

Hardship Request Form

Personnel Certification Hardship Request

Hardship Clause (NERC Rules of Procedure)

Hardship is when unforeseen events and extenuating circumstances occur that place excessive burden on a system operator to earn or maintain a credential. To initiate the hardship clause process, the system operator must submit a written request containing a thorough explanation of the circumstance and supporting information to the NERC Personnel Certification Manager.

Send the completed Hardship Request form and a copy of your current transcript in an Excel spreadsheet to:

- Barb Nutter, NERC Personnel Certification Manager via email barbara.nutter@nerc.net.

Additional Information

A system operator who does not accumulate the required CEHs within the three-year period will have their credential suspended. See Deficits of CEHs for Credential Holders of the [System Operator Certification Program Manual](#) page 8 *“The system operator with a suspended credential will have up to 12 months to acquire the necessary CEHs. The original anniversary date (three years after the previous expiration date) does not change.”*

Personal Information

Date _____

First Name _____ Last Name _____

Email Address _____

Registered Entity _____

Position _____

Is this a real-time operations position? Yes No

Does PER-003-2, Operating Personnel Credential, apply to this position? Yes No

Regional Entity

Credential Information

Certificate Number _____

Effective Date _____

Renewed On _____

Expiration Date _____

Number of CEH Operating Topics Needed _____

Status

Hardship Request Reason

PCGC Use Only:

Hardship Request Approved Denied

Explanation