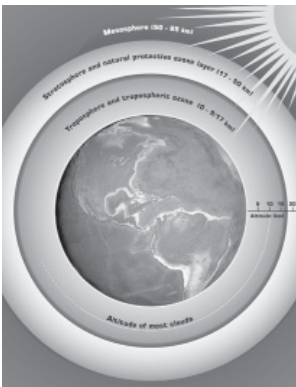


# Becoming a MACS Trainer/Proctor



**Be a leader in the effort to reduce refrigerant emissions and protect the Earth.**



## Teaching the MACS Section 609 Certification program.

### Introduction

Section 609 of the federal Clean Air Act requires that technicians working on vehicle air conditioning systems be trained, tested and certified by an approved organization.

MACS Worldwide understands that trained technicians are the key to a cleaner atmosphere and conservation of refrigerant. Our technician training and certification program teaches correct service procedures, proper use of recovery and recycling equipment and safe refrigerant handling.

### Our Programs

The MACS Section 609 Certification program is available to students in three formats.

- Through the mail, as a self-study program.
- On the Internet, through our web site: [www.macsworldwide.org](http://www.macsworldwide.org)
- On site, in a class taught by an approved MACS trainer/proctor.

### The Class

The MACS classroom training program consists of a slide presentation, and a 25-question closed-book test. Students receive and use the MACS certification training manual during the class.

After teaching the class, the trainer administers (proctors) the written test, collects the answer sheets and forwards them to an independent scoring facility. Test results are forwarded to MACS Worldwide for entry into the database.

A certification fee for each test must be sent to MACS when tests are submitted for scoring. A student who passes the test will receive a certificate and a laminated wallet card for proof of certification according to Section 609. Students who do not pass the test are entitled to take one re-test (with different questions) at no additional charge.

### How to become a MACS Section 609 Trainer/Proctor

- Carefully read the MACS National Trainer/Proctor guidelines.
- Complete the Trainer/Proctor application and sign the agreement.
- Be sure to include your MACS Section 609 certification number on the application. (You must hold certification through MACS to become a trainer/proctor.) If you are not already certified through the MACS program, we will provide a complimentary certification test after receiving your completed application; simply check the appropriate box on the application.
- The cost of the instructor program is:  
\$59.95 – for the soft kit, which consists of a download of the presentation, a trainer's certificate, tests and training manuals.  
\$109.00 – for the hard kit, which consists of a download of the presentation, a printed Training Script, a trainer's certificate, tests and training manuals. There is a \$10.00 shipping charge for the hard kit.
- Estimate the number of tests you think you'll need for your first class and include the estimate on your application. MACS will send tests and training manuals as soon as you are approved as a trainer, but you do not pay until the test are given to students and returned for scoring.
- Please note that the state of Wisconsin has additional certification requirements for refrigerant technicians. Ask your MACS customer service representative for details.
- Make all checks payable to: MACS Worldwide. Mail all applications to:  
MACS Worldwide, P.O. Box 88, Lansdale, PA 19446.

*(Revised 3/6/2018)*

# MACS National Trainer/Proctor Guidelines

## Instructor's Outline

### Preparation:

Use a classroom setting, providing tables or arm desks, so participants can comfortably take the test at the end of the training session.

Make appropriate arrangements for viewing of the slide presentation. For instance, multiple monitors or a video projector may be necessary for larger groups. Use of a screen size suitable for the size of the class should also be considered for slide visibility.

Remember to have on hand an adequate supply of sharpened pencils with erasers for marking tests.

1. Upon arrival, participants must receive package containing the MACS training manual.
2. To open meeting, advise participants that they will be taking a 25 question test at the end of the training session, and that the test will be based on information presented in the slide presentation and instructor's comments.
3. Present information contained in "Introduction" from supplied script.
4. Present slide presentation. (Note: Additional information or emphasis may be added, but nothing substantial may be removed from the text, because the test is keyed to this information.)
5. Advise participants to read MACS training manual thoroughly, and keep it for reference, because it contains information that can help them avoid service problems.
6. If the training program is presented by an equipment manufacturer, information on operating that particular equipment may be presented.
7. Make the following announcements before distributing tests:
  - (a) The test I am about to distribute consists of 25 questions. You must correctly answer a minimum of 18 questions correctly to become certified. It is a closed-book test. You are not allowed to refer to any notes or printed material, or talk to others during the time the test is being administered.
  - (b) Mark only one answer for each question. If you mark more than one answer, your response will be scored as incorrect.
  - (c) No discussion of questions or responses is allowed.
  - (d) Check your answers after you have completed the test. Make sure that you've only marked one answer for each question.
  - (e) When you receive your test, turn it over and fill in your name, home address, company name and driver's license number.
  - (f) Please print this information carefully, because it will be used by MACS to maintain its records and issue certification credentials to you. Don't start answering the questions until I tell you to begin.
8. Distribute the test and allow adequate time for participants to fill in the information requested on the back of the test.
9. When everyone is ready, announce that they will have 30 minutes to complete the test. Tell them to begin.
10. When the 30 minutes is up, collect the tests and make the following announcements:
  - (a) The tests will be forwarded to a scoring agency for grading. The results will be forwarded to MACS. If you have passed the test, MACS will forward your credentials to you.
  - (b) If you have not passed the test, you will receive a re-test by mail. (Don't make the latter statement until the program is complete and all tests have been collected.)
11. Review the identification statements on the back of each test, and if any are incomplete or illegible, request that they be filled out correctly.
12. Dismiss the class.
13. Make a copy of the identification statements so that you can retain a record of all class participants.
14. Tests must be packaged, along with name, address, and phone number of trainer and the date the class was given, and sent to:

**MACS-EIF**  
**P.O. Box 88**  
**Lansdale, PA 19446**
15. The cover sheet, all tests and complete payment of \$15.00 per test must be mailed to MACS-EIF address listed above. If separate checks are submitted cost is \$17.50. Please make a photocopy of the coversheet and tests to maintain for your records.

