



NATIONAL TRAINING CENTER

Training Operations

Standard Operating Procedure

Title:	Training Reciprocity Program
Number:	TRN-SOP-350
Revision:	4

Submitted By:
Manager
Training Operations

Reviewed By:
Training Director
DOE National Training Center

Approved By:
General Manager
DOE National Training Center

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REVISION HISTORY

Rev.	Date	Description of Revision
4	See Final Signature	<ul style="list-style-type: none"> Global: Changed "NTC Reciprocity Program Manager" to "Training Operations Manager", and revised/consolidated duties in Sections 7 and 8. Title: Changed "Training Reciprocity" to "Training Reciprocity Program". Section 1.0, Item C: Changed "The process for implementing reciprocity evaluations" to "The process for implementing course and program evaluations". Section 2.0: Changed "This document implements DOE Policy 364.1 and training programs and courses submitted for review to the NTC by any company, contractor, union, or DOE-sponsored requesting organization currently doing work for DOE" to "This document applies to contractor personnel at the NTC" (for consistency with other NTC procedures). Reference 4.5 "Forms and checklists maintained on the DOE Training Reciprocity site at https://ntc.doe.gov/hub/trainingreciprocity/SitePages/Home.aspx": Added. Definition 5.6: Deleted "Note: Course Reciprocity Checklists and the Training Program Evaluation checklist are available on the DOE Training Reciprocity site at https://ntc.doe.gov/hub/trainingreciprocity/SitePages/Home.aspx." Section 6.0, Policy: Changed "It is the NTC policy to conduct regular document reviews and updates and ensure the reviews are conducted as described in this procedure. Requirements documents and course materials should be updated as needed to reflect changes in DOE directives and NTC training/support activities" to "It is NTC policy to provide guidelines to employees in the conduct of their work and for employees to follow those guidelines. The guidelines set forth in this procedure provide a framework for supporting the Training Reciprocity Program and its participants" (to comply with boilerplate text approved by NTC General Manager). Section 7.0 "Note: Each role will be designated, as appropriate, by contractor management. Management may assign additional responsibilities to support the needs of the overall DOE Training Reciprocity Program through order changes": Moved to Section 7.3, Training Operations Manager. Section 7.2, Training Director: Added. Section 7.3, Training Operations Manager: <ul style="list-style-type: none"> Added "The NTC Training Operations Manager serves as the NTC Reciprocity Program Manager". Consolidated responsibilities of Training Operations Manager and NTC Reciprocity Program Manager (previous Section 7.3). Item 7.3.5: Changed "Coordinates and assigns a program evaluator if the NTC Reciprocity Program Manager is unavailable" to "Conducts the program evaluation or assigns an alternate". Item 7.3.8: Changed "conduct the Training Program Evaluation" to "review a program". Item 7.3.11: Changed "conduct reciprocity evaluations" to "complete the course Reciprocity Checklist". Item 7.3.14: Deleted "Note: The Course Evaluation Summary is available on the Reciprocity Admin Documents SharePoint site". (Previous) 7.3.13 "Notifies the NTC Training Operations Manager If the training provider elects to withdraw from the process": Deleted. (Previous) 7.3.14 "Informs the NTC Training Program Manager when the certification is complete": Deleted. 7.3.20: Changed "Maintains the Course Training Reciprocity Checklists and associated revisions" to "Ensures information and documentation maintained on the DOE Training Reciprocity site are current".

Rev.	Date	Description of Revision
		<ul style="list-style-type: none"> • Item 7.5.2: Changed “Completes the Program Evaluation Summary (Appendix C)” to “Completes the Program Evaluation Summary (Appendix C) on the required timeline”. • (Previous) Section 8.1, Developing/Revising the Reciprocity Evaluation Checklist: <ul style="list-style-type: none"> – Separated procedures for developing checklist and revising checklist. – Renumbered as Sections 8.2 and 8.3. • (Previous) Section 8.2, Overview of Training Reciprocity Certification: <ul style="list-style-type: none"> – Renumbered as Section 8.1. – 1st para: Changed “The Training Reciprocity Checklist verifies the training content is satisfactory, and the Training Program Evaluation verifies the training program is satisfactory. The NTC will issue certification letters for the program review and each course certified” to “The course Reciprocity Checklist documents the determination that training content is satisfactory, and the Training Program Evaluation (Appendix A) documents the determination that the training program is satisfactory. The NTC will issue certification letters for each program and course that has met the evaluation standards”. – 10th para: Changed “Training program certification will be valid for 5 years from the date of the Program Evaluation Summary (Appendix C) or until revoked by NTC” to “Training program certification will be valid unless revoked by NTC”. • (New) Section 8.2: <ul style="list-style-type: none"> – 2nd para: Changed “In the event the NTC does not have a SME to prepare a Course Evaluation Checklist for a particular course” to “In the event the NTC does not have a SME to prepare a Reciprocity Checklist for a particular course”. • (New) Section 8.2: <ul style="list-style-type: none"> – 2nd para: Changed “In the event the NTC does not have a SME to prepare a Course Evaluation Checklist for a particular course” to “In the event the NTC does not have a SME to prepare a Reciprocity Checklist for a particular course”. – Section 8.2.1, Item 1: Changed “Develop Reciprocity Evaluation Checklists for” to “Develop a new course Reciprocity Checklist for”. • (New) Section 8.3: Added appropriate steps identified in original Section 8.1. • Section 8.4: Consolidated responsibilities of Training Operations Manager and NTC Reciprocity Program Manager. • Section 8.4.3: <ul style="list-style-type: none"> – Item 9: Added “(see Appendix B, Course Evaluation Summary, or Appendix C, Program Evaluation Summary)”. – Item 10: Deleted “If needed, conduct a conference call to review the results of the completed evaluation with the requesting organization”. • Section 8.4.4: Replaced three steps with “Prepare the completed package(s) and transmit to the NTC Director for signature according to established NTC procedures”.
3	03/02/20	<ul style="list-style-type: none"> • Section 1.0: Added “C, The process for implementing reciprocity evaluations, including checklist development for non-Health and Safety courses. Requests for participation and NTC support normally come through EFCOG requests but may also come from other DOE organizations.” • Section 2.0: Replaced “This procedure applies to the health, safety, and security programs and courses” to “This procedure implements DOE Policy 364.1 and training programs and courses”.

