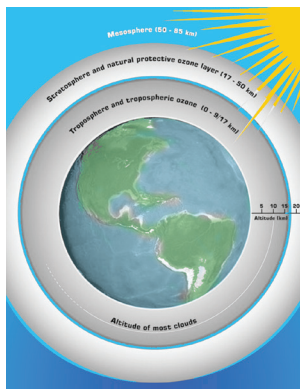


# Becoming a MACS Proctor/Trainer



**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 US Clean Air Act requires that technicians working on vehicle air conditioning systems be trained, tested and certified by an approved organization.

MACS (the Mobile Air Climate Systems Association) 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.macsmobileairclimate.org](http://www.macsmobileairclimate.org)
- On site, in a class taught by an approved MACS proctor/trainer.

### 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 MACS for processing and 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. Retests are not free - students who do not pass the test will be notified and instructed how to purchase a retest.

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

**Confirm you, or your company, are member(s) of MACS in good standing.**

- Carefully read the MACS Proctor/Trainer guidelines.
- Complete the Proctor/Trainer application and sign the agreement.
- Be sure to include your MACS Section 609 certification number on the application. (You must hold certification since 2022 through MACS to become a proctor/trainer.) If you are not already certified through the MACS program since 2022, 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:  
\$65.00 - for the digital kit, which includes a download of the presentation, training script, a trainer's certificate, tests and training manuals.  
\$125.00 - for the printed kit, which includes a download of the presentation, a printed training script, a trainer's certificate, tests and training manuals.
- 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 tests are given to students and returned for scoring.
- Make all checks payable to: MACS
- Mail all applications to:  
MACS, P.O. Box 88, Lansdale, PA 19446

(Revised 3/25/2024)

# MACS Proctor/Trainer 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 certi-

fied. 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. If you have not passed the test, you will receive a letter and instructions on how to purchase a re-test.

(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, ONLY Last four digits of Social Security number, and sign the test.

(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 returned to MACS

for processing. If you have passed the test, MACS will forward your credentials to you.

(b) If you have not passed the test, MACS will send notification to you and instructions for purchasing another test. (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 (student information), 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. Complete the MACS provided coversheet with name, address and phone number of the trainer and the date the class was given. Payment of \$24 per test, \$26.50 if each student pays separately, is expected before tests will be graded.
15. Make a photocopy of the coversheet and tests to maintain for your records.
16. The coversheet, tests and payment should be mailed to:

**MACS-EIF  
P.O. Box 88  
Lansdale, PA 19446**

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

## QUESTIONS?

### MACS

**Mobile Air Climate Systems Association**

**P.O. Box 88, Lansdale, PA 19446**

**(215) 631-7020**

# MACS Proctor/Trainer Application

## PLEASE TYPE OR PRINT

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

MACS CERTIFICATION NUMBER \_\_\_\_\_ LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER \_\_\_\_\_ MACS MEMBER NUMBER \_\_\_\_\_

(PLEASE CHECK) I am not certified by the MACS Program and require complementary digital certification materials sent to me at the address below: (Must be since 2022)

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

ADDRESS \_\_\_\_\_

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

PHONE NO. \_\_\_\_\_ CELL PHONE \_\_\_\_\_

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

Describe your qualifications to become a MACS Proctor/Trainer (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:

\$65.00- for the digital kit, which includes a download of the presentation, training script, a trainer's certificate, tests and training manuals.

\$125.00 - for the printed kit, which includes a download of the presentation, a printed training script, a trainer's certificate, tests and training manuals.

### Agreement

I am applying to become a Proctor/Trainer for the Mobile Air Climate Systems Association Technician Training and Certification Program for Refrigerant Recovery and Recycling. I certify that I, or the company I represent, am/are member(s) of MACS in good standing.

I have reviewed the MACS Proctor/Trainer 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 Proctor/Trainer 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 \_\_\_\_\_

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 \$24 per participant (including cost for testing materials) will be required upon completion by student when tests are sent to MACS-EIF]*

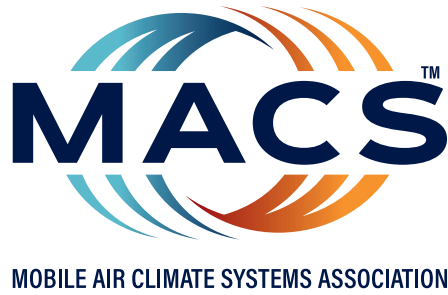
**MACS**  
**Mobile Air Climate Systems Association**  
**P.O Box 88, Lansdale, PA 19446**  
**(215) 631-7020**  
**Fax: (215) 631-7017**

### Method of Payment:

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

CHARGE MY:  VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS \_\_\_\_\_ NAME ON CARD: \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ CSC \_\_\_\_\_



## **MACS Section 609 Certification - Reminder of Proctor / Trainer Guidelines**

To keep our MACS proctored training procedures consistent, we would like to remind you of our 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.
- As the proctor, please stress to use clear handwriting when filling out the exam, this name will appear on the credentials and the credentials will be mailed to the address they provide unless otherwise stipulated by the trainer on the cover sheet.
- All tests need to be sent to MACS with a coversheet that has been filled out by the trainer along with payment.
- Photocopied tests are NOT accepted.
- Any person not passing the exam on the first attempt will be sent a letter notifying them of their score and instructions on how to purchase another exam.
- All credentials will be mailed to the address filled out on the test unless noted on the cover sheet that they should be mailed elsewhere. A \$12.00 reprint charge per test will be assessed if tests need to be resent.
- The cost per test is \$24 If you are sending separate personal checks, the cost is \$26.50 per test.
- If individual checks are submitted, test results will be held for 30 days to give checks time to clear.

As always, if you have any questions or concerns please contact us at (215) 631-7020 x313.

Sincerely,  
MACS Staff  
Mobile Air Climate Systems Association

*(Revised 3/25/2024)*