

## Application Information

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### Contact Us:

Toll-free:  
888.300.NETA

E-Mail:  
[neta@netaworld.org](mailto:neta@netaworld.org)

Web:  
[www.netaworld.org](http://www.netaworld.org)

# Becoming a NETA Accredited Company

*The purpose of this brochure is to assist potential applicants in understanding the manner in which an organization may become accredited through the InterNational Electrical Testing Association.*

## About NETA

The mission of the InterNational Electrical Testing Association (NETA) is to serve the electrical testing industry by establishing standards; publishing specifications; accrediting independent, third-party, electrical testing companies; certifying test technicians; and promoting the professional services of its members. The Association also collects and disseminates information and data of value to the electrical industry and educates the public and end user about the merits of electrical acceptance and maintenance testing.

## Why Become a NETA Accredited Company?

An independent overview is the only method of determining the long-term usage of electrical apparatus and its suitability for the intended purpose. NETA companies best support the interest of the owner, as the objectivity and competency of the testing firm is as important as the competency of the individual technician. NETA Companies are part of an independent, third-party electrical testing association dedicated to setting world standards in electrical maintenance and acceptance testing. Hiring a NETA Accredited Company assures the customer that:

- The NETA Technician has broad-base knowledge—this person is trained to inspect, test, maintain, and calibrate all types of electrical equipment in all types of industries.
- NETA Technicians meet stringent educational and experience requirements in accordance with *ANSI/NETA ETT Standard for Certification of Electrical Testing Technicians*.
- A Registered Professional Engineer will review all engineering reports.
- All tests will be performed objectively, according to NETA specifications, using calibrated instruments traceable to the National Institute of Science and Technology (NIST).
- The firm is a well-established, full-service electrical testing and maintenance business.

## Who Qualifies for NETA Membership?

NETA Accredited Company membership is tailored for third-party, independent firms involved in full-service testing, analysis, and maintenance of electrical power systems. This includes low-, medium-, and high-voltage distribution, substation, and generation equipment.

*Do you qualify? Turn to page 2 for a list of general requirements and fill out the worksheets on pages 4 and 6 to find out.*

## Two Levels of Accreditation

NETA maintains a two-fold accreditation process that certifies the company and its individual technicians to assure consumers of both the qualifications of the company as well as the credentials of the individual technician. The qualifications of each NETA Accredited Company and its technicians are reviewed on a regular basis.



## InterNational Electrical Testing Association

# General Requirements

*Pertinent documents, policies, and checklists are contained within this newsletter for your convenience*

- 1) A NETA Company must be a full-service electrical testing and maintenance company. A NETA company must perform at least 70 percent of the services named on the Full Service Checklist (page 6).
- 2) A minimum of 75 percent of the company's gross income must come from the electrical testing and maintenance services listed on the Full Service Checklist.
- 3) The company is a legal entity with its own financial statements and its own separate Taxpayer ID number.
- 4) The company performs the day-to-day operational management functions of a stand-alone business, having its own employees and sharing no operational management with any affiliated company.
- 5) An affiliated company shall not exert influences that could create a conflict of interest for independent/unbiased testing.
- 6) The company derives no more than five percent of its gross annual revenue directly or through influence of an affiliated company.
- 7) The company must provide unbiased testing services. This is accomplished by limiting testing services for acceptance, commissioning, and start-up on systems or equipment designed, manufactured, or installed by an affiliated company. This limitation shall not exceed five percent of gross revenues.
- 8) The company must have been in business for a minimum of two years.
- 9) The company shall have either on staff or under contract a Registered Professional Engineer to review all engineering reports and studies.
- 10) The company must have at least two or 25 percent (whichever is greater) of their field technicians meet the requirements for NETA Certified Technician/Level III as outlined on the Profile of NETA Technicians (page 10).
- 11) The company must operate from an established location.

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## About the Registered Professional Engineer

Any company with fewer than twelve test technicians may meet the Professional Engineer requirement by contracting with a Registered Professional Engineer. Any company which employs twelve or more test technicians must employ a full-time registered Professional Engineer. The minimum responsibilities of the Registered Professional Engineer, whether on staff or under contract, include:

- 1) Personally perform and/or review and approve all power system studies as well as any other engineering analysis.
- 2) Evaluate unusual test results and make recommendations for corrective action.

The intent of this requirement is to establish what the Association deems to be the necessary professional responsibilities of the Registered Professional Engineer that ensure the required level of quality control necessary for all NETA Accredited Companies.