Rev.	Date	Description of Revision
		<ul style="list-style-type: none"> • Definition 5.7: Added “Reciprocity reviews completed for other training will implement portability as directed by the owning organization (non-health and safety training courses such as computer cyber training).” • Section 8.2: <ul style="list-style-type: none"> – 1st para: Added “NTC shall issue certification letters for the program review and each course certified.” – 2nd para: Changed “A Training Program Evaluation will be conducted when a DOE contractor is required to maintain a training program in accordance with DOE O 426.2 (Admin Chg). The Training Program Evaluation is based on the criterion of DOE-STD-1070-94 (latest version). Documentation will be retained in the NTC Reciprocity files.” to “A Training Program Evaluation will be conducted when a DOE contractor is required by contract to maintain a training program where the contract requires training program implementation in accordance with DOE O 426.2 (Admin Chg). The program evaluation may be based on a review of the contractor DOE Standard 1070 assessment records. The Training Program Evaluation checklist is based on the criterion of DOE-STD-1070-94 (latest version). Documentation will be retained in the NTC Reciprocity files.”
2.1	12/06/19	Reassigned document number from NTC-SOP-350 to TRN-SOP-350.
2	11/08/18	<ul style="list-style-type: none"> • Signature block: Updated. • Item 5.6: Changed “This evaluation will be restricted to those organizations that comply with DOE O 426.2 Chg 1 and/or manage a multi-training center training program.” to “Organizations that comply with DOE O 426.2 Chg 1 will normally be granted equivalency.” • Section 8.1: <ul style="list-style-type: none"> – 1st para: Changed “training elements” to “fundamental training elements”. – 2nd para: Changed “the NTC Training Operations Manager or designee will select and approve a consensus group of topic experts” to “the NTC Training Operations Manager or designee will work with the contractor/labor community or EFCOG and select and approve a consensus group of topic experts”. • Section 8.2, 2nd para: Removed “and performs periodic evaluations”.
1	04/16/18	<ul style="list-style-type: none"> • Assigned to NTC using document number NTC-SOP-350. • Revised to address NTC contractor management of this program.
0	05/15/17	Original document (DTI-SOP-301) approved.

1.0 PURPOSE

This document describes:

- A. The actions that shall be completed by U.S. Department of Energy (DOE) National Training Center (NTC) contractor employees to support DOE organizations providing training to the DOE complex to obtain and maintain training reciprocity, as referenced in DOE Policy 364.1, *Health and Safety Training Reciprocity*.
- B. The process for developing course Reciprocity Checklists and contractor/labor training program evaluations.
- C. The process for implementing course and program evaluations, including checklist development for non-Health and Safety courses.

Although requests for participation and NTC support are usually provided through the DOE Energy Facility Contractors Group (EFCOG), requests by other DOE organizations also will be evaluated. Requests for participation and NTC support normally come through the Energy Facility Contractors Group (EFCOG) but may also come from other DOE organizations.

Any organization may recommend development of a Reciprocity Checklist. A checklist will be developed for courses that are used by a minimum of three training providers or when there is value in establishing certified portability of fundamental training content within the DOE complex.

2.0 SCOPE

This document applies to contractor personnel at the NTC.

3.0 CANCELLATION

This document supersedes TRN-SOP-350, *Training Reciprocity*, dated February 2020.

