## Title
Requirements for Certification of Candidates for NRC Operator Licenses

## Applicability/Scope
Personnel involved in Certifying Individuals Applying for NRC Operator Licenses and Renewals

## This document is important to safety
Yes

### List of Effective Pages

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## Responsible Office
7141

## Effective Date
02/10/84

### Signature

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<td>Manager - Operator Training</td>
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<td>Rosemary F. Faust</td>
<td>Manager - Quality Assurance</td>
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<td>Jeffery J. Barton</td>
<td>Licensing and Nuclear Safety Director</td>
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<td>Frank D. Scott</td>
<td>Office of the Director TMI-2</td>
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<td>Adam Miller</td>
<td>Site Operations Director</td>
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### Notes

- FOR INFORMATION ONLY
- Document ID: 0123b
1.0 PURPOSE

1.1 The purpose of this procedure is to establish steps to be followed by managerial or supervisory personnel for certifying individuals applying for NRC Operator licenses or renewals.

2.0 APPLICABILITY/SCOPE

2.1 The procedure is applicable to all personnel involved in certifying candidates for an Operators license.

3.0 DEFINITIONS

3.1 Operator - any individual who manipulates a control of the facility.

3.2 Senior operator - an individual designated by a facility licensee to direct the licensed activities of licensed operators.

4.0 PROCEDURE

4.1 Reactor Operator License Applicants

4.1.1 All applicants for a Reactor Operator's License must be certified to the Deputy Director, TMI-2 as meeting the prerequisites for licensing and assuming licensed duties. The certification will be in the form of a signed license application, Form NRC 398 (Exhibit 1).

4.1.2 The applications will be accompanied by the individual's training file and a written certification from the Manager Plant Operations. If the applicant is not from the Operations Department a written certification from the applicants line manager is also required.

4.1.3 License Application

4.1.3.1 An application Form NRC 398 will be prepared by the Training Department in accordance with 10 CFR 55, Sections 55.10 for initial applications, and Section 55.12 for reapplications. The applications are sent to the TMI-2 Licensing Department for review, signature by the Office of the Director TMI-2, and transmittal to the NRC.

4.1.4 The operator Training Manager will provide written certification (Exhibit 3) that the applicant has satisfactorily completed the TMI-2 Replacement Operator Training Program. Specifically, this certification, unless otherwise noted, means that the license applicant has:

a. Met prerequisites 3 and 4 of the TMI-2 Replacement Operator Training Program.
b. Satisfactorily completed weekly examinations or makeups during the classroom phase with minimum grade of 70 percent for each examination.

c. Satisfactorily completed on-the-job training (OJT) as indicated by completed task sheets including final sign-off by a Shift Supervisor or Shift Foreman and by passing written examinations at the end of each OJT phase with a minimum grade of 70 percent for each examination.

d. Passed a comprehensive written examination at the end of the training program with a minimum grade of 80 percent overall and 70 percent on each system.

e. Passed a comprehensive oral examination at the end of the training program with a grade of "pass".

f. This certification shall be approved by the Manager, Plant Training.

4.1.5 The Manager, Plant Training will forward a completed Candidate Progress Report (Replacement Operator Training Program) to the Office of the Director as part of the certification package. More detailed reports, such as the actual examinations or OJT sheets will be provided upon request.

4.1.6 The Manager, Plant Operations shall provide written certification (Exhibit 2) that each applicant has the necessary experience and is ready to assume licensed duties. Specifically, this certification, unless otherwise noted, shall mean that the license applicant:

a. Has met prerequisites 1 and 2 of Reference 7.4 in the TMI-2 Replacement Operator Training Program.

b. Possesses the capability to operate the controls in the TMI-2 Control Room.

c. Possesses the maturity, integrity, and judgement to safely perform the duties and responsibilities of a Reactor Operator.

4.1.7 The basis for certification of Items b and c Section 4.1.6 shall be personal observation and reports from shift supervisors and other licensed operators with whom the applicant has worked on shift and shall include the applicants willingness and ability to:

A. Follow written procedures and directions from supervisory personnel.
**Requirements for Certification of Candidates for NRC Operator Licenses**

B. Maintain logs, records and other administrative documentation required of a reactor operator.

C. Make timely reports as required by specific situations and procedures.

4.1.8 The certification shall also be based on input from the training department concerning the applicant's desire to learn and attitude toward meeting training requirements.