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## Two-Year Requirement

***Why must a company be an independent electrical testing provider for at least two years before qualifying for NETA Membership?***

NETA's two-year business requirement provides peace of mind to the consumer by assuring the quality and stability of the company and ensuring the company is available to meet their electrical testing needs year after year.

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# Definitions

*The following definitions clarify NETA Membership Requirements:*

## **Branch Office**

A branch office is a location which meets one or more of the following criteria:

- Has two or more testing personnel assigned who perform testing, analysis, or maintenance on electrical power distribution equipment or systems, or
- Has two or more sales and/or administrative personnel assigned to that location, or
- Is listed as a company location on advertising materials such as websites, brochures, stationary, business cards, and/or other advertising media.

## **Affiliated Company**

A company owned or controlled in whole or in part by another concern, or a company which owns or controls in whole or in part another concern in the form of a parent, subsidiary, division, affiliate, or other entity.

## **Test Technician**

A Test Technician is defined as any individual whose primary responsibility is working in the field or in a test laboratory, including job titles such as mechanic, electrician, lab technician, engineer, or associate.

## **Full-Time Test Technician**

Full-Time Test Technician is defined as one having four weeks or more of continuous employment with the NETA Accredited Company. If continuous employment is less than four weeks, the technician is considered a part time employee and is not subject to dues and the reporting requirement.

## **NETA Testing Services**

A NETA Accredited Company must perform electrical testing to at least 70 percent of the equipment listed in the Contents section of the most current editions of the *ANSI/NETA Standard for Acceptance Testing Specifications for Electrical Power Equipment and Systems (ANSI/NETA ATS)* and *ANSI/NETA Standard for Maintenance Testing Specifications for Electrical Power Distribution Equipment and Systems (ANSI/NETA MTS)*. Such services must comprise 75 percent of the gross revenue generated by the applicant company. Associated corrective actions and other related services are included as part of the 75 percent requirement.

*Corrective actions* are defined as actions constituting the repair, replacement, or upgrading of the components listed in the Contents section of *ANSI/NETA ATS* and *ANSI/NETA MTS*.

*Related services* are the performance of services that define work scope and are work related tasks associated with the items in the Contents section of *ANSI/NETA ATS* and *ANSI/NETA MTS*.

Examples of corrective actions and related services include: apparatus insulating fluid maintenance and processing, 24-hour emergency service, maintenance program development, grounding studies, power quality studies, start-up and commissioning services related to transmission, generation and distribution systems, and similar activities/services.

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If your company does not meet the requirements, there are two other options to keep you involved and informed:

**NETA Affiliation** is for individuals and applies to those who wish to participate in and learn about the electrical testing industry, but who are not actively involved in the field testing of electrical apparatus. Other than the annual subscription fee, there are no requirements to qualify. First time Affiliates and renewing Affiliates receive 50 percent off any one NETA publication at the time of sign-up or renewal, plus many other added benefits!

**International Associate** targets companies who qualify for NETA Accreditation, but do not conduct business in territories governed by NAFTA (the US, its territories, Canada, and Mexico).

**Contact the NETA office with any questions concerning membership requirements!**

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# Percent of Corporate Revenue

One qualification for company accreditation is that 75 percent of the applicant company's revenue comes from electrical testing. This form allows you to evaluate the average percentage of income, in each category, over the last three years.

NOTE: The Related Services Matrix on the following page provides additional information concerning categories.

- \_\_\_\_\_ Acceptance and Maintenance Testing services listed in the Contents section of *ANSI/NETA ATS and ANSI/NETA MTS* (Section 7)
- \_\_\_\_\_ Startup and commissioning services
- \_\_\_\_\_ Power System Studies as listed in the contents section of *ANSI/NETA ATS and ANSI/NETA MTS* (Section 6)
- \_\_\_\_\_ Engineering services including the development of one-line drawings and maintenance programs
- \_\_\_\_\_ Field modifications of electrical equipment to include upgrades of components, protection, and controls
- \_\_\_\_\_ Repair or replacement of failed power systems components
- \_\_\_\_\_ Fluid handling to include processing/filling, retrofil and disposal
- \_\_\_\_\_ Cable terminations, splicing, and fault locating
- \_\_\_\_\_ Gas filling and processing
- \_\_\_\_\_ Training and seminar presentations
- \_\_\_\_\_ Design engineering
- \_\_\_\_\_ New installations of power equipment (including pipe bending, wire pulling, turnkey projects)
- \_\_\_\_\_ New equipment sales
- \_\_\_\_\_ Resale of used equipment
- \_\_\_\_\_ Equipment rental
- \_\_\_\_\_ Transformer rewinding
- \_\_\_\_\_ Motor rewinding
- \_\_\_\_\_ New switchgear or component manufacturing
- \_\_\_\_\_ Test equipment manufacturing
- Other: (Please specify; use additional sheet, if necessary) \_\_\_\_\_
- \_\_\_\_\_ **Total (must equal 100 percent of business revenue)**

