This document is to provide a general overview of the requirements and information to assist in the Scheduling Coordinator (SC) Certification process. For additional information and detail of the SC Certification process, refer to the Business Practice Manual (BPM) for SC Certification at: https://bpmcm.caiso.com/Pages/BPMDetails.aspx?BPM=Scheduling Coordinator Certification and Termination

Minimum Participation Requirement (FERC Order 741)

On October 21, 2010, the Federal Energy Regulatory Commission (FERC) issued Order 741 which updated the requirement to "improve the management of risk and the subsequent use of credit in the organized wholesale electric markets." You may view the whole FERC Order at: https://cms.ferc.gov/sites/default/files/2020-05/E-3_61.pdf

Each prospective or existing market participant must satisfy one of the following capitalization requirements:
Market participant or its guarantor must have at least:

- $1 million in tangible net worth or
- $10 million in total assets, or
- Post financial $500,000 cash or a letter of credit

Additional information about credit can be found on our Credit Management BPM.

Quick Notes

- Application Fee is listed in our SC BPM and is non-refundable
- Approximate Completion Timeline:
  - Standard time requirement is 120 days (4 months) after application is accepted and approved.
  - Actual completion is contingent on timely submission of requested forms, training and completion of testing by the SC applicant and can take longer than 120 days.
  - There is a sunset period if the SC Certification process is not completed in 12 months.
  - If application process is not completed within 12 months, the CAISO may close any application. If application is closed due to non-activity/completion, another SC Application and fee would need to be submitted to proceed in becoming an SC.
- Contact Information:
  - SCRequests@caiso.com

Entities requiring SC representation

Many entities require services of a Scheduling Coordinator if an entity is not a Scheduling Coordinator themselves. This is because only Scheduling Coordinators are certified to transact business directly with the CAISO. The primary need for an SC is to facilitate participation for entities that do not have SC certification but would still like to transact business in the California ISO Markets.

Below are a list of entities that require SC representation:

- Participating Transmission Owners (PTOs)
- Non-Participating Transmission Owners (Non-PTOs)
- Generating Units
- Load / Community Choice Aggregators (CCAs)
- Eligible Intermittent Resources
- System Resources
- Utility Distribution Companies (UDCs)
- Metered Subsystems (MSSs)
- Proxy Demand Resources
- Convergence Bidding Entities
- EIM Entities
- EIM Participating Resources

Application Steps

Step	Action
1	Complete the SC Application located at: https://bpmcm.caiso.com/Pages/BPMDetails.aspx?BPM=Scheduling Coordinator Certification and Termination **Note:** The application is in the BPM. Pease PDF only the application portion and be sure the application is complete and signed.
2	Email a signed PDF to SCRequests@caiso.com and wire application fee. Please wire funds to the account below: Bank ABA#: 121000248 Account #: 4122041783 Bank Name: WELLS FARGO BANK Account Name: CONCENTRATION **Note:** Electronic Submission is the quickest and preferred way to submit an application and fee. If unable to process electronically, a check may be sent with a copy of signed application to: California ISO Customer Service and Stakeholder Affairs ATTN: SC Application Processing Office 250 Outcropping Way Folsom, CA 95630 **Note:** Check or money order needs to be payable to: ***California Independent System Operator***

When sending in application and fee via mail, please email screquests@caiso.com *with your company name, date sent and any tracking information on the mailing.*

After submittal of application and fee, the CAISO will review content, confirm acceptance of the application, and schedule a call to walk through each of the requirements based on specific application information.

Requirements for Certification

To complete the SC certification an entity must do the following:
- Complete <u>all</u> required training
- Complete <u>all</u> required testing
- Submit required financial security as applicable
- Submit <u>all</u> required documentation, including <u>all</u> required agreements

Required Training

The CAISO offers online Scheduling Coordinator training. This training covers all the basics of the ISO markets from bid to bill and is a required for new scheduling coordinator applicants. Completion is mandatory for certification and is a pre-requisite for the market proficiency test. An ISO representative will provide information on registration and training logistics once the application and fee are submitted.