4.1.9 This certification shall be endorsed by the Site Operations Director, TMI-2.

4.1.9.1 In those instances where the license applicant is not from the Operations Department, the applicant's line manager must also make out a certification similar to that required of the Manager, Plant Operations in Section 4.1.6. In this case the specifics of that certification and the basis on which it is made will be included in the written certification. The certification shall be endorsed by the Site Operations Director.

4.1.10 A doctor must certify that the applicant meets the medical requirements of 10 CFR 55 by signing and submitting the medical certification (NRC Form 396) to the Training Department.

4.1.10.1 TMI-2 will include NRC Form 396 with the other license certification material when submitted to the NRC.

4.1.11 The Deputy Director TMI-2 will make final certification (Exhibit 1) to the NRC that an applicant is ready to be licensed. This certification is made by signing the NRC Form 398 and pertinent enclosures and is based on both the written certifications described above and a personal interview with the applicant.

4.2 Senior Reactor Operator License Applicants

4.2.1 All applicants for a Senior Reactor Operator's License must be certified to the Office of the Director, TMI-2, as meeting the prerequisites for licensing and assuming licensed duties. This certification is in the form of a signed license application NRC Form 398 prepared by the Training Department.

4.2.1.2 The application will be accompanied by the individual's training file and a written certification required by Section 4.2.4. In addition, a written certification is required in accordance with Section 4.2.7 if the applicant is not from the Operations Department. The training file consists of the summary documentation required to support Section 4.2.3.1 a through e.
4.2.2 License Applications

4.2.2.1 An application Form NRC 398 will be prepared by the Training Department in accordance with 10 CFR 55, Sections 55.10 for Initial applications, and Section 55.12 for reapplications. These forms are sent to the TMI-2 Licensing Department for review, signature by the Office of the Director TMI-2, and transmittal to the NRC.

4.2.3 Certification

4.2.3.1 The Operator Training Manager, will provide written certification (Exhibit 3) that the applicant has satisfactorily completed the TMI-2 Senior Reactor Operator Training Program. Specifically, this certification, unless otherwise noted, means that the license applicant has:

a. Satisfactorily completed weekly examinations or makeups during the classroom phase of the program with a minimum grade of 80 percent for each examination.

b. Satisfactorily completed OJT's (as indicated by completed task sheets) including final sign-off of each task sheet by a Shift Supervisor or Shift Foreman and by passing written examinations at the end of each OJT phase with a minimum grade of 80 percent for each examination.

Passed a comprehensive written examination at the end of the training program with a minimum grade of 80 percent overall and 70 percent on each section.

d. Passed a comprehensive oral examination at the end of the training program with a grade of "Pass".

e. This certification is to be approved by the Manager, Plant Training.

NOTE: In instances, where the applicant intends to use the NRC license in the performance of duties not involving those of Shift Foreman or Shift Supervisor, e.g., a Shift Technical Advisor, Engineer, or Training Department Instructor, the training program may be other than that specified by the Senior Operator Training Program. In these cases, the Operator Training Manager's, certification of program completion specifies the program requirements and includes justification that the applicant's program provided adequate preparation to sit for an SRO license.
4.2.4 The Manager, Plant Operations is to provide written certification (Exhibit 2) that each applicant has the necessary experience, and is ready to assume licensed duties. Specifically, this certification means that the license applicant:

a. Has met prerequisites 1, 2, and 3 of the Senior Operator Training Program.
b. Possesses the capability to operate the controls in the THI-2 Control Room.
c. Possesses the maturity, integrity, and judgment to safely perform the duties and responsibilities of a Senior Reactor Operator.

4.2.4.1 The basis for certification of a and c Section 4.2.4 shall be personal observation and reports from licensed senior reactor operators with whom the applicant has worked on shift and shall include the applicant’s willingness and ability to:

A. Follow written procedures and directions from supervisory personnel;
B. Provide leadership and direction to subordinates;
C. Maintain proper logs, records, and other administrative documentation required of a senior reactor operator;
D. Make timely reports as required by specific situations, and procedures; and
E. Act as Emergency Director.

4.2.5 The certification shall also be based on input from the Training Department concerning the applicant’s desire to learn and attitude toward meeting training requirements.

