/Certification Terms Agreement violation.
- Accepting payment for services but failing to reasonably provide those services in a timely manner.
- Cheating, breaching exam security, or other irregularities related to the administration of an NRPP examination.
- Failure to maintain the confidentiality of credential examination questions.
- Unauthorized possession of, use of, or access to NRPP examinations, certificates, wallet identification cards, logos of NRPP, and any other NRPP documents and materials.
- Violation of any provision of the NRPP Code of Ethics/Certification Terms Agreement for NRPP Certified Professionals. Any act of fraud, deception or dishonesty about any activity related to NRPP.
- Any assault, battery, unlawful harassment, or non-consensual physical contact involving a customer or member of a customer's family, NRPP staff or members of NRPP related committees.
- Any other material and intentional misconduct, not otherwise listed above, which is detrimental to the image or reputation of NRPP**.**

NRPP Disciplinary Procedure: The NRPP Management Committee will review all claims of misconduct by NRPP credentialed professionals on an as needed basis. Should the Management Committee find that the charges are with merit, the individual in question will be notified in writing via a traceable method. The individual may submit a written appeal to the Management Committee within thirty calendar days after receipt of notification of charges. Failure to submit an appeal within thirty calendar days shall be deemed a waiver of the individual's right to protest the charges. The Management Committee shall rule on charges after thirty calendar days from the date the notification was received by the individual and shall review any written appeals received from the individual.

All revocation decisions and all decisions to deny certification shall be final and binding on the certificant or prospective certificant. Any certificant or prospective certificant aggrieved by a revocation decision or denial of membership shall submit the dispute to binding arbitration in accordance with the rules and procedures established by the American Arbitration Association. The venue for such arbitration shall be Asheville, North Carolina unless another location is agreed upon by the parties. The arbitrator shall confirm the revocation decision

or denial of certification unless the aggrieved certificant or prospective certificant demonstrates the decision or denial resulted from bad faith or fraud or lacked any rational basis. All arbitration awards shall be final and binding on the parties and shall be enforceable by appropriate proceedings under the applicable laws of North Carolina. Unless otherwise provided by the arbitrator, each party shall pay its pro rata share of the reasonable fees and expenses of the arbitrator.

Confidential Information: If NRPP is required by law to release confidential information, the certificant will, unless prohibited by law, be notified as to what information will be provided.

Acknowledgement and Acceptance:

- I understand that it is my responsibility to keep NRPP notified of any changes in pertinent information, and that NRPP will notify NRPP certified individuals only through addresses and phone numbers I provide. I understand that my NRPP certification is not transferable. I understand that my NRPP certification pertains to me as an individual and NOT to any company. I understand that my NRPP certification is subject to review and that I may be assessed an investigation fee if I either instigate a faulty claim against another NRPP certified individual, or I am found to be in violation of NRPP Code of Ethics/Certification Terms Agreement or fail to abide by NRPP or any other program policies adopted by NRPP in performing my services.
- I understand that I am required to notify NRPP, within 30 days of matters that can affect my capability to continue to fulfill the certification requirements. I agree to surrender my NRPP identification card if I voluntarily withdraw or if I am de-certified from the program. I agree to contact appropriate state radon officials and comply with any states laws or regulations before initially offering radon services in any state in which I conduct radon measurement or mitigation services. I further understand that the NRPP is not liable for any damages or harm arising from participation in this program or from any work performed by its participants.
- All the information I have provided in this application is accurate to the best of my knowledge. I understand that intentional misrepresentation of this information could be grounds for loss of certification. By submitting this application, I agree to meet all applicable program requirements. I have read and understand all requirements pertaining to the certification for which I am applying. I have read the sections above and have enclosed all information requested for application to the NRPP.

Accepted by:_____

(Print Name)

Signature: _____ **Date:** _____

Appendix C-Application Request Screenshots



You must complete an NRPP-approved Initial Training Course prior to applying for NRPP Certification. NRPP-approved courses are valid for up to two years.

Click here to read through the NRPP Candidate Handbook before proceeding.

Click here to request a Certification Application

NRPP Certification Application Request

* Required Information

*First Name, Middle Initial, *Last Name

*Company Name

*Address

*City, *State/Province *Zip Code

*Email

*Phone

Select your certification type below.

