



# ***Candidate Information Handbook***

*For*

***NABCEP***

***Solar Thermal***

***Installer™***

***Certification***

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#### **STATEMENT OF NONDISCRIMINATORY POLICY**

The North American Board of Certified Energy Practitioners is dedicated to the principles of equal opportunity and equal access to its programs and services. NABCEP does not discriminate against any individual on the basis of religion, gender, ethnic background, nationality, disability, sexual orientation, or other reason prohibited by law. NABCEP grants certification without regard to an applicant's membership or non-membership on any organization, association or other group.

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# 1 Introduction

The North American Board of Certified Energy Practitioners (NABCEP) offers a voluntary certification program for professionals who install solar thermal (ST) power systems. Candidates seeking this certification must meet one of the NABCEP eligibility and experience requirements established by subject matter experts and with public review and pass an examination to become certified. Candidates must complete continuing education and continuing installation requirements to maintain certification on three-year cycles. This *Candidate Handbook* contains information about the NABCEP Solar Thermal Installer Certification Program. It provides guidance and policies about applying for, achieving, and maintaining this personal Certification and the integrity of the Program.

The mission of NABCEP is to support, and work with, the renewable energy and energy efficiency industries, professionals, and stakeholders to develop and implement quality credentialing and certification programs for practitioners.

NABCEP is a nationally recognized credentialing body formed to set competency standards for professional practitioners in the fields of renewable and sustainable energy. Practitioners who choose to become certified must demonstrate their competence in the field and their commitment to upholding high standards of ethical and professional practice.

Voluntary certification for renewable energy professionals will:

- Promote the status and credibility of renewable energy practices.
- Promote consumer confidence in renewable energy technologies.
- Promote worker safety and skill.
- Advance uniform professional standards by holding certified installers to a Code of Ethics.
- Commit certified installers to continued professional development through maintenance of the credential.

Incorporated in March 2002, NABCEP follows the best practices of the certification field in developing standards and competencies for voluntary certification. This includes practices established by the National Commission for Certifying Agencies (NCCA) and ISO/IEC Standard 17024.

NABCEP is committed to providing a certification program of quality and integrity for the professionals and consumer/public it is designed to serve. In addition to guiding candidates for certification through the application, examination, and maintenance procedures for the NABCEP Solar Thermal Installer Certification, this *Handbook* contains policies regarding candidate rights and the integrity of the NABCEP credential.

You are encouraged to read this *Handbook* carefully as you prepare for certification.

## 2 Certification Overview

### 2.1 Certification Purpose

Certification assures the public, employers and practitioners that a nationally certified professional in the fields of renewable and sustainable energy and energy efficiency technologies possess the skills and knowledge necessary to competently carry out the work processes of specific field(s), and that he/she is committed to continued professional training and education and adherence to ethical practices.

### 2.2 Definition of Certification

Certification is defined as: ***a procedure by which an independent third party gives written assurance that a professional conforms to specified standards, usually by holding professionals in a specific field to a set of requirements including a written examination. As a result of meeting the requirements and passing the exam, professionals receive a certificate, which they can display publicly to witness their proficiency.***

### 2.3 Application Time Line

Deadline to submit complete Application	<b>Minimum 55 days prior to desired exam date</b>
Applicants notified of eligibility or ineligibility (see Section 4.4)	not later than 4 weeks after the Application deadline for a particular exam administration (= approx. 30 days prior to Exam)
Deadline to return Exam Scheduling form and pay Exam/Re-exam fee.(see Section 5.1)	<b>Minimum 30 days prior to exam date</b>
Receipt of Exam Admission Slip	Approximately two weeks prior to exam date
Examination (see Section 6)	
Notification of exam results (see Section 8)	within 6 weeks after the exam
Receipt of Certificate (see Section 9)	within 6 weeks after notification of results

Exact deadline calendar dates pertaining to upcoming administrations of the examination are available upon request.

### 2.4 NABCEP Certification Cycle

Certification is valid for three (3) years from the date of issuance. Certificants will need to meet the established standards and requirements for continuing certification (see Section 10) in order to renew their certification status at the end of the three-year period. Certificants can repeat the recertification process every three years perpetually as long as they continue to meet the established standards and requirements for continuing certification and practice. NABCEP shall regularly review and update standards and requirements as needed.

### 2.5 Fees

Non-refundable Application fee.....	\$50
First time fee to sit for the certification exam.....	\$200
Re-examination fee (see Section 8.9) .....	\$150
Recertification fee (every 3 years, see Section 11).....	\$200
Recertification Late Fee (see Section 11.1) .....	\$50
Replacement Certificates (see Section 9.4) .....	\$25

Fees are payable to the North American Board of Certified Energy Practitioners via check or money order.

## 3 Certification Requirements

### 3.1 Eligibility Requirements

To become certified and maintain certification, the applicant must minimally:

- Be at least 18 years of age
- Meet prerequisites of related experience and/or education as outlined in Section 3.2.1 below
- Complete an application form documenting requirements
- Sign and agree to uphold a code of ethics
- Pay application and exam fee
- Pass a written exam
- Complete continuing education and installation requirements within the recertification timeframe

### 3.2 Education, Training and Experience Prerequisites

There are several ways that you may qualify to sit for the certification examination. NABCEP recognizes that professionals in the field of renewable and sustainable energy and energy efficient technologies receive their training and work experiences in a variety of ways. Therefore each requirement to qualify for the exam stipulates specific training and/or experience. The NABCEP Application Review Committee will review each application to determine compliance with eligibility criteria. Compliance with the requirements of **one** of the **Qualifying Categories** must be documented.

#### 3.2.1 Qualifying Categories for the Solar Thermal Installer Certification Examination

**To qualify to sit for the NABCEP Solar Thermal Installer Certification examination, the candidate must demonstrate that he/she meets at least ONE of the eight following *minimum* entry requirement tracks:**

**1-a)** Four (4) years of experience installing Solar Hot Water Systems (definition of years of experience in Section 3.2.2 below); OR

**1-b)** Two (2) years of experience installing Solar Pool Heating Systems in addition to completion of a board recognized training program (see definition of training in Section 3.2.4 below); OR

*Note: It is necessary to choose only **ONE** of the two requirements listed in category '1' above, if this is your chosen category.*

**2)** Two (2) years of experience installing Solar Thermal Systems in addition to completion of board recognized training program (see Section 3.2.5 below); OR

**3)** Be an existing licensed contractor in good standing in solar or construction-related areas with one (1) year of experience installing Solar Thermal Systems OR

**4)** Four (4) years of HVAC, mechanical, pipe-fitting or plumbing-related experience working for a licensed contractor, including one (1) year of experience installing Solar Thermal Systems; OR

**5)** Three (3) years experience in a government/trade union-approved construction trade apprentice program, including one (1) year of experience installing Solar Thermal Systems; OR

**6)** Two (2)-year construction-related, or engineering technology, or renewable energy technology/technician degree from an accredited educational institution plus one (1) year of experience installing Solar Thermal Systems; OR

**7)** Four (4)-year engineering degree from an accredited educational institution, including (1) year experience installing Solar Thermal Systems.

**8)** NABCEP® PV Solar Installer Certification AND 16 hours of Board-recognized training (see section 3.2.4 below), AND include installation of at least two solar hot water systems. These two systems require permitting and inspection process by a permitting authority -- OR -- in the absence of such, an appropriate underwriter authorized to provide an inspection certificate. In regions where neither of these inspection options exist, the Application Review Committee will judge experience based on supplied documentation.

#### 3.2.2 Definition:

One year of experience must include service, repair and/or installation of solar thermal systems. This year of service **MUST** include:

A responsible role on the job installing solar hot water systems, in the role of foreman, supervisor, site manager, or experienced worker performing solar hot water installation work without direct supervision. This

must include installation of at least two solar hot water systems. These two systems require permitting and inspection process by a permitting authority -- OR -- in the absence of such, an appropriate underwriter authorized to provide an inspection certificate. In regions where neither of these inspection options exist, the Application Review Committee will judge experience based on supplied documentation.

### **3.2.3 Training and Education Optional**

Although training is strongly encouraged, it is not a requirement for achieving this certification when candidates meet the experience or other entry requirements. However, the exam is such that some level of training will likely be necessary for most applicants to achieve a passing score. Candidates are therefore encouraged to seek training classes as needed. It is recommended that applicants look for training courses with the Institute of Sustainable Power Quality (ISPQ) Accreditation designation (offered by the Interstate Renewable Energy Council) or a similar accreditation.

### **3.2.4 Training and Education Option (1-b) and Option 8**

NABCEP will accept training to meet entry requirement option (1-b) when the training meets the following outcomes:

- a) A minimum of 16 hours cumulative (can include product training)
- b) Have a formal training format, with a teacher-learner structure. This implies a connection between a learner and a learning source. It can include classroom time led by an instructor and/or discussion leader. It can also include activities in which a learner is engaged in a planned learning event in which he/she is separated from faculty and other students but where the learner receives some sort of feedback and the learner's progress is monitored. Examples include computer-assisted instruction, interactive video/CD/DVD and/or web site learning.
- c) Covers core competencies from the Solar Thermal Task Analysis, including demonstration of motor skills; the applicable plumbing, roofing, electrical and other Codes; safety work practices and codes

### **3.2.5 Training and Education Option (2)**

NABCEP will accept training to meet entry requirement option (2) when the training meets the following outcomes:

- a) A minimum of 40 hours cumulative (can include product training)
- b) Have a formal training format, with a teacher-learner structure. This implies a connection between a learner and a learning source. It can include classroom time led by an instructor and/or discussion leader. It can also include activities in which a learner is engaged in a planned learning event in which he/she is separated from faculty and other students but where the learner receives some sort of feedback and the learner's progress is monitored. Examples include computer-assisted instruction, interactive video/CD/DVD and/or web site learning.
- c) Covers core competencies from the Solar Thermal Task Analysis, including demonstration of motor skills; the applicable plumbing, roofing, electrical and other Codes; safety work practices and codes.

Types of training programs may include but are not limited to:

1. Offered by any accredited university, college, or community college (i.e., Lane Community College)
2. Dedicated independent training programs (e.g., Midwest Renewable Energy Center, Solar Energy International, Great Lakes Renewable Energy Association, etc.)
3. Apprenticeship training programs (e.g., National Joint Apprenticeship Training Committee\*; U.S. Dept. of Labor approved apprenticeship programs)
4. Those approved by State Contractor Licensing Boards

5. Vocational/Technical training programs (e.g., Board of Cooperative Educational Services/New York\*)
6. Industry in-house training programs (i.e., Manufacturers)

\* Programs for solar thermal installation currently not available.

### 3.3 Documentation of Employment, Experience, & Education

To show that you have been working in the Solar Thermal field for the number of years required by the Qualifying Category you chose (see Section 3.2.1 above), the Application Form will ask you to list Solar Thermal-related employment in chronological order, starting with most current employment. You will need to write a job description, summarize the # of/type of systems you helped install, and provide contact information for your supervisor. In addition, a supervisor will need to sign off on your current employment. If you are self-employed, the Application Form will ask you to provide a detailed description of your work and sign off on it yourself. Your Solar Thermal installations will act as verification of your employment.

Formal education and training are optional depending on the Qualifying Category you chose, though NABCEP believes that applicants will benefit from quality training when preparing to take the certification exam. If your Qualifying Category requires education, copies of official transcripts or diplomas attesting to your attendance and degrees earned will need to be attached to the application form.

### 3.4 Documentation of System Installations

In order to document the minimum 2-systems required per year of experience, candidates are asked in the Application Form to list qualifying installed systems (see Section 3.2.2 above) and provide a concise description of work performed at the job site, including the system size, a list of components, the level of their responsibility on the jobsite, number of full-time equivalent workers supervised, and any other pertinent information.

In addition, for each system, applicants will need to provide: a) location of the job site, including some combination of the following: county, lot #, and/or physical address; b) if required in the jurisdiction, permit number(s) and permitting authority for any permits required to perform the work; c) system-owner contact information; d) a photograph of the system (optional); and e) copies of any inspection certificates or permits involved.

NABCEP reserves the right to contact system owners/operators, permitting authorities, and responsible contractors to verify work listed in this section. The Application Form will prompt you to attach copies of any permits or inspection certificates acquired. In cases where no inspection or permitted process was required on either of your 2 installs per year of experience, the Application Review Committee will make decisions about eligibility based on supplied documentation. Optional documentation includes anything that you feel verifies the installation and demonstrates your successful role. For example, you might attach letters from customers, design plans, photos, a letter from your employer asserting that you performed the work listed, or other documentation.

### 3.5 Licensure Requirement

If a license for solar installation is required in the jurisdiction in which the work is performed, candidates must submit their license number -- or the license number under which the work was performed.

## 4 Application for Certification

### 4.1 Application Process

To apply for the certification, and prior to taking the certification examination, you must complete and mail the following items in one packet **at least 55 days prior** to your desired exam date. Be sure to keep a duplicate copy of all documents for your records. Your application packet will not be returned to you.

- Review the Qualification Categories for eligibility and select the option that best describes your experiences (see Section 3.2.1 above).



- Complete and sign the **Application Form** included at the back of this *Candidate Information Handbook* (or request the latest edition from NABCEP at 518-899-8186). Be sure to use a current **Application Form**: the date of the upcoming Exam Administration should appear on the top of the front page.
- Submit copies of supporting documents for the Employment History section.
- Submit proof of installation of Solar Thermal systems such as copies of inspection certificates, permits, and design notes, etc. to meet requirements under the qualifying category you have selected.
- Submit copies of official transcripts, diplomas, or certificates for any training, education and/or degrees required for the qualifying category you have selected.
- Submit a letter from your current employer (unless you are self-employed).
- Submit the \$50 application fee to NABCEP.

Please mail your completed application and fee to:  
North American Board of Certified Energy Practitioners  
Saratoga Technology & Energy Park  
10 Hermes Road, Suite 400  
Malta, NY 12020

## 4.2 Verification of Employment and Education

In an effort to serve the public's trust, NABCEP reserves the right to verify information on candidate application and recertification materials. Failure to report truthfully may result in the denial and/or revocation of certification.

## 4.3 Application Review

An Application Review Committee, composed of three to five subject matter experts and/or peers who agree to be free from bias and conflicts of interest, will review applications to verify that they meet work documentation, experience, and training eligibility requirements. This Committee will be made up of experienced installers with an understanding of the different types of situations and constraints encountered by installers in the field. Reviewers will be non-competitive industry peers with no financial or other affiliation with applicants -- every effort will be made to ensure the objectivity of the Reviewers, and they will be charged to act in a manner that is fair, consistent, and justifiable.

## 4.4 Notification of Eligibility or Ineligibility

If you are applying for certification in conjunction with a specific examination administration (see the Timeline in Section 2.3 above), you will receive the notice that you are eligible or ineligible to sit for the certification examination not later than 4 weeks after the Application deadline.

If your application was deemed ineligible, you will receive a letter stating the reason(s) for this finding. You may reapply for certification by correcting your application and resubmitting it, including an application fee. If you choose to appeal the finding of the Application Review Committee, you may do so in writing to the Executive Director of NABCEP within thirty (30) days of the adverse action. See Appeals Policy in Appendix II.

## 4.5 Refund Policy

The application fee is non-refundable.

## 4.6 Active Application Period

From the date of the confirmation letter sent to you advising that you have been approved to sit for the examination, your application is considered "active" for a period of 18-months, during which time a candidate can take the exam up to three times. Following this 18-month period, assuming a candidate has not yet passed the certification examination, the candidate must wait one year before reapplying as a new applicant, including submitting a completed application form and new application fee.

## 5 Preparing To Take the Examination

### 5.1 Scheduling Examination Site & Time

Upon approval of your application for certification, you will receive an Examination Scheduling Form, which is mailed with your approval letter and provides information for scheduling examinations. This Examination Scheduling form must be faxed, mailed or submitted electronically to the Board at least thirty (30) days before the desired examination date.

NABCEP will make every effort to accommodate test date and site requests, but in the event that a particular test site reaches maximum capacity, seating for that particular test site will be granted on a first-come, first-paid basis as Examination Scheduling Forms are received. Candidates whose requested test site is full will be notified with other options.

