

Facility: _____		Date of Examination: _____
Developed by: Written: Facility <input type="checkbox"/> NRC <input type="checkbox"/> // Operating Facility <input type="checkbox"/> NRC <input type="checkbox"/>		
Target Date*	Task Description (Reference)	Chief Examiner's Initials
-240	1. Examination administration date confirmed (C.1.a; C.2.a and b). For NRC prepared exams, arrangements are made for the facility to submit reference materials (C.1.e; C.3.c; Attachment 3).	
-210	2. NRC examiners and facility contact assigned (C.1.d; C.2.f).	
-210	3. Facility contact briefed on security and other requirements (C.2.c). As applicable, facility contact submits to NRC any prescreened K/As for elimination from the written exam outline, with a description of the facility's pre-screening process (ES-401.D.1.b).	
-210	4. Reference material due for NRC prepared exams (C.1.e; C.3.c; Attachment 3).	
-210	5. Corporate notification letter sent (C.2.e).	
-195	6. NRC developed written examination outline, ES-401-1/2 or ES-401N-1/2, and ES-401-3 or ES-401N-3, sent to facility contact (must be on exam security agreement) (C.1.e-f, C.2.h, C.3.d and e).	
-150	7. Operating test outline(s) and other checklists due, including Forms ES-201-2, ES-201-3, ES-301-1, ES-301-2, ES-301-5, ES-D-1, as applicable (C.1.e and f; C.3.d and e).	
-136	8. Operating test outline(s) reviewed by NRC and feedback provided to facility licensee (C.2.h; C.3.d and e).	
-75	9. Proposed examinations (written, JPMs and scenarios, as applicable) and outlines (Forms ES-301-1, ES-301-2, ES-D-1, Forms ES-401-1/2 or ES-401N-1/2, and ES-401-3 or ES-401N-3), supporting documentation (including Forms ES-301-3, ES-301-4, ES-301-5, ES-301-6, and ES-401-6, ES-401N-6, and any Form ES-201-2, ES-201-3 updates), and reference materials due (C.1.e, f, g and h; C.3.d).	
-75	10. Examinations prepared by the NRC are approved by NRC supervisor and forwarded for facility licensee review (C.1.i; C.2.h; C.3.f and g).	
-60	11. Preliminary waiver/excusal requests due (C.1.m; C.2.c; ES-202).	
-50	12. Written exam and operating test reviews completed. (C.3.f).	
-35	13. Examination review results discussed between NRC and facility licensee (C.1.i, k and l; C.2.h; C.3.g). NRC and facility licensee conduct exam preparatory week.	
-30	14. Preliminary license applications and waiver/excusal requests, as applicable, (NRC Form 398) due (C.1.m; C.2.i; ES-202).	
-14	15. Final license applications and waiver/excusal requests, as applicable (NRC Form 398) due and Form ES-201-4 prepared (C.1.m; C.2.k; ES-202).	
-7	16. Written examinations and operating tests approved by NRC supervisor (C.2.j and k; C.3.h).	
-7	17. Request facility licensee management feedback on the examination. (C.2.l).	
-7	18. Final applications reviewed; 1 or 2 (if >10) applications audited to confirm qualifications / eligibility; and examination approval and waiver/excusal letters sent (C.2.k; Attachment 5; ES-202, C.3.j; ES-204).	
-7	19. Proctoring/written exam administration guidelines reviewed with facility licensee (C.3.k).	
-7	20. Approved scenarios and job performance measures distributed to NRC examiners (C.3.i).	
<p>* Target dates are based on facility-prepared examinations and the examination date identified in the corporate notification letter. For planning purposes and may be adjusted on a case-by-case basis in coordination with the facility licensee.</p>		