4.0 REFERENCES

- 4.1 DOE Policy 364.1, *Health and Safety Training Reciprocity*
- 4.2 DOE Order 426.2 Chg 1 (AdminChg), *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*
- 4.3 DOE-STD-1070-94, *Criteria for Evaluation of Nuclear Facility Training Programs*
- 4.4 DOE-HDBK-1078-94, *Training Program Handbook: A Systematic Approach to Training*
- 4.5 Forms and checklists maintained on the DOE Training Reciprocity site at <https://ntc.doe.gov/hub/trainingreciprocity/SitePages/Home.aspx>

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This document was prepared by the Training Operations and is scheduled for review in March 2026.

5.0 DEFINITIONS

- 5.1 **CONSENSUS GROUP.** Group formed to function in place of a subject matter expert (SME) that is unavailable (e.g., EFCOG or national labor apprentice/journey provider).
- 5.2 **COURSE EVALUATION.** Evaluation of an individual course that validates minimum fundamental content for compliance with DOE orders, Federal requirements, and national standards per the approved course Reciprocity Checklist. Course evaluations also may be developed based on EFCOG-endorsed consensus criteria. Each course evaluation must be documented in an NTC Course Evaluation Summary (Appendix B).
- 5.3 **ENERGY FACILITY CONTRACTORS GROUP (EFCOG).** Volunteer organization directed by senior executives from DOE contractors, sustained by working-level personnel from member contractors, and supported by DOE officials who serve as sponsors from relevant program, staff, and field offices. The NTC typically supports individual task team or work groups within a specific topical area via the Training EFCOG Work Group.
- 5.4 **SUBJECT MATTER EXPERT (SME).** Individual who is knowledgeable about a particular subject by virtue of training, education, and/or experience, or an individual who is experienced in performing a particular task.
- 5.5 **SYSTEMATIC APPROACH TO TRAINING (SAT).** Per DOE-HDBK-1078-94, the approach that includes five distinct, yet interrelated, phases: Analysis, Design, Development, Implementation, and Evaluation.
- 5.6 **TRAINING PROGRAM EVALUATION.** Evaluation that assesses the training program's adherence to the SAT model process and DOE requirements. Completion indicates the organization has satisfactorily demonstrated that all elements of the contractor training program are equivalent to those of the NTC. The program evaluation is prepared assuming the organization already has a contractual relationship with DOE. Organizations that comply with DOE O 426.2 Chg 1 (AdminChg) will normally be granted equivalency. Each program evaluation must be documented in an NTC Program Evaluation (Appendix A).
- 5.7 **TRAINING RECIPROCITY.** DOE Policy 364.1 and the processes used for certifying the fundamental content of health, safety, and security training courses as meeting requirements established by Federal regulations, national consensus standards, and DOE directives, allowing for portability of training courses across the DOE complex. Acceptance of fundamental training by other DOE organizations is required by the Policy. Reciprocity reviews completed for other training will implement portability as directed by the owning organization (non-health and safety training courses such as computer cyber training).
- 5.8 **TRAINING RECIPROCITY SITE.** Website collaboration tool (developed in Microsoft SharePoint) dedicated to the administration of the DOE Training Reciprocity Program that provides participating requesting organization access to contacts, approved providers, and supporting documentation.

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This document was prepared by the Training Operations and is scheduled for review in March 2026.

6.0 POLICY

It is NTC policy to provide guidelines to employees in the conduct of their work and for employees to follow those guidelines. The guidelines set forth in this procedure provide a framework for supporting the Training Reciprocity Program and its participants.

7.0 RESPONSIBILITIES

Although each individual is responsible for his or her duties listed in this section, these duties may be delegated to another individual who is equally qualified to perform the same function.

7.1 NTC General Manager

The NTC General Manager is responsible for oversight of the DOE Training Reciprocity Program.

7.2 NTC Training Director

The NTC Training Director is responsible for providing contractor-level oversight of the Reciprocity Program processes.

7.3 NTC Training Operations Manager

The NTC Training Operations Manager serves as the NTC Reciprocity Program Manager.

NOTE: Each role will be designated, as appropriate, by NTC contractor management. Management may assign additional responsibilities to support the needs of the overall DOE Training Reciprocity Program through order changes.

- 7.3.1 Approves initiating the development and revision of a course Reciprocity Checklist by an approved SME or consensus group.
- 7.3.2 Approves topical area SME(s) that support development or revision to a course Reciprocity Checklist.
- 7.3.3 Approves SMEs to review topical areas based on the requesting organization's Training Reciprocity request using the corresponding course Reciprocity Checklist.
- 7.3.4 Coordinates with the Training EFCOG Chair and other EFCOG members to obtain desired support from EFCOG participants within the capabilities of the voluntary EFCOG organization.
- 7.3.5 Conducts the program evaluation or assigns an alternate.
- 7.3.6 Serves as a primary customer service resource for requesting organizations.
- 7.3.7 Ensures performance evaluations based on DOE O 426.2 Chg1 (AdminChg), DOE-STD-1070-94, and evidence become part of the Reciprocity package.

