Course validity and Questionnaires

To be allowed to work in the Kavli Nanolab cleanroom with processes and equipment members need to get a 'passed' result for required Courses. New users start with several 'General courses' and in time, depending on their processing needs, several 'Equipment specific courses' will follow.

- After attending the Kavli Nanolab 'General Intake' new users should read the latest version of the Safety & Behaviour rules (Safety (tudelft.nl)) and take the 'Course 1a. General Intake' questionnaire. This questionnaire needs to be passed by every new cleanroom user.

- After attending the Safety tour new users are allowed to enter the cleanroom with their mentor. During this initial period every new cleanroom user needs to pass the 'Course 4. Safety' questionnaire, which needs to be renewed every year.

- After receiving and watching the Simple Inspection self-study material new users should take the 'Course 5a. Simple Inspection Intro' questionnaire. This questionnaire needs to be passed before applying for the Wet Bench Test.

- After sufficient wet bench practice, your mentor can apply for your Wet Bench Test. After passing this hands-on test this course is valid for one year and needs to be renewed by the 'Course 10. Wet Bench Test' questionnaire every year.
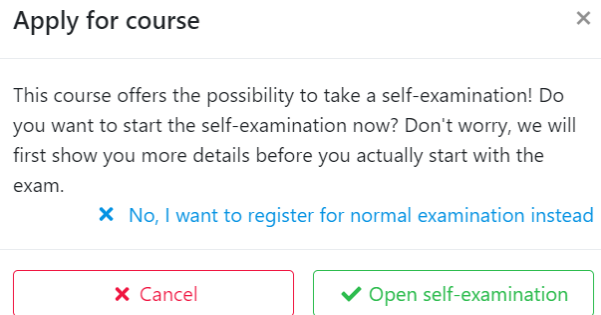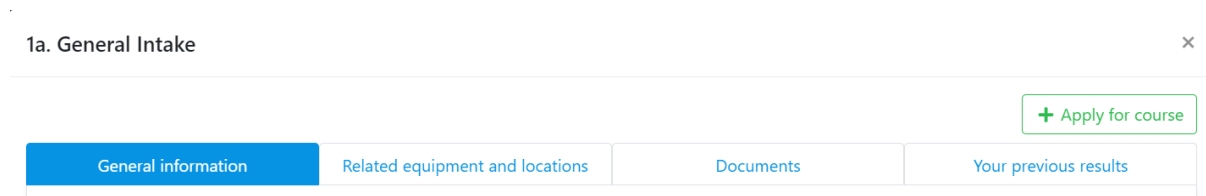
In the table below the Kavli Nanolab courses that have a NIS Questionnaire are listed, with the initial course validity and the validity of the questionnaire before it has to be renewed.

Course	Initial validity before renewal by questionnaire	Validity after passing the self-examination questionnaire
1a. General Intake	15 days	10 years
4. Safety	3 months	1 year
5. Simple Inspection Intro	15 days	6 years
10. Wet Bench Test	1 year	1 year

In NIS under 'Personal – My courses' you can check the validity of your Courses. One month before expiring you receive an email notification to inform you about this. After expiry you lose certain capabilities like reserving equipment that is linked to the Course. If any of the Courses mentioned above is not listed, it could already be expired, and it can be found by toggling the switch *'Show invalid, revoked and/or expired results'* in the bottom right.

A questionnaire can already be taken during the last month of validity of the Course, so new users can start the new questionnaires as soon as their initial result of 15 days has been granted.

After clicking on one of the Courses, you can click +Apply for course, after which you can start the self-examination.

If you lose the ability to reserve certain equipment (no **+** anymore in the Equipment planner), you can click the equipment name and check the reason on the Access information tab. The 'Check access' button will show if you have Valid results for the required Courses. If not an '+ Apply for course' button is shown.