I want to become certified as Radon Measurement Professional	Yes ○ No ◉
I want to become certified as Radon Mitigation Specialist	Yes ○ No ◉
I want to become certified as Radon Measurement Technician ** Your supervising Measurement Professional's ID# is required to apply for this certification	Yes ○ No ◉ Supervisor's NRPP ID #
I want to become certified as Radon Mitigation Installer ** Your supervising Mitigation Specialist's ID# is required to apply for this certification	Yes ○ No ◉ Supervisor's NRPP ID #

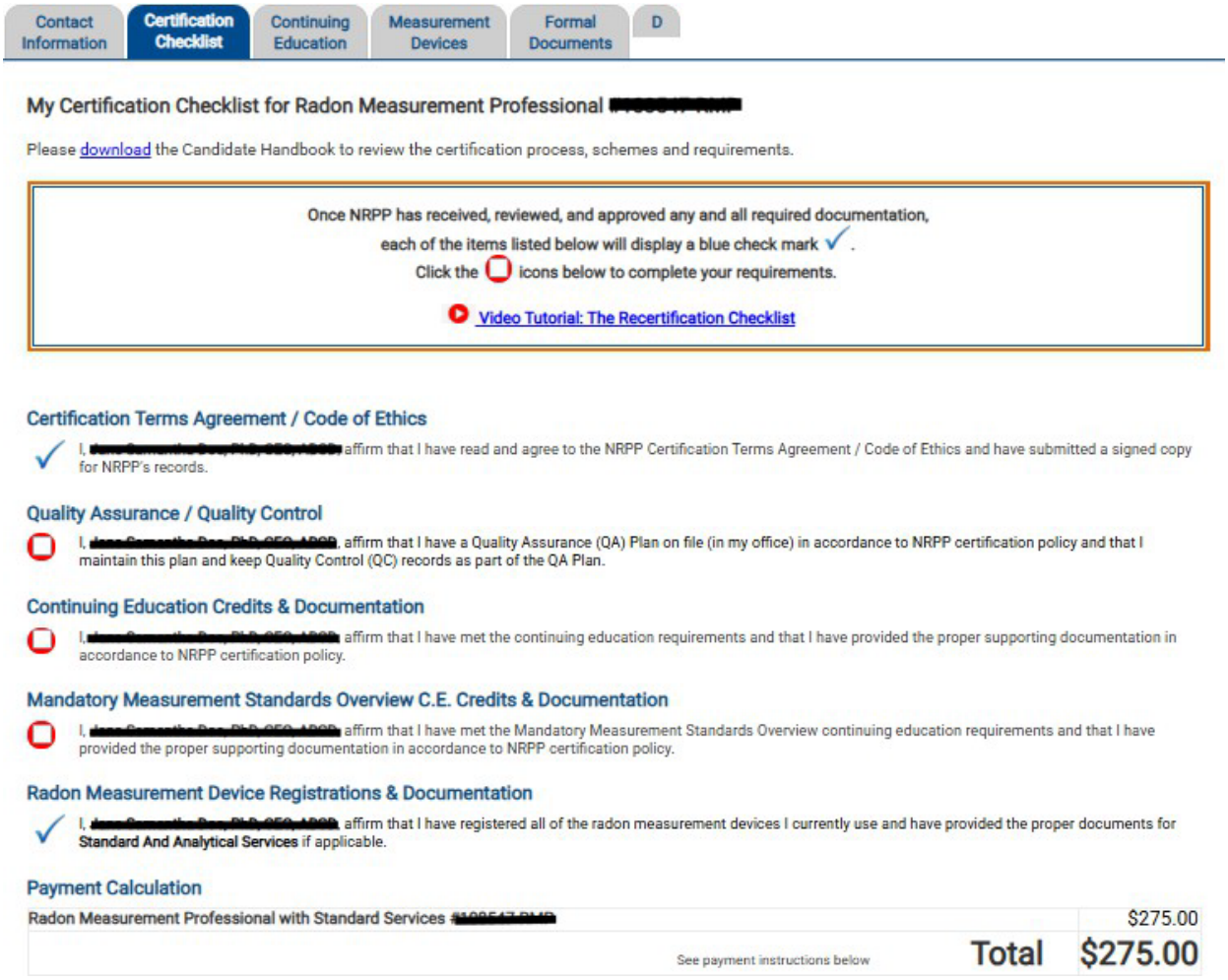
Submit Request

Once you have submitted your application request, please allow up to 24 hours for the NRPP staff to process it. You will then receive an email with instructions on how to log into the NRPP online certification portal and begin uploading your requirements needed to complete your certification.