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## About the Corporate Revenue Data Sheet

NETA Accredited Companies are full-service testing firms. At least 75 percent of the company's income must come from testing, maintenance, and repair of electrical materials, devices, appliances, installations, and systems.

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# NETA Full Service Checklist

A NETA Accredited Company must perform at least 70 percent of the services listed in the Contents section of the most current edition of the *ANSI/NETA Standard for Acceptance Testing Specifications for Electrical Power Equipment and Systems (ANSI/NETA ATS)* and *ANSI/NETA Standard for Maintenance Testing Specifications for Electrical Power Distribution Equipment and Systems (ANSI/NETA MTS)*.

## Power System Studies

- Yes  No Short-Circuit Studies
- Yes  No Coordination Studies
- Yes  No Arc-Flash Hazard Analysis
- Yes  No Load Flow Studies
- Yes  No Stability Studies
- Yes  No Harmonic-Analysis Studies

## Inspection and Test Procedures

- Yes  No Switchgear and Switchboard Assemblies
- Yes  No Transformers, Dry-Type, Air-Cooled, Low-Voltage, Small
- Yes  No Transformers, Dry-Type, Air-Cooled, Large
- Yes  No Transformers, Liquid-Filled
- Yes  No Cables, Low-Voltage, 600-Volt Maximum
- Yes  No Cables, Medium- and High-Voltage
- Yes  No Metal-Enclosed Busways
- Yes  No Switches, Air, Low-Voltage
- Yes  No Switches, Air, Medium-Voltage, Metal-Enclosed
- Yes  No Switches, Air, Medium- and High-Voltage, Open
- Yes  No Switches, Oil, Medium-Voltage
- Yes  No Switches, Vacuum, Medium-Voltage
- Yes  No Switches, SF6, Medium-Voltage
- Yes  No Switches, Cutouts
- Yes  No Circuit Breakers, Air, Insulated-Case/Molded-Case
- Yes  No Circuit Breakers, Air, Low-Voltage Power
- Yes  No Circuit Breakers, Air, Medium-Voltage

## NETA Full Service Checklist (Continued)

- Yes  No      Circuit Breakers, Oil, Medium- and High-Voltage
  - Yes  No      Circuit Breakers, Vacuum, Medium-Voltage
  - Yes  No      Circuit Breakers, SF6
  - Yes  No      Circuit Switchers
  - Yes  No      Network Protectors, 600-Volt Class
  - Yes  No      Protective Relays, Electromechanical and Solid-State
  - Yes  No      Protective Relays, Microprocessor-Based
  - Yes  No      Instrument Transformers
  - Yes  No      Metering Devices
  - Yes  No      Regulating Apparatus, Voltage, Step Voltage Regulators
  - Yes  No      Regulating Apparatus, Voltage, Induction Regulators
  - Yes  No      Regulating Apparatus, Load Tap-Changers
  - Yes  No      Grounding Systems
  - Yes  No      Ground-Fault Protection Systems, Low-Voltage
  - Yes  No      Rotating Machinery, AC Induction Motors and Generators
  - Yes  No      Rotating Machinery, Synchronous Motors and Generators
  - Yes  No      Rotating Machinery, DC Motors and Generators
  - Yes  No      Motor Control, Motor Starters, Low-Voltage
  - Yes  No      Motor Control, Motor Starters, Medium-Voltage
  - Yes  No      Motor Control, Motor Control Centers, Low-Voltage
  - Yes  No      Motor Control, Motor Control Centers, Medium-Voltage
  - Yes  No      Adjustable Speed Drive Systems
  - Yes  No      Direct-Current Systems, Batteries, Flooded Lead-Acid
  - Yes  No      Surge Arresters, Low-Voltage (Surge Protective Devices)
  - Yes  No      Surge Arresters, Medium- and High-Voltage (Surge Protective Devices)
  - Yes  No      Capacitors and Reactors, Capacitors
  - Yes  No      Capacitors and Reactors, Reactors, Shunt and Current-Limiting, Dry-Type
  - Yes  No      Capacitors and Reactors, Reactors, Shunt and Current-Limiting, Liquid-Filled
  - Yes  No      Outdoor Bus Structures
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## NETA Full Service Checklist (Continued)