4.2.6 This certification must be approved by the Site Operations Director TMI-2.

4.2.7 In those instances where the license applicant is not from the Plant Operations Department, the applicant’s line manager must also make a certification similar to that required to the Manager, Plant Operations described above in Section 4.1.6. In this case, the specifics of that certification and the basis on which it is made are to be included in the written certification. This certification shall be endorsed by the Site Operations Director.

4.2.8 Further requirements are as stated in Sections 4.1.5, 4.1.10 and 4.1.11.
4.3 License Renewal Applicants

4.3.1 Operator licenses must be renewed every two years. All licensed operators seeking to renew their reactor operator or senior reactor operator licenses must be certified to the Office of the Director, TMI-2 as meeting the requirements for license renewal.

4.3.2 This certification will be in the form of an individual license renewal application, signed by the applicant. The application will be accompanied by the individual's training file and a written certification required by Section 4.3.4. In addition a certification is required in accordance with Section 4.2.7 if the applicant is not from the Operations Department.

4.3.3 License Renewal Applicants

4.3.3.1 An application form NRC 398 is prepared by the Training Department in accordance with 10 CCR 55, Section 55.33. These applications are sent to the TMI-2 Licensing Department for review, signature by the Office of the Director TMI-2, and transmittal to the NRC.

4.3.4 Certification

4.3.4.1 The Operator Training Manager provides documented certification that the applicant has satisfactorily completed the Licensed Operator Requalification Training Program during the term of the license and is participating satisfactorily in the on-going program at the time of the renewal application. Specifically, this certification means that the license renewal applicant has:

  a. Satisfactorily completed all weekly examinations given during the requalification program with a minimum grade of 80 percent for each examination.
  b. Satisfactorily completed the reactivity manipulations and plant evolutions as required by the Licensed Operator Requalification Training Program, Reference 6.5.
  c. Participated in plant drills on an annual basis.
  d. Satisfied all mandatory upgrading requirements during the last full year of the program prior to license renewal.
  e. Satisfactorily completed the last annual requalification written examination with a minimum grade of 80 percent overall and 70 percent on each section, or completed makeup or accelerated requalification programs as applicable in accordance with The Licensed Operator Requalification Training Program.
Requirements for Certification of Candidates for NRC Operator Licenses

f. Satisfactorily completed the last annual makeup or accelerated requalification programs as applicable in accordance with The Licensed Operator Requalification Training Program.

g. For those off-shift personnel, completed requirement for participation in control room activities as defined in The Licensed Operator Requalification Training Program.

This certification must be approved by the Manager, Plant Training.

4.3.4.2 The Manager, Plant Operations shall provide written certification (Exhibit 2) that each applicant's license responsibilities have been discharged in a competent and safe manner during the current license period, and that participation in the operational review program (Section 4.3.4.1) of The Licensed Operator Requalification Training Program is satisfactory.

4.3.4.2.1 The basis for this certification shall be personal observation and reports from supervisors regarding the applicant's performance on shift and reports of completed operational review material as maintained by the Operations Department. The certification shall also be based on input from the Training Department concerning the applicant's desire to learn and attitude toward meeting training requirements.

4.3.4.2.2 This certification must be approved by the Site Operations Director, TMI-2.

4.3.5 In those instances where the applicant for license renewal is not from the Operations Department, refer to Section 4.2.7.

4.3.6 A medical doctor must certify that the applicant meets the medical requirements as Section 4.1.10.

4.3.7 Training File

4.3.7.1 The Manager, Plant Training will forward a report containing requalification weekly and annual examination results during the period of the applicant's current license. A summary of performance on 4.3.4.1 a through g will be included. More detailed reports, such as the actual examinations or reactivity manipulation and plant evolution participation records will be provided upon request.
4.3.8 Director's Certification

4.3.8.1 The Office of the Director, TMI-2 will make final certification to the NRC that an applicant's license should be renewed. This certification shall be based on both the written reports described above and on personal observation, and shall be documented by his signature on NRC Form 398. Where the Deputy Director has not had the opportunity to observe the applicant's performance, a personal interview shall be conducted to verify the desirability of license renewal.

4.4 Record Retention

4.4.1 Upon final certification or rejection of an individual applicant, the Office of the Director, TMI-2 shall return all reports and certifications made pursuant to an application to the Training Department, where they will be retained in the individual's training folder for the life of the plant.