Communicate with the Client		**16%**
1.1	Communication basic radon risks	6 questions
1.2	Explain required test protocols	8 questions
Communicate Basic Radon Science		**18%**
1.1	Communicate health risk	4 questions

1.2	Communicate radon entry behavior	3 questions
1.3	Recommend testing approach	5 questions

NRPP Certification Portal Checklist Screenshot



Appendix D

Radon Device Performance and Calibration Requirements

Device Performance for all Radon Measurement Professionals-Active

Active (Analytical) Devices – Active testing devices require power to function. Active radon detectors such as continuous radon monitors and continuous working level monitors require operation by trained, NRPP certified testers. They work by continuously measuring and recording the amount of radon or its decay products in the air of the home. Many of these devices provide a report of this information which can reveal any unusual or abnormal swings in the radon level during the test period. An NRPP certified tester has qualified in determining this level.

The NRPP Measurement Professional (Analytical) makes sure the active radon test device is listed by EPA's testing program and is calibrated annually by an NRPP qualified laboratories. The device may display the phrase "Meets EPA Requirements" or "EPA listed." The NRPP Certified Measurement Professional (Analytical) has the proven qualifications to operate an active device.

To ensure the Analytical Measurement Professionals provide accurate information, NRPP has developed the following Policy as a prerequisite to confirm the professional's use of their equipment.

Initial Active Device Performance Test and Calibration (Requirement)

- Ship the device(s) owned (for each model and manufacturer) to an NRPP Approved Test Chamber
- Test Chamber exposes the device to a known radon quantity/concentration for a minimum period of 48 hours
- Test Chamber ships the device(s) back to the owner without the calibrated data
- Owner retrieves the data and analyzes the information
- Owner completes the test chamber supplied analysis report
- Owner sends the report (by mail, fax, or email) to the test chamber
- Test chamber compares the report analysis to the known radon quantity/concentration of radon
- Test Chamber submits an analysis report of the owner's analysis accuracy to the owner.
- Owner submits the Device Performance Test results certificate to NRPP as proof of correct analysis.

This overall process provides proof of the owner's knowledge of the use regarding their device(s) assuring a test for radon is correct, accurate and reliable for the customer's structure being analyzed.

NRPP Approved Test Chambers

NRPP has an established Policy and procedure for the approval of active device performance testing. The policy's purpose is to guarantee active testing devices provide accurate radon readings as part of the overall measurement of the radon infiltration.

All testing devices to be used by a Certified Measurement Professional (Active) shall have their equipment registered during their initial Device Performance Test.

Any additional testing devices owned or purchased shall also be registered with NRPP.

The candidate for certification must follow the above initial Active Device Performance Calibration (Pre-requisite Requirement) with an NRPP Approved Test Chamber

Active testing devices must be calibrated on an annual basis through either an NRPP Approved Testing Chamber or the device manufacturer. An annual Certificate of Calibration shall be submitted to NRPP for each registered device used by an Active Measurement Professional.

Failure to submit the required certificate for Initial Certification or Annual Calibration can be grounds for denial or suspension of certification

The approved Radon testing facilities are listed on the NRPP website.

Appendix – E
Policy 260

Reconsideration of Eligibility Determinations

Policy Number:	260
Approved By:	Certification Council
Changes Authorized By:	Certification Council Date
Approved	11/24/2021
Date Revised:	10/23/2026

If an applicant is denied certification and feels that he or she should be certified, they may appeal for reconsideration.

Any request for reconsideration must be sent to the Executive Director via email within 10 days of the receipt of the adverse eligibility decision. The Certification Management Committee will review the applicant’s training and the individual's coursework deciding on equivalency and appropriateness. The reconsideration request will be reviewed within 10 days of receipt. If deemed equivalent and appropriate by the Certification Management Committee, the applicant will be certified if the examination has been taken and all other documentation for device usage has been approved. Written notice will be sent to the applicant within 10 days.

Appendix – F
Policy 211

Reconsideration of Recertification Determinations

Policy Number:	211
Approved By:	Certification Council
Changes Authorized By:	Certification Council Date Approved
Date Revised:	11/24/2021

The recertification decision will be based solely on the submitted materials. If recertification is denied, the certificants may submit request for reconsideration to the Executive Director via email within 10 days of the receipt of the adverse recertification decision. The request should state the certificants reason he or she is eligible for recertification and complies with the requirements.

The Executive Director will review the request within 15 days. If the issue can be resolved by the Executive Director, he or she will make a determination and will notify the Certification Council of the result.

If the issue cannot be resolved by the Executive Director, he or she may refer the reconsideration request to the Certification Council. The request will also be referred to the Certification Council if the certificants does not accept a determination by the Executive Director.

