

MEMORANDUM

TO: Vibration Institute Certification Examination Proctors

FROM: Robin Ginner

SUBJECT: Proctoring Instructions and Application Forms for Certification Examinations

The Vibration Institute's certification program conforms to the International Standard ISO 18436-2 – Condition Monitoring and Diagnostics of Machines – Requirements for Training and Certification of Personnel. Information on exam candidate experience, education, and training is required in this program.

Proctors must hold a current, valid certificate from the Vibration Institute to the level of the examination to be proctored, with a minimum requirement of Category II certification.

Enclosed you will find the following:

- Agreement for Certification Examination Proctor (Invigilator) (VI form CF006)
- Certification Examination Instructions for Candidates (VI Instructions CI001)
- Approved/Prohibited Items and Calculators for Certification Examinations (VI Instructions CI002)
- Proctor Instructions (VI Instruction CI003)
- Instructions to be Read by the Proctor Prior to the Certification Examination (VI Instruction CI004)
- Application for Certification of Vibration Analysts to ISO 18436-2 (VI Form CF009)
- Examination Violation Report (CF018)

Please note that VI Instructions CI001 and CI002 and VI Form CF009 (fillable PDF) were either sent to the exam sponsor to distribute or directly to the candidates in advance of the examination. Exam candidates were required to complete Form CF009 prior to certification examination. Additional copies of VI Form CF009 are included in this packet along with the other forms referenced above, should a candidate have failed to provide the CF009 ahead of time. In the event that form CF009 is filled out on-site, you must return the form with the completed exams, and inform the candidate that scoring of his/her exam is contingent upon review and approval of the CF009 form.

Every certification examination candidate was required to submit a VI Form CF009 prior to the examination.

Please return your signed VI Instruction CI003 Proctor Instruction Form with the completed exams.

If you have any questions or concerns please contact the Vibration Institute immediately at (630) 654-2254 or VICertification@vi-institute.org. Thank you for your support of the Vibration Institute.

RG
Enclosures

*VI Instruction CI003 Cover
Letter Revision: 7 2014.12.16
CP 007 Atch1*



Agreement for Certification Examination Proctor (Invigilator)



This agreement is entered into by the subject Proctor (Invigilator) to ensure that Vibration Institute (Institute) Certification Examinations are conducted fairly and without bias according to Institute procedures. In addition, it is the duty of the proctor to ensure that Institute examinations administered are not compromised. The proctor shall avoid conflicts of interest, abide by the Vibration Institute code of ethics, maintain confidentiality of examination material and Institute practices and procedures, practice security, and be free of commercial interest.

Proctoring duties described in detail in Vibration Institute Certification Instruction CI003 include:

- Receipt of examinations;
- Proper storage of examinations;
- Organization of the examination site;
- Issuance of examination instructions;
- Maintenance of order in examination room;
- Collection of completed examinations in a timely manner; and
- Timely return of all examinations – used and unused – to the Institute.

It is understood that a proctor who does not follow these procedures exactly may be banned from proctoring any future Vibration Institute examinations. A proctor is subjected to vibration certification revocation when violations compromise the integrity of an examination. Final decisions regarding penalties for procedural violations will be made by the Executive Director of the Vibration Institute, the Certification Committee Chair, and/or the Technical Director-Certification. Appeals may be made to the Vibration Institute Board of Directors.

I have read and understand the Instructions for Proctors (VI Instruction CI003 attached) for the Vibration Institute Certification Examinations for Vibration Analyst and agree to execute them as stated.