### QUESTIONS?

**Contact:**  
**MACS Worldwide**  
**P.O. Box 88**  
**Lansdale**  
**PA 19446**  
**(215) 631-7020**

*Do not send tests by Federal Express, or UPS as the address provided is a post office box number.*

# MACS Certification Trainer /Proctor Application

## PLEASE TYPE OR PRINT

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_

DRIVER'S LICENSE NUMBER And State \_\_\_\_\_

MACS CERTIFICATION NUMBER \_\_\_\_\_

(PLEASE CHECK) I am not certified by the MACS Program and require complementary mail-in certification materials sent to me at the address below:

COMPANY / AFFILIATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NO. \_\_\_\_\_ PAGER NO. \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Describe your qualifications to become a MACS Certification Trainer/Proctor (teaching experience, number of years in the automotive air conditioning industry, etc. You may include a separate sheet of paper if you wish.):

\_\_\_\_\_  
\_\_\_\_\_

The cost of the instructor program is:

\$59.95 – for the soft kit, which consists of a download of the presentation, a trainer's certificate, tests and training manuals.

\$109.00 – for the hard kit, which consists of a download of the presentation, a printed Training Script, a trainer's certificate, tests and training manuals. There is a \$10.00 shipping charge for the hard kit.

### Method of Payment:

MY CHECK NUMBER \_\_\_\_\_ FOR \$ \_\_\_\_\_

CHARGE MY  VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ CSC \_\_\_\_\_

DATE \_\_\_\_\_

Estimated Number of Required Materials  
\_\_\_ Training Manuals and Tests

*[These will be sent to you upon your approval to be a MACS Proctor Trainer. Payment for certification, at \$15 per participant (including cost for testing materials) will be required upon completion by student when tests are sent to MACS-EIF]*

### Agreement

I am applying to become a Trainer/Proctor for the Mobile Air Conditioning Society Technician Training and Certification Program for Refrigerant Recovery and Recycling.

I have reviewed the enclosed MACS National Trainer/Proctor Guidelines, and I agree to use MACS Technician Training and Certification slide show, manual and test materials according to those guidelines. I further agree to conduct training and testing as required by MACS and as detailed in those guidelines. I understand that any misuse of these materials or complaints received by MACS regarding my implementation of the program will be investigated by MACS, with appropriate action to follow in the event that misuse is demonstrated.

At no time while acting as a MACS Trainer/Proctor will I endorse any specific manufacturer of MVAC Service equipment or their products. I understand that any hands-on demonstration of the proper use of MVAC Service equipment in the course of training will not include any comparisons between products.

While conducting training and testing with the MACS Technician Training and Certification Program for Refrigerant Recovery and Recycling, I will only use UL listed and SAE certified equipment.

By signing this agreement, I agree to conduct the program as outlined by MACS, and agree to protect the integrity of the program by controlling distribution of the test to participants only, by not photocopying and distributing the test to unauthorized persons and by taking any other measures necessary to see that the training/ testing program is administered within the guidelines MACS has provided.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**MACS Worldwide**  
**P.O Box 88 Lansdale,**  
**PA 19446 USA**  
**(215) 631-7020**  
**Fax: (215) 631-7017**



## MACS Section 609 Certification – Reminder of Proctor / Trainer Guidelines

In an effort to keep our MACS proctored training procedures consistent, we would just like to take the opportunity to remind you of some of our training guidelines.

-Tests need to be administered in a closed book setting after the proctor presentation is complete.

-The tests are only to be administered by the MACS certified trainer.

-All tests need to be sent to us with a coversheet that's been filled out by the trainer with payment.

**-UNLESS NOTED ON COVERSHEET ALL TESTS WILL BE SENT TO HOME ADDRESSES. REPRINTS TO COMPANIES WILL BE CHARGED AT \$10.00 EACH.**

-The cost per test is \$15. If you are sending separate personal checks the cost is \$17.50 per test.

-If individual checks are submitted test results will be held for 30 days to give checks time to clear.

-Photocopied tests are NOT accepted.

-Only the newest training presentation should be used in preparation for the test. Older slides and the older video version of the presentation does not cover all of the necessary material. **The slide presentation was updated in 2018.** If you did not receive the new version please contact MACS.

-As the proctor please stress to the technicians that they should use clear handwriting when filling out their exam, this name will appear on their credentials and the credentials will be mailed to the address they provide unless otherwise stipulated by the trainer on the cover sheet.

-Students must be reminded to keep the study manual as it will be needed if a retest is required. If the manual is lost, they can download the study material from our website at [www.macsw.org](http://www.macsw.org).

-If they receive a retest that they should return it to us in a timely manner.

As always, if you have any questions or concerns please contact us at (215) 631-7020.

Sincerely,

MACS Worldwide Staff

*(Revised 3/6/2018)*