Within 30 days, the Certification Council will either review the request or will appoint a sub-committee to review the request. Review of the request and a determination will be completed within 30 days. The decision made by the Certification Council, or its sub-committee will be final. The certificants will be notified of the decision within 2 weeks of the decision.

Appendix – G
Policy 213

Non-Disciplinary Complaints

Policy Number:	260
Approved By:	Certification Council
Changes Authorized By:	Certification Council Date
Approved	11/24/2021
Date Revised:	10/23/2026

Complaints or disputes regarding actions of the Certification Council outside of the scope of the Reconsideration of Eligibility Determinations, Reconsideration of Recertification Determinations, and the Certificant Complaints & Disciplinary Actions policies may be submitted to the Executive Director for consideration.

Complaints must be submitted in writing, traceable mail (USPS, UPS, FedEx, etc.) or via email to the Executive Director (director@indoorenvironments.org). The Executive Director will review and respond to the complaint within 30 days of submission. The complainant shall then have thirty (30) days to reply to the Executive Director's response and submit additional information supportive of his complaint. The Executive Director shall then have thirty (30) days to respond to the complaint and additional information being submitted. Any determination made by the Executive Director is final.

Appendix – H
Policy 214

Certificant Complaints and Disciplinary Actions

Policy Number:	251
Approved By:	Certification Council
Changes Authorized By:	Certification Council
Date Approved	11/24/2021
Date Revised:	10/23/2026

INTRODUCTION

The NRPP is serious about compliance with required standards of practice and the NRPP Code of Ethics/Certification Terms Agreement for NRPP Credentialed Professionals. It is the NRPP's intent to resolve issues through clear and concise exchange of information and discussion. It is hoped that this process allows the credentialed individual or facility to resolve the dispute and to learn from any infraction. Based on the severity of the Compliance Office findings, disciplinary actions may include, but are not limited to suspension, revocation and restitution of listings or credentials and sanctions such as additional education requirements and required quality assurance plans with audits for quality.

The NRPP certification management committee acts as the compliance office.

Complaints regarding an NRPP certified professional must be in writing using the Complaint Form found on the www.nrpp.info website. The completed complaint form is then sent to the NRPP Compliance Office at compliance@nrpp.info or mailed to the following address:

National Radon Proficiency Program / IEA
638 Spartanburg Hwy., Suite 70, #364
Hendersonville, NC 28792

PUBLIC INFORMATION

Information regarding the complaint and disciplinary process will be available to the public via the NRPP website and other published documents. A complete copy of this policy will be made available on the website, www.nrpp.info.

GROUNDS FOR SANCTIONS

The NRPP Compliance Office shall discipline credentialed individuals for conduct deemed inappropriate and in violation of the NRPP Code of Ethics/Certification Terms Agreement for NRPP Credentialed Professionals.

The grounds for sanctions under these procedures may include but are not limited to:

- Falsification of credential application or recertification application
- Failure to submit appropriate fees related to credentialing
- Misrepresentation of credential status (including stating or implying that the individual certification covers the company)
- Falsification of QA/QC data (Note: inadequate QA/Q will result in discipline and, if not corrected, decertification)
- Falsification or failure to provide any information requested by NRPP to investigate any misconduct or Code of Ethics/Certification Terms Agreement violation
- Accepting payment for services but failing to reasonably provide those services in a timely manner
- Cheating or other irregularities related to the administration of an NRPP examination
- Failure to maintain the confidentiality of credential examination questions or answer sheet
- Unauthorized possession of, use of or access to NRPP examinations, certificates, wallet identification cards, logos of NRPP, and any other NRPP documents and materials
- Violation of any provision of the NRPP Code of Ethics/Certification Terms Agreement for NRPP Credentialed Professional. Any act of fraud, deception or dishonesty about any activity related to NRPP
- Any assault, battery, unlawful harassment, or non-consensual physical contact involving a customer or member of a customer's family, NRPP staff or members of NRPP related committees
- Any other material and intentional misconduct, not otherwise listed above, which is detrimental to the image or reputation of the NRPP.

FILING A COMPLAINT AGAINST A CERTIFICATION HOLDER OR NRPP

Complaints against NRPP certificants may be submitted by any individual or entity. Complaints must be submitted in writing and must include the name of the person submitting the complaint, the name of the person and company the complaint is regarding along with other relevant identifying information, a detailed description of factual allegations supporting the charges, and any relevant supporting documentation (i.e., contracts, photos, etc.). Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with the Certification Council's confidentiality policy.