Signature: _____ Date: _____

Print Name: _____

Certification Category: _____ VI Certification Number: _____



Certification Examination Instructions for Candidates



1. All candidates are required to bring a government issued photo ID for identification purposes. If your identification cannot be verified, you will not be allowed to take the examination.
2. You will have a pre-assigned seat in the examination room. You were sent Form CF009 (fillable PDF) in advance of the examination and were required to submit it prior to the examination. In the event that you did not do this, a CF009 will be provided to you. Scoring of your examination is contingent upon review and approval of the information on the CF009 form.
3. You will open the examination envelope only after instructed to do so by the proctor.
4. Should you arrive late, you will be allowed to take the examination; however, the end time for your test shall coincide with the end time for the rest of the group. At the sole discretion of the proctor, the end time of your test may be extended to allow the full testing time allotted for your examination.
5. Should you not show up to take the examination, a \$50 administrative fee will be charged unless written cancellation is received at the Vibration Institute office at least five (5) business days prior to the examination date.
6. Once the test envelopes are opened, the proctor cannot answer any questions other than to restate the examination instructions. If English is not your first language you may use a printed dual language dictionary and have extra time for completion of the examination. Please advise the VI staff in advance of the examination if you will be using a dual language dictionary. The proctor will review the dictionary in advance of the start of the exam.
7. Only one person is permitted to leave the examination room at a time and only for brief necessary breaks. When leaving the room, place your test face-down on the table.
8. You will be allowed the following time to complete your examination;

Category I Vibration Analyst:	2 hours
Category II Vibration Analyst:	3 hours
Category III Vibration Analyst:	4 hours
Category IV Vibration Analyst:	5 hours
9. Carefully circle the one **best** answer with a **pen** (not pencil). If you change your answer you are required to initial your **FINAL** choice. Using a pencil is permitted during the exam but **all exam answers must be circled in ink using a pen.**
10. Upon completion of the examination, sign the final page of the exam (attestation), insert it and the equation sheets into the inner envelope provided (if equation sheets provided are not returned, the examination will be disqualified), seal the envelope, sign the envelope over the seal, place that envelope in the original one, and give the envelope to the proctor. You must sign the attestation on the final page of your exam, or the exam will be disqualified.
11. Read and follow the instructions in the Approved Items, Prohibited Items, and Calculators for Certification Examinations document.
12. Unethical behavior on a certification examination will not be tolerated. If the proctor conclusively observes or suspects that you are violating these instructions, the proctor must document the event and report it to the Vibration Institute. If the Vibration Institute determines that unethical behavior has occurred, your examination results will be disqualified. Additionally, you will be barred from taking any certification examination for a period of one year. After one year, you may apply for re-examination; however must be approved by the Executive Director or Certification Committee Chair of the Vibration Institute.

If you are unable to take an examination due to circumstances beyond your control, please notify the Vibration Institute at:

Phone: (630) 654-2254

Fax: (630) 654-2271

E-mail: information@vi-institute.org



Approved/Prohibited Items and Calculators for Certification Examinations



Approved Items: Candidates may bring any of the following items for use during the examination:

- Pen
- Pencil
- Ruler
- Straight edge
- Protractor
- Parallel rule
- Acceptable calculators

Dictionary: In consideration for the difficulties involved in taking an examination in a foreign language, a printed dual-language dictionary may be used for assistance in translation. The dictionary shall not contain equations, tables, conversions, or other similar content and must be reviewed by the exam proctor prior to the examination.

Acceptable Calculators: While the Vibration Institute does not have an approved calculator list, the following guidelines must be followed by candidates:

- The unit must be a stand-alone calculator
- No calculator that has any type of communications or text-editing capability, such as a PDA, BlackBerry smartphone or iPhone etc.
- Any calculator that may compromise the security of the examination in any way is prohibited.

It is the responsibility of the candidates that they use approved calculators. Anyone using a calculator with any of the above noted features will be deemed as not following procedures and their examination will be disqualified. Any portable electronic device (e.g. smartphones, pagers, etc.) shall be exposed on the candidates' examination place.

Prohibited Items: The following items are prohibited and must be inaccessible during the examination:

- Scratch paper or graph paper (except as provided in the examination packet);
- Books;
- Reference materials;
- Computers;
- Any tablets, palm type devices, cell phones, recorders (audio, video, or still image), cameras, music players of any sort;
- Any other device that allows any type communication, texting, or Internet access;
- All electronic devices must be turned off.

Scratch paper is prohibited and shall not be provided by the proctor. If additional space is needed, the applicant may use the back side of the examination pages.