Approximately two weeks prior to the exam, candidates will receive an Admission Slip, which they must bring with them to the exam site, along with one government issued photo I.D. The Admission Slip will contain the date, time and location of the examination.

### 5.2 Exam Content

The examination consists of approximately sixty equally weighted multiple-choice questions, with four (4) choices per question. **The time limit for the examination is four (4) hours.** Exam questions cover fundamental trade knowledge, codes and standards, and accepted industry practice in the context of installation scenarios using system diagrams and equipment specifications. The content for the examination is based on a Task Analysis for the Solar Thermal system installer, and includes the following twelve major job/task areas and percentage of questions in each area:

1. Working Safely with Solar Hot Water and Pool Heating Systems	(12%)
2. Identifying Systems and Their Components.....	( 7%)
3. Adapting a System Design .....	( 7%)
4. Conducting a Site Assessment.....	( 7%)
5. Installing Solar Collectors .....	(12%)
6. Installing Water Heater and Storage Tanks.....	( 8%)
7. Installing Piping, Pipe Insulation and Connecting System Piping	(10%)
8. Installing Mechanical/Plumbing Equipment and other Components	(10%)
9. Installing Electrical Control Systems .....	( 8%)
10. Installing Operation and Identification Tags and Labels	( 5%)
11. Performing a System Checkout.....	( 6%)
12. Maintaining and Troubleshooting a Solar Thermal System	( 8%)

A Task Analysis study was conducted to assure that the content of the examination reflects the tasks and knowledge required of Solar Thermal professionals who specify, install and maintain solar thermal power generation systems and equipment. A Task Analysis gives a detailed description of job activities and their significance with regard to job requirements and consumer protection. As part of the job analysis study, a survey was conducted of industry professionals, including manufacturers, contractors, codes and standards developers, researchers and educators. The job analysis study also assures that examination content is up to date and relevant to current practice. Subject Matter Experts (SME's) are used to research and develop examination questions for each of the content areas on the exam. All of the questions undergo extensive review and editing. For a copy of the complete Solar Thermal Installer Task Analysis, please see: <http://www.nabcep.org>

In addition to the specific content areas listed above, knowledge and skills in the following areas are required:

- Reading and interpreting plans and specifications
- Reading and interpreting codes and standards
- Basic mathematics (addition, subtraction, multiplication, division, calculations of area and volume, fractions, decimals, percentages, calculating the sides of triangles, square roots, powers of numbers, and solving simple algebraic equations for unknown variables)

You should be prepared to respond to examination questions on any of the content areas listed. Questions asked and content areas tested on previous examinations should not be assumed to be the only possible questions to be asked or content areas to be tested on this examination.

### 5.3 Special Testing Accommodations

The NABCEP Board complies with the provisions of the Americans with Disabilities Act (42 U.S.C. Section 12101, et. seq.) and with Title VII of the Civil Rights Act, as amended (42 U.S.C. Section 2000e, et. seq.).

All applicants who desire special testing accommodations due to a disability or religious observance must complete the section on the Application Form indicating that special accommodations are required. In addition, details regarding the request, including supporting documentation, must be submitted in writing to the Application Review Committee along with the Application Form. It is the responsibility of the individual with a disability to provide advance notice and appropriate documentation of the disability or religious observance, along with specifications of the type of accommodations or aids that will be required, when the Application form is submitted.

Special testing arrangements due to impaired sensory or manual skills require a letter from a licensed physician, social worker, psychologist or other appropriate professional. The letter must be written on the professional's letterhead and include the professional's title, address, telephone number and date. The letter must also include a diagnosis of the disabling condition and explain why special testing arrangements are necessary. The letter must have an original signature from the professional and be dated no more than two (2) years prior to the application. Faxes and photocopies will not be accepted.

NABCEP will not pay any costs you may incur in obtaining the required diagnosis and recommendation. However, NABCEP will pay for any reasonable accommodations that are provided for you. The Application Review Committee shall notify the applicant regarding the acceptance of the request in advance of the Examination date. Appropriate arrangements and accommodations shall be made for all candidates with disabilities who file the appropriate request and include appropriate documentation, unless an accommodation changes the nature of the test. Under no conditions will an accommodation be made which changes the nature of the test.

### 5.4 English as a Second Language

Renewable Energy installers in the U.S. must currently be able to speak and read English in order to understand system instructions and design specifications. Therefore the certification examination for professionals who install solar thermal power systems is written and administered in the English language and materials will be provided only in English. Until training and hardware components begin to feature other languages in sufficient quantity to enable non-English speaking installers other language options in which they can practice competently in the renewable energy field, the application, examination, and materials will remain in English.

### 5.5 Recommended Study References

The following books are recommended for preparation for the NABCEP Solar installer certification exam. Please refer to the NABCEP Solar Thermal Installer Certification **Study Guide** for additional direction on preparing for the NABCEP examination.

#### References:

The following reference list identifies training materials, reports, and codes and standards associated with the design and installation of solar thermal systems. Many of the sample questions come from these references.

1. Planning and Installing Solar Thermal Systems: A guide for installers, architects and engineers. James & James (Science Publishers) Ltd. [www.earthscan.co.uk](http://www.earthscan.co.uk).
2. [Solar Water Heating: A Comprehensive Guide to Solar Water and Space Heating Systems](#), by Bob Ramlow with Benjamin Nusz. Published by New Society Publishers.
3. Solar Water and Pool Heating Manual, Design and Installation & Repair and Maintenance, January, 2006. Florida Solar Energy Center, 1679 Clearlake Road, Cocoa, FL 32922-5703.  
[http://www.fsec.ucf.edu/en/industry/resources/solar\\_thermal/manual/index.htm](http://www.fsec.ucf.edu/en/industry/resources/solar_thermal/manual/index.htm)

4. 2005 Code of Federal Regulations, Chapter 29 Part 1926 Safety and Health Regulations for Construction. Department of Labor/OSHA, OSHA Publications, P.O. Box 37535, Washington, D.C. 20013-7535. <http://www.osha.gov/Publications/OSHA3252/3252.html>
  5. SRCC Document OG 300, Operating Guidelines and Minimum Standards for Certifying Solar Water Heating Systems, May 2002, Solar Rating and Certification Corporation. <http://www.solar-rating.org/EDUCATION/og300education.htm>
  6. The Copper Tube Handbook, Copper Development Association, 260 Madison Avenue, New York, NY 10016. [http://www.copper.org/applications/plumbing/techref/cth/cth\\_main.htm](http://www.copper.org/applications/plumbing/techref/cth/cth_main.htm)
  7. [Residential Solar Water Heater with Heat Exchanger](#). Provided by solar water heater manufacturers upon purchase of the unit.
  8. Uniform Plumbing Code, 2006. International Association of Plumbing & Mechanical Officials, 5001 East Philadelphia Street, Ontario, CA 91761-2816. <http://www.iapmo.org/>
  9. Solar Hot Water Systems Lessons Learned 1977 to Today, 2004. Tom Lane, Energy Conservation Services, 6120 SW 13th Street, Gainesville, FL 32608. [http://www.ecs-solar.com/lessons\\_learned.htm](http://www.ecs-solar.com/lessons_learned.htm)
  10. Roofing Construction and Estimating, Daniel Atcheson, Craftsman Book Co., 6058 Corte Del Cedro, P.O. Box 6500, Carlsbad, CA 92018 [http://craftsman-book.com/products/index.php?main\\_page=cbc\\_product\\_book\\_info&products\\_id=147](http://craftsman-book.com/products/index.php?main_page=cbc_product_book_info&products_id=147)
- Note: The National Roofing Contractors Association's Roofing and Waterproofing Manual, 5th Edition is a good resource for those replacing a current roof surface.*
11. 2005 National Electric Code, National Fire Protection Association. One Battery Park, Quincy, MA 02269. <http://www.nfpa.org/nec>

The examination reference list is updated periodically, and may include new editions, new references, or removal of references from prior lists. It is your responsibility to ensure that you have the references effective for the examination date for which you are scheduled. The Board has approved these references for the examination, and answers to the questions are based on the editions listed.

The North American Board of Certified Energy Practitioners provides these resources for your use. Please Contact us for further information on these topics, or to let us know about other resource information on these topics, or to let us know about other resource information which you would find beneficial.

## 6 Taking the Examination

### 6.1 Admission to the Examination

At least three weeks prior to the exam, candidates will receive an Admission Slip by mail, which they must bring with them to the exam site. The Admission Slip will include the date, time and location of the examination.

In addition, **YOU MUST BE PREPARED TO SHOW CURRENT PHOTO I.D. TO GAIN ADMISSION TO THE TEST SITE.** You must provide one of the following government issued, legal documents bearing your picture and signature to gain admission to the test site: a valid state driver's license, valid state identification card with photo, current passport, current military identification, or international photo ID issued by a foreign country. Student and employment I.D. cards are NOT acceptable.

Candidates who are unable to produce the required identification at the exam site will not be permitted to take the exam. Under these circumstances candidates will be considered absent and will forfeit the full exam fee and will be required to reapply for the exam and pay all applicable fees.

Report to the test site no later than the time indicated on your admission slip and examination schedule. It is recommended that you arrive at the examination site no later than thirty (30) minutes prior to the examination time. Please consider the additional time needed for procedures and delays, etc., when scheduling transportation to the examination sites.

## **6.2 What to Bring to the Exam**

The NABCEP certification exam is designed to be completed with the aid of the National Electrical Code®. The text and materials required to take the test will be provided for each candidate at the test site, including:

1. Calculator (For example, a Casio fx260, a Texas Instruments TI-30Xa, or a similar model)
2. Two #2 pencils

All materials will be returned to the Proctor at the end of the exam, where they will be inspected. No changes are to be made to the calculators, and under no condition will these items leave the testing room at any time.

In addition to the materials that NABCEP will supply, candidates may bring water in a closeable container. No other food items are allowed in the testing room. Any personal items or supplies needed during the examination must be encased in a clear plastic bag, no larger than 8.5" X 11" in size. Please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. It is recommended that candidates who are sensitive to noise bring earplugs.

## **6.3 What Not to Bring to the Examination**

Unauthorized supplies will be subject to removal by the testing officials at the examination site. The following items are NOT allowed in the examination room and will be confiscated during the exam and returned afterward:

- Watches – a clock will be provided in the room.
- Any part of workbooks and materials, bound or loose-leaf notes.
- Handwritten and typewritten notes are not allowed.
- Pull-off labels, removable tabs, paper clips, or metal clamps.
- Paper, writing tablets, or notepads.
- Highlighters.
- Personal calculators and electronic organizers.
- Cameras, tape recorders, or computers.
- Pagers, electronic transmitting devices, or telephones.
- Canisters of mace, pepper spray, or other personal defense items.
- Purses, briefcases, portfolios, fanny packs, or backpacks – a space within the testing room will be provided for you to leave bags of this kind. Any personal supplies that you need in the exam with you (inhalers, extra glasses, tissues) should be placed in a clear plastic bag no larger than 8.5" x 11.

## **6.4 Attire – What to Wear for the Exam**

Please dress comfortably, but appropriately, for the examination. The examination rooms are usually climate controlled. However, it is not always possible to maintain a temperature suitable for each candidate, and it is suggested that you bring a sweater or jacket in case the temperature is cooler than your individual preference.

Baseball caps or hats, unless they have religious significance, are not allowed in the test room. Please do not wear them.

## **6.5 Answer Sheets**

Carefully follow the examination Proctor's instructions on completing the answer sheet. It is your responsibility to correctly "bubble" in your candidate identification number and your examination number using a #2 pencil.

Your answers must be recorded on the answer sheet provided to you at the examination. If your answers are recorded in the examination booklet or on scratch paper, they will NOT be scored.

*It is recommended that you fill in your answers as you answer each question rather than waiting until the end of the examination. Those candidates who wait until the 15-minute time warning to transfer their answers from the test booklet to the answer sheet normally do NOT have enough time to transfer all answers. Candidates CANNOT complete the transfer of answers after time is called. You will ONLY receive Credit for answers on your answer sheet. You must turn in your completed answer sheet, all examination materials, and scratch paper when time is called for the exam.*

## 6.6 Test Taking Advice

The advice offered here is presented primarily to help you demonstrate your knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- Pace yourself by periodically checking your progress. Remember, the more questions you answer, the better your chance of achieving a passing score.
- There is no penalty for guessing, so you should answer every question. Be sure to record an answer for each question, even the items about which you are not completely sure. You can note the questions you want to reconsider in the examination booklet and return to them later.
- Speak to a proctor concerning any problems that may occur during the examination. Do not wait until the examination is over to inform someone of a problem. The proctors will not answer any questions related to the content of the examination.
- Before the exam day, make sure you know the exact location of the examination site. Know the best way to get there, where parking can be found, and the actual location of the testing room.

## 7 Examination Administrative Policies

### 7.1 Rules

The examination supervisor and proctors are the designated agents for maintaining a secure and proper administration of the examination. On behalf of NABCEP, administrators are required to enforce the following rules.

- There is to be no talking or moving around during the test. Any irregular candidate conduct which violates the standards of test administration, such as communicating with any other candidate during the administration of an examination or copying answers from another candidate during the administration of the examination, is strictly prohibited and grounds for dismissal from the examination. Examination materials will be confiscated. Any candidate involved in such behavior will be removed from the exam room, reported to NABCEP, and may be prohibited from taking the exam again.
- If a candidate has an emergency or needs to use the restroom, he or she should raise his/her hand. The Proctor will take the test materials and secure them, then give the candidate permission to leave the room. Only one candidate at a time is permitted to leave the room.
- There is to be no smoking, eating, or drinking (except water) by candidates in the test room.
- Personal items besides immediate necessities (which will be in plastic bags no larger than 8.5" x 11") will be stored at the front or back of the test room, or in an adjacent room.
- The Proctor and assistants cannot answer any questions about test items during the test. Candidates should do the best they can on each item. Examination supervisors and proctors are NOT qualified or authorized to answer questions concerning the examination content. However, if you have any procedural questions, they will do their best to assist you.
- If a candidate feels there is a misprint or an error within an item, the candidate should raise his or her hand. He or she will receive a Candidate Comment Form, which will be collected at the end of the exam.
- No examination materials, documents, or memoranda of any kind are to be taken from the examination room.
- Water can be brought into the testing room in a container with a lid.

- Due to the noise associated with gathering reference books and materials at the end of the examination, candidates who have not completed the exam yet when the 15-minute time limit is announced may not be permitted to leave the test center until time is called. Candidates will be asked to remain in their seats until time is called in order to minimize the disruption to candidates still testing.

## **7.2 Exam Security**

Any candidate who communicates with, or gives or receives help to others during the exam will be dismissed from the examination room. Candidates involved in such behavior will be reported to NABCEP and their exam will not be scored. Examination fees will not be refunded and the candidate may be prohibited from taking the examination in the future.

The performance of all candidates is monitored and may be analyzed to detect fraud. This information is reported to NABCEP. Candidates who violate security measures will not have their exam scored and may be prohibited from taking the examination pending investigation of the violation.

All exam materials, including all questions, answer booklets, and score sheets are the copyrighted property of NABCEP. Any distribution of these materials through reproduction or oral or written communication is strictly prohibited.

## **7.3 Late Arrivals**

Applicants are encouraged to arrive at least thirty (30) minutes before the scheduled start time for the examination. All candidates who arrive before the scheduled start time of the examination will be processed and seated for the examination. Once all applicants are processed, the doors to the exam room will be closed to further admission and the test will begin. Candidates who arrive after the doors are closed will not be admitted and will be considered to have missed the examination. These candidates can reapply for a subsequent examination time and pay the re-examination fee (unless a candidate's situation meets the specific exceptions listed in Section 7.4 below and he/she successfully files for an exception).

## **7.4 Cancellation and Rescheduling Policy**

If you are scheduled to take an examination and cannot attend, you must file an Examination Change Form within 30 days of a scheduled exam. All exam date and location changes are subject to availability. If your requested date or location has filled to capacity, your change request may have to be processed for a later date, or the site you provided as your second choice.