The compliance office will consider grievances received compared to required standards of practice and the NRPP Code of Ethics/Certification Terms Agreement for NRPP Credentialed Professionals. Should the compliance office find that the charges are with merit, the individual or facility in question will be notified in writing and a response to the complaint will be sought.
In all cases, it is NRPP's intent to resolve issues through clear and concise exchange of information and discussion. It is hoped that this process allows the certified individual or

facility to resolve the dispute and to learn from any infraction. Based on the severity of the compliance office findings, disciplinary actions may include, but are not limited to suspension, revocation and restitution of listings or credentials and sanctions such as additional education requirements and required quality assurance plans with audits for quality.

The NRPP compliance office will not review business or contractual disputes. If the infraction clearly involves contractual issues rather than a violation of protocols or NRPP policies, citizens are advised to seek legal remedies on a local basis. NRPP will not process complaints relating to pricing or market activities.
Upon receipt and preliminary review of a complaint involving a Certificant or Candidate for Personnel Certification the compliance office, in consultation with the Certification Council Chair may conclude that the submission contains unreliable or insufficient information.

In such cases, the compliance office and Certification Council Chair may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the Certification Council for investigation and a determination of whether there has been a violation of substantive requirements of the Personnel Certification process. If so, the submission is disposed of by notice from the compliance office and Chair to the individual who the complaint was filed against and its submitter. All such preliminary dispositions by the Chair are reported to the Certification Council at its next meeting.
To the extent allowed by AARST anti-trust policies, the complaints will be retained in records for two years and the complainant with be recommended to advise potentially damaged parties to seek an independent inspection by a qualified mitigation inspector.

AID TO AGGRIEVED PARTY

There is no prohibition against NRPP professionals from aiding an aggrieved party (e.g., person who owns the property) in their effort to compile information needed to file and process a complaint. However, to remain in compliance with national and state laws relating to competitive practices in the marketplace, the NRPP Compliance Office will not process complaints relating to pricing or market activities.

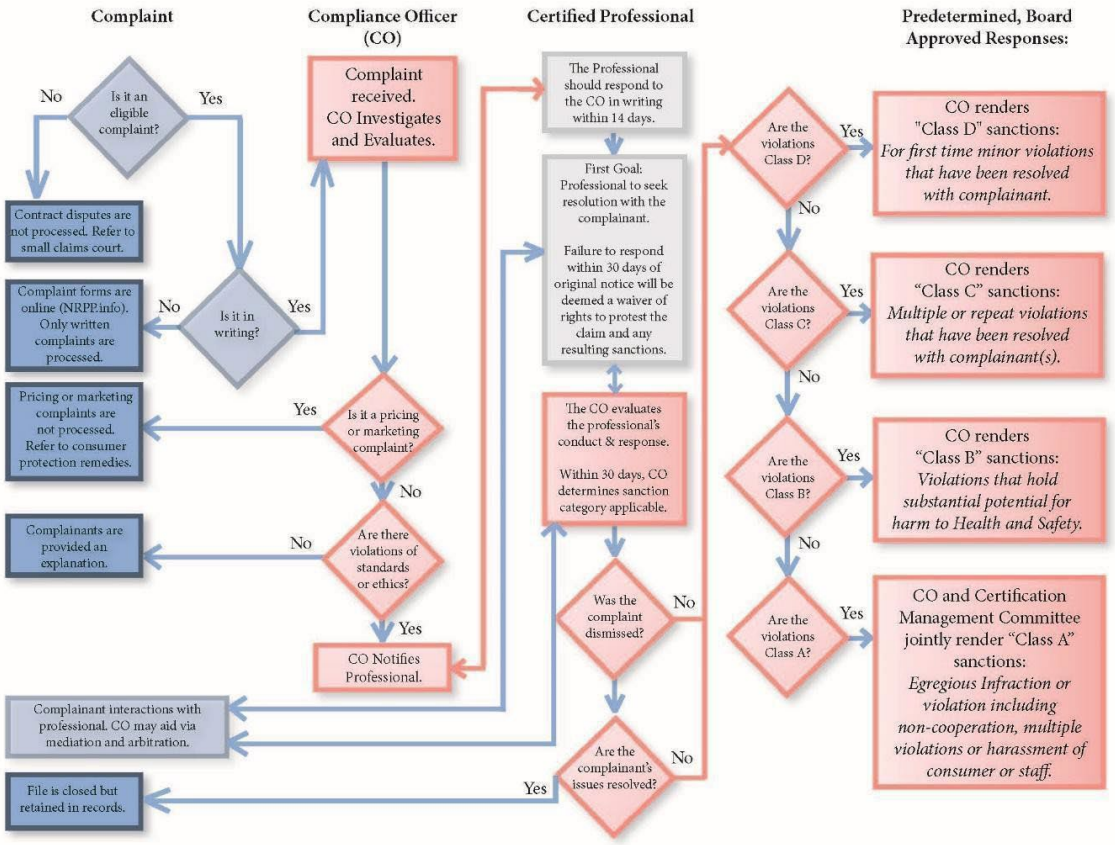
INVESTIGATION

The Compliance Office initially determines whether it is appropriate to review the complaint under these procedures. If the complaint is appropriate a letter to the credentialed professional will be sent within 14 days. The NRPP's intent is to resolve the issues through clear and concise exchange of information and discussion.