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- 7.3.8 Assigns the Training Program Evaluator to review a program for adherence to the Training Program Evaluation (Appendix A).
- 7.3.9 Ensures the NTC has an approved Reciprocity Checklist for the requested course(s), and notifies the NTC Training Operations Manager if a course checklist is not available.
- 7.3.10 Maintains the contractor Training Program Evaluation (Appendix A) and coordinates completion of evaluations.
- 7.3.11 Recommends the SME Evaluator and the Training Program Evaluator to complete the course Reciprocity Checklist.
 - 1. Coordinates with the NTC EFCOG Liaison to obtain EFCOG member support, when appropriate.
 - 2. Coordinates with NTC staff and the SME/designee to develop new course Reciprocity Checklist(s) when necessary.
- 7.3.12 Assists SME in the successful final review and completion of the course Reciprocity Checklist.
- 7.3.13 Ensures the requesting organization's training program has been evaluated and deemed eligible for reciprocity.
- 7.3.14 Assists the SME in completing the Course Evaluation Summary (Appendix B).
- 7.3.15 Prepares the completed evaluation package, including necessary correspondence.
- 7.3.16 Submits the evaluation package to the NTC Director for approval.
- 7.3.17 Updates the Training Reciprocity and Training Program Evaluation Table and Supporting Documentation Library on the Training Reciprocity site after certification of the reciprocity evaluation by the NTC Director.
- 7.3.18 Implements a process to assure periodic reviews of checklists, completed evaluations, and posted information.
- 7.3.19 Develops and administers the necessary orientation for EFCOG and labor staff who support implementation of elements of the DOE Training Reciprocity Program.
- 7.3.20 Ensures information and documentation maintained on the DOE Training Reciprocity site are current.
- 7.3.21 Documents the creation and revision of each course Reciprocity Checklist on the Reciprocity Checklist list.
- 7.3.22 Coordinates periodic reviews and needed revisions of Reciprocity Checklists with NTC staff and EFCOG SMEs.
- 7.3.23 Maintains records of completed evaluation packages according to NTC recordkeeping requirements.

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7.4 Subject Matter Expert

- 7.4.1 Assists in the development and approval of the course Reciprocity Checklist and major revisions to existing Reciprocity Checklists.
- 7.4.2 Conducts the course evaluation of topical areas based on the requesting organization's Training Reciprocity request using the corresponding course Reciprocity Checklist.
- 7.4.3 Assists in completing the Course Evaluation Summary (Appendix B).
- 7.4.4 Provides recommendations for successful completion of corrective actions identified in the course evaluation, as applicable.
- 7.4.5 Works with the training provider to resolve comments, or informs the NTC Training Operations Manager if the training provider elects to withdraw from the reciprocity evaluation process.

7.5 Training Program Evaluator

- 7.5.1 Evaluates the requesting organization's training program in accordance with the applicable checklist.
- 7.5.2 Completes the Program Evaluation Summary (Appendix C) on the required timeline.
- 7.5.3 Identifies, captures, and shares any best practices with the requesting organization, and provides recommendations for successful completion of corrective actions identified in the course evaluation, as applicable.
- 7.5.4 Works with the training provider to resolve comments, or informs the NTC Training Operations Manager if the training provider elects to withdraw from the reciprocity evaluation process.

8.0 OPERATIONS

8.1 Overview of Training Reciprocity Certification

Training reciprocity certification is a dual evaluation process: The course Reciprocity Checklist documents the determination that training content is satisfactory, and the Training Program Evaluation (Appendix A) documents the determination that the training program is satisfactory. The NTC will issue certification letters for each program and course that has met the evaluation standards..

A Training Program Evaluation will be conducted when a DOE contractor is required by contract to implement and maintain a training program in accordance with DOE O 426.2 Chg 1 (AdminChg). The program evaluation may be based on review of the contractor DOE-STD-1070-94 assessment records. The Training Program Evaluation is based on the criterion of DOE-STD-1070-94 (current version). Documentation will be retained in the NTC Reciprocity files.

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The Training Program Evaluation includes the following six compliance objectives:

- Objective One: Training Program Management and Administration
- Objective Two: Training Staff Qualification and Development
- Objective Three: Training Program Design and Development
- Objective Four: Conduct of Training
- Objective Five: Trainee Examinations and Evaluations
- Objective Six: Training Program Evaluation

It is recommended the training provider conduct a self-evaluation using the Reciprocity Evaluation Checklists prior to the NTC initiating the formal evaluation. The NTC Training Operations Manager may be contacted for assistance in performing the self-evaluation.

The NTC Training Operations Manager and the training provider will coordinate a mutually agreed-upon time for a site visit and completion of the required evaluations.

The training provider's reciprocity review will consist of two evaluations.

- a. The first will evaluate the training program's adherence to the SAT/ADDIE process and DOE requirements using the Training Program Evaluation .
- b. The second will evaluate individual courses for compliance with approved criteria/requirements using the Course Evaluation Checklist. The SME will use the Reciprocity Checklist to verify the course meets the minimum fundamental training requirements, lessons learned, and best practices performed by the training provider.