NO CHANGES will be made within 30 days of a scheduled exam unless:

- 1) a serious illness of the candidate or an immediate family member
- 2) death in the immediate family
- 3) disabling accident
- 4) unscheduled air travel delay
- 5) court appearance or jury duty
- 6) unexpected military duty call-up
- 7) natural or man-made disasters

For any of the above mentioned exceptions, you must submit an Examination Change Form and supporting evidence in writing within four (4) days after the scheduled examination date. The Application Review Committee reserves the right to request additional evidence to support the exception and to deny requests for exception. Candidates for whom an excuse is accepted will be allowed to select a later exam date to which the fee will be applied. The examination fee is non-refundable. Candidates for whom an excuse is found to be not acceptable will forfeit their entire exam fee and will be required to reschedule the examination and pay a re-examination fee should they wish to continue the certification process. Companies that pay for an employee's examination MAY NOT transfer the examination registration fee to another employee.

## **7.5 Failure to Appear**

Candidates who fail to appear for the examination will forfeit their entire exam fee and will be required to reschedule the examination and pay a re-examination fee unless they meet cancellation policy guidelines above. (See Fee Schedule in Section 2.5.)

## **7.6 Comment Prior to Scoring**

Following completion of the examination, candidates may comment in writing on any questions that they believe contain errors in content or on the administrative conditions of the examination. Comment forms will be available in the examination room at the conclusion of the exam, and will be collected and forwarded to the Examination Committee. If the Examination Committee judges that an item(s) should not be scored, all affected candidates scores will be corrected accordingly.

# **8 Scoring and Grade Notification**

## **8.1 Pre-Test Exam Questions**

The Solar Thermal Installer Certification Examination may contain a small number of pre-test or "pilot test" questions. These questions are NOT scored. The purpose of pre-testing questions during the administration of an examination is to gather data on the performance of these items. In order to accurately test the performance of these items, they will not be identified. Including pre-test questions on an examination is a common practice used by many national and state examination programs and is a critical step in developing additional test items and ensuring the continued reliability and validity of the examination. The time allowed for testing has been evaluated to ensure there is adequate time for completing both scored and pre-test questions.

## **8.2 Scoring Procedures**

Score sheets will be scored electronically. A statistical comparison of all responses on your scan sheet with responses given by other candidates may be performed as a quality control process to verify the accuracy of examination grades and the performance of test items. Any irregularities identified by this analysis may be considered grounds for denial of certification. Grades are normally ratified at the NABCEP board meeting following the examination and prior to the release of Score Reports.

## **8.3 Determination of Passing Score**

The passing score of NABCEP certification examinations is set by a criterion-referenced standard-setting exercise by experts in the field under the guidance of a psychometrician. The NABCEP certification examination will not be graded "on the curve" -- any candidate who meets the entry requirements and achieves the passing score level will be certified.

Because different test forms may vary slightly in difficulty from one to another, it is desirable to report examination scores as scaled scores. Scaled scores are statistically derived by adjusting the raw score (the number of questions a candidate answers correctly) by a factor that accounts for the difficulty of a particular exam format relative to other formats. A total scaled score is used to determine pass or fail status and is reported as a scaled score ranging between 0 and 99.

A scaled score of 75 is required to achieve a passing status on the NABCEP Solar Thermal Installer Certification Examination.

## **8.4 Exam Scoring Time Frame**

Exam score reports will be completed and mailed to the candidate prior to six weeks following the administration of the exam. Grade results and or pass/fail status will not be given out over the telephone.

## **8.5 Contents of the Score Report**

Candidates will receive the passing score and their scaled score in their score report. For a definition of a scaled score, see Scoring Procedures in Section 8.2.

## **8.6 Score Information Made Public**

The only information made public regarding the exam will be the major domains being tested, the number and type of questions, and the score required to pass the exam. The following aggregate data about scores may be released for each administration of the exam: number of applicants, number of candidates tested, number and percentage passing the exam, number and percentage of first-time test takers passing the exam, and number of administration sites.



## 8.7 Challenging Examination Results

Candidates who feel that their score is inaccurate can send an official appeal to the NABCEP Executive Director within thirty (30) days of receiving their score report. (See Section 13 of this *Candidate Information Handbook*. Also see the Appeals Procedure, Section D in Appendix II to this *Handbook*.)

## 8.8 Re-scoring

NABCEP employs a rigorous process to ensure that no errors occur in the scoring of candidate answer sheets, including a review of all answer sheets for any possible marking errors and a statistical analysis of all questions. Due to the accuracy of electronically-scanned scoring, changes as a result of re-scoring are highly unlikely. However, if an applicant requests that a manual rescoring of his/her exam be done, NABCEP will fulfill this request for one re-scoring only. All such requests must be directed to the Executive Director in writing or through electronic mail within thirty (30) days of receiving their score report. The e-mail address can be found on the NABCEP web site at [www.nabcep.org](http://www.nabcep.org)

## 8.9 Re-Examination Information

Candidates who fail the examination will be permitted to retake the examination two more times (for a total of three times) during the 18-month period during which the candidate's application is "active" (see Section 4.6). For each subsequent attempt, candidates will be required to pay a re-examination fee of \$150. After three unsuccessful attempts to pass the examination, a candidate must wait a period of one (1) year and re-apply as a new candidate. Failing to appear for a scheduled examination will be considered an examination time (see Section 7.5).

## 8.10 Cancellation of Scores

NABCEP is responsible for the integrity of the scores it reports. On rare occasions, circumstances such as a technical malfunction or candidate misconduct may render a score invalid. NABCEP is committed to rectifying such discrepancies as expeditiously as possible. NABCEP reserves the right to cancel any examination scores if, in the sole opinion of NABCEP, there is adequate reason to question its validity. In the event of cancellation, NABCEP at its discretion may (1) offer the individual an opportunity to take the examination again at no additional fee or (2) revoke or otherwise take action with regard to the application or certification of a candidate or certificant deemed to be in violation of any policies or procedures of NABCEP applicable to the Solar Thermal Installer Certification program. (See Section 9.4.)

# 9 Certification Status

## 9.1 Duration of Certification Credential

Your certification is valid for three (3) years following the date of issuance. During that time you may use the certification designation after your name to show that you are certified (see Certification Mark Use Policy in Appendix III of this *Handbook*). You will receive a certificate that you can frame, and you will also receive information on maintaining the credential through the Recertification Program.

## 9.2 Displaying the Certification Mark

Only persons certified by the NABCEP, who maintain active certification status and are in good standing, are authorized to use the NABCEP Certification Mark. Each certified individual may use the Mark in professional advertising and informational materials, including telephone directory listings or advertisements, business cards, letterhead, brochures, signs, stationary, packages, and other similar marketing materials, consistent with the rules as explained in Appendix III, "Certification Mark Use Policy." The Mark is personal to the certified individual and may not be transferred or assigned to any other individual, organization, business, or entity. Certificates may not be displayed for purposes other than verification of the professional's credential and should be displayed only when the certification is current and the certificant is in good standing with NABCEP.

## 9.3 Replacement Certificates

In the event that a certificate arrives damaged or with incorrect name spelling, certificants should immediately notify NABCEP for a replacement certificate. In the event of a name change or in the case of loss, certificants may request a replacement certificate using the form contained in this *Candidate Information Handbook*. A fee of \$25 will be charged for each replacement certificate except in cases where damage or typographical errors are immediately reported to NABCEP upon receipt of the certificate.

## **9.4 Misconduct**

Applicants for initial certification and recertification, and candidates for the examination who have been determined to be involved in fraud, misrepresentation, or inappropriate behavior in the application, examination, or recertification process will be subject to disciplinary action which may result in denial or removal of the NABCEP credential.

# **10 Recertification**

## **10.1 Introduction**

NABCEP sponsors and administers a rigorous, examination-based, professional certification program – designated as the NABCEP Solar Thermal Installer Certification. Certificants are granted the conditional right to use the NABCEP credential and certification mark but must demonstrate an ongoing professional commitment to the field by satisfying the requirements of this Program. NABCEP Recertification assures that the certificant remains committed to continued professional training and education and adherences to the NABCEP Code of Ethics.

This policy establishes and explains the requirements which must be satisfied in order to maintain certification and related information including the standards, guidelines, and procedures of NABCEP Recertification. Inquiries or questions concerning this policy should be directed to the NABCEP office.

## **10.2 Statement of Purposes**

NABCEP Recertification is intended to: require reasonable and appropriate continuing educational and professional activities; enhance the ongoing professional development of certificants; encourage and recognize individualized learning opportunities; and provide a standardized, objective, and straightforward process for attaining and recording professional development activities.

## **10.3 Basic Requirements for Recertification**

To become recertified, a NABCEP Certified Solar Thermal Installer (Certificant) must install at least three (3) systems over the course of their 3-year certification cycle and obtain 18 contact hours of continuing education. The required subject area of these 18 contact hours of continuing education plus other details is included in section 10.5 below.

## **10.4 Recertification Cycle**

Each recertification cycle will be a three (3) year period. The first recertification cycle begins on the date of initial certification, and expires three years after that initial date of certification. The initial certification date is the date printed on the NABCEP Certificate. Thereafter, each recertification cycle will be a three (3) year period starting on the same date (plus 3 years, plus 6 years, etc.) as the initial date of certification and ending three years after the starting date.

## **10.5 Recertification Requirements**

Consistent with the terms of this policy, certificants must satisfy the following requirements in order to maintain certification.

### **10.5.1 Installation Requirements**

To maintain certification, the certified installer must document the completion of three (3) Qualifying Solar Thermal Systems over the course of the three-year certification period.

#### **10.5.1.1 Definition of a Qualifying System**

A qualifying system is one and subject to a complete permitting and inspection process by a permitting authority or, in the absence of such, an appropriate underwriter authorized to provide an inspection certificate. In regions where neither of these options exists, acceptance of the system will be based on supplied documentation.

### 10.5.1.2 Documenting System Installations

In order to document the three (3) Qualifying Systems required for Recertification, certificants are asked on the Recertification Application Form to provide a concise description of work performed at the job site, including the system size and components, the level of their responsibility on the jobsite, number of full-time equivalent workers supervised, and any other pertinent information. The certificant can install the system, perform limited work on the site but must at least supervise, oversee all subtrades, commission systems and 'hand-off' to end user.

In addition, for each system, certificants will need to provide: a) location of the job site, including some combination of the following: a) county, lot #, and/or physical address; b) if required in the jurisdiction, permit number(s) and permitting authority for any permits required to perform the work; c) system-owner contact information; d) a photograph of the system (optional); and e) copies of any inspection certificates or permits involved.

### 10.5.1.3 Verification of Information by NABCEP

NABCEP reserves the right to contact system owners/operators, permitting authorities, and responsible contractors to verify work listed in this section. The Recertification Application Form will prompt you to attach copies of any permits or inspection certificates acquired. In cases where no inspection or permitted process was required, the Application Review Committee will make decisions about eligibility based on supplied documentation. Optional documentation includes anything that you feel verifies the installation and demonstrates your successful role. For example, you might attach letters from customers, design plans, photographs, a letter from your employer asserting that you performed the work listed, or other documentation.

### 10.5.1.4 Licensure Requirement

If a license for solar installation is required in the jurisdiction in which the work is performed, certificants must list their license number(s) -- or the license number under which the work was performed on their application for recertification.

## 10.5.2 Continuing Education Requirements

In addition to the Installation Requirements detailed above, certificants must accrue a minimum number of eighteen (18) contact hours of continuing education during each recertification cycle, which is a three (3) year period. Unless rollover credits (see section 10.5.2.4) are earned during a previous recertification period, hours will be credited only for participation in activities during the current recertification cycle.

A contact hour equals one 60-minute clock hour of organized learning activity including interaction between learner and instructor or learner and materials which have been prepared to cause learning. The number of contact hours for the course must be specified by the provider before the course is offered. Credit is not awarded for time spent on sales presentations, breaks, travel, receptions, or meals.

All contact hour credits are subject to approval and confirmation by NABCEP.

### 10.5.2.1 Content of Continuing Education

NABCEP certificants are required to satisfy the following specific continuing education requirements:

- At least 6 contact hours on the latest version of the National Electrical Code, including Article 690 and other sections relevant to the installation of Solar Thermal systems;
- At least 6 contact hours of technical Solar Thermal related to the most recent version of the NABCEP Solar Thermal Installer Task Analysis or complementary standards relevant to photovoltaic installation and technology;
- An additional 6 contact hours of instruction related to Solar Thermal or renewable energy that may be technical or non-technical. Examples of acceptable non-technical instruction are listed below in section 10.5.2.5.

### 10.5.2.2 Qualifying Activities for Contact Hours through Participation in Classes, Training Seminars and Related Offerings

Unless otherwise permitted by this policy, in order to be accepted and approved by NABCEP all recertification activities must be relevant to Solar Thermal installation and/or technologies.

1. College or University Courses: Credit may be earned for the successful completion of academic coursework at an accredited university or college during the current recertification cycle. Courses may be audited for credit if completed and a passing grade is received.
  - Documentation Required: Certificants must maintain a transcript, grade report, or verification form issued by the educational institution, which indicates a passing grade in the course and a course description.
2. Offered by any Joint Apprenticeship and Training Committee or U.S. Department of Labor Approved Apprenticeship Program.
  - Documentation Required: Certificants must maintain a certificate or letter verifying attendance and a program description.
3. Approved by State Contractor Licensing Boards.
  - Documentation Required: Certificants must maintain a certificate or letter verifying attendance and a program description.
4. Offered by a training program accredited by the Institute for Sustainable Power or similar accrediting body.
  - Documentation Required: Certificants must maintain a certificate or letter verifying attendance and a program description.
5. Seminars and Workshops: Credit may be earned for attending seminars, workshops, or other educational programs offered by organizations registered with NABCEP, and other educational program providers consistent with the terms of this policy.
  - Documentation Required: Certificants must maintain a certificate or letter verifying attendance and a program description.
6. Approved Providers: Credit may be earned for attending educational programs offered by educational organizations approved by NABCEP and designated as NABCEP Approved Providers. These providers adhere to quality criteria established by NABCEP and are authorized to issue credit certificates to attendees. A listing of NABCEP Approved Providers and the programs they offer is posted on the NABCEP website at [www.nabcep.org](http://www.nabcep.org). Specific programs may be reviewed according to subject area, location, date and time.
  - Documentation Required: Certificants must maintain a certificate or letter verifying attendance and a program description.

#### **10.5.2.3 Qualifying Activities for Contact Hours through Instructing, Teaching, Authoring, Publishing or Presenting**

In addition to attendance at qualified educational and training events, NABCEP grants limited continuing education contact hours to certificants who: instruct and teach qualifying courses; author qualifying articles or publications; and/or, present qualifying lectures, seminars or workshops. In order to qualify for continuing education contact hours, such activities should include research or study related to the course content subjects listed in Section 10.5.2.1, and will enhance and promote quality professional knowledge or practice. The total maximum number of combined continuing education permitted for teaching, publishing and presenting is twelve (12) within a recertification period.

##### **1. Criteria and Allowance for Teaching Credits**

Qualified continuing education instructional and teaching activities must satisfy the following requirements:

- The course must be offered through organizations identified in Sections 10.5.2.2;
- The content of the course must be limited to the content subjects identified in Section 10.5.2.1;
- The certificant must be a primary instructor for the course;
- The certificant must be qualified to teach the course by experience, education, and/or training; and
- The certificant must provide appropriate materials consistent with these requirements.

Continuing education contact hours for teaching activities will be determined based on the number of actual instructional, contact hours, and cannot exceed twelve (12) contact hours per three (3) year recertification period. Continuing education contact hours may be claimed only once within a recertification period for each specific course offering.

## **2. Criteria and Allowance for Publications Credits**

Qualified continuing education activities related to the authorship of articles, book chapters, or other publications (publications) must satisfy the following requirements:

- The content of the publication must address, and be limited to, the content subjects identified in Section 10.5.2.1;
- The publication must appear in a peer-reviewed journal, a book, or other similar format related directly to the solar thermal or renewable energy fields;
- The certificant must be qualified to author the publication by experience, education, and/or training;
- The certificant must be a primary author of the publication; and,
- The certificant must provide a complete copy or link to the publication, including an identification of the authors.

Continuing education contact hours for authoring a publication will be limited to two (2) contact hours per publication within a three (3) year recertification period, pending NABCEP review of the publication.