Cell Phones and Phone Calls: Cell phones and phone calls are prohibited during the test. Anyone taking a call for any reason will not be allowed to finish the examination and their examination will be disqualified.

**Proctor Instructions (Invigilators)
For the Vibration Institute Certification
Examination for Vibration analysts in
accordance with
ISO 18436-1 and ISO/IEC 17024**

1. Proctors must hold a current, valid certificate from the Vibration Institute to the level of the examination to be proctored, with a minimum requirement of Category II certification.
2. The proctor is responsible for ensuring that the Certification Examination is administered according to Institute policies and procedures in order that the integrity of the examinations to be administered is not compromised. Any proctor who does not follow these procedures exactly as outlined may be banned from proctoring future examinations. A proctor is subject to vibration certification revocation when violations compromise the integrity of an examination. Final decisions regarding penalties for procedural violations will be made by the Executive Director or the Certification Committee Chair of the Vibration Institute. Appeals may be made to the Vibration Institute Board of Directors.
3. The proctor will receive, in advance of the examination date, a package containing sealed examinations, candidate place cards, Application for Certification of Vibration Analysts (VI Form CF009), candidate instructions, and proctor procedures. This package will be delivered to the proctor by a traceable and appropriate Vibration Institute courier, or hand carried from the Vibration Institute to the examination location.
4. The package with the enclosed examinations shall be **opened only by the proctor**. The package must be kept in a secure location from the time it is received until the date and time of the examination.
5. Place cards containing the names of the candidates shall be placed in alphabetical order (left to right as viewed from the back of the room) on the tables in the examination room before the candidates are seated.
6. The exam room shall be set up "classroom style" with no more than two candidates shall be seated per six-foot table; or three candidates per eight-foot table. If space allows, additional separation between candidates is preferable.
7. During the examination, all candidates must be facing in the same direction. Candidates shall not be seated facing one another. (See enclosed sample diagram.)
8. For any candidate who did not complete the Application for Examination and Certification of Vibration Analysts (VI Form CF009) ahead of time, the form shall be completed, reviewed for completeness by the Proctor, and collected prior to the start of the examination.
9. When all electronic devices are turned off and all prohibited items are stored away, the examination envelopes are to be handed out.
10. Each sealed examination envelope with the name of a candidate and examination number is to be given only to that candidate after identity confirmation via a photo ID. If, for any reason, there is no examination provided by the Institute for a person at the examination site, the proctor may substitute an unused examination (if available) provided the person to be examined confirms identity and places his/her name on the examination envelope in ink in the presence of the proctor. Before an unused examination can be assigned to a different candidate than it was originally intended, the proctor must verify the absence of the original candidate. If this cannot be verified, the examination may not be reassigned. If no unused examination is available, the person will not be able to take an examination at that site. Under no circumstances is the Proctor authorized to copy an examination.
Unauthorized copying of an examination will result in disqualification and loss of certification for the candidate and potential sanctions against the exam proctor.
11. Candidates must provide a government issued photo ID for identification purposes to receive an examination. Unidentified applicants will not be given an examination.
12. Candidates are allowed the following time for certification examinations. Additional time shall not be granted to complete an examination unless specifically authorized by the Vibration Institute. Candidates whose primary language is not English will be granted extra time by the Executive Director or proctor in proportion to the length of the examination.
 - i. Category I Vibration Analyst: 2 hours
 - ii. Category II Vibration Analyst: 3 hours
 - iii. Category III Vibration Analyst: 4 hours
 - iv. Category IV Vibration Analyst: 5 hours
13. Candidates will be admitted into the examination room after the event has started however, the end time for the late candidate's examination shall normally be coincident with the end time for the rest of the group. At the sole discretion of the proctor, the end time of the late candidate may be extended to allow the full time for the examination as previously defined. If this is done, the total time for other candidates can not be extended.