NOTE: Most of the training courses used in the DOE complex are government-owned, and therefore are developed and maintained using government funds. However, for companies/organizations that submit proprietary information for reciprocity evaluation, the NTC Training Operations Manager will prepare a Proprietary Protection Letter (Appendix D), which must be provided upon request.

Training program certification will be valid unless revoked by NTC, and will not need to be re-performed for each course evaluation. In general, a course evaluation will be valid for 3 years although GERT and Rad Worker course evaluations will be valid for 2 years. The program evaluation and course evaluation may be performed simultaneously or separately.

8.2 Developing a New Reciprocity Checklist

Any individual may recommend development of a new Reciprocity Checklist. The purpose of the Reciprocity Checklist is to generate documentation of fundamental training elements, learning objectives/requirements, or demonstration and performance of skills (when appropriate). The checklist will not require specific modalities of compliance unless specifically identified in the source requirement or by the EFCOG group assisting in preparation of the checklist.

In the event the NTC does not have a SME to prepare a Reciprocity Checklist for a particular course, the NTC Training Operations Manager or designee will work with the contractor/labor community or EFCOG and select and approve a consensus group of

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topic experts. The consensus group will consist of (at a minimum) two members from partnered organizations who have professional or operational knowledge in the subject area and an NTC representative to ensure the reciprocity process is properly implemented.

8.2.1 SMEs:

1. Develop a new course Reciprocity Checklist for:
 - a. Courses used by a minimum of three training providers following the format of the current Course Evaluation Summary (Appendix B).
 - b. Topics or course materials based on approved requirement sources that can be referenced or through completion of an EFCOG consensus process.
2. Forward the draft Reciprocity Checklist to EFCOG for review and concurrence.

NOTE: This is an optional step and may be skipped with the approval of the NTC Training Operations Manager.

3. Forward the draft Reciprocity Checklist to the appropriate topical task group chair with a copy of the request that was provided to the Working Group Chair, Training EFCOG Chair, and contractor EFCOG sponsor, as appropriate.
 - a. The task group chair will be asked to identify two or more reviewers for the topic.
 - b. Reviewers will be provided 10 business days to review the draft checklist and provide comments and recommendations to the NTC Training Operations Manager.
4. Review approved Reciprocity Checklists every 3 years (or immediately if there is a change to standards or associated NTC course), and obtain reapproval if technical changes are made.

8.2.2 NTC Training Operations Manager:

1. Coordinate resolution of comments and recommendations.
2. If requested by EFCOG, ensure the draft checklist is piloted. Training providers who satisfactorily complete the pilot will be certified for course reciprocity unless directed by the NTC Training Operations Manager.
3. Review and approve completed checklists.
4. Make completed checklists available on the Training Reciprocity site.
5. Archive canceled Reciprocity Checklists according to approved NTC recordkeeping procedures.

8.3 Revising an Existing Reciprocity Checklist

8.3.1 SMEs:

1. Download the appropriate checklist from the Reciprocity Checklists library on the Training Reciprocity site for:
 - a. Courses used by a minimum of three training providers following the format of the current Course Evaluation Summary (Appendix B).
 - b. Topics or course materials based on approved requirement sources that can be referenced or through completion of an EFCOG consensus process.
2. Forward the draft Reciprocity Checklist to EFCOG for review and concurrence.

NOTE: This is an optional step and may be skipped with the approval of the NTC Training Operations Manager.

3. Forward the draft checklist to the appropriate topical task group chair with a copy of the request being provided to the Working Group Chair, Training EFCOG Chair, and contractor EFCOG sponsor, as appropriate.
 - a. The task group chair will be requested to identify two or more reviewers for the topic.
 - b. Reviewers will be provided 10 business days to review the draft checklist and provide comments and recommendations to the NTC Training Operations Manager.
4. Review approved Reciprocity Checklists every 3 years (or immediately if there is a change to standards or associated NTC course), and obtain reapproval if technical changes are made.

8.3.2 NTC Training Operations Manager:

1. Coordinate resolution of comments and recommendations.
2. If requested by EFCOG, ensure the draft checklist is piloted. Training providers who satisfactorily complete the pilot will be certified for course reciprocity unless directed by the NTC Training Operations Manager.
3. Review and approve completed checklists.
4. Make completed checklists available on the Training Reciprocity site.
5. Archive canceled Reciprocity Checklists according to approved NTC recordkeeping procedures.

8.4 Conducting the Training Reciprocity Certification Implementation Process

8.4.1 Requesting Organization: Request an evaluation and certification of their training program or training course by sending an email to Reciprocity@ntc.doe.gov.