## **3. Criteria and Allowance for Credits Related to Preparing and Presenting Technical Information at Conferences, Lectures, Seminars or Workshops**

Qualified continuing education activities related to a conference, lecture or seminar presentation (presentations) must satisfy the following requirements:

- The content of the presentation must be limited to the content subjects identified in Section 10.5.2.1;
- The certificant must be a (or one of the) primary presenter(s) of the presentation;
- The presentation should provide attendees with the opportunity to question the presenter;
- The certificant must be qualified to make the presentation by experience, education, and/or training;
- The certificant must provide an appropriate professional resume and presentation description consistent with these requirements; and,
- The certificant must provide a document from the organizational sponsor verifying the presentation activity and explaining the time and content of the presentation.

Continuing education contact hours for presentation activities will be determined based on the number of actual presentation hours and the number of hours that a certificant would receive for attending the presentation. The presenter will receive the same number of continuing education contact hours as a certificant who attends the presentation would receive. Continuing education contact hours for presentation activities will be determined based on the number of actual presentation contact hours and cannot exceed twelve (12) contact hours per three (3) year recertification period.

### **10.5.2.4 Rollover of Excess Continuing Education Contact Hours**

Contact hours in excess of the required 18 hours may be carried over to the next three-year cycle up to a maximum of 9 additional contact hours.

### **10.5.2.5 Course Content Options**

Examples of acceptable continuing education course topics include the following subjects:

- Acceptance testing of solar thermal system installations
- Accounting
- Battery technology
- Building codes
- Building construction
- Building energy efficiency

- Building-integrated photovoltaic products
- Business contracting
- Business law
- Combined heat and power systems
- Construction safety practices
- Design review, evaluation and certification of solar thermal systems
- Distributed resources
- Electric generators and motors
- Electric utility system operation
- Electrical circuits
- Electrical safety practices
- Electrical system design
- Energy conservation
- Energy storage systems
- Lightning protection
- Load management strategies
- Maintenance and troubleshooting
- Mechanical system design
- National Electrical Code
- National Electrical Safety Code
- Roofing practices
- Solar and renewable energy resources
- Testing, certification and labeling of solar thermal collectors
- Wind turbines

#### **10.5.3 Ethical Practice Requirement**

As a part of the Recertification process, certificants will be required to attest that they have maintained and will continue to maintain practices in conformity with the NABCEP Code of Ethics. Violation of the Code of Ethics may be grounds for disciplinary action.

Certificants for recertification must be in good standing with NABCEP. Certificants against whom complaints are brought will be notified and will have the opportunity to refute the complaints filed against them. If a review process finds the certificant in violation of the Code of Ethics or if he/she is consistently performing work that does not reflect the skills and experience required for certification, certification status may be revoked and the certificant may be denied the opportunity to attain recertification status.

### **10.6 General Recertification Guidelines**

#### **10.6.1 Activity Reporting Forms**

Certificants are responsible for reporting recertification activities to NABCEP as they occur or upon completion. Using the Recertification Application Form, certificants must complete the required information concerning each recertification activity, and submit each completed form via fax or mail to NABCEP or online at <http://nabcep.web.cedant.com>.

#### **10.6.2 Credit Transcripts**

NABCEP will review and record reported recertification activities and maintain a transcript of all approved activities reported during the current recertification cycle for each certificant. Certificants may also view an unofficial transcript of reported recertification activities online at <http://nabcep.web.cedant.com>.

#### **10.6.3 Granting Credit**

All recertification activities submitted for credit are subject to review and approval by NABCEP. In order to assist in the acceptance of a recertification activity, certificants are encouraged to contact NABCEP prior to participating in an activity to gain information as to whether credit may be granted for completion of such activity. Credit for each qualifying activity will be granted on a one-time only basis. In all cases, credit is granted only after the educational or professional activity has been completed and documented. Credit is not granted for time spent at social functions or for breaks.

#### **10.6.4 Credit Denial**

NABCEP reserves the sole and exclusive right to evaluate all activities and programs on an individual basis and at its discretion, to deny credits for those activities that fail to meet the terms of this policy and other NABCEP requirements. In its evaluation, NABCEP will consider the number of credits indicated for a program by other providers. However, NABCEP reserves the sole and exclusive right to make all final determinations concerning the number of credits granted for each activity. The certificant will be notified when credits are reduced or denied, including a statement indicating the basis for such action.

#### **10.6.5 Maintenance of Personal Recertification Records**

As explained in this policy, each category of qualifying recertification activities indicates the information and materials that must be collected and maintained in order to receive credit. Certificants must maintain the applicable records and documentation related to each reported recertification activity for at least twelve (12) months after the current recertification cycle has ended. Such records should be stored in a safe and secure manner.

#### **10.6.6 Application for Certification Renewal**

An Application for Certification Renewal will be mailed (hard copy or electronically) to each certificant during the final six (6) months of the current recertification cycle. Upon receipt of a completed Recertification Application, the recertification fee of \$200, and satisfactory completion of the continuing education credit requirement for the current recertification cycle, NABCEP will send an updated Recertification Certificate to the certificant.

#### **10.6.7 Transfer of Excess Credits**

Up to nine (9) excess credits earned during the final year of the current recertification cycle may be applied to the next recertification cycle. If excess credits are transferred for credit towards the next recertification cycle, certificants must maintain all applicable documentation related to such activities consistent with the terms of this policy.

### **10.7 Mandatory Recertification Audits**

Each year, NABCEP will randomly select a percentage of certificants for a recertification audit in order to verify compliance with this policy. Certificants selected for audit must comply with all audit instructions and requirements and must submit copies of the applicable documentation supporting all reported recertification activities for the current or most recent recertification cycle. Such documentation must be submitted to NABCEP and returned with the Recertification Application. Failure to satisfy or comply with audit requirements will result in suspension or revocation of certification consistent with the terms of this policy.

### **10.8 Failure to Satisfy Recertification Requirements**

Certificants who fail to satisfy the recertification requirements prior to the conclusion of the current recertification cycle will become inactive and placed on an inactive list of certificants. The following terms apply, unless otherwise provided by this policy:

#### **10.8.1 Suspension**

Following the issuance of a suspension notice, the certificant will be placed on immediate suspension status for up to a one (1) year period or until such time as the certificant fulfills the relevant recertification requirements. In the event of certification suspension, the applicable dates for the following recertification cycle remain effective and are not altered, i.e., the suspension period will be concurrent with the first year in current recertification cycle. Upon satisfactory completion of all relevant recertification requirements, the certificant will be returned to active certification status.

#### **10.8.2 Revocation**

Failure to satisfy the relevant requirements within a one (1) year period after the conclusion of a recertification cycle (during the suspension period) will result in revocation and termination of certification. Unless otherwise directed by NABCEP or other authorized NABCEP representative, a revoked or terminated certification may not be reinstated. In order to receive certified status, a former certificant must reapply for certification and satisfy all requirements of the initial certification process.

#### **10.8.3 Prohibited Use of Credential**

A certificant whose certification has been suspended or revoked may not represent himself or herself as an active certificant or as certified by NABCEP and may not use the NABCEP Certification Mark until such

time as he or she receives notice from NABCEP that the relevant recertification requirements have been satisfied or his or her active certification status has been reinstated, consistent with the terms of this policy.

## **10.9 Voluntary, Optional Changes in Certification Status.**

### **10.9.1 Retired Status**

Retired status allows certificants, who are retired, to remain within and participate with NABCEP. The Retired designation represents that the certificant is not engaged in professional practice and is not a credential for practice.

#### **10.9.1.1 Eligibility**

A certificant in good standing, who wishes to voluntarily relinquish his/her certification due to retirement or inactivity, and who has abided by the Code of Ethics, is eligible to receive Retired status. Retired status is limited to qualified certificants who no longer receive primary remuneration from practicing in the Solar Thermal installation field and have been certificants in good standing for the last two consecutive years. Upon approval of the Retired status application, a Retired status certificate is issued by NABCEP.

#### **10.9.1.2 Related Fees**

A Retired status certificant is not required to meet NABCEP recertification requirements or to pay certification renewal fees. There is a one-time fee for Retired status, as established by NABCEP each year.

#### **10.9.1.3 Recognition and Participation**

A Retired status certificant is entitled to receive recognition in the registry of certificants and is eligible to participate in NABCEP activities.

#### **10.9.1.4 Use of Retired Status Credential and Mark**

A Retired status certificant is granted permission to use the "Retired" status designation as directed by NABCEP. Retired certificants are not permitted to use the NABCEP Mark or credential unless they have returned to active certification status consistent with the terms of this policy.

#### **10.9.1.5 Reinstatement to Active Certification Status**

A Retired status certificant who returns to active practice and wishes to use NABCEP Mark or credential in conjunction with professional practice is required to seek reinstatement of active certification status. If such reinstatement to active status is requested prior to the time the Retired certificant's active certification would have expired, i.e., within the certification expiration date that was in effect at the time of the status change to Retired status, the certificant may request that active status be reinstated by paying all applicable fees at the time of reinstatement. A Retired certificant who wishes to reactivate certification status within one (1) year beyond the expiration date of active certification must satisfy the applicable recertification requirements and provide all applicable documentation. A Retired certificant who has remained in the inactive Retired status more than one (1) year beyond the expiration date of active certification must reapply for certification and satisfy all requirements of the initial certification process.

### **10.9.2 Relinquishment of the Credential**

A certificant in good standing may voluntarily relinquish his or her certification by submitting a written request to NABCEP indicating acceptance of, and agreement to, the following terms. Such certificants will be removed from active certificant records.

#### **10.9.2.1 Prohibited Use of the Credential**

A certificant who voluntarily relinquishes his or her certification may not represent himself or herself as an active certificant or as certified by NABCEP and may not use the NABCEP Mark until such time that he or she satisfies the relevant recertification requirements or has his or her active certification reinstated.

#### **10.9.2.2 Reinstatement to Active Certification Status**

If reinstatement to active certification status is requested prior to the time the active certification would have expired, i.e., within the certification expiration date that was in effect at the time the certification was relinquished, the former certificant may request that active certification status be reinstated by paying all applicable fees at the time of reinstatement. A former certificant who wishes to reactivate certification status within one (1) year beyond the expiration date of certification must satisfy the



applicable recertification requirements and provide all applicable documentation. A certificant who has relinquished his or her certification for more than one (1) year beyond the expiration date of active certification must reapply for certification and satisfy all requirements of the initial certification process.

## **11 Application for Recertification**

### **11.1 Application Time Line**

Certificants will need to file a Recertification Application and pay a \$200 fee at least ninety (90) days prior to the expiration of their certificate.

Certificants who miss the 90-day deadline will be able to apply for Recertification up to 30 days following the expiration of their certificate by paying a late fee of \$50 in addition to the \$200 Recertification Fee.

### **11.2 Application Process**

The Recertification Application will need to include supporting documentation showing the candidate's continued experience in the field through installation work, and showing that he/she has met the required continuing education requirements. In addition, certificants must include the appropriate fee and sign the application. Send the completed application, along with a check or money order payable to NABCEP to:

North American Board of Certified Energy Practitioners  
Saratoga Technology & Energy Park  
10 Hermes Road, Suite 400, Malta, NY 12020

### **11.3 Notification of Recertification Acceptance**

After their application is reviewed by the Application Review Committee, applicants will receive notice of the status of their Recertification within approximately eight (8) weeks after submitting their Recertification Application. If their Recertification is approved, they will also receive a new, valid Certificate.

If their Recertification is denied, they will receive a letter stating why the Application for Recertification has not been accepted. Candidates will have thirty (30) days to supply additional information if it was requested, or to appeal the denial in writing to the Executive Director of NABCEP. See the NABCEP Appeals Policy in Appendix II.

### **11.4 Inactive Status**

Inactive status may be granted to certificants on a case-by-case basis for special circumstances such as illness, injury, military duties or personal hardship. An inactive status may be granted to a certificant for up to a maximum of three years. The request for inactive status must be made in writing not later than one (1) month following the expiration date on the candidate's certificate. This request must include a statement of the special circumstances leading to the request and an estimate of when the certificant expects to meet recertification requirements. During this time, the certificant is not certified by NABCEP nor may claim to be so. The certificant will be required to suspend use of the NABCEP credential and will return the certificate to NABCEP headquarters. Once an applicant applies to reactivate certification status, the Application Review Committee will determine the length of time the applicant has to meet recertification requirements.

## **12 Candidate Confidentiality**

### **12.1 Confidentiality of Application Materials**

An applicant's materials for certification and recertification shall remain confidential, unless authorized by other NABCEP policies and practices or unless otherwise stipulated in writing by the applicant. Only members of the Application Review Committee, staff, and designated individuals acting on behalf of the Board shall have access to these documents. NABCEP will take all reasonable precautions to ensure that candidate application information will not be released to 3rd parties. Upon certification, professional contact information will be considered public information and may be made available to the public upon request.

## **12.2 Confidentiality of Scores**

Individual candidate scores shall remain confidential (see Section 8.6 above), unless a candidate agrees in writing to release his/her score to specific authorities, such as a state board of licensure.

## **12.3 Certificant Registry**

NABCEP will maintain a certificant registry as a free benefit for certificants and the public containing the name and professional contact information of certificants. This database will be made available in a secure, online format, free of charge.

# **13 Grievances & Appeals**

## **13.1 Grounds for Appeal**

NABCEP is directed, administered, and supervised by the NABCEP Board of Directors. All challenges regarding actions of and by NABCEP are governed by the comprehensive and exclusive rules contained in the Certification Appeal Procedures (see Appendix II). This appeal process is the only way to resolve all NABCEP application, eligibility, examination, and other certification or recertification challenges, complaints, and/or claims of irregularities.

A candidate or certificant may submit to the Executive Director an initial appeal (request for review) of an adverse NABCEP action or decision based on any of the following grounds:

- a. The candidate was found to be ineligible to take or complete the Certification Examination;
- b. The candidate did not pass or successfully complete the Certification Examination; or,
- c. The candidate or certificant failed to satisfy a certification or recertification requirement, including those requirements related to qualifications, education, and experience, or was otherwise ineligible for certification or recertification.

In order for a request for review to be considered by the Executive Director, the written request must be received by NABCEP within thirty (30) days of the date of the adverse action.

## **13.2 Appeal Procedures**

In order for an appeal to be considered by the Certification Appeals Committee, the appeal submission must contain the following information:

- a. The identity and signature of the candidate or certificant submitting the appeal;
- b. A detailed explanation of the reasons and basis for the appeal, as defined and limited by Section E.2 in the Appeals Procedure
- c. All objections, corrections, and factual information the candidate or certificant believes to be relevant to the appeal;
- d. The names, addresses, telephone numbers, and email addresses, if available, of any persons with factual information relevant to the appeal, and a clear description of the factual information available from these persons; and,
- e. Copies of any and all relevant documents, exhibits, or other information the candidate or certificant wants to submit in support of the appeal.

## **13.3 Complaint, Dispute, & Grievance Policy**

The Complaint, Dispute, and Grievance Resolution Policy (available online or by contacting NABCEP) will apply to any grievance matter concerning an action, policy or practice of the NABCEP as a corporate body; NABCEP candidates or certificants; the NABCEP Board of Directors and Officers; NABCEP executive management and staff; NABCEP Committee members; and NABCEP volunteers and representatives acting on behalf of the NABCEP (parties).

## **14 Contacting NABCEP**

### **14.1 Obtain Information and Ask Questions**

Please contact the Board office at (518) 899-8186, or visit our website at [www.nabcep.org](http://www.nabcep.org) for additional information.

North American Board of Certified Energy Practitioners  
Saratoga Technology & Energy Park  
10 Hermes Road, Suite 400  
Malta, NY 12020  
**Email:** [info@nabcep.org](mailto:info@nabcep.org)  
**Phone:** (800) 654-0021  
**Fax:** (518) 899-1092

### **14.2 Change of Address or Name**

A Change of Address/Name form is contained in this *Candidate Information Handbook*. You may return it to NABCEP, along with required proof if you've had a name change, at any time. In addition, all candidates will be given an opportunity to file a change of address at the examination site.

### **14.3 Other Policies**

Other NABCEP policies, including the Ethics Case Procedure and the Complaint, Dispute and Grievance Resolution Policy, are available online at [www.nabcep.org/](http://www.nabcep.org/) or by contacting NABCEP at the coordinates above.