The credentialed individual is then encouraged to provide acknowledgement of this communication and to submit a written answer to the Compliance Office within 14 calendar days. They are encouraged to provide a written response to the complainant

and/or the Compliance Office with any documentation or supporting information regarding the complaint.
Failure to submit a response within 30 calendar days shall be deemed a waiver of the certified individual's or facility's right to protest the charges and sanctions imposed that may include but are not limited to suspension, fees, audits, educational requirements and revocation of credentials or listings. The Compliance Office shall review any written appeals received from the credentialed individual or facility prior to that time.

COMPLAINT FLOW CHART



DETERMINATION OF VIOLATION

Upon completion of an investigation, if a determination has been reached that there has been a violation of the NRPP Code of Ethics/Certification Terms Agreement for NRPP Credentialed Professionals, then one of the following four (4) sanctions shall be imposed.

Class D **First-time Minor Infraction**

2 Points (i.e., additional CE credits required prior to renewal)

Points are deferred and not required if the complainant's concerns are resolved. Specific topics for continuing education may be stipulated

NOTE: The intent of Class D and C sanctions is to both solve a complainant's concerns and to nurture mature practices in professional practice and conduct. Failure to respond or make an effort to resolve the complaint can result in Class A sanctions that could ultimately result in suspension of certification(s).

Class C **Multiple Infractions**

Second complaint: 2 points plus 2 points previously deferred for Class D offense (i.e., 4 CE credits required prior to renewal).

At the discretion of the Compliance Officer relative to the nature of the complaint:

- Specific topics for continuing education may be stipulated
- Audits of quality assurance plans may be required that include:
  - Administrative fees for conducting the audit(s) and,
  - Submittal of quality control records across a specified time period before and/or after the date of the infraction(s).

Class B **Infractions with substantial potential for immediate harm to health and safety**

8 points (i.e., 8 additional CE credits required)

At the discretion of the Compliance Officer relative to the nature of the complaint:

- Additional points may be required (i.e., CE credits)
- A rapid deadline for obtaining continuing education may be stipulated
- Audits of quality assurance plans may be required that include:
  - Administrative fees for conducting the audit(s) and,
  - Submittal of quality control records across a specified time period before and/or after the date of the infraction(s).

Class A

Egregious Infraction or Violation of the trust invested in the individual by virtue of granting the NRPP credential(s) or listing, such as: non-cooperation with an investigation, harassment, of a consumer or staff and/or continued violations of standards or policies

• Failure to respond to a complaint, multiple administrative oversights in policy adherence, or harassment of a consumer or stall shall be grounds for suspension. The individual, laboratory, listed chamber or listed device shall normally be considered ineligible for reinstatement for a period of 2 years.

Other examples of Class A Infractions to warrant this degree of sanctions include, but are not limited to:

- Falsification of credential application or renewal application
- Falsification of QA/QC data (Note: inadequate QA/QC will result in discipline and, if not corrected, decertification)
- Falsification or failure to provide any information requested by NRPP to investigate any misconduct or Code of Ethics/Certification Terms Agreement violation
- Cheating or other irregularities related to the administration of an NRPP examination
- Failure to maintain the confidentiality of credential exam questions or answers
- Unauthorized possession of, use of or access to NRPP examinations, certificates, wallet identification cards, logos of NRPP, and any other NRPP documents and materials

• Flagrant or multiple violations involving four documented case reviews over a three-year period that result in sanctions for infractions or lack of adherence to policies shall be grounds for suspension. The individual, laboratory, listed chamber or listed device shall be normally considered ineligible for reinstatement for a period of 5 years.

• Infractions related to a criminal felony conviction, specifically related to murder, assault, assault and battery (including sexual), fraud, home invasion, extortion, burglary, property theft and larceny shall be grounds for revoking certification. The individual shall normally be ineligible for reinstatement.