4.5 Certification for Re-examination

4.5.1 The Office of the Director, TMI-2 is also responsible for certification to the NRC of all candidates for Reactor Operator or Senior Reactor Operator License re-exam. The procedure for this certification is similar in nature to the Initial certification, except that the Training Department will document the candidate's successful completion of the specific training established for the individual to prepare for the re-exam.

4.6 An individual who fails to pass an NRC operator license examination on the first attempt must receive written approval of the Site Operations Director, TMI-2 before formal preparation for a re-examination begins. Following a second failure, preparation for re-examination shall be approved in writing by the Office of the Director, TMI-2. Following any subsequent failures written approval of the Office of the President must be obtained before formal re-exam preparation begins.

5.0 RESPONSIBILITIES

5.1 Responsibilities are as stated in Section 4 of this procedure.

6.0 REFERENCES

6.1 Code of Federal Regulation, 10 CFR 55.10, 55.12, 55.33.

6.2 Letter dated March 18, 1980 from H.R. Denton, NRC to All Power Reactor Applicants and Licensees, titled "Qualification of Reactor Operators".

6.3 TMI-2 Replacement Operator Training Program Description.
6.4 TMI-2 Senior Reactor Operator Replacement Training Program Description.

6.5 TMI-2 Licensed Operator Requalification Training Program Description.

6.6 TMI-2 Technical Specifications 6.10.2(m).

7.0 ATTACHMENTS

7.1 Exhibit 1 - NRC Form 398

7.2 Exhibit 2 - GPU Certification Letter

7.3 Exhibit 3 - NRC License Certification
Exhibit 1

INSTRUCTIONS FOR COMPLETION OF NRC FORM 398, PERSONAL QUALIFICATIONS STATEMENT - LICENSEE

1. APPLICANT: Complete each category of the form accurately, following the instructions below.

2. REMARKS, UPGRADING, MULTILICNT, AND RENEWAL APPLICANT: Statements or information that have changed since your previous submission of an NRC Form 398, in addition, be sure to complete the following information:

1. YOUR FULL NAME
4. TYPE OF APPLICATION
6. TYPE OF LICENSE APPLIED FOR
6. PREVIOUS LICENSES AND/OR DOCKET NUMBER HELD

SPECIFIC INSTRUCTIONS FOR ITEMS 11 - 17:

11. EDUCATION: Indicate the number of years spent in each college curriculum, and the highest degree received, using the degree code provided. If you completed an educational program which was not part of a degree program, list the program, school, institution, and city.

12. TRAINING: List the training you have received to meet the requirements of 10 CFR 2.121. Include any courses completed in one academic year, totaling at least 16 hours of classroom instruction and 8 hours of laboratory instruction per week. If you completed an educational program which was not part of a degree program, list the program, school, institution, and city.

13. EXPERIENCE: Include the name of the company, the city, and the time period.

14. EXPERIENCE DETAILS: Include the job title, duties, and description of duties performed while serving in that position. If more space is needed, use item 15, or if necessary, attach additional information.

15. COMMENTS: Use this space to include any reasons for failure to complete the form. If the space is insufficient, you may attach additional information.

16. NRC FORM 398, CERTIFICATION OF MEDICAL EXAMINATION: Include a completed NRC Form 398 with each application in process. The examination must be completed by a licensed physician. Follow the instructions provided in the form.

17. SIGNATURES: Sign the form in triplicate. Obtain your Training Coordinator's approval and the signature of your supervisor responsible for your work performance.

DETACH THESE INSTRUCTIONS AND SUBMIT THE COMPLETED NRC FORM 398 IN TRIPlicate AND 398 TO:

Branch Chief, Licensing Branch of the appropriate region.

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(b)(1), an act of 1974, amended 42 U.S.C. 2137(a) and 2201(b), the following information is included in this form and is accessible to the US Nuclear Regulatory Commission on NRC Form 398. This information is required by the US Nuclear Regulatory Commission and is collected in order to determine your eligibility for a license. You may obtain copies of the privacy Act statement by writing to the U.S. Nuclear Regulatory Commission, 10000 O Street, Washington, DC 20555.

