Oregon Department of Environmental Quality

Third Party Verification FAQ: Verifier Application, Training and Exams

Oregon Clean Fuels Program and GHG Reporting Program
Updated September 2024
Contact: 3PVerify@deq.oregon.gov

Find answers to commonly asked questions about the application, training and exam processes for the Oregon Clean Fuels Program and Oregon GHG Reporting Program. Click to navigate to a specific question in the Table of Contents below. If you do not see the answer to your question here, please email us at 3PVerify@deq.oregon.gov.

Translation or other formats

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State of Oregon
DEQ Department of Environmental Quality

General questions about becoming an approved verifier in Oregon

Am I eligible to apply to become an approved verifier in Oregon?

Any individual verifier who would like to apply for Oregon approval must be properly accredited for the DEQ program for which they would like to provide verification services.

For the Oregon Clean Fuels Program, applicants must be accredited through the California Air Resources Board (CARB) Low Carbon Fuel Standard Program (LCFS).

For the Oregon Greenhouse Gas (GHG) Reporting Program, applicants must either be accredited through CARB's Mandatory Reporting Rule (MRR) or be associated with a verification body that has earned accreditation through the ANSI National Standards Board's GHG Validation and Verification Body accreditation program.

Are there any costs associated with the application, training or exams to become an approved Oregon verifier?

No, there are no fees to apply to become a verifier, take the trainings or receive the exams. All Oregon verifier applicants are expected to comply with Oregon's program rules (OAR 340-272) and provide all requested information during the application period.

What are the requirements for Lead Verifiers?

For the Oregon Clean Fuels Program, Lead Verifier applicants must demonstrate accreditation through CARB's LCFS program in the area(s) in which they want to lead verification teams.

For the Oregon GHG Reporting Program, Lead Verifier applicants must satisfy one of the following conditions:

(a) The verifier is accredited as a lead verifier by California Air Resources Board (CARB) for the Mandatory Reporting of Greenhouse Gas Emissions program (MRR); or
(b) The verifier is designated as a lead verifier by the ANAB-accredited Validation/Verification Body (VBB) with which it is employed or affiliated.

What are the requirements for sector-specific verifiers for the Oregon GHG Reporting Program?

A "sector specific verifier" is a person that has met the requirements to perform such a role under OAR 340-272-0210 and has been approved by DEQ under OAR 340-272-0220 to act as a sector specific verifier. This may include, but is not limited to, demonstrating specialized experience in transactions, oil and gas systems, or process emissions. To be approved as a sector specific verifier, in addition to submitting all other required information, you must submit documentation demonstrating at least two years of professional experience related to the sector in which you are seeking approval.

If I am not accredited as a Process Emissions Specialist with CARB, can I still apply to become a Process Emissions Specialist for Oregon's GHG Reporting Program?

Yes. When you submit your application, please include documentation of your experience and education as it applies to the process emissions categories. DEQ can take this into consideration as we evaluate your application.

Questions about Applications

How can I request an application?

Applications can be requested by emailing 3PVerify@deq.oregon.gov or by filling in the online request form on DEQ's website. Application periods are open for a limited time, and due dates will be posted.

How do individuals interested in becoming verifiers submit applications to DEQ?

Applications are administered through Adobe Sign. Adobe Sign will not allow you to submit an application until all required fields are completed. Once your application is submitted, you will not be able to make changes. Please also check your spam or junk mail filters when requesting an application, as the link to your application will come directly from Adobe Sign, not from an email address associated with DEQ.

How does DEQ review submitted applications?

Applications are reviewed for completion by Third Party Verification Program staff. This includes a review of the applicant's relevant accreditation(s), education, and experience. Complete applications are given preference during the review process, and applications are only considered complete if all requested materials are submitted. Once review is complete, DEQ issues administrative approval to continue to the training and exams period for the program. Those who complete the trainings and pass the required exams will be issued final approval to perform verification activities in Oregon.

Questions about Verifier Training

What is the structure of verifier training?