Additional training for multiple topics and registrations can be found at:
http://www.caiso.com/participate/Pages/LearningCenter/default.aspx

Required Testing

1.   ACH or Fed Wire Test
This requirement ensures that an SC applicant can submit payments to/and receive payment from the CAISO.

EFT Procedure: http://www.caiso.com/Documents/ElectronicFundsTransferProcedure.pdf
EFT Form: http://www.caiso.com/Documents/ElectronicFundsTransfer-BankAccountChangeForm.pdf

2.   Real Time Contact Drill Test
All SC applicants planning on scheduling physical energy must complete real-time and contact drills. These drills demonstrate a twenty-four hour real-time desk capability and sufficient understanding to respond correctly to dispatch instructions in a timely manner. This test consists of several contact phone calls and requires approximately ten (10) business days to complete and is sometimes referred to as the grid ops test.
Do not submit the Emergency Plan Form until you are ready to take this test.

3.   Market Proficient Test
The SC applicant is required to take a test to demonstrate proficiency in submitting various types of bids and self-schedules to the CAISO. The SC applicant must attend the SC Certification Workshop to be eligible to take this test.

The test is conducted on the last day of the SC Certification Workshop

Required Financial Security

Once the Scheduling Coordinator Application form is accepted, the SC applicant must begin establishing financial security.

The CAISO recommends that an SC applicant understand its financial security requirement prior to submitting the Scheduling Coordinator Application Form, to ensure the financial security requirement can be completed in a reasonable timeframe.
The Credit Management BPM and other Credit Policy documents can be found on the Settlements web page

Officer Certification

With the implementation of FERC Order 741, the scheduling coordinator applicant must complete the Officer Certification form and submit a copy of their current risk policies, procedures and controls to the CAISO for review

Application Access User Access Administrator (UAA) or Point of Contact (POC)

A primary and secondary User Access Administrator (UAA) must be established for each company. This allows the CAISO continued communications with an entity regarding user access requests and reissues. The establishment of UAAs must be made by an individual at the external entity that has an appropriate level of authority and business understanding to designate UAAs. All Application Access Request Forms (AARFs) must be submitted by a designated UAA. The designated UAA must understand and agree with the terms stated in the Application Access Point of Contact Establishment and Requirements document.
Refer to the User Access Administrator guide

System Requirements

An SC applicant must confirm whether they intend to establish Energy Communications Network (ECN), or utilize their own established connectivity. The SC applicant determines which network interface best meets its needs during the certification process. If an SC applicant selects ECN, then a Network Connectivity Security Requirement and Agreement must be submitted prior to completion of the certification process. If the SC applicant chooses not to use the ECN, then the applicant sends an email waiving ECN and indicates use of their own internet service provider.

Internet

There is no Service Level Agreement (SLA) between an SC and the CAISO for ensuring connectivity. If the internet carrier selected by an SC has an availability issue, it may affect the SC's ability to communicate with the CAISO. The CAISO holds no liability if internet carrier has an availability issue and the SC cannot send communications to the CAISO. The internet has little or no cost for setup and maintenance and minimal setup time.

The ISO requires an email be sent to the SCRequests@caiso.com indicating waiving the use of ECN, if an applicant decides to use their own internet provider.

ECN

ECN is a secure private network and is run entirely by AT&T. There is a monthly cost that is associated with ECN depending on which service package is selected.

The estimated set up time is approximately 30-45 business days. This should be requested up front at the beginning of the SC certification process. The Network Connectivity Security Agreement is required for those using ECN. An email needs to be sent to the SCRequests@caiso.com requesting the use of ECN. More information on the ECN can be found Here.

Note: *All ISO applications can be accessed via the Internet and/or the ECN.*

Master File Update

Once all the requirements have been met, all documentation submitted and all applicable scheduling coordinator agreements are fully executed, the CAISO Master File will then be updated with the scheduling coordinator identifier (SCID). Master File updates will not be requested until all the required agreements are signed, returned to the CAISO, and signed by a CAISO officer. This is a compliance requirement. (SAS70).