- Yes    No      Emergency Systems, Engine Generator  
 Yes    No      Emergency Systems, Uninterruptible Power Systems  
 Yes    No      Emergency Systems, Automatic Transfer Switches  
 Yes    No      Automatic Circuit Reclosers and Line Sectionalizers, Automatic Circuit Reclosers, Oil/Vacuum  
 Yes    No      Automatic Circuit Reclosers and Line Sectionalizers, Automatic Line Sectionalizers, Oil  
 Yes    No      Fiber-Optic Cables  
 Yes    No      Electrical Safety Equipment  
 Yes    No      System Function Tests  
 Yes    No      Thermographic Survey  
 Yes    No      Electromagnetic Field Testing  
  
 TOTAL   Yes      \_\_\_\_\_/62 X 100 = \_\_\_\_\_%

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### About the Full Service Checklist

This listing includes testing services from the Contents listing of the most current *ANSI/NETA ATS* and *ANSI/NETA MTS*. There is a place on the Membership Application to note testing services your company provides that are not listed here. Our Membership Review Committee examines all applications on a case-by-case basis.



# Test Reports and Data Requirements

Following are the minimum requirements for test reports and data from the *ANSI/NETA Acceptance Testing Specifications for Electrical Power Equipment and Systems, 2009*:

## 5.4 Test Report

1. The test report shall include the following:
    1. Summary of project.
    2. Description of equipment tested.
    3. Description of tests.
    4. Test data.
    5. Analysis and recommendations.
  2. Test data records shall include the following minimum requirements:
    1. Identification of the testing organization.
      1. Equipment identification.
      3. Humidity, temperature, and other conditions that may affect the results of the tests and/or calibrations.
      4. Date of inspections, tests, maintenance and/or other calibrations.
      5. Identification of the testing technician.
      6. Indication of inspections, tests, maintenance, and/or calibrations to be performed and recorded.
      7. Indication of expected results when calibrations are to be performed.
      8. Indication of as-found and as-left results, as applicable.
      9. Sufficient spaces to allow all results and comments to be indicated.
  3. The testing organization shall furnish a copy or copies of the complete report to the owner as specified in the maintenance testing contract.
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# Profile of NETA Technicians

Note: Candidates for Levels II, III, IV must have met the qualifications for all previous levels. Completion of two years of technical education or completion of an apprenticeship in an electrical field shall be equivalent to one year of experience.

| PROFILE OF ELECTRICAL TESTING TECHNICIANS (ETT) |   |  |  |   |
|---|---|--|--|---|
| TITLE:  | Trainee Technician  | Assistant Technician   | Certified Technician   | Certified Senior Technician   |
| LEVEL:  | Level I   | Level II   | Level III  | Level IV  |
| EDUCATION AND TRAINING:                         | High School / GED   | Safety 40 hours<br>Electrical 160 hours  | Safety 24 hours add'l<br>Electrical 240 hours add'l  | Safety 40 hours add'l<br>Electrical 200 hours add'l   |
| RELATED EXPERIENCE:                             | None  | Two Years  | Five Years   | Ten Years   |
| TYPICAL DUTIES:                                 | None  | Generally requires direct supervision. Responsible for safety of self. Understands lockout/tagout. | Capable of supervising Levels I and II. Routine and moderately complex projects. Record keeping. Safety of others. Switching. Evaluations.                       | Supervises large projects, multiple crews. Works independently. More complex investigations, tests, and evaluations.                        |
| TYPICAL ACTIVITIES:                             | Simple assistance. Simple measurements. Test equipment set up and put away. Cleaning. | Assists. Inspects. Tests. Data collection. Test for de-energized locked out/tagged out equipment.  | Lockout/tagout, safety grounding. Test for de-energized medium-voltage equipment. Performs moderately complex tasks. Interacts with other skills and operations. | Test for de-energized high-voltage equipment. Corrects system failures. Performs very complex tests. Interacts with engineers and managers. |
| EXAMINATION:                                    | By employer   | By certifying organization<br>70% minimum score  | By certifying organization<br>70% minimum score  | By certifying organization<br>70 % minimum score  |

## About NETA Certified Technicians

Certification of competency is particularly important in the electrical testing industry. Inherent in the determination of the equipment's serviceability is the prerequisite that individuals performing the tests be capable of conducting the tests in a safe manner and with complete knowledge of the hazards involved. They must also evaluate the test data and make an informed judgment on the continued serviceability, deterioration, or non-serviceability of the specific equipment. NETA, a nationally-recognized certification agency, provides recognition of four levels of competency within the electrical testing industry in accordance with *ANSI/NETA ETT Standard for Certification of Electrical Testing Technicians*.