Trainings are a series of pre-recorded sessions with accompanying PowerPoint slides and supplementary materials. Trainings are designed to cover the specifics of Oregon's program rules and are taught by experts in each Oregon verification sector. Approved trainees are provided with a link to access these materials for the length of the training period.

How long will I have access to the training materials?

Training materials are available online until the date exams are due. DEQ will notify you of the due date of your exam(s).

What if I have questions about the training materials?

Questions can be submitted via email at 3PVerify@deq.oregon.gov.

Questions about Exams and Final Approval

How many exams am I required to take to pass the training?

All applicants, regardless of program, must take and pass a general third party verification exam based on the materials in Course 1, which introduces our Third Party Verification Program.

For the Clean Fuels Program, the Course 9 exam (Fuel Pathways) and the Course 10 exam (Quarterly Fuel Transactions Reporting) are for applicants seeking approval as lead verifiers for these report types.

For the Greenhouse Gas Reporting Program, all applicants must take and pass the Course 2 exam (Permitted Stationary Sources).

Course 3 (Electricity Supplier Reporting), Course 4 (Liquid Fuel Supplier Reporting), Course 5 (Natural Gas Supplier Reporting), Course 6 (Natural Gas Systems Reporting) and Courses 7 and 8 (General and Oregon-specific Process Emissions) are available to applicants with interest in these sectors who can demonstrate relevant accreditation and experience.

What is the structure of the exams?

Exams are typically a mix of multiple choice, true/false, short answer, and long answer questions.

Will the exams be administered on a fixed time schedule or available upon request?

DEQ sets a testing period of one week for applicants to complete all of their exams. Exams are not individually timed, but all are due back by the due date set by DEQ. Exams may be taken and submitted in any order. Applicants will receive their exams from Adobe Sign on the first day of the testing period.

Are the exams open or closed book?

Exams are open book; however, we ask that you do not consult with other test takers on the exams.

Is there a time limit to take the exams?

No, but there is a due date. DEQ will notify you of the due date for your exam(s).

How do we submit exams to DEQ?

Exams are administered through Adobe Sign so when you are finished, DEQ will be automatically notified that you have completed the exam. Adobe Sign will not allow you to submit an exam until all required fields are completed. Once your exam is submitted, you will not be able to make changes to your answers. Please also check your spam or junk mail filters if you cannot locate your exams, as the link to your exam will come directly from Adobe Sign, not from an email address associated with DEQ. It is best

practice to save a copy of your exam before submission in case of any issues during the submission process.

Do exams need to be taken in a single sitting, or can I save my exam and return to it later?

Adobe Sign does save your work if you happen to close out your exam window for a time. Use the exam link emailed to you by Adobe Sign to reopen your exam.

If the verifier does not pass the exam with a score of 70% or better, will there be a second chance for the verifier to take the exam?

Yes, there will be an opportunity for one re-test. If the applicant does not receive a score of 70% or better on the re-test, they will need to wait for a new training and exams period to open.

If a verifier fails one exam, do they need to re-take all the exams?

No, you do not need to re-take any exams you have passed.

When will exam results be available?

Exam results are Pass/Fail, and all applicants will be notified of their approval status once scoring is completed for all exams.

How often does DEQ plan to train and approve third party verifiers?

Verifier training is offered for the Clean Fuels and GHG Reporting programs at least once every three years. Depending on how many verifiers are approved or how much demand there is for additional training, we may schedule (but cannot guarantee) more frequent training and exam periods, which will be announced when they are available.

Will DEQ send applicants the regulatory materials or reading documents prior to the training?

No. However, the rules that govern these programs can be accessed at any time by verifiers.

Oregon Administrative Rules division 253 contains the regulations for the Clean Fuels Program and can be found here:

[Oregon Secretary of State Administrative Rules Chapter 340 Division 253](#)

Oregon Administrative Rules division 215 contains the regulations for the GHG Reporting Program and can be found here:
[Oregon Secretary of State Administrative Rules Chapter 340 Division 215](#)

Oregon Administrative Rules division 272 contains the regulations for the Third Party Verification program and can be found here:
[Oregon Secretary of State Administrative Rules Chapter 340 Division 272](#)

Contact

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