14. Examination envelopes are to be opened only by the candidate whose name is on the envelope and only when instructed to do so by the proctor. Under no circumstances shall the proctor open an examination envelope.
15. Under no circumstances whatsoever shall the proctor read, view, or copy any examination or any portion of it.
16. After the examination envelopes have been distributed, the proctor cannot answer any questions and can only restate the examination instructions. Candidates whose primary language is not English will be allowed to use a printed dual language translation dictionary after it is reviewed by the exam proctor prior to the exam.
17. Only one person is permitted to leave the examination room at a time and only for brief necessary breaks. **When a candidate leaves the room, his/her examination shall be placed face down on the table.**
18. The proctor **MUST** remain in the examination room except for very brief necessary breaks.
19. Upon completion of an examination, the candidate must place the examination in the inner envelope provided in the examination envelope, seal the envelope, sign the envelope over the seal, place that envelope in the original one, and give the envelope to the proctor. All contents of the original envelope, including equation pages, are to be returned to the proctor in the original envelope. The proctor shall ask the candidate if this has been done when the examination envelope is returned. If it has not been done, the proctor will instruct the candidate to carry out the procedure.
20. Examination envelopes must be kept in a secure location from the time the examination ends until they are returned to the Vibration Institute. **Examination packets should be returned to the Institute within two (2) business days of the examination date via traceable mail service.**
21. Unless a proctor is returning the examination envelopes to the Vibration Institute in person, the proctor shall return the examination envelopes to the Vibration Institute as follows:
22. U.S. examinations – The proctor will place all envelopes in a courier or common carrier envelope/box and return it via traceable mail according to instructions provided by the Vibration Institute.
23. International examinations - The proctor shall return the envelopes via traceable mail and by the most practical means available as agreed upon with the Vibration Institute.
24. Collaborations with other candidates or any other unethical behavior on a certification examination will not be tolerated. If the proctor conclusively observes or suspects that a candidate is engaging in unethical behavior, the proctor must document the event and report it to the Executive Director of the Vibration Institute or the Certification Committee Chair. Random examination surveillance of candidates and proctors will be performed to ensure processes and procedures are being followed and adhered to.

I have read and understand the Instructions for Proctors for the Vibration Institute Certification Examinations for Vibration Analysts and agree to execute them as stated. I understand that failure to follow these instructions may result in my losing authorization to serve as a proctor and revocation of my certification.

Signature: _____ Date: _____

Print Name: _____

Examination Location: _____ Exam Date: _____

Front of Exam Classroom

Based on 6 foot tables, no more than 2 candidates per table.



Seating arrangement diagram
Rev. 1 12/16/2014

**Instructions to be Read by the
Proctor to the Candidates Prior to
the Vibration Institute
Certification Examination**

1. All materials other than approved items (pens, pencils, rulers, protractors, triangles, parallel rules, and acceptable calculators) are to be secured and stored.
2. Equations sheets are provided at the end of your examination. These pages may be removed from the exam, but the examination is not to be unstapled. Equation sheets must be returned in the exam envelop at the conclusion of the exam.
3. Candidates are required to make all calculations and figures directly on the examination (e.g. scratch paper is cannot to be used).
4. Read the entire question slowly and carefully before you circle the **one best answer with a pen** (not pencil). Using a pencil is permitted during the exam but **all answers must be in ink with a pen**. If you change the answer you must initial your **FINAL** choice
5. Make certain you have answered all of the questions.
6. Once the examination has begun the proctor cannot answer any questions other than to restate examination instructions.
7. Candidates are permitted to leave the room one at a time for brief breaks. Before leaving the room, your test must be placed face down on the table.
8. All cell phones must be silenced and secured in an exposed place. Cell phone calls or texts cannot be received or sent during the examination.
9. After you have completed the examination, you **MUST** sign the attestation at the end of the exam questions. Failure to sign the attestation will result in your examination being disqualified.
10. Place **the complete examination package including the equation sheets**, in the inner envelope provided, seal the inner envelope, and sign it over the seal. Place the inner envelope in the original outer envelope and return it to the proctor. If equations sheets are not included the examination will be disqualified.
11. Successful candidates who send a photo in a JPG format by e-mail to **information@vi-institutue.org** to the Vibration Institute will receive a photo ID certification card.