## NETA Certified Technician Requirements

Each NETA Accredited Company must have at least two or twenty-five percent (whichever number is greater) of its technicians certified at NETA Level III. Because NETA certifies the company as well as the individual, certification of an individual is not recognized until the company has completed all requirements and has been accepted as a NETA Accredited Company. Please refer to page 12 for the application procedure and timeline.

# Additional Benefits for NETA Accredited Companies

- Use of the industry-respected NETA logo in highly visible locations, including on your company website and in bid documents.
- A full-color brochure to provide your clients. This brochure highlights the benefits of NETA, NETA Accreditation, and the assurance that comes with hiring a NETA Accredited Company.
- Complimentary company listings on both [netaworld.org](http://netaworld.org) and in each issue of *NETA World*.
- Exposure in press releases and postcards issued by the NETA office to thousands of power systems professionals, including potential clients.
- Recognition in numerous industry publications through articles written by members of NETA Accredited Companies.
- Industry job leads from inquiries received by the NETA office.
- Opportunity to serve on standing technical committees and panels that impact the industry.
- Use of materials available only to NETA Accredited Companies, including NETA's Minimum Safety Guidelines and training courses.
- Opportunity to take part in the NETA Gift Affiliate program — an excellent chance to further build upon your professional client relationships.
- Significantly reduced rates on NETA publications and events.
- Complimentary copies of *NETA World* technical journal.

## NETA Accredited Company Dues Structure

*What are the costs associated with becoming a NETA Accredited Company?*

### Application Fees

Application fee, required with application packet: \$2,700.

#### **Refund Policy:**

If company is accepted as a NETA Accredited Company: no refund of application fee.

If company does not qualify prior to having site inspection: \$2,000 of the fee is refunded.

If company does not qualify following the site inspection: no refund of application fee.

### Membership Dues

NETA Accredited Companies are billed quarterly for one-quarter of the following annual dues:

|                                   |         |
|-----------------------------------|---------|
| Headquarter location              | \$1,530 |
| Each branch location              | \$370   |
| Each Technician, Level I and II   | \$171   |
| Each Technician, Level III and IV | \$142   |

## Contact Us!

### InterNational Electrical Testing Association

3050 Old Centre Ave.  
Suite 102  
Portage, MI 49024

Toll-free:  
888.300.NETA

Phone:  
269.488.6382

Fax:  
269.488.6383

E-Mail:  
[neta@netaworld.org](mailto:neta@netaworld.org)

Web:  
[www.netaworld.org](http://www.netaworld.org)

# What Happens When You Submit Your Application?

Because the NETA Board meets quarterly, an application may take up to six months to complete. Following is the general process:

- The NETA staff conducts an initial review of the material to ensure that information is complete.
- The application is circulated to three persons who serve on the Application Review Committee. The primary purpose of their review is to ascertain that your company meets NETA membership requirements. Your materials are held in strict confidence; the members reviewing your document will not be in your market area.
- The reviewers' comments and the application materials are forwarded to the NETA Membership Chair for review. If needed, the Chair will contact you to clarify any points of your application.
- The Membership Chair will present the findings of the committee to the NETA Board of Directors at their next meeting. If your company appears to meet the membership requirements, the Chair will request to proceed with a site inspection of your facility, and you will be contacted to schedule a mutually agreeable time. If your company does not appear to meet the requirements, the Membership Chair will suggest that we do not proceed with a site inspection, and we will return \$2,000 of your application fee. You will be informed of the decision following the Board meeting.
- During the site inspection, a form will be completed and signed by both the Chair and the representative from your company. This inspection will not be performed by someone in your market area.
- The Membership Chair will present information from the site inspection to the NETA Board of Directors at their next meeting. If your company meets the qualifications for Membership, you may schedule the technician certification examinations.
- Once two or twenty-five percent of your technicians are certified at a Level III or higher, your company officially becomes a NETA Accredited Company!

*Do you qualify? Contact the NETA office for an Application!*



## InterNational Electrical Testing Association