8.4.2 NTC Training Operations Manager:

1. Assist the requestor in securing an NTC eAccess account, as required.
2. Assist the requestor in navigating the Training Reciprocity site.
3. Verify whether the requestor has completed a Training Program Evaluation (Appendix A) that will remain valid, or the Training Program Evaluation is being performed in conjunction with the course evaluation.
4. Assist the requestor with self-completing and returning the Training Program Evaluation (Appendix A) and/or Course Evaluation Summary (Appendix B). (The requestor may elect not to perform this step.)
 - a. Determine if the training program satisfied the evaluation criteria, and annotate this decision by marking Yes or No in the Self-Evaluation column of the checklist.
 - b. Complete the Supporting Documents/Location column of the checklist with the applicable documentation and comments supporting this decision.
 - c. Obtain data from the requestor to support a preliminary review prior to the site visit. The requestor should upload the documents to the SharePoint folder provided by the NTC Training Operations Manager.

NOTE: It is not a requirement that all aspects of the requesting organization's training program be implemented in the same manner because the NTC does not review the efficacy or effectiveness of overall training (e.g., the evaluation does not review modality and provides only a satisfactory/unsatisfactory [SAT/UNSAT] determination). However, each evaluated item must meet requirements.

- d. Work with the requestor to schedule an on-site evaluation.
5. Coordinate the evaluation process and SMEs. The evaluation team shall be comprised of a minimum of two individuals, one of which must be an NTC staff member.
6. Serve as the lead evaluator.
7. Coordinate with the Training EFCOG Chair to identify potential EFCOG member SMEs to participate in the evaluation.
8. Obtain approval from the individual's manager for participation in the evaluation.
9. Provide the designated evaluators with access to the requestor's training files and preliminary evaluation documentation.

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10. Establish planned onsite evaluation dates to perform the program evaluation and course evaluations as appropriate.

8.4.3 Assigned Evaluator(s): Complete the requesting organization's Training Program Evaluation as follows:

1. Receive a briefing on the reciprocity certification process, requirements, and schedule from the NTC Training Operations Manager.
2. Validate the information provided on the Training Program Evaluation (Appendix A), Course Evaluation Summary (Appendix B), or Course Evaluation Checklist by comparing the requirements against the supporting documentation provided by the requestor.

NOTE: The evaluator is not responsible for performing an assessment or surveillance but is responsible for verifying that adequate implementation controls are in place to deliver quality, reproducible training.

3. Notify the requestor if more information is needed on the checklist, and notify the NTC Training Operations Manager.
4. Conduct an on-site evaluation by completing the Validation column of the checklist.
 - a. At a minimum, cite a reference and location in the document.
 - b. Identify strengths or good practices in the comment field.
 - c. Include discussions and observations of the requestor's training processes and delivery that are robust and in sufficient detail that the evaluator can understand the training.
 - d. Apply the SAT/UNSAT criteria.
 - e. Do not evaluate the modality of delivery unless required by a source reference.
 - f. For requirements that have not been satisfied (UNSAT), provide information and suggested solutions to the requestor. The NTC will not share any comments or take further action, and it is the requestor's responsibility to determine if formal action or response is required.

NOTE: Observed unsafe activities will be immediately presented to the requesting organization.

5. Conduct an evaluation outbrief with the desired requestor's representatives. Where possible, discuss open questions and issues and arrange for resolution.
6. Complete the resolution documentation in response to any questions regarding the checklist criteria.

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7. Provide a trip report status to the NTC Training Operations Manager.

NOTE: All issues shall be addressed within 90 calendar days of notification, or the file shall be moved to *Inactive* status.

8. With support from the NTC Training Operations Manager, work with the requesting organization to resolve open comments or deficiencies.
 9. Upon completion of the Reciprocity Checklist, prepare an evaluation summary (see Appendix B, Course Evaluation Summary, or Appendix C, Program Evaluation Summary).
 10. Provide the draft evaluation summary to the requesting organization for a technical review and to the NTC Training Operations Manager for information.
 11. If needed, conduct a conference call to review the results of the completed evaluation with the requesting organization.
 12. Upon resolving open evaluation items and obtaining requestor concurrence, upload all documents to the Training Reciprocity site.
- 8.4.4 NTC Training Operations Manager: Prepare the completed package(s) and transmit to the NTC Director for signature according to established NTC procedures.

9.0 APPENDICES

- A – Training Program Evaluation
- B – Course Evaluation Summary
- C – Program Evaluation Summary
- D – Proprietary Protection Letter
- E – Recertification Review

APPENDIX A – TRAINING PROGRAM EVALUATION

NON-PROPRIETARY INFORMATION

This document was prepared by the Training Operations and is scheduled for review in March 2026.



U.S. Department of Energy National Training Center

Training Reciprocity Program Training Program Evaluation

Requesting Organization:	_____
Evaluation Date(s):	_____
NTC Representative(s):	_____
Site Representative(s):	_____

During the program evaluation, the NTC representative may attend and observe the training to validate the listed objectives.

Program Evaluation Instructions:

This evaluation only needs to be completed if your training program has not previously been certified by the NTC. Complete the Self-Evaluation and Supporting Documents/Location sections for each requirement. Submit completed forms to Reciprocity@ntc.doe.gov.