EXAMINATION VIOLATION REPORT

1. Candidate Name: _____ Date: _____
2. Company: _____
3. Address: _____

4. Examination Number: _____
5. Examination Location: _____
6. Proctor: _____
7. Nature of the Complaint: _____

8. Description of Evidence: _____

9. Signature of Person Issuing the Complaint _____
10. Action of Chair of Certification: _____

11. Signature: _____ Date: _____



Application for Examination and Certification of Vibration Analysts per ISO 18436-2:2014

(Please type or print legibly)

Personal Data:

- ***This form must be completed in its entirety, and submitted to the Vibration Institute a minimum of 15 days prior to your scheduled exam.***
- Enter your legal name. *How your name is indicated on this form will be how your information is entered in the Vibration Institute database, and how your name will appear on your certificate. When contacting the Vibration Institute regarding your certification, this name will be how you are referenced in all Institute files and records.*
- Enter your physical mailing address and the contact information that you want the Vibration Institute to use to contact you regarding information about your certification and renewals.
- Important: If your contact information changes after you are certified, you are responsible for notifying the Vibration Institute immediately. If we do not have current information, you may not receive important renewal information and lose your certification.

Date: _____ Country of Citizenship* (required): _____

* The Vibration Institute cannot train nor certify any individual that is a resident of or resides in any USA-embargoed country due to U.S. Department of State "International Traffic in Arms Regulations" (ITAR).

Name: _____
(First name) (Middle name) (Last name)

Company: _____

Address 1: _____

Address 2: _____

City: _____ State/Province: _____

ZIP/Postal Code: _____ Country of Residence: _____

Phone: _____ Fax: _____

E-mail: _____

Please indicate your highest level of formal education (optional, but requested):

4-Year College 2-year Technical School High School Other

Institution: _____ Degree: _____

Requirements to Sit for (Take) a Certification Examination:

The Vibration Institute conforms to the International Standard ISO 18436-2:2014 *Condition monitoring and diagnostics of machines – Requirements for qualification and assessment of Personnel, Part 2: Vibration condition monitoring and diagnostics* in the administration of our vibration certification scheme.

Training Requirement - This Standard states, in Section 5.3.1, "To be eligible to apply for assessment [examination] . . . candidates shall provide documentary evidence of successful completion of formal training based on Annex A, 'Training course requirements'."

Experience Requirement – This Standard states, in Section 5.4, "To be eligible for assessment [examination] . . . candidates shall provide evidence to the assessment body [Vibration Institute] of experience in the field of machinery vibration condition monitoring and diagnostics."

Prerequisites – This Standard states, in Section 5.4, “certification of a person as category III and category IV requires previous certification at the lower category.” Additionally, due to the Vibration Institute’s accreditation, this requires that the lower category of certification be from the Vibration Institute. Due to the minimum number of training hour required by the Standard (listed below), many candidates will be required to certify at the Category I level prior to taking the Category II exam. This requirement may be waived if the candidate meets one of the criteria listed below under “Direct Entry to Category II”.

Required Training and Experience – Listed below are the **minimum** hours of formal training required in vibration analysis and the **minimum** months of experience required in the field of machinery vibration condition monitoring and diagnostics in order to qualify to sit for (take) an examination. To be eligible for the certification examination candidates shall have successfully completed formal training (provided by a training body that conforms to the requirements of ISO 18436-3), which has been based on the [Body of Knowledge](#) for each category.

Minimum Required Training & Experience		
Category	Training (Hours)	Experience (Months)
Category I	30	6
Category II	Cat I+38	18
Category III	Cat II+38	36
Category IV	Cat III+64	60

Direct Entry to Category II:

A candidate may skip the Vibration Institute Category I examination, certification, and formal training requirement and apply directly for Category II if they meet any one of the following criteria. **(Check all that are applicable):**

- Holds any 4-year degree from a college or university
- Holds any 2-year technical degree from a college or university
- Has 3 or more years of experience in vibration analysis
- Holds an active vibration analyst recognition (certificate) at any Category from any reputable training organization

Current Vibration Institute Category (check one only):

- Category I Category II Category III Category IV

VI Certificate Number: _____

Certification level being applied for (check one only):

- Category I Category II Category III Category IV

Exam Date and Location Applied for:

Location: _____ Date: _____

All applicants must provide information for each section below.