For clarity, actions that warrant this degree of sanctions include, but are not limited to: Any assault, battery, unlawful harassment, or non-consensual physical contact involving a customer or member of a customer's family, NRPP staff or members of NRPP related committees.

• Depending upon the nature and severity of the infraction, punitive penalty fees may be additionally assessed as a condition of reinstatement

Consideration of actions in response to a Class A Infraction shall be conducted by the Compliance Officer in coordination with, or subsequent to authorization of the Certification Management Committee for ruling on:

- Suspension of certification or listing until resolved
- Administrative decertification or delisting in accordance (see next section)
- Revocation of certification or listing
- Determinations on reinstatement eligibility and probationary conditions and durations (see following section)
- Determinations for convening a Certification Management Committee for review and adjudication of final determinations on appeals, sanctions, reinstatements, suspensions or revocation of a certification or listing.

ADMINISTRATIVE DECERTIFICATION OR DELISTING

In cases where a certified individual, laboratory, chamber or device manufacturer does not provide the requisite information for renewal, after a reasonable grace period (typically 30 days), the NRPP Administrative Office will remove the individual from its list of certified providers or devices.

- The NRPP Administrators may reinstate these individuals without prejudice subject to sanctions imposed as a result of the Compliance Officer rulings
- If QA/QC procedures have not been followed in the certification renewal process, the administrators are authorized to forward this information to the Compliance Officer
- Failure to submit appropriate fees related to credentialing shall result in removal from NRPP lists of certified providers or devices.

REINSTATEMENT FOR SUSPENSIONS, REVOCATIONS OR DELISTING

All individuals or facilities seeking reinstatement:

- Shall demonstrate eligibility for reinstatement as determined sufficient by the Compliance Officer and the Steering Committee to warrant eligibility
- Shall submit to a probation period that may include an audit process with associated fees for auditing up to 24 months of quality control records and other stipulations as determined at the discretion of the Compliance Officer and the Certification Management Committee
- NRPP individuals seeking reinstatement when the certification has been suspended or revoked:
    - Shall complete stipulated educational requirements that may include approved entry level certification courses, exams and other criteria associated with a new application for certification.
    - Shall submit QA plans that will be reviewed before being eligible for reinstatement
- NRPP laboratories, listed chambers or manufacturers of listed devices seeking reinstatement when a certification or listing has been suspended or revoked:
    - Shall provide evidence sufficient to successfully demonstrate that steps have been taken to remediate and correct deficiencies
    - Shall provide evidence sufficient to successfully demonstrate conformance with responsible, accepted policies and procedures for their type of facility
    -

COMPLIANCE FEE SCHEDULE

The Compliance Officer may utilize the compliance fee schedule to determine administrative sanctions for Class A, B and C infractions and notify the parties of these

sanctions as well as providing notification to the Credentialing Manager and the Certification Management Committee. Administrative fees such as associated with audits, convening meetings or other incidental office activities shall be charged at a rate that is equal to NRPP's hourly costs for providing the relative services.

- Audits: Current estimates for audits of a quality assurance plan and one month of quality control records: $200 (or $40 per hour). This fee is repeated for each additional month associated with an audit or prorated to a lesser monthly amount when review of quality control evidence is minimal.
- Certification Management Committee: Dependent upon the offences being adjudicated, hourly rates should be expected to be higher for services provided by senior staff and hired consultants (e.g., $75 to $250 per hour)
- Punitive Penalty Fees: Dependent upon the judgment of the Certification Management Committee, penalty fees can be assessed for up to $3500.

APPEAL PROCESS

Professionals who receive sanctions have the right to appeal the Compliance Officer's decision within 30 days of receiving notification of the ruling.
The appeal would be directed to the Certification Management Committee who would determine the merit of the appeal.

- For Class B, C, or D sanctions, the NRPP Certification Management Committee has authority, at their discretion, to convene a conference call with the professional within 30 days to consider decisions for rendering a judgement to modify or uphold the sanction
- For all Class A sanctions: Any member or prospective member aggrieved by a revocation decision or denial of membership may submit, within 40 days of revocation, an appeal of the dispute to binding arbitration in accordance with the rules and procedures established by the American Arbitration Association. The venue for such arbitration shall be in Asheville, North Carolina unless another location is agreed upon by the parties. The arbitrator shall confirm the revocation decision or denial of membership unless the aggrieved member or prospective member demonstrates the decision or denial resulted from bad faith or fraud or lacked any rational basis. All arbitration awards shall be final and binding on the parties and shall be enforceable by appropriate proceedings under the applicable laws of North Carolina. Unless otherwise provide by the arbitrator, each party shall pay its pro rata share of the reasonable fees and expenses of the arbitrator. Furthermore:
    - The appellant shall pay for their own travel costs and the travel costs of witnesses
    - shall not refund any fees or expenses for loss of certification nor compensate either party for their expenses or loss of revenue.

