### Letter 2.1-1 Sample Corporate Notification Letter

*NRC Letterhead*

(Date)

(Name, Title)

(Name of Facility)

(Address)

(City, State ZIP Code)

Dear (Name):

In a telephone conversation on (date) between Mr./Ms. (Name, Title) and Mr./Ms. (Name, Title), arrangements were made for the administration of operator licensing examinations at (facility name) during the week(s) of (date).

As agreed upon during the telephone conversation, [your staff] [[the staff of the U.S. Nuclear Regulatory Commission (NRC)]] will prepare the examinations based on the guidelines in Revision 12 to NUREG‑1021, “Operator Licensing Examination Standards for Power Reactors.” [The NRC’s regional office will discuss with your staff any changes that might be necessary before the examinations are administered.] [[Your staff will be given the opportunity to review the examinations during the week of (date).]]

[To meet the above schedule, it will be necessary for your staff to furnish the operating test outlines by (date). The NRC staff will provide the written examination outline by (date)/The written examination outline was provided to your staff on (date). The written examinations, operating tests, and supporting reference materials identified in NUREG-1021, Examination Standard (ES)-2.1, “Preparing for Operator Licensing Initial Examinations,” will be due by (date). Pursuant to Title 10 of the *Code of Federal Regulations* (10 CFR) 55.40(b)(3), an authorized representative of the facility licensee shall approve the examinations and tests before they are submitted to the NRC for review and approval. All materials shall be complete and ready to use.]

We request that any personal, proprietary, sensitive unclassified, or safeguards information in your response be contained in a separate enclosure and appropriately marked. Delays in receiving the required materials, or the submittal of inadequate or incomplete materials, may cause the examinations to be cancelled or rescheduled.

To conduct the requested written examinations and operating tests, your staff will need to provide adequate space and accommodations and to make the simulation facility available on the dates noted above. In accordance with ES‑3.5, “Administering Operating Tests,” your staff should retain the original simulator performance data (e.g., system pressures, temperatures, and levels) generated during the dynamic operating tests until the NRC takes licensing action on all the applications and any adjudicatory actions on any hearing demands are complete.

ES-1.2, “Guidelines for Taking NRC Examinations,” contains a number of NRC guidelines for the written examinations and operating tests as they are being administered.

To permit timely NRC review and evaluation, your staff should submit preliminary reactor operator and senior reactor operator waiver or excusal requests (if any) (Office of Management and Budget (OMB) control number 3150‑0090) at least 60 days before the first examination date (if possible). Contact Mr./Ms. (Name, typically the chief examiner) to determine the method for submission of the waiver or excusal requests. Preliminary reactor operator and senior reactor operator license applications (OMB control number 3150‑0090) and medical certifications (OMB control number 3150‑0024) should be submitted at least 30 days before the first examination date. If the NRC does not receive the preliminary applications at least 30 days before the examination date, a postponement may be necessary. Final, signed applications certifying that all training has been completed and requesting any waivers or excusals, as applicable, should be submitted at least 14 days before the first examination date.

Although the guidelines for waiver or excusal requests call for their receipt at least 30 days before the first examination date (preliminary) and 14 days before the first examination date (final), the requests should be submitted as early as possible in the process (see the 60‑day guideline above). Resolutions resulting from verbal inquiries by the facility licensee to the NRC are not binding. Submittals addressing waivers or excusals, or both, should be in writing (i.e., using NRC Form 398 or as directed by Mr./Ms. (Name) when contacting (him or her) to determine the method for submission). The NRC will document its final decision on whether to grant a waiver or excusal on the final (not preliminary) NRC Form 398 submitted for the applicant. The NRC will not provide its decision until the final application is submitted to the agency.

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Thank you for your cooperation in this matter. (Name) has been advised of the policies and guidelines referenced in this letter. If you have any questions about the NRC’s examination procedures and guidelines, please contact (name of regional contact) at (telephone number) or (name of responsible regional supervisor) at (telephone number).

Sincerely,

(Appropriate regional representative, Title)

Docket No.: 50-(number) or 52-(number)

Distribution: Public

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[ ] Include only for examinations to be prepared by the facility licensee.

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