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## Appendix I: NABCEP Code of Ethics & Standards of Conduct

Among other primary goals, the NABCEP is dedicated to the implementation of appropriate professional standards designed to protect consumers and the profession. NABCEP certificants and candidates are expected to act in an appropriate manner, which promotes the integrity of, and reflects positively on, the practitioner, the NABCEP, and the renewable energy profession, consistent with accepted moral, ethical, and legal standards.

### **NABCEP CODE OF ETHICS**

As a professional in the fields of renewable and sustainable energy and energy efficiency technologies, a NABCEP certificant or candidate has the obligation to:

- deal with all clients, consumers, and other professionals and professional organizations fairly and in a timely manner;
- provide safe and quality services to clients and consumers;
- respect and promote the rights of clients and consumers by offering only professional services that he/she is qualified to perform, and by adequately informing clients and consumers about nature of proposed services, including any relevant concerns or risks;
- maintain the confidentiality and privacy of all client and consumer information;
- avoid conduct which may cause a conflict with client or others;
- engage in moral and ethical business practices, including accurate and truthful representations concerning professional information and system performance expectations;
- be truthful with regard to research sources, findings, and related professional activities;
- maintain accurate and complete business and professional records;
- respect the intellectual property and contributions of others;
- further the professionalism of renewable energy industry services; and,
- behave in a courteous and professional manner when communicating with NABCEP representatives.

### **NABCEP STANDARDS OF CONDUCT**

The following NABCEP Ethical Standards of Conduct describe appropriate and enforceable professional practice standards, and set forth the minimal ethical standards of professional conduct for NABCEP certificants and candidates. These Ethical Standards of Conduct also serve as a professional resource for renewable energy industry practitioners, as well as for those served by NABCEP certificants and candidates, in the case of a possible ethical violation.

#### **SECTION A: COMPLIANCE WITH LAWS, POLICIES, AND RULES RELATING TO THE PROFESSION**

1. The NABCEP certificant/candidate will be aware of, and comply with, all applicable federal, state, and local laws and regulations governing the profession. The NABCEP certificant/candidate will not knowingly participate in, or assist, any acts that are contrary to applicable professional laws and regulations. Lack of awareness or misunderstanding of these laws and regulations does not excuse inappropriate or unethical behavior.
2. The NABCEP certificant/candidate will be aware of, and comply with, all NABCEP rules, policies, and procedures, including rules concerning the appropriate use of NABCEP certification marks and the proper representation of NABCEP credentials. Lack of awareness or misunderstanding of a NABCEP rule, policy, or procedure does not excuse inappropriate or unethical behavior. The NABCEP certificant/candidate will not knowingly participate in, or assist, any acts that are contrary to NABCEP rules, policies, and procedures.
3. The NABCEP certificant/candidate will make all reasonable and appropriate efforts to promote compliance with, and awareness of, all applicable laws, regulations, and NABCEP rules and policies governing the profession.
4. The NABCEP certificant/candidate will make all reasonable and appropriate efforts to prevent violations of applicable laws, regulations, and NABCEP rules and policies governing the profession.
5. The NABCEP certificant/candidate will provide accurate, truthful, and complete information to NABCEP concerning all certification related eligibility information, and will submit valid application materials for fulfillment of current certification and recertification requirements.

6. The NABCEP certificant/candidate will maintain the security, and prevent the disclosure, of NABCEP certification examination information and materials.
7. The NABCEP certificant/candidate will report possible violations of this Code of Ethics to the appropriate NABCEP representative(s).
8. The NABCEP certificant/candidate will cooperate fully with the NABCEP concerning the review of possible ethics violations and the collection of related information.

## **SECTION B: PROFESSIONAL PRACTICE**

1. The NABCEP certificant/candidate will deliver safe, competent services in a timely manner, and will provide quality services with appropriate professional skill and competence.
2. The NABCEP certificant/candidate will recognize the limitations of his/her professional ability, and will only provide and deliver professional services for which he/she is qualified. The NABCEP certificant/candidate will be responsible for determining his/her own professional abilities based on his/her education, knowledge, competency, credentials, extent of practice experience in the field, and other relevant considerations.
3. The NABCEP certificant/candidate will provide clients and consumers with adequate and detailed information regarding the nature of proposed services, and the related options, outcomes, risks, and concerns.
4. The NABCEP certificant/candidate will use all professional resources in a technically appropriate and efficient manner.
5. The NABCEP certificant/candidate will provide services based on client or consumer requests and needs, and will avoid unnecessary services. The NABCEP certificant/candidate will provide services that are both appropriate and necessary to satisfying client or consumer requests and needs.
6. The NABCEP certificant/candidate will exercise diligence and thoroughness in providing services, and in making professional assessments and recommendations solely for the benefit of the client or consumer. The NABCEP certificant/candidate who offers his/her services to the public will not decline a client or consumer based on age, gender, race, color, sexual orientation, national origin, disability, religious affiliation, or any other basis that would constitute unlawful discrimination.
7. The NABCEP certificant/candidate will prepare and maintain all necessary, required, or otherwise appropriate records concerning his/her professional practice, including complete and accurate client and consumer services records.
8. The NABCEP certificant/candidate will not delegate the responsibility to provide professional services to an unqualified person. Where supervision is appropriate and necessary, the NABCEP certificant/candidate will not delegate responsibility for the provision of professional services without providing appropriate supervision.
9. The NABCEP certificant/candidate will not act in a manner that may compromise his/her professional judgment, performance, or obligation to deal fairly with all clients and consumers.
10. The NABCEP certificant/candidate will be truthful and accurate in all advertising and representations concerning professional qualifications, experience, competency, and performance of services, including representations related to professional status and/or areas of competence. The NABCEP certificant/candidate will not make false or deceptive statements concerning professional or occupational training, experience, competence, ability, academic training or degrees, credentials, institutional or association affiliations, services, or fees for services.
11. The NABCEP certificant/candidate will not knowingly make false or misleading statements about, or guarantees concerning, any service or the efficacy of any renewable energy system, product, or device, orally or in writing.

## **SECTION C: CONFLICT OF INTEREST AND APPEARANCE OF IMPROPRIETY**

1. The NABCEP certificant/candidate will not engage in conduct that may cause an actual or perceived conflict between his/her own interests and the interests of his/her client or organization. The NABCEP certificant/candidate will avoid conduct that causes an appearance of impropriety.
2. The NABCEP certificant/candidate will act to protect the interests of the client or consumer before his/her own interests, unless such action is in conflict with any legal, ethical, or professional obligation.
3. The NABCEP certificant/candidate will disclose to clients and organizations any circumstance that could be construed as a conflict of interest or an appearance of impropriety, or that could otherwise influence or interfere with the exercise of professional judgment.
4. The NABCEP certificant/candidate will refrain from offering or accepting inappropriate payments, gifts, or other forms of compensation for personal gain, unless in conformity with applicable laws, regulations, and NABCEP rules and policies.

#### **SECTION D: COMPENSATION AND REFERRAL DISCLOSURES**

1. If responsible for setting professional fees and related costs, the NABCEP certificant/candidate will charge fair, reasonable, and appropriate fees for all professional services, and will provide clients and consumers with truthful and accurate information concerning such services.
2. The NABCEP certificant/candidate will charge fees that accurately reflect the services provided to the client or consumer.
3. The NABCEP certificant/candidate will make all appropriate disclosures to clients and consumers and prospective clients and consumers regarding any benefit paid to others for recommending or referring his/her services.
4. The NABCEP certificant/candidate will make all appropriate disclosures to clients and consumers and prospective clients and consumers regarding any benefit received for recommending or referring the services of another individual.

#### **SECTION E: CLIENT CONFIDENTIALITY AND PRIVACY**

1. The NABCEP certificant/candidate will maintain and respect the confidentiality of all client and consumer information obtained in the course of a professional relationship, unless: the information pertains to illegal activity; the client or consumer expressly directs the release of specific information; or, a court or government agency lawfully directs the release of the information.
2. The NABCEP certificant/candidate will respect and maintain the privacy of his/her clients and consumers.

#### **SECTION F: RESEARCH AND PROFESSIONAL ACTIVITIES**

1. The NABCEP certificant/candidate will be accurate and truthful, and otherwise act in an appropriate manner, with regard to research findings and other professional activities, and will make reasonable and diligent efforts to avoid any material misrepresentations.
2. The NABCEP certificant/candidate will maintain appropriate, accurate, and complete records with respect to research and other professional activities.
3. When preparing, developing, or presenting research or other professional information and materials, the NABCEP certificant/candidate will not copy or use, in substantially similar form, materials prepared by others without acknowledging the correct source and identifying the name of the author and/or publisher of such material.
4. The NABCEP certificant/candidate will respect and protect the intellectual property rights of others, and will otherwise recognize and protect the professional contributions of others.

#### **SECTION G: MISCONDUCT PROHIBITIONS**

1. The NABCEP certificant/candidate will not engage in any criminal misconduct relating to his/her professional activities.
2. The NABCEP certificant/candidate will not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation relating to his/her professional activities.
3. The NABCEP certificant/candidate will not engage in unlawful discrimination relating to his/her professional activities.
5. The NABCEP certificant/candidate will avoid any behavior that is clearly contrary to accepted moral, ethical, or legal standards, and that may compromise the integrity of, or reflect negatively on, the profession.

## Appendix II: NABCEP Appeals Policy

### A. Introduction

The North American Board of Certified Energy Practitioners, Inc. (NABCEP), is a private, non-profit, professional credentialing organization that sponsors the development, maintenance, evaluation, promotion, and administration of a rigorous, examination-based certification program in the fields of renewable and sustainable energy and energy efficiency technologies. The purpose and goal of NABCEP is to assess and measure objectively the professional knowledge of renewable energy industry practitioners, and to promote the advancement of the renewable energy industry by identifying to professionals and the public those practitioners who have voluntarily met and satisfied relevant NABCEP standards.

In order to be certified by NABCEP, each candidate must: satisfy all education and experience eligibility and credentials requirements established by the NABCEP Board of Directors; and pass a written certification examination. In addition, all individuals certified by the NABCEP must demonstrate an ongoing professional commitment to the fields of renewable and sustainable energy and energy efficiency technologies in order to maintain certification.

NABCEP eligibility standards and certification requirements are applied fairly, impartially, and consistent with applicable laws. The NABCEP will not discriminate against any candidate or certificant on the basis of an unlawful reason, and will grant certification without regard to a candidate's or certificant's membership or non-membership in any organization, association, or other group.

NABCEP certificants and candidates seeking certification or recertification agree that: these procedures are a fair process for resolving certification complaint or appeal matters; they will be bound by decisions made pursuant to these procedures; these procedures are governed by the principles of the law of the State of Nevada; and, these procedures do not constitute a contract between the NABCEP and the candidate or certificant.

### B. General Provisions

1. **Nature of the Process.** The NABCEP is directed, administered, and supervised by the NABCEP Board of Directors. All challenges regarding actions of and by the NABCEP are governed by the comprehensive and exclusive rules contained in these procedures. This appeal process is the only way to resolve all NABCEP application, eligibility, examination, and other certification or recertification challenges, complaints, and/or claims of irregularities.

Because these informal procedures are not legal proceedings, they are designed to operate without the assistance of attorneys. While a party may choose to be represented by an attorney, candidates and certificants are encouraged to communicate directly with NABCEP. If a party has retained an attorney, that attorney will be directed to communicate with NABCEP through the NABCEP Legal Counsel.

2. **Participants.** The NABCEP Executive Director, the Certification Appeals Committee, the NABCEP Board of Directors, and any other authorized representative of NABCEP, may be involved in deciding matters to be resolved or arising under these procedures.

3. **Time Requirements.** NABCEP will make every effort to follow the time requirements noted in these appeal procedures. However, NABCEP's failure to meet a time requirement will not prohibit the consideration or final resolution of any matter arising under these procedures. NABCEP candidates or certificants are required to comply with all time requirements specified in this document. Unless provided otherwise, time extensions or postponements may be granted by NABCEP if a timely, written request explaining a reasonable cause is submitted, consistent with these procedures.

4. **Litigation/Other Proceedings.** NABCEP may accept and resolve a dispute arising under these proceedings when civil or criminal litigation, or other proceedings related to the dispute are also before a court, regulatory agency, or professional body. NABCEP may also continue or delay the resolution of any appeal, complaint, or other matter.

5. **Confidentiality.** In order to protect the privacy of all parties involved in matters arising under these procedures, all material prepared by, or submitted to, NABCEP will be confidential. Disclosure of material



prepared by, or submitted to NABCEP is permitted only when specifically authorized by NABCEP policy, the Board of Directors, the Certification Appeals Committee, or the Executive Director.

Among other information, NABCEP will not consider the following materials and documents to be confidential:

- a. Published certification and eligibility criteria;
- b. Records and materials which are disclosed as the result of a legal requirement;
- c. Upon the written request of a candidate or certificant, any certification information concerning certification status or application materials which the candidate or certificant would like made available to other credentialing agencies, professional organizations, or similar bodies; and,
- d. All decisions and orders of the Board of Directors, the Certification Appeals Committee, or the Executive Director, which are considered final and closed, consistent with these procedures.

6. **Failure to Disclose/Improper, False, or Misleading Representations.** Where a candidate or certificant fails to disclose information related to certification or recertification requested by NABCEP, or where a candidate or certificant makes an improper, false, or misleading representation to NABCEP, the Executive Director, Certification Appeals Committee, the Board of Directors, or other authorized representative may penalize or discipline the individual, and/or issue corrective action related to such failure or improper representation. NABCEP may temporarily or permanently prevent and bar an individual from being certified or recertified, or may issue any other appropriate directive(s).

Where a penalty, discipline, order, or other directive is issued by NABCEP under this Section, the candidate or certificant involved may seek review and appeal under these procedures.

7. **Party Conduct/Failure to Cooperate.** All parties must behave in a courteous and professional manner when communicating with NABCEP representatives. Where a candidate or certificant fails or refuses to cooperate fully with the NABCEP concerning matters arising under, or related to, these procedures, and it is determined that the lack of cooperation is without good cause, the Executive Director, Certification Appeals Committee, the Board of Directors, or other authorized representative may penalize or discipline the individual, and/or issue corrective action related to such failure to cooperate. NABCEP may temporarily or permanently prevent and bar an individual from being certified or recertified, or may issue any other appropriate directive(s).

Where a penalty, discipline, order, or other directive is issued by NABCEP under this Section, the candidate or certificant involved may seek review and appeal under these procedures.

8. **Professional Complaint Matters.** Following notice, and a reasonable opportunity to present a response, the Executive Director, Certification Appeals Committee, the Board of Directors, or other authorized representative may temporarily or permanently prevent an individual from being certified or recertified, or may issue any other appropriate directive(s), where the candidate or certificant was the subject of any complaint or similar matter relating to his/her professional activities as a renewable energy industry practitioner, or where the candidate or certificant is the subject of matters or proceedings involving criminal charges, lesser offenses, or similar matters regardless of: when the alleged violation occurred; and, whether the professional license of the candidate or certificant was in good standing at the time of the NABCEP decision or action.

Where a penalty, discipline, order, or other directive is issued by NABCEP under this Section, the candidate or certificant involved may seek review and appeal under these procedures.

### **C. Actions and Decisions Concerning the Certification Process**

1. **Certification Application Actions.** Under the supervision of the Application Review Committee, NABCEP will make one of the following determinations and decisions with regard to a candidate's application for NABCEP certification examination eligibility: (a) accept the application; (b) request additional or supplemental information; or, (c) reject the application on the ground(s) that the candidate does not meet the relevant certification eligibility requirements, or the candidate has violated, or acted contrary to, a NABCEP policy or rule.

2. **Certification Examination(s) Actions.** NABCEP will notify each candidate whether he/she has achieved a passing or failing score on the Certification Examination. Where a candidate acts contrary to NABCEP policies during the administration of any Certification Examination(s) or section, the candidate may be prevented from taking or completing the Examination(s), or other appropriate action may be issued.

3. **Recertification Application Actions.** NABCEP will make one of the following decisions with regard to a certificant's Recertification Application: (a) grant recertification; (b) conditionally accept the Recertification

Application, pending satisfactory completion of all recertification requirements; (c) request additional information; or, (d) reject the application on the ground(s) that the certificant does not meet the necessary criteria for recertification, or the certificant has violated, or acted contrary to, a NABCEP policy or rule.