Training Program Evaluation

Objective One: Management and Administration of Training Programs

The contractor is organized, staffed, and managed to facilitate planning, directing, evaluating, and controlling a systematic training process that supports the facility mission(s).

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
1.1 Example: <i>An organization/person within line management is responsible for the implementation of the training and qualification program(s).</i>	<i>Compliance?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Example: <i>Conduct of Training Procedure: Page 8, Roles and Responsibilities Section</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1 An organization/person within line management is responsible for the implementation of the training and qualification program(s).	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 Goals, objectives, and plans are in place to describe the implementation of the training and qualification programs.	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

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Training Reciprocity—Training Program Evaluation

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
1.3 Training records are maintained to support management information needs and to provide required historical data. Note: Training records are not to be removed from the site. This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4 Training developed and/or implemented by personnel or organizations other than the contractor's staff is monitored and controlled to ensure it meets applicable requirements.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
1.5 Training facilities, equipment, and materials effectively support training activities. Note: This item will be evaluated on site only. Applicant will provide a list of training aids/equipment used at site for hands-on training.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Objective Two: Development and Qualification of Training Staff

Training staff (contractor and subcontractor) possesses the technical knowledge, experience, and developmental and instructional skills required to fulfill their assigned duties.

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
2.1 Training staff has the requisite education, experience, and technical qualifications for the respective positions. Note: Training records are not to be removed from site. This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 A training program is in place to ensure training staff gain the knowledge and skills required for their position.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

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Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
<p>2.3 A continuing education and instructional skills training program is in place to maintain, improve, and update the knowledge and skills of incumbent training staff based, in part, on the results of instructor evaluations.</p> <p>Note: Training records are not to be removed from the site. This item will be evaluated on site only.</p>	<p>Compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Objective Three: Design and Development of Training Programs

Training program materials identified and support the knowledge and skills needed by trainees to perform tasks associated with the position for which training is being conducted. The content of the training prepares the trainee to perform the job for which the candidate is being trained. The content of continuing training maintains and improves incumbent job performance.

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
<p>3.1 Course learning objectives are consistent with the flow and emphasis of the standard.</p>	<p>Compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3.2 Lesson plans and other training material used in the selected training setting support the learning objectives.</p>	<p>Compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3.3 Review, approval, and change control requirements are established and followed for all training materials.</p> <p>Note: Anecdotal or editorial changes do not require tracking.</p>	<p>Compliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
3.4 A continuing training program is in place.	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Objective Four: Conduct of Training

Training is conducted in the setting most suitable for the particular training content. Training is consistently and effectively presented using approved lesson plans and other training guides.

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
4.1 Training is conducted using approved and current training materials.	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 Training replicates actual job conditions to the extent practical and allows for direct participation by the trainees. Note: <i>This item will be evaluated on site only.</i>	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Objective Five: Trainee Examinations and Evaluations

Individual trainees are examined and/or evaluated on a consistent and regular basis to ensure that learning is taking place and that trainees are acquiring the knowledge and skills required to work efficiently and safely at their jobs.

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
5.1 Trainees are evaluated using a written, oral, and/or performance examinations and quizzes.	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

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Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
5.2.1 Written examinations are based on learning objectives. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2.2 Written examinations are administered consistently.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2.3 Written examinations are controlled. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2.4 Written examinations are documented. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2.5 Written examination content is changed at intervals sufficient to prevent compromise. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2.6 Test item analysis is performed periodically. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2.7 Development, approval, security, administration, and maintenance of written examinations are formally controlled. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

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Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
5.3 Practical evaluations are administered to assess the trainees' skill level in donning and doffing personal protective equipment. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.4 Remedial training and re-evaluation are provided when examination or performance standards are not met.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Objective Six: Training Program Evaluation

A systematic evaluation of training effectiveness and its relation to on-the-job performance is used to ensure that the training program conveys all required skills and knowledge.

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
6.1 Qualified individuals evaluate the program periodically to identify program strengths and weaknesses.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.2 Instructor instructional skills and technical competencies are evaluated regularly. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.3 Trainee (current and former) feedback is used to evaluate and refine the training program. Note: This item will be evaluated on site only.	Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

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Training Reciprocity—Training Program Evaluation

Requirement	Self-Evaluation	Supporting Documents/ Location	Validation
6.4 Change actions (for example, procedure changes, equipment changes, facility-specific, and operating experience) are monitored, evaluated, and incorporated, as applicable.	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.5 Changes to initial and re-training are systematically initiated, tracked, and incorporated to correct training deficiencies and performance problems.	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.6 Training facilities are evaluated to determine their effect on the training process.	<i>Compliance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Approvals

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Training Evaluator (Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Validator (Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date

APPENDIX B – COURSE EVALUATION SUMMARY

NON-PROPRIETARY INFORMATION

This document was prepared by the Training Operations and is scheduled for review in March 2026.