The Master File update propagates the various systems with the SC data and in turn initiates the process to generate passwords and allows access for the applicable systems. Access for the various systems is requested once Master File is updated with an effective date for the SCID.

Note: The effective date in the Master File is <u>not</u> the initial trade date. The initial trade date is based on obtaining the digital certificate and having access provisioned, which can be an additional 5 -10 business days after the access requests are submitted and approved.

CAISO Market Applications/Systems

In order to gain access to the CAISO market applications, the SC applicant must have a User Access Administrator (UAA) registered with the CAISO. The UAA then gains access to the Access Identity Management (AIM) system. The certified Scheduling Coordinator's UAA can request certificates and provision access to CAISO market applications through the AIM tool once the Master File has been updated with an effective date for the SCID. Link to the application access web page: CAISO Market Applications

Required Documents

The following table lists each required document and its purpose. After the application and fee are received and approved, the SC applicant is assigned a coordinator who will set an initial conference call and will go over each requirement in greater detail. These documents are posted under SC Forms on the Become a Scheduling Coordinator web page.

Doc Name	Purpose
Information Request Sheets for the appropriate agreements	The information from these documents is used to complete the actual agreement(s). Once all the requirements have been met, this form is sent to Regulatory Contracts to prepare the agreements. Agreement Information can be found on this web page under Pro forma agreements. http://www.caiso.com/rules/Pages/ContractsAgreements/Default.aspx SC Information Request Sheet: http://www.caiso.com/Documents/SchedulingCoordinatorAgreementInformationRequestSheet.doc **Important:** Use the company's exact full legal name
Electronic Funds Transfer form	Form used to test the transfer of funds to and from the ISO via fed wire or ACH. The tested bank account data is updated in production system when the master file system is updated. EFT Procedure: http://www.caiso.com/Documents/ElectronicFundsTransferProcedure.pdf EFT Form: http://www.caiso.com/Documents/ElectronicFundsTransfer-BankAccountChangeForm.pdf
Officer Certification form	FERC Order requirement to submit a signed form. http://www.caiso.com/Documents/ISOFormOfficerCertification.doc In addition, the applicant must also submit a copy of their risk management, procedures and controls documentation. These are reviewed and approved by the CAISO Finance team.
ISO Affiliate and Resource Control Agreement Disclosure form	Part of the local market power mitigation requirement, all SC applicants are required to submit the affiliate form and if scheduling physical energy, the resource control agreement form as applicable. http://www.caiso.com/Documents/ISOAffiliationResourceControlAgreementDisclosureForm.xls
Network Connectivity Agreement	This is only required if the entity is using ECN. This agreement states your entity will adhere to CAISO network security. Not required if using own internet service provider. http://www.caiso.com/Documents/EnergyCommunicationNetworkConnectivitySecurityRequirements-Agreement_RemoteIntelligentGatewayDevices.pdf
Emergency Plan	This form is used to initiate the RT Grid Ops test. This provides the ISO with emergence plan information and procedures along with the appropriate Day

	Ahead and Real Time scheduling numbers along with an emergency number. http://www.caiso.com/Documents/EmergencyPlanForm.doc
User Access Administrator Agreement	User Access Administrator (UAA) Agreement provides the authorization for primary and secondary UAAs to create users, generate digital certificates and provision access to ISO systems. https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a71b0fae-1d10-4b15-8c0d-ba25697d2d8f
Contact List	List provided to the ISO from the SC applicant providing contacts for various business units such as settlements, IT, metering, Day Ahead Scheduling etc. http://www.caiso.com/Documents/SchedulingCoordinatorContactListTemplate.xls
Agreements for Scheduling Coordinators	Upon completion of **all** requirements, all agreements will be issued for signature. **Note:** The information for these agreements is provided on the Information Request Sheets.*

For additional questions regarding SC Certification and other SC transactions: Send an email to SCRequests@caiso.com