#### **D. Initial Request for Review/NABCEP Executive Director**

1. Grounds for Initial Appeal (Request for Review). A candidate or certificant may submit to the Executive Director an initial appeal (request for review) of an adverse NABCEP action or decision based on any of the following grounds:
  - a. The candidate was found to be ineligible to take or complete the Certification Examination;
  - b. The candidate did not pass or successfully complete the Certification Examination; or,
  - c. The candidate or certificant failed to satisfy a certification or recertification requirement, including those requirements related to qualifications, education, and experience, or was otherwise ineligible for certification or recertification.
2. Content of a Request for Review. A candidate or certificant may submit a written request for review of an adverse certification-related action or decision by notifying the Executive Director in writing. The candidate or certificant must state and explain in detail the nature of the request and the specific facts and circumstances supporting the request, including all reasons why the action or decision should be changed or modified. The candidate or certificant must also provide accurate copies of all supporting documents.
3. Time Period for Submitting Request for Review. In order for a request for review to be considered by the Executive Director, the written request must be received by NABCEP within thirty (30) days of the date of the adverse action.
4. Executive Director Actions. Upon receipt, all requests for review will be considered informally by the Executive Director or other authorized NABCEP representative. Following review of the candidate's or certificant's request for review, the Executive Director will acknowledge receipt of the request within thirty (30) days, and may take the following actions:
  - a. Informal Resolution. The Executive Director will resolve and decide the matter based on the record, including relevant and credible information presented by the candidate or certificant. The informal resolution will include the findings of the Executive Director and a summary of the relevant facts upon which the decision is based, and may uphold or modify the adverse action or decision, or indicate other appropriate action. The Executive Director will issue the informal resolution within thirty (30) days of receipt of the request, or as soon thereafter as is practical; or,
  - b. Referral of Request. The Executive Director will refer the matter to the Certification Appeals Committee for resolution as an appeal. The Executive Director will provide the Certification Appeals Committee with all relevant materials, including the documents and materials submitted by the candidate or certificant.

#### **E. Appeal/Certification Appeals Committee**

1. Certification Appeals Committee. At least three (3) members of the NABCEP Appeals, Grievance, and Ethics Committee will be appointed to serve as the Certification Appeals Committee to resolve appeals or referred matters. Subject to the limitations set forth in these procedures, the Certification Appeals Committee will hear and resolve a first appeal where: the matter has been referred by the Executive Director; or, a candidate or certificant is dissatisfied with the final informal review and action of the Executive Director, and requests an appeal consistent with these procedures.
2. Grounds for Appeal. In order for an appeal to be considered by the Certification Appeals Committee, the appeal submission must contain substantial information supporting at least one of the following grounds:
  - a. The candidate's eligibility to sit for the Certification Examination(s), or other eligibility for certification, was denied incorrectly;
  - b. The candidate's Certification Examination(s) was scored incorrectly, or was not credited with an appropriate response to particular questions, and as a direct result of the incorrect scoring the candidate is entitled to receive a passing score on the examination(s);
  - c. The candidate was barred or otherwise prohibited incorrectly from taking the Certification Examination(s) or from becoming certified; or,
  - d. The certificant's Recertification Application was incorrectly rejected under the relevant recertification standards, and the certificant would have qualified for recertification if the correct standards had been applied, or the certificant was otherwise incorrectly found ineligible for recertification.

3. **Content of Appeal.** In order for an appeal to be considered by the Certification Appeals Committee, the appeal submission must contain the following information:
  - a. The identity and signature of the candidate or certificant submitting the appeal;
  - b. A detailed explanation of the reasons and basis for the appeal, as defined and limited by Section E.2, above
  - c. All objections, corrections, and factual information the candidate or certificant believes to be relevant to the appeal;
  - d. The names, addresses, telephone numbers, and email addresses, if available, of any persons with factual information relevant to the appeal, and a clear description of the factual information available from these persons; and,
  - e. Copies of any and all relevant documents, exhibits, or other information the candidate or certificant wants to submit in support of the appeal.
4. **Time Period for Submitting Appeal.** A candidate or certificant seeking to present an appeal must submit a written, signed appeal, consistent with the requirements of these procedures, to the Certification Appeals Committee within thirty (30) days of the date of the final action and decision of the Executive Director. Upon written request by the candidate or certificant received at least ten (10) days prior to the appeal deadline, the Certification Appeals Committee Chair may, in his or her discretion, extend the time period for filing the appeal. Denials of time extension requests are not subject to appeal. Appeals received beyond given time periods will not be reviewed or considered by the Certification Appeals Committee, except upon a written request showing good cause, as determined by the Certification Appeals Committee.
5. **Appeal Deficiencies.** The Certification Appeals Committee Chair may require the candidate or certificant to clarify, supplement, or amend an appeal submission.
6. **Appeal Rejection.** If the Certification Appeals Committee Chair determines that an appeal does not meet the appeal requirements or otherwise warrant further formal review, consistent with the requirements set forth in these procedures, the appeal will be rejected. The Certification Appeals Committee Chair will notify the candidate or certificant of the rejection, as well as the reason(s) for the rejection, by letter within twenty-one (21) days of the determination. Appeal rejection determinations are not subject to appeal.
7. **Appeal Hearing Requests.** In the first appeal submission, the candidate or certificant may request to participate in the informal hearing. In the event that the candidate or certificant does not request to participate in the hearing, the appeal will be resolved and decided based on the appropriate written record, as determined by the Certification Appeals Committee.
8. **Scheduling of Appeal Hearing.** Within forty-five (45) days of receipt of a complete and proper written appeal, the Certification Appeals Committee will schedule a hearing date and time for appeal consideration, generally not later than one-hundred twenty (120) days after receipt of the appeal, and will notify the candidate or certificant of the hearing date and time. Where the candidate or certificant has requested participation in the hearing, the candidate or certificant may be required to provide additional information concerning hearing presentation requirements prior to the hearing date. The Certification Appeals Committee will conduct an informal hearing designed to review and consider all of the available proof and information, including the record of the initial request for review and the materials submitted by the candidate or certificant.
9. **Decision of the Certification Appeals Committee.** The Certification Appeals Committee will resolve and decide the appeal based on the record, including relevant and credible information presented by the candidate or certificant, NABCEP policies, and, if applicable, the action or decision of the Executive Director. The Certification Appeals Committee Decision will include the Committee findings and a summary of the relevant facts upon which the decision is based, and may uphold or modify the decision of the Executive Director, or indicate other appropriate action. The Certification Appeals Committee will issue the Decision within thirty (30) days of the end of the appeal review, or as soon thereafter as is practical.

## **F. Final Appeal/NABCEP Board of Directors**

1. **NABCEP Board of Directors.** The NABCEP Board of Directors, or a panel of three (3) or more Board Directors designated to represent the Board of Directors, will resolve each final appeal. Subject to the limitations set forth in these procedures, the Board of Directors will hear and resolve a final appeal where a candidate or certificant is dissatisfied with the Certification Appeals Committee Decision, and submits an appropriate appeal consistent with these procedures.

2. Grounds for Final Appeal. In order for an appeal to be considered by the Board of Directors, the appeal submission must contain substantial information supporting at least one of the following grounds. The grounds upon which a final appeal may be based are strictly limited to the following:

- a. Procedural Error: The Certification Appeals Committee Decision misapplied a procedural rule contained in these rules, and the rule misapplication significantly prejudiced the candidate or certificant with respect to the outcome of the appeal decision;
- b. New or Previously Undiscovered Information: Following the issuance of the Certification Appeals Committee Decision, the candidate or certificant located relevant information and facts that were not previously available and that would have significantly affected the outcome of the Certification Appeals Committee Decision in the candidate's or certificant's favor;
- c. Misapplication of Certification Standards: The Certification Appeals Committee Decision misapplied the relevant certification or recertification standards, and the misapplication significantly prejudiced the candidate or certificant and the outcome of the appeal decision; or,
- d. Contrary to the Information Presented: The Certification Appeals Committee Decision clearly is contrary to the most substantial information in the record.

With respect to the grounds listed in Sections 1.a. and 1.c., above, the Board of Directors will consider only arguments that were previously presented to the Certification Appeals Committee.

3. Contents of Final Appeal. In order for an appeal to be considered by the Board of Directors, the appeal submission must contain the following information:

- a. The identity and signature of the candidate or certificant submitting the appeal;
- b. A detailed explanation of the reasons and basis for the appeal, as defined and limited by Section F.1, above;
- c. All objections, corrections, and factual information the candidate or certificant believes to be relevant to the appeal, including all documents and exhibits in support of the appeal;
- d. The names, addresses, and telephone numbers of any persons not previously identified with factual information relevant to the appeal, and a clear description of the factual information available from these persons; and,
- e. Copies of any and all relevant documents, exhibits, or other information the candidate or certificant wants to submit in support of the appeal.

4. Time Period for Submitting Final Appeal. A candidate or certificant seeking to present a final appeal must submit a written, signed appeal, consistent with the requirements of these procedures, to the Board of Directors within thirty (30) days of the date of the Certification Appeals Committee Decision. Upon written request by the candidate or certificant received at least ten (10) days prior to the appeal deadline, the Board Chair or authorized representative may, in his or her discretion, extend the time period for filing the appeal. Denials of time extension requests are not subject to appeal. Appeals received beyond given time periods will not be reviewed or considered by the Board of Directors, except upon a written request showing good cause, as determined by the Board of Directors.

5. Final Appeal Deficiencies. The Board Chair or authorized representative may require the candidate or certificant to clarify, supplement, or amend an appeal submission.

6. Final Appeal Rejection. If the Board Chair or authorized representative determines that an appeal does not meet the final appeal requirements or otherwise warrant further formal review, consistent with the requirements set forth in these procedures, the appeal will be rejected. The Board Chair or authorized representative will notify the candidate or certificant of the rejection, as well as the reason(s) for the rejection, by letter within approximately twenty-one (21) days of the determination. Appeal rejection determinations are not subject to appeal.

7. Scheduling of Final Appeal Hearing. Within sixty (60) days of receipt of a complete and proper written appeal, the Board of Directors will schedule a hearing date for appeal consideration, generally not later than the next or second regularly scheduled Board meeting, and will notify the candidate or certificant of the date. The Board of Directors will conduct an informal hearing designed to review and consider all of the available proof and information, including the record of the first appeal and the materials submitted by the candidate or certificant.

8. Final Appeal Decision of the Board of Directors. The Board of Directors will resolve and decide the appeal based on the record, including relevant and credible information presented by the candidate or certificant, NABCEP policies, and the action or decision of the Certification Appeals Committee. The Final

Appeal Decision will include the findings of the Board of Directors and a summary of the relevant facts upon which the decision is based, and may uphold or modify the decision of the Certification Appeals Committee, or indicate other appropriate action. The Board of Directors will issue the Final Appeal Decision within thirty (30) days of the end of the appeal review, or as soon thereafter as is practical.

**G. Finalizing and Closing Appeals**

1. Conditions for Closing the Appeal. An appeal will be closed, and all proceedings ended, when any of the following occurs:
  - a. An appeal has been resolved and decided by the Executive Director, the Certification Appeals Committee, or the Board of Directors, and the allowable time period for the filing of an appeal under these procedures and rules has passed or lapsed; or,
  - b. The appeal has been withdrawn or terminated by the candidate or certificant.

## Appendix III: Certification Mark Use Policy

This policy explains the importance of ensuring proper mark use, the corresponding rules for use of the mark by certificants, and the procedures and possible penalties for violation of the policy and rules.



**North American Board of Certified Energy Practitioners, Inc. (NABCEP®)**  
***Policy and Rules for Use of the***  
***"North American Board of Certified Energy Practitioners Certified Solar Thermal***  
***Installer"***  
***and Design™ Certification Mark***

### **1. Policy Purposes**

The "North American Board of Certified Energy Practitioners Certified Solar Thermal Installer" and Design trademark, certification mark and credential (the Mark) is owned and controlled by NABCEP and its Board of Directors. The Mark is granted by the NABCEP Board to qualified renewable energy practitioners, who satisfy all applicable certification requirements. Consistent with applicable law and corporate policies, NABCEP must ensure that the Mark is used properly and correctly, as it represents NABCEP certification to the public.

The NABCEP retains all trademark, certification mark, and other ownership rights concerning the Mark. NABCEP therefore reserves, and may use, the full range of legal remedies and certification-related sanctions available under applicable laws and corporate policies to protect the Mark. Infringement of any NABCEP trademark or certification mark will be challenged. Inappropriate or incorrect uses of any NABCEP mark may, therefore, be subject to organizational or legal action for mark infringement and other claims if such uses are contrary to law or corporate policy, e.g., where a use creates a likelihood of confusion with the proper use of a NABCEP mark, without regard to the certification status of the individual involved. Questions concerning the proper use of the Mark should be submitted to NABCEP in writing.

Each certified individual accepts and assumes all, and the sole, responsibility for understanding and satisfying any governmental and legal requirements, including those requirements which may apply to the use, display and/or advertising of the Mark. It is the responsibility of the certified individual to ensure that the use of the Mark on professional and business related materials (e.g., stationary, signs, cards or advertisements) is NOT in conflict with the laws of the State in which that individual practices. NABCEP assumes no responsibility concerning the application of such governmental and legal requirements pertaining to the use, display and/or advertising of the Mark.

In no event shall NABCEP be liable for any damages whatsoever, including any special, indirect, or consequential damages relating to the use of the Mark, whether in an action in contract, negligence, or other law arising out of, or in connection with, the use of such Mark in any locality, State, or country in which the use of the Mark presents a conflict with any laws of that locality, State, or country. Use of the Mark is subject to the following NABCEP certification mark use policies and rules.

### **2. Persons Authorized to Use the Mark**

Only persons certified by NABCEP, who maintain active certification status and are in good standing, are authorized to use the Mark. The Mark must be used to identify only those persons who have demonstrated satisfactory technical knowledge to apply the appropriate professional skills necessary in the field of solar

thermal technology, in accordance with the certification standards established by the NABCEP Board of Directors.

### 3. Non-Assignability and Non-Transferability of the Mark

The Mark is personal to the certified individual and may not be transferred or assigned to any other individual, organization, business, or entity.

### 4. Appearance and Proper Use of the Mark

Each certified individual may use the Mark in professional advertising and informational materials, including telephone directory listings or advertisements, business cards, letterhead, brochures, signs, stationary, packages, and other similar marketing materials, consistent with the following rules:

- A. **Proper Use.** Each certified individual must use the Mark in conjunction with his/her name and the services related to the certification. The Mark may only be displayed in association with the certified individual. The Mark may not be positioned, displayed, or used in a manner which may lead the public to believe that a company (organization) itself is certified or otherwise endorsed by NABCEP. For example, the Mark may appear immediately above, below, or otherwise adjacent to the name of the certified individual, but may not appear immediately above, below, or otherwise adjacent to the name of the certified individual's employer or company (organization).
- B. **Proper Appearance.** The Mark must be associated solely with the certified individual, who is authorized to use the Mark. The Mark should always be used in its entirety, and must always appear with the subscript "™" trademark symbol. Alternate forms of the Mark include, but are not limited to, the words "North American Board of Certified Energy Practitioners Certified Solar Thermal Installer" without the design, or "NABCEP Certified Solar Thermal Installer" without the design. Such uses must always appear with the superscript "™" symbol, and should NOT be used immediately following the name of the certified individual, or in any way that would create the appearance that the alternate mark form is being used as a title or degree.
- C. **Examples of Proper Use and Appearance.** Proper use and appearance of the Mark include, but are not limited to, the following examples.



John Doe  
North American Board of Certified Energy Practitioners Certified Solar Thermal Installer™

- D. **Examples of Improper Use and Appearance.** Improper use and appearance of the Mark include, but are not limited to, the following examples.

John Doe, North American Board of Certified Energy Practitioners Certified Solar Thermal Installer

Jane Doe, NABCEP Certified Solar Thermal Installer

John Doe, Certified Solar Thermal Installer

- E. **Other Requirements.** Incorporation of the Mark with the marks, designations, or logos related to other credentials, groups, or organizations is prohibited. The Mark may be used on the same page as other affiliation marks or logos, but must remain separate and distinct.