U.S. Department of Energy National Training Center

Training Reciprocity Program Course Evaluation Summary

Course Information

Course Title: _____

Review Date: _____

Requesting Organization: _____

Site Contact: _____

NTC Validation Team: _____

Course Summary

Course Summary:

Course Observations/Best Practices:

Reciprocity Recommendation:

Approvals

Subject Matter Expert (Print)

Signature

Date

Program Manager (Print)

Signature

Date

APPENDIX C – PROGRAM EVALUATION SUMMARY

NON-PROPRIETARY INFORMATION

This document was prepared by the Training Operations and is scheduled for review in March 2026.



U.S. Department of Energy National Training Center

Training Reciprocity Program Program Evaluation Summary

Course Information

Course Title: _____

Date of Visit: _____

Training Provider: _____

Site Contact: _____

NTC Validation Team: _____

Program Summary

Program Summary:

Course Observations/Best Practices:

Program Objectives

Does the program include the following six compliance objectives?	Yes/No
1. Management and Administration of Training Programs The contractor is organized, staffed, and managed to facilitate planning, directing, evaluating, and controlling a systematic training process that supports the facility mission(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
2. Development and Qualification of Training Staff Training staff (contractor and subcontractor) possesses the technical knowledge, experience, and developmental and instructional skills required to fulfill their assigned duties.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

U.S. Department of Energy National Training Center
Training Reciprocity—Program Evaluation Summary

Does the program include the following six compliance objectives?	Yes/No
3. Design and Development of Training Programs Training program materials identified and support the knowledge and skills needed by trainees to perform tasks associated with the position for which training is being conducted. The content of the training prepares the trainee to perform the job for which the candidate is being trained. The content of continuing training maintains and improves incumbent job performance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
4. Conduct of Training Training is conducted in the setting most suitable for the particular training content. Training is consistently and effectively presented using approved lesson plans and other training aids.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
5. Trainee Examinations and Evaluations Individual trainees are examined and/or evaluated on a consistent and regular basis to ensure that learning is taking place and that trainees are acquiring the knowledge and skills required to work efficiently and safely at their jobs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
6. Training Program Evaluation A systematic evaluation of training effectiveness and its relation to on-the-job performance is used to ensure that the training program conveys all required skills and knowledge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

Approvals		
_____ Subject Matter Expert (Print)	_____ Signature	_____ Date
_____ Program Manager (Print)	_____ Signature	_____ Date

APPENDIX D – PROPRIETARY PROTECTION LETTER

NON-PROPRIETARY INFORMATION

This document was prepared by the Training Operations and is scheduled for review in March 2026.



Department of Energy

National Training Center
PO Box 5400
Albuquerque, NM 87185-5400

CONCURRENCES

Originator

Director

Project Admin

GM

Name
Title
Company
Address
City, State Zip

Dear Name:

Enter Body

It is recognized that the training materials developed and presented by UA Education and Training will remain the intellectual property of UA Education and Training, and such as NTC acknowledges the request for protection of those materials. Any and all materials received will not be released, loaned, used, reproduced, or disclosed to any other parties for any purpose without the expressed written permission of UA Education and Training. Training materials provided will be destroyed or returned upon completion of the Training Reciprocity review process.

If you have any questions or comments, please contact me at (505) 845-6444, doffice@ntc.doe.gov, or Evan Dunne, Enterprise Training and Special Projects Program Manager, at (505) 845-6354, edunne@ntc.doe.gov.

Sincerely,

Gabriel M. Pugh
Director
National Training Center
Office of Enterprise Assessments

Attachment(s)

cc: Name, Company
Name, Company

APPENDIX E – RECERTIFICATION REVIEW

NON-PROPRIETARY INFORMATION

This document was prepared by the Training Operations and is scheduled for review in March 2026.



U.S. Department of Energy National Training Center
**Training Reciprocity Program
Recertification Review**

Part I (Completed by requesting organization)

1. Course Title: _____
2. Requesting Organization Certified for Reciprocity: _____
3. Site/Labor Training Center: _____
4. Requesting Organization Point of Contact: _____
5. Date of Last Certification: _____

Part II (Completed by requesting organization)

Does the program include the following five compliance objectives?

Yes/No

1. Has the contractor changed? If yes, fill out the new contractor questionnaire below.
2. Has the governing rule/DOE order or driver change?
3. Has the contractor/provider revised how the ADDIE/SAT process is administered for their training program?
4. Has the contractor/provider training staff changed?
5. Has the contractor/provider performed a revision of the course material?

Part III (Completed by NTC Subject Matter Expert)

Based on the above, a review of selected course materials, and discussions with the training provider, I recommend:

- ☐ 1. Recertification of this course under the DOE Safety and Health Training Reciprocity Program is recommended.
- ☐ 2. Questions or additional information is necessary and a visit is recommended prior to recertification for the following reason(s):

Approvals

Subject Matter Expert (Print)

Signature

Date

Concur with recommendation for recertification: ☐ Yes ☐ No

Program Manager (Print)

Signature

Date