1. AUTHORITY: Section 108 and 118 of the Atomic Energy Act of 1954, as amended 42 U.S.C. 2137(a) and 2201(b).

2. PURPOSE: To prevent the unauthorized release of information to individuals who may not be authorized to receive information.

3. ROUTINE USE: The information contained in this form will be used to: (1) determine the individual's qualifications for a license; (2) provide information to the US Nuclear Regulatory Commission for the purpose of licensing, training, and examination of facility operators; and (3) to maintain a licensing database for future use. You may appeal the disclosure of this information to the US Nuclear Regulatory Commission in writing.

4. WHOSE DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUALS: This information is not provided to the US Nuclear Regulatory Commission in order to maintain a licensing database for future use. You may appeal the disclosure of this information to the US Nuclear Regulatory Commission in writing.

5. SYSTEM MANAGERS AND ADDRESSES:

Chief, Licensing Branch
Office of Nuclear Reactor Safety
U.S. Nuclear Regulatory Commission
9800 Jefferson Road
Cleveland, OH 44122

Regional Administrator, Region I
U.S. Nuclear Regulatory Commission
301 First Avenue
King of Prussia, PA 19408

Regional Administrator, Region II
U.S. Nuclear Regulatory Commission
100 Main Street, Suite 3100
Atlanta, GA 30303

Regional Administrator, Region III
U.S. Nuclear Regulatory Commission
100 Main Street, Suite 3100
Atlanta, GA 30303

Regional Administrator, Region IV
U.S. Nuclear Regulatory Commission
1650 Mare Island Drive, Suite 1000
Arlington, TX 75011

Regional Administrator, Region V
U.S. Nuclear Regulatory Commission
1650 Mare Island Drive, Suite 310
Walnut Creek, CA 94596

A0001050 11-32
### Exhibit 1 (Cont’d)

#### U.S. Nuclear Regulatory Commission

#### PERSONAL QUALIFICATIONS STATEMENT—LICENSEE

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#### Type of Application

- NEW
- REAPPOINTMENT
- 1ST-SECOND
- 3RD-SEVENTH

#### Citizenship

- United States
- Other

#### Type of License Applied For

- Operator
- Senior Operator
- Limited or Full Power
- Instructor Certification

#### Name of Applicant Employer

- Address
- City or APO

#### Name of Applicant's Facility

- Address
- City or APO

#### Additional Facility Dockets

- DOE Dockets
- NRC Dockets

#### Education

- High School
- College
- Graduate
- Vocational, Technical
- Doctoral

#### Experience

- Locally Acquired Experience
- Field Experience
- Training
- Other Work

#### Nuclear Power Plant Fundamentals

- Classroom
- Observation
- Operating Practice
- Control Room Operations

#### Nuclear Power Plant Fundamentals (Continued)

- Reactor Plant Operations
- Simulator Operator

#### Nuclear Power Plant Fundamentals (Continued)

- Training
- Other

#### Any Other Qualification

- Education
- Training
- Other

#### Certification

- AEC
- DOE

#### AEC Certification

- DOE Certification
- Other

#### AEC Certification

- DOE Certification
- Other

#### Commercial Nuclear Power Plant Operating Permit

- Reactor Operator
- Senior Operator
- Shift Supervisor
- Staff Shift Engineer
- Plant Supervisor
- Plant Staff
- Other
INFORMATION ONLY

Exhibit 1 (Cont d)
Exhibit 2

Sample Letter

Inter-Office Memorandum

Date

Subject

To

CERTIFICATION STATEMENT (INTERIM OR FINAL)

Office of the DIRECTOR - TMI-2

In accordance with section

is hereby certified to meet the requirements

for

(initial/renewal licensing.

Certificate Signature:

Manager, Plant Operations

Certification Endorsement:

Site Operations Director - TMI-2

Satisfactory Interview

Office of the Director - TMI-2
Exhibit 3
Sample Letter

Inter-Office Memorandum

NRC LICENSE CERTIFICATION
(INTERIM OR FINAL)

To: OFFICE OF THE DIRECTOR
Location: TMI NUCLEAR STATION

In accordance with Section

(Name) is hereby certified to meet the requirements

for (RO/S1O)

(initial/renewal licensing [circle one]).

Operator Training Manager

REFERENCES:

1. Certification endorsed

Manager - Plant Training

cc: Training File