### 5. Non-Interference with Use of the Mark by Other Certified Individuals

A certified individual may not prohibit, restrict, or otherwise limit the authorized and appropriate use of the Mark by another certified individual.

## **6. Violation Reporting Responsibilities**

A certified individual has the responsibility to report the unauthorized use, misuse, or other violation of this policy to the NABCEP, including any circumstances where a certified individual becomes aware of the use of the Mark by an individual who is not certified, or of the improper use of the Mark by a certified individual.

## **7. Policy Violations and Related Actions**

Following receipt of information that an inappropriate or unauthorized use of the Mark may have occurred, the NABCEP, in consultation with legal counsel, will determine if appropriate response actions will be taken. The NABCEP may take any of the following actions, or other appropriate measures. A certified individual is required to cooperate fully in the review and resolution of such matters.

- A. A copy of the alleged inappropriate or unauthorized Mark or designation use will be obtained and reviewed to determine whether a violation of the policy has occurred;
- B. Upon determination of a policy violation, written correspondence will be issued by an authorized NABCEP representative to the individual(s) or organization(s) involved, explaining, among other items: the nature of the objectionable or unauthorized use; the relevant NABCEP policy and law; and, the requirement that the individual cease and desist from the objectionable or unauthorized use immediately and in the future;
- C. Upon determination of a policy violation, written correspondence will be sent by an authorized NABCEP representative to the individual(s) and organization(s) involved, requesting that the individual accept and sign an agreement to, among other items: cease the existing objectionable or unauthorized use; abide by all terms of the NABCEP policy in the future; and, provide corrected copies of all offending materials; and,
- D. Where an individual using the Mark in an objectionable or unauthorized manner fails to respond to, or refuses to comply with, NABCEP requirements to cease and desist from such use, the Board may initiate appropriate legal actions and/or disciplinary proceedings, as set forth in the policy.

## **8. Certification Mark Related Disciplinary Measures**

Following notice and a fair opportunity to respond, a certified individual who acts contrary to the terms of this policy or applicable law may be sanctioned by the NABCEP. Such sanctions may include:

- A. Denial and rejection of the individual's recertification application;
- B. Private reprimand and censure, including appropriate conditions or directives;
- C. Public reprimand and censure, including appropriate conditions or directives;
- D. Certification probation for a given period of time, including appropriate conditions or directives;
- E. Suspension of certification for a given period of time, including appropriate conditions or directives;
- F. Revocation of certification, including appropriate directives; and,
- G. Other measures that the Board deems appropriate.

In addition, cases of Mark misuse, infringement, or other similar matters may be referred to the Ethics Committee for review under the NABCEP Ethics Case Procedures.



## **North American Board of Certified Energy Practitioners**

### **Appendix IV: Forms & Applications**

Application for Certification  
Payment Remittance Form  
Exam Scheduling Form  
Examination Change Form  
Application for Recertification  
Change of Address or Name  
Duplicate Certificate Request  
Special Exam Accommodations

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## Solar Thermal Installer Certification APPLICATION FORM

Please refer to the Candidate Information Handbook for complete instructions & policies.

Please refer to [www.nabcep.org](http://www.nabcep.org) for the latest exam date and application deadlines.

NABCEP encourages applicants to apply electronically at <http://forms.nabcep.org>

**Please type or print all information.**

1. PERSONAL INFORMATION			
Last Name	First	Middle	Suffix
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	Birth Date (mm/dd/yyyy) ____/____/____		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Mailing Address:</b> Street Address or P.O. Box			
Address line 2			
City	State	Zip Code	Country
<b>Residence Address</b> (If different than mailing address above): Street Address or P.O. Box			
Address line 2			
City	State	Zip Code	Country
<b>Primary Phone Number</b>		Fax Number	
Alternate Phone Number		May NABCEP contact you via email with reminders and information about your certification? NABCEP will not sell email addresses under any circumstances. Yes, send me email <input type="checkbox"/> No <input type="checkbox"/>	
<b>E-Mail Address</b>			
<b>Prior Name Information:</b> Have you used, been known as, or called by another name (example - maiden name, pseudonym, nickname or alias) other than the name signed to the application? If your answer is yes, state name or names used below.			
Last Name	First name	Middle	Dates Used
1.			
2.			
3.			
2. BUSINESS INFORMATION			
Do you Own your Renewable Energy Business? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide your Business info below.			
Business Name(s) and/or DBA(s) used past or currently:		Business Incorporation or other Effective Date:	

Applicant Name: \_\_\_\_\_

### 3. PRIOR AND EXISTING LICENSES, CERTIFICATIONS AND REGISTRATIONS

If you currently or previously have held business or professional license(s), certification(s) or registration(s) in any jurisdiction, please list them below. Copy this section and attach the copy if you need additional space.

1. License, Certification or Registration Type		State or Jurisdiction	
Status : Active <input type="checkbox"/> Inactive <input type="checkbox"/>	From (mm/dd/yyyy) / /	To (mm/dd/yyyy) / /	
License, Certification or Registration Number		Name Used	
2. License, Certification or Registration Type		State or Jurisdiction	
Status : Active <input type="checkbox"/> Inactive <input type="checkbox"/>	From (mm/dd/yyyy) / /	To (mm/dd/yyyy) / /	
License, Certification or Registration Number		Name Used	
3. License, Certification or Registration Type		State or Jurisdiction	
Status : Active <input type="checkbox"/> Inactive <input type="checkbox"/>	From (mm/dd/yyyy) / /	To (mm/dd/yyyy) / /	
License, Certification or Registration Number		Name Used	

Additional licenses, certifications or registrations are identified on an attached page: Yes ☐ No ☐

### 4. QUALIFYING CATEGORY\*

In order to be eligible for NABCEP certification, you must qualify through one of the categories below. Please read ALL categories carefully first. Note: Applicants are encouraged to choose the category which is appropriate, and which requires fewer years of experience. This can reduce your time and effort in completing the Application.

1 <input type="checkbox"/>	<b>1-a)</b> Four (4) years of experience installing Solar Hot Water Systems (document 8 installs); <b>OR</b> <b>1-b)</b> Two (2) years of experience installing Solar Pool Heating Systems in addition to completion of a Board-recognized training program; (Document 4 installs + include certificates or info for 40 hours of Board-recognized training. For definition of "Board-recognized training" see sections 3.2.3 thru 3.2.5 of the Candidate Handbook.) <b>OR</b>
2 <input type="checkbox"/>	Two (2) years of experience installing Solar Thermal Systems in addition to completion of a Board-recognized training program; (Document 4 installs + include certificates or info for 40 hours of Board-recognized training. For definition of "Board-recognized training" see sections 3.2.3 thru 3.2.5 of the Candidate Handbook.) <b>OR</b>
3 <input type="checkbox"/>	Be an existing licensed contractor in good standing in solar or construction-related areas with one (1) year of experience installing Solar Thermal Systems. (Document 2 installs and include information for active contractor's license: photocopy, license number, etc.) <b>OR</b>
4 <input type="checkbox"/>	Four (4) years of HVAC, mechanical, pipe-fitting or plumbing-related experience working for a licensed contractor, including one (1) year of experience installing Solar Thermal Systems; (Document 2 installs and include or have sent an employer reference for 4 years experience.) <b>OR</b>
5 <input type="checkbox"/>	Three (3) years experience in a government/trade union-approved construction trade apprentice program, including one (1) year of experience installing Solar Thermal Systems; (Document 2 installs and include proof of diploma.) <b>OR</b>
6 <input type="checkbox"/>	Two (2)-year construction-related, or engineering technology, or renewable energy technology/technician degree from an accredited educational institution plus one (1) year of experience installing Solar Thermal Systems; (Document 2 installs and include copy of diploma or transcript.) <b>OR</b>

Applicant Name: \_\_\_\_\_

7 <input type="checkbox"/>	Four (4)-year engineering degree from an accredited educational institution, including (1) year experience installing Solar Thermal Systems; (Document 2 installs and include copy of diploma or transcript.) <b>OR</b>
8 <input type="checkbox"/>	NABCEP® PV Solar Installer Certification AND 16 hrs. Board-recognized training AND include installation of at least two solar hot water systems. These two systems require permitting and inspection process by a permitting authority -- OR -- in the absence of such, an appropriate underwriter authorized to provide an inspection certificate. In regions where neither of these inspection options exist, the Application Review Committee will judge experience based on supplied documentation.

Note: For these purposes, experience installing Solar Thermal systems requires one year in a responsible role on the job installing Solar Thermal systems, in the role of foreman, supervisor, site manager, or experienced worker performing Solar Thermal installation work without direct supervision. **Each year of experience requires an** average of 2 installations. For example, if you are applying under category 'A', you must list 8 installations.

Applicant Name: \_\_\_\_\_

## 1. VERIFICATION OF EMPLOYMENT AND EXPERIENCE

Hands-on experience is required for certification. Please document employment in a manner to demonstrate sufficient experience for the qualifying category (Section 4 of this Application) you have selected. For the purposes of certification, one (1) year of experience = one year in a responsible role on the job installing Solar Thermal systems, in the role of foreman, supervisor, site manager, or experienced worker performing solar thermal installation work without direct supervision. Each year of work in the solar thermal field must include the installation of at least two solar hot water systems or pool heating systems (depending upon your category.) See Section 6 of this application to document compliance with this requirement.

List employment in chronological order, starting with most current employment and include a job description summarizing responsibilities and # of/type of systems installed. In addition, a supervisor will need to sign off on your current employment in an attached letter. *If you are or were self-employed, provide a detailed description of your work and sign off on it.*

The **Candidate Information Handbook** Section 3.3 contains additional information on filling out this employment history.

**Employer Business Name:** \_\_\_\_\_

Address	City	State	Zip Code
---------	------	-------	----------

**Dates Employed** (mm/dd/yyyy):

From:        /        /	To:        /        /	Estimated # of installs in which you participated: _____
-------------------------	-----------------------	---

Your Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Provide a description of your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. Describe your duties, including the type and number of systems installed and your role in the installations. Use additional sheets if necessary.

In addition, a supervisor will need to sign off on your current employment. Please attach a letter from your supervisor. *If you are or were self-employed, sign the section below yourself, attesting to your work.*

**Self-employment Verification:** I performed solar installation work in the job described above as a self-employed individual.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name: \_\_\_\_\_

### 5. VERIFICATION OF EMPLOYMENT AND EXPERIENCE – Continued

Copy this page as needed to document your employment history covering the time-period required for the Qualifying Category (see Section 4 of this Application Form) by which you are qualifying to sit for the NABCEP exam and certification.

#### Employer Business Name:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### Dates Employed (mm/dd/yyyy):

From:        /        /        To:        /        /        Estimated # of installs  
in which you participated: \_\_\_\_\_

Your Supervisor:

Telephone Number:

Provide a description of your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. Describe your duties, including the type and number of systems installed and your role in the installations. Use additional sheets if necessary.

#### Employer Business Name:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### Dates Employed (mm/dd/yyyy):

From:        /        /        To:        /        /        Estimated # of installs  
in which you participated: \_\_\_\_\_

Your Supervisor:

Telephone Number:

Provide a description of your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. Describe your duties, including the type and number of systems installed and your role in the installations. Use additional sheets if necessary.

## 2. SOLAR THERMAL INSTALLATION REQUIREMENT

Certification requires that you install at least two Solar Thermal installation projects for each of the years of experience required under the qualifying category you chose in Section 4 of this Application. Each installation must be a system subject to a complete permitting and inspection process by a permitting authority – OR, in the absence of such, an appropriate underwriter authorized to provide an inspection certificate. In regions where neither of these inspection options exist, the Application Review Committee will judge experience based on supplied documentation.

NABCEP reserves the right to contact system owners/operators, permitting authorities, and responsible contractors to verify work listed in this section. Attach copies of any permits or inspection certificates acquired. Optional: attach a photo of the system, attach letters from customers, design plans, a letter from your employer asserting that you performed the work listed, or other documentation. If a license for solar installation is required in the jurisdiction in which the work is performed, candidates must submit their license number -- or the license number under which the work was performed.

The **Candidate Information Handbook** Section 3.4 has additional information on documenting the solar thermal installation requirement.

<b>Dates Job Performed</b> (mm/yyyy)  From:  To:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>a) Job Location Physical Address:</b> Address</td> <td style="width: 10%;">City</td> <td style="width: 10%;">State</td> <td style="width: 10%;">Zip</td> </tr> <tr> <td colspan="2"><b>b) System owner/operator Contact Info:</b> Name</td> <td colspan="2">Phone Number</td> </tr> </table>	<b>a) Job Location Physical Address:</b> Address	City	State	Zip	<b>b) System owner/operator Contact Info:</b> Name		Phone Number	
<b>a) Job Location Physical Address:</b> Address	City	State	Zip						
<b>b) System owner/operator Contact Info:</b> Name		Phone Number							
<b>Total System size:</b> : in kW (Use 1kW per 10 sq. ft of collector space-for approx. purposes only)	<b>c) System Components:</b> # and size of collectors, solar tanks, etc.								
<b>Is the system for hot water or pool heating?</b>	<b>d) Permitting and Inspection Authority:</b> (attach COPIES of any permits or inspection certificates) Jurisdiction      Permit/job number      Date      County      Lot# (if required for Permit)								
If no permitting or inspecting authority was available, check here and explain at right: <input type="checkbox"/>	Explanation of lack of permitting or inspection opportunity (if applicable):								
<b>e) Responsible contractor, installer or business</b> (if different from applicant) Name _____ Phone Number _____									
Description of work performed by applicant, number of workers supervised, and level of responsibility:									
List of documentation attached:* See Candidate Information Handbook Section 3.4 for details on acceptable documentation.									
<input type="checkbox"/> Copies of permit(s) (list # attached _____) <input type="checkbox"/> OTHER Documentation (please describe below):									
<input type="checkbox"/> Copies of inspection certificate(s) (list # attached _____)									
<input type="checkbox"/> Optional photo of the system (list # attached _____)									
<input type="checkbox"/> Optional letter(s) from customers (list # attached _____)									
<input type="checkbox"/> Optional design plans (list # of pages attached _____)									
<input type="checkbox"/> Optional employer verification letter(s) (list # attached _____)									



Applicant Name: \_\_\_\_\_

6. SOLAR THERMAL INSTALLATION REQUIREMENT -- Continued	
See instructions on previous page, and in Section 3.4 of the <b>Candidate Information Handbook</b> . Copy this page as needed.	
<b>Dates Job Performed</b> (mm/yyyy)  From:  To:	<b>a) Job Location Physical Address:</b> Address                      City                      State                      Zip
	<b>b) System owner/operator:</b> Name    Phone Number
<b>Total System size:</b> : in kW (Use 1kW per 10 sq. ft of collector space-for approx. purposes only)	<b>c) System Components:</b> # and size of collectors, solar tanks, etc.
<b>Is the system for hot water or pool heating?</b>	<b>d) Permitting and Inspection Authority:</b> (attach COPIES of any permits or inspection certificates) Jurisdiction                      Permit/job number                      Date                      County                      Lot# (if required for Permit)
If no permitting or inspecting authority was available, check here and explain at right: <input type="checkbox"/>	Explanation of lack of permitting or inspection opportunity (if applicable):
<b>e) Responsible contractor, installer or business</b> (if different from applicant): Name    Phone Number	
Description of work performed by applicant, number of workers supervised, and level of responsibility:	
List of documentation attached:* See Candidate Information Handbook section 3.4 for details on acceptable documentation.	
<input type="checkbox"/> Copies of permit(s) (list # attached _____) <input type="checkbox"/> OTHER Documentation (please describe below):	
<input type="checkbox"/> Copies of inspection certificate(s) (list # attached _____)	
<input type="checkbox"/> Optional photo of the system (list # attached _____)	
<input type="checkbox"/> Optional letter(s) from customers (list # attached _____)	
<input type="checkbox"/> Optional design plans (list # of pages attached _____)	
<input type="checkbox"/> Optional employer verification letter(s) (list # attached _____)	

Applicant Name: \_\_\_\_\_

### 3. EDUCATION AND/OR APPRENTICESHIP (for entry options 1-b, 2, 5, 6, 7,8)

If your Qualifying Category requires education, copies of official transcripts or diplomas attesting to your attendance and degrees earned will need to be attached to the application form. For the purposes of certification, NABCEP will accept training to meet entry requirement option (b) when the training meets the following outcomes:

- c) a minimum of 16 or 40 hours (depending upon category) cumulative (can include product training, etc.)
- d) formal supervised training format (with a teacher-learner structure)
- e) covers core competencies from the Solar Thermal Installer Task Analysis, and OSHA safety standards relevant to solar thermal installation (or Canadian equivalents for Canadian nationals).