Required Training:

List the formal vibration training you have completed to qualify for the Category exam you are applying for. For example, if you currently hold an active Category II Certificate from the Vibration Institute, you must list at least 38 hours of qualifying formal training taken in preparation for the Category III exam. If you plan to take a class prior to the examination date, list it and the date you plan to take it.

Course	Provider	Hours of Instruction	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Hours of Instruction		_____	

Required Experience:

Indicate below the total vibration analysis and condition monitoring experience that you have to qualify for the category exam you are applying for. This should be your total cumulative experience in vibration analysis and condition monitoring. Please check only one box

_____ 0-6 months ___ 6-18 months; ___ 18-36 months; ___ 3-5 years; ___ 5+ years

Application for Direct Entry to Category II Examination:

If you are applying to sit for (take) a Category II exam, are not certified by the Vibration Institute to Category I, and don't meet the training and/or experience requirements stated above, indicate which of the following apply to you.

- ___ I hold a 4-year _____ degree from _____
- ___ I hold a 2-year _____ technical degree from _____
- ___ I have 3 or more years of experience in vibration analysis and condition monitoring
- ___ I hold an active category _____ vibration analyst recognition (certificate) issued by _____

Machine Knowledge:

The Standard recognizes the value of machine knowledge. Please list any formal training you have had on machinery.

Course	Provider	Hours of Instruction	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Hours of Instruction		_____	

Photo Identification:

On the date of the certification examination you will be required to show a government issued photo ID to the Exam Proctor prior to receiving the examination. Acceptable forms of identification are a Driver's License, State Issued Photo ID, and/or Passport.

Certification Exam Special Accommodations:

It is the policy of the Vibration Institute to make reasonable accommodations for candidates with special needs. However, in order to do this, we must know what the needs are ahead of time. If you have special needs (e.g., English translation dictionary, visual impairment, dyslexia, handicapped facilities, etc.) list them here and the Vibration Institute will do our best to make necessary accommodations. Please note that additional fees may apply.

Special Needs: _____

Release (you must check one box for each statement below):

Do you authorize the release of your examination results to your examination sponsor and employer
(check one): Yes No

It is the policy of the Vibration Institute to publish the names of all certified vibration analysts on the Vibration Institute website and in *Vibrations* magazine. Names will only be published upon successful completion of a Vibration Institute certification examination. Unsuccessful candidate names will not be published.

I authorize publication of my name (check one): Yes No

Attestation:

In order to qualify to sit for (take) a certification examination, you must agree to the following terms and conditions, and attest to the accuracy of the information provided on this application.

I agree to the terms and conditions of the Vibration Institute certification program and agree to:

- a. comply with the relevant provisions of the certification scheme;
- b. make claims regarding certification only with respect to the scope for which certification has been granted;
- c. not use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized;
- d. discontinue the use of all claims to certification that contains any reference to the certification body upon suspension or withdrawal of certification, and to return any certificates issued by the certification body;
- e. not use the certificate in a misleading manner;
- f. supply information requested by the Institute needed in the assessment of this application; and,
- g. adhere to the Vibration Institute's Code of Ethics.

I understand that the certificate issued is the property of the Vibration Institute and it can be revoked for violations of the Institute terms and conditions or the Institute Code of Ethics.

The information provided on this application is true, accurate, and complete to the best of my knowledge. Additionally, I am willing to provide in a timely manner, any additional evidence requested by the Vibration Institute that supports the information provided in this form. **I understand that falsifying information could result in the loss of my Certification.**

Print Name: _____

Signature: _____

Date Signed: _____

Vibration Institute
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 Suite 128N
 Oak Brook, IL 60523-3415
 T: 630-654-2254
 F: 630-654-2271
 E: information@vi-institute.org

VI Office Use Only:
 Date Received: _____
 Approved Denied
 Exam No. _____
 Category: _____