

Air Resources Board Online Certification Tracking System
 Independent Contractor Program - New Approvals
<http://www.arb.ca.gov/ba/icp/icstatus.htm>

The Air Resources Board (ARB) Online Certification Tracking System (OCTS) for the Independent Contractor Program's processing of new approvals is now live and available for your company's use. Independent Contractor names will not be available in OCTS, so contractors will not be able to determine the specific status of each other's approvals.

OCTS ARB Control Numbers are based on a combination of ARB Company Numbers and Method Numbers. If, for any reason, an Independent Contractor reapplies for the same method, OCTS will be cleared and the same ARB Control Number will be reused.

- ARB Company Numbers are issued to each Independent Contractor when it applies for its first approval. ARB will notify each Independent Contractor of its ARB Company Number in the initial response to its application.
- Method Numbers are generally ARB Test Method numbers. If the Independent Contractor is applying for a test method other than an ARB Test Method, the Method Number is generally the acronym of the promulgating agency followed by the test method number, for example, USEPA18. Method Numbers will also be provided to the Independent Contractor in the initial response to its application.

OCTS Field	Explanation
ARB Control Number	The identifier issued to each test method for which an Independent Contractor applies. Independent Contractors will be notified of the ARB Control Number in the initial response to its application.
Application Complete	The date that ARB determined that the application package for this method is complete. Once the application is determined to be complete, ARB will contact your company to schedule the next steps in the approval process. If it has been over a month since your company last heard from ARB on any application, please contact us.
Site Inspection	The date that the Site Inspection is scheduled, or took place. If this field is blank, the Site Inspection hasn't been scheduled. If no Site Inspection is required for the approval of this method, this field will read "NA."
Proficiency Demonstration	The date that the Proficiency Demonstration is scheduled, or took place. If this field is blank, the Proficiency Demonstration hasn't been scheduled. If no Proficiency Demonstration is required for the approval of this method, this field will read "NA."
Executive Order Signature Expected	The date the executive order is expected to be signed. If the executive order was signed and the Test Method is approved, the field will read "Approved." If there is a date, it is date we expect the executive order approving the Test Method to be signed. If all the conditions for approval have not been met, the field will be blank. If the Test Method will not be approved, this field will read "NA."

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ARB will make every effort to keep the information in the OCTS Database up-to-date. If you have questions or suggestions, please contact Ms. Kathryn Gugeler at (916) 322-0221 or via email at kgugeler@arb.ca.gov.