RESIGNATION

If a credentialed individual who is the subject of a complaint voluntarily surrenders his or her certification at any time during the pendency of a complaint under the Procedures,

the complaint is dismissed without any further action from the Compliance Officer, the entire record is sealed, and the individual may not reapply for certification. In the event of such resignation, the certificants employer and the person who submitted the complaint is notified of the fact and the date of resignation and the Compliance Officer has dismissed the complaint as a result.

Appendix – I
Policy 400

Security

Policy Number:	400
Approved By:	Certification Council
Changes Authorized By:	Certification Council Date Approved
Date Revised:	11/24/2021
	11/24/2021

NRPP Exam Confidentiality and Non-Disclosure Agreement

If you are taking an NRPP Certification Examination, you are required to accept the following confidentiality and non-disclosure agreement. This is an agreement ("Agreement") between You and the National Radon Proficiency Program (NRPP) that sets forth the terms and conditions of your access to and disclosure of the Exam Content. You hereby understand, acknowledge, and agree:

1. That NRPP spends substantial sums of time and money in developing and administering its Exam Materials and carefully guards their integrity and confidentiality
2. That the questions and answers of the Exam are the exclusive and confidential property of NRPP and are protected by NRPP's intellectual property rights
3. That You may not disclose the Exam questions or answers or discuss any of the content of the Exam Materials with any person, without prior written approval of NRPP
4. That You will not copy or attempt to make copies (written, photocopied, or otherwise) of any Exam Material, including, without limitation, any exam questions, or answers
5. That You will not sell, license, distribute, give away, or obtain from any other source other NRPP Exam materials, questions or answers.

NRPP applies the following policy regarding Exam Conduct:

All exam content, including the items, options, and correct responses, is the intellectual property of NRPP. This NDA specifically prohibits sharing information from the exam. If you are found to have discussed exam content with others, be it in person or on online forums, you will be disqualified from taking any exam required for any NRPP certification and decertified.

If you are caught cheating while taking an exam, or afterwards based on statistical analysis of the exam data, your test result will not lead to certification. If it is subsequently discovered after certification then you will be disqualified from taking any exam required for any NRPP certification and decertified.

If you violate any testing rule, exam policy or term within this agreement, or engage in misconduct that diminishes the security and integrity of NRPP Certification Program in any way, you may be permanently prohibited from taking any future exams. In addition,

you may be decertified from the NRPP including removal from the Certification registers and test scores and certifications may be revoked.

Examples of such violations, and misconduct include, but are not limited to, the following:

- Falsifying score reports, by modifying and/or altering the original results/score reports for any exam record
- Cheating during the exam (such as searching the Internet, using an unauthorized device or looking at notes)
- Providing or accepting improper assistance
- Falsifying identity or impersonating another individual to gain access to an exam
- Misconduct as determined by statistical analysis
- Copying, publishing, disclosing, transmitting, selling, offering to sell, posting, downloading, distributing in any way, or otherwise transferring, modifying, making derivative works of, reverse engineering, decompiling, disassembling, or translating any exam in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose Disclosing NRPP intellectual property
- Disseminating exam content
- Using exam content in any manner that violates applicable law
- Violating the exam retake policy
- Violating the NRPP confidentiality agreement in any way
- Violating the agreement with the exam delivery provider in any way

Data Forensics

NRPP will use data forensics and artificial intelligence as a basis for an enforcement action against a candidate. Statistical evidence may demonstrate diminished exam integrity and/or be used to corroborate evidence of improper activity. Exams and scores may be canceled and candidates may be banned, based on statistical evidence.

Candidate retesting at the request of NRPP

NRPP reserves the right to ask any candidate to retest for any suspected fraudulent activity or anomalous testing patterns at any time. Retesting will take place in a manner selected by NRPP at a time agreed upon by NRPP and the candidate.

Right to Appeal

Candidates may appeal a decision by submitting an appeal to NRPP.

Acknowledgement

I, [firstname] [lastname], hereby acknowledge and agree that violation of any of these provisions will cause irreparable harm to NRPP for which monetary remedies may be inadequate, and that NRPP shall be entitled, without waiving any other rights or remedies, to take all appropriate actions to remedy or prevent such disclosure or misuse, including obtaining an immediate injunction.