#### Entry Option 1-b Entry Option 8

*Complete at least 16 hours of training. List training courses completed along with Contact hours for each (teacher-learner class time). Attach transcripts and/or proof of attendance.*

**Total Contact Hours Completed:** \_\_\_\_\_

#### Entry Option 2

*Complete at least 40 hours of training. List training courses completed along with Contact hours for each (teacher-learner class time). Attach transcripts and/or proof of attendance.*

**Total Contact Hours Completed:** \_\_\_\_\_

#### Entry Option 5

*Attend a government or trade union-approved construction trade apprentice program for at least 3 years. Indicate apprenticeship program sponsor and give a program description and dates. Attach proof of completion.*

#### Entry Option 6

*Two-year construction-related, or engineering technology, or renewable energy technology/technician degree from an accredited educational institution. Indicate institution and degree earned (dates) and attach proof of completion.*

#### Entry Option 7

*Four year engineering degree from an accredited educational institution. Indicate institution and degree earned (dates) and attach proof of completion.*

### 4. SPECIAL ACCOMMODATIONS REQUESTS

Are you requesting special testing accommodations for a disability or religious observance? Yes ☐ No ☐

If you answered yes, please complete the Request for Special Exam Accommodations Form (in the **Candidate Information Handbook**) and attach it to your application. Please refer to Section 5.3 of the **Candidate Information Handbook** for details.

### 5. PAYMENT INFORMATION

Please complete the following PAYMENT REMITTANCE FORM in the amount of **\$50 U.S.**, a nonrefundable Application Fee.



## 6. CODE OF ETHICS

The Code of Ethics of the Photovoltaic Practitioner requires certificants to uphold professional standards that allow for the proper and ethical discharge of their responsibilities and maintain the integrity of the credential. Through the establishment of the Code of Ethics, the NABCEP Board of Directors seeks to assure the highest standards of behavior and principles in the renewable energy and energy efficiency industries. For a copy of the complete Code of Ethics, See Appendix II of the **Candidate Information Handbook**. As a certificant, I agree to uphold and abide by the NABCEP Code of Ethics. I will:

- deal with all clients, consumers, and other professionals and professional organizations fairly and in a timely manner;
- provide safe and quality services to clients and consumers;
- respect and promote the rights of clients and consumers by offering only professional services that I am qualified to perform, and by adequately informing clients and consumers about nature of proposed services, including any relevant concerns or risks;
- maintain the confidentiality and privacy of all client and consumer information;
- avoid conduct which may cause a conflict with client or others;
- engage in moral and ethical business practices, including accurate and truthful representations concerning professional information and system performance expectations;
- be truthful with regard to research sources, findings, and related professional activities;
- maintain accurate and complete business and professional records;
- respect the intellectual property and contributions of others;
- further the professionalism of renewable energy industry services; and,
- behave in a courteous and professional manner when communicating with NABCEP representatives.

## 7. AGREEMENT, ATTESTATION OF ACCURACY, AND RELEASE

**By signing this agreement below, I represent and agree to the following terms, conditions, and releases related to the North American Board of Certified Energy Practitioners, Inc., (NABCEP) and the Solar Thermal Installer Certification:**

1. I understand and accept all NABCEP certification policies, procedures, and requirements. I agree to satisfy, and conduct myself in accordance with, all NABCEP policies and procedures, and any decisions or policies issued by the NABCEP Board of Directors or its authorized representatives, as currently constituted and as amended.
2. I agree that if NABCEP determines that my compliance with a NABCEP policy, procedure, other requirement, or any of the terms of this agreement requires or includes an explanation, additional information, and/or supporting documents, I will provide a complete and accurate response and true copies of the materials to NABCEP in a timely manner. I agree that any refusal or failure to provide true, timely, and complete responses to questions in this application, renewal forms, or to other NABCEP requests for information may lead to further investigation, and/or sanctions by NABCEP Board of Directors, including the denial or revocation of a certification.
3. I agree that the NABCEP has the right to communicate with any person, government agency, or organization to review or confirm the information in this certification application or any other information related to my application or Solar Thermal Installer Certification. I agree that NABCEP may investigate my professional standing. Further, I agree to, and authorize the release of, any information requested by NABCEP for such review and confirmation.
4. I agree that all materials that I submit to NABCEP will become the property of NABCEP, and that NABCEP is not required to return any of these materials to me.
5. I agree to notify NABCEP in a timely manner, of any changes concerning the information I have provided, including address and telephone number information.
6. I agree that information related to my participation in the NABCEP certification process may be used in an anonymous manner for research purposes, and for other lawful purposes authorized by the Board of Directors.
7. I agree that upon designation as a Certified Solar Thermal Installer by NABCEP, my professional contact information will be considered public information and may be made available to the public upon request.
8. I agree that my Solar Thermal Installer Certification does not imply licensure or registration.
9. I agree and accept that I shall not engage in any form of dishonest behavior with regard to the Solar Thermal Installer Certification examination. I understand that such dishonesty includes, but is not limited to, the following: using unauthorized materials to complete my Solar Thermal Installer examination; copying the work of another candidate or other individual, or representing another candidate's or other individual's work as my own work; having another individual take or otherwise assist me in completing the examination; providing unauthorized

Applicant Name: \_\_\_\_\_

materials or information to others during the examination; and any other activity which may provide me or another candidate with an unfair advantage. I agree and accept that all communications, written, oral or otherwise, during the Solar Thermal Installer examination are forbidden, as is the use of any outside notes, books, calculators or other material in any form other than those provided by NABCEP for use during the examination itself.

10. I understand and accept that the contents of all NABCEP test and examination related information and materials shall be held strictly confidential, and that the entire ownership interest in this information and materials is held by NABCEP and controlled by the NABCEP Board of Directors. I understand and accept that my possession of any test and examination related information is for the sole purpose of taking the Solar Thermal Installer Certification examination, and that no other person, group of individuals, corporation, or other entity shall have any license or permission to use any test and examination related information. I agree not to discuss, share, distribute, reproduce in any manner, or otherwise disclose the specific content of the Solar Thermal Installer test questions, answers, and examination related information and materials to any individual or organization.
11. I understand and accept that, in appropriate circumstances as determined by the NABCEP Board and its representatives, NABCEP reserves the sole and exclusive rights to: suspend, cancel, revoke, or otherwise terminate any eligibility, certification decisions, and any rights or privileges related to the Solar Thermal Installer Certification process; and, suspend or terminate candidate examination privileges, exam scoring, or other test evaluation activities. Among other circumstances, the suspension or termination of examination or other privileges, and the issuance of remedial and/or disciplinary actions, will be authorized, where: a specialty certification application or testing irregularity or impropriety occurs; a candidate or Certified Solar Thermal Installer engages in misconduct or other conduct contrary to NABCEP policies and requirements; or, certification eligibility information or testing scoring or evaluation results are determined to be invalid for any other reason.
12. I agree that all disputes relating in any way to my Solar Thermal Installer application and examination will be resolved solely and exclusively by means of NABCEP policies, procedures, and rules, including the NABCEP Certification Appeals Procedures.
13. I certify that the information I have provided with respect to this application is accurate and complete. I understand that any misrepresentations or incorrect information provided to NABCEP can result in discipline or sanctions, including certification ineligibility, suspension, or revocation.
14. I release, discharge, and indemnify NABCEP, its directors, officers, examiners, employees, attorneys, representatives, and agents from all liability and claims that may arise out of, or be related to, my professional practice and related activities.
15. I release, discharge, and indemnify NABCEP, its directors, officers, examiners, employees, attorneys, representatives, and agents from any actions, suits, obligations, damages, claims, or demands arising out of, or in connection with, this application, NABCEP examination activities, or any other action taken by the NABCEP Board of Directors and NABCEP with regard to its certification activities, including, but not limited to, all actions related to ethics policies and matters. I understand and agree that any decision concerning my qualifications and eligibility for any specialty certification, and my continuing qualification for any specialty certification, rests within the sole and exclusive discretion of the NABCEP Board of Directors and that these decisions are final.

**I fully understand and agree to each and all of the terms set forth above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Send Application form and Payment to:**

**NABCEP**

**Saratoga Technology & Energy Park**

**10 Hermes Road, Suite 400**

**Malta, NY 12020**

**Phone: (800) 654-0021 • Fax: (518) 899-1092**

**8. INSTRUCTIONS**

Your application form should be postmarked by the date marked on the first page of this application form.  
Your application form needs to be complete at the time it is submitted, containing all attachments and photocopies required.  
Do not send pieces under separate cover.

You will be notified that your application has been approved approximately 5 weeks prior to the exam.  
Please call NABCEP if you have not received notification of approval or denial of eligibility to sit for the Exam, and your Exam Scheduling Form, at 4 weeks prior to the exam date.

Applicant Name: \_\_\_\_\_

**Solar Thermal Installer Application Checklist**

- ☐ Did you accurately complete the Personal Information Section of the Application Form?
- ☐ Did you select the Qualification Category option that best describes your experience?
- ☐ Did you attach a letter signed by your current supervisor (unless you are self-employed)?
- ☐ Did you attach copies of permit(s) for installations listed?
- ☐ Did you attach copies of inspection certificate(s) for installations listed?
- ☐ Did you attach *optional* documentation for installations listed (such as letters from the customer, photos, design plans, a letter from your employer, etc.)?
- ☐ Did you submit copies of transcripts or diplomas for any training, education and/or degrees required for the Qualifying Category you have selected?
- ☐ Did you attach the Special Testing Accommodations Form if you desire special accommodations?
- ☐ Did you put your NAME at the top of each page of the application?
- ☐ Did you put your NAME at the top of each attachment?
- ☐ Did you read the Code of the Ethics and sign Agreement that follows it?
- ☐ Did you make a COPY of the entire application form and supporting documentation?
- ☐ Have you enclosed your \$50 non-refundable fee?

**STATEMENT OF NONDISCRIMINATORY POLICY**

The North American Board of Certified Energy Practitioners is dedicated to the principles of equal opportunity and equal access to its programs and services. NABCEP does not discriminate against any individual on the basis of religion, gender, ethnic background, nationality, disability, sexual orientation, or other reason prohibited by law. NABCEP grants certification without regard to an applicant's membership or non-membership on any organization, association or other group.

**STATEMENT OF CONFIDENTIALITY POLICY**

Unless authorized by NABCEP policy or practice, NABCEP will take all reasonable precautions to ensure that candidate application information will not be released to 3rd parties.

NABCEP  
Saratoga Technology & Energy Park  
10 Hermes Road, Suite 400  
Malta, NY 12020

Email: [info@nabcep.org](mailto:info@nabcep.org)

Phone: (800) 654-0021  
Fax: (518) 899-1092

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Applicant Name: \_\_\_\_\_

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Applicant Name: \_\_\_\_\_



## EXAMINATION CHANGE FORM

**STEP ONE:** Please fill in the following boxes **EXACTLY** as currently shown on your current application. Illegible, incomplete or missing information will delay or prevent processing.

Candidate Name

Currently registered for: Exam Date

Location

**STEP TWO: CHANGE OF DATE:** (Use this section **ONLY** if making a change of exam date. If no change of date, skip to

**STEP THREE.**) Circle or mark the desired exam period.

Year 

2008	2009
------	------

Month 

March	September
-------	-----------

**STEP THREE: SITE CHANGE REQUEST:** (Use this section **ONLY** if making a request for a site change. A site may be denied due to capacity constraints, or availability, so please mark an alternate choice. If no change to site, skip to **STEP FOUR.**)

	California – North
	California – South
	New York
	New Jersey
	New England (MA,ME,VT,NH)
	Eastern Seaboard (MD,DE, DC,CT,RI,PA,VA)
	South East (NC,SC,GA)
	Florida
	South (TN,AL,MS,LA,AK,KY)
	Southwest (TX, OK)
	Mountain (NM,CO,UT,AZ)
	Las Vegas
	Midwest (OH,IN,IL,WI,WV,MI,MO,IA,MN,ND,SD,NE,KS)
	West (MT,WY,ID,WA,OR)

**STEP FOUR: SIGN AND DATE:** I acknowledge that I am the test candidate and request these changes.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please mail email as an attachment or send by fax to:

**NABCEP**  
Saratoga Technology & Energy Park  
10 Hermes Road, Suite 400  
Malta, NY 12020  
Fax: (407) 264-2855  
Email: [NABCEP@proftesting.com](mailto:NABCEP@proftesting.com)

Applicant Name: \_\_\_\_\_



## Solar Thermal Installer Certification APPLICATION FOR RECERTIFICATION

Please type or print all information clearly.

### 9. PERSONAL INFORMATION

Last Name	First	Middle	Suffix	Birth Date (mm/dd/yyyy) ____/____/____
<b>Current Mailing Address:</b> Street Address or P.O. Box				
City	State	Zip Code	Country	
<b>Primary Phone Number</b>			Fax Number	
Alternate Phone Number			May NABCEP contact you via email with reminders and information about your certification? NABCEP will not sell email addresses nor list email addresses with certificant information under any circumstances. Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list your email in the box at left.	
<b>E-Mail Address</b>				
<b>Has your address or name changed since your NABCEP certification?</b> If so, please list your old address and/or name below. For name changes, you will need to attach the legal documentation showing the name change. If you have already sent in a Name or Address Change Form, disregard this section.				
<b>Prior Address:</b> Street Address or P.O. Box, City, State, Zip				
<b>Name Change:</b> Old Name		<b>Reason for Name Change:</b>		

**NABCEP Certification Number:**

### 10. BUSINESS INFORMATION

Do you Own your Renewable Energy Business? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide your Business info below.</i>	
Business Name(s) and/or DBA(s) used currently:	Business Incorporation or other Effective Date:

### 11. EXISTING LICENSES, CERTIFICATIONS AND REGISTRATIONS

If licenses, registrations or certifications (other than NABCEP) are required for solar thermal installation by the jurisdictions in which you do your work, maintaining NABCEP Certification requires that you hold these credentials. Please list below any required licenses, registrations or other certifications that you hold in order to practice solar installation. Attach extra pages if necessary.		
1. License, Certification or Registration Type	State or Jurisdiction	Held since (date)
License, Certification or Registration Number	Name Used	
2. License, Certification or Registration Type	State or Jurisdiction	Held since (date)
License, Certification or Registration Number	Name Used	

Applicant Name: \_\_\_\_\_

3. License, Certification or Registration Type	State or Jurisdiction	Held since (date)
License, Certification or Registration Number	Name Used	
Additional licenses, certifications or registrations are identified on an attached page: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>12. CONTINUING EDUCATION Requirement</b>		
<p>To maintain certification, the certified installer must document the completion of: 1) At least 12 hours of technical solar thermal (ST) training/education related to the most recent version of the NABCEP Solar Thermal Installer Task Analysis or complementary to solar thermal technology; 3) Up to an additional 6 hours of instruction related to ST or renewable energy that may be technical or non-technical. <i>In addition to attendance at qualified educational and training events, NABCEP grants up to 12 continuing education contact hours to certificants who: instruct and teach qualifying courses; author qualifying articles or publications; and/or, present qualifying lectures, seminars or workshops.</i> See pages 14-15 in the NABCEP Candidate Information Handbook for detailed information on all of the above subjects.</p> <p>A wide variety of courses can meet NABCEP approval but must: A) Have a formal training format, with a teacher-learner structure. This implies a connection between a learner and a learning source. B) Appropriately address issues of safety, related to the most recent OSHA safety standards and core competencies of the NABCEP ST Installer Task Analysis.</p> <p>A contact hour equals one 60-minute clock hour of organized learning activity including interaction between learner and instructor or learner and materials which have been prepared to cause learning. The number of contact hours for the course must be specified by the provider before the course is offered. Credit is not awarded for time spent on sales presentations, breaks, travel, receptions, or meals. Contact hours in excess of the required 18 hours may be carried over to the next three year cycle up to a maximum of 9 additional credit hours.</p>		
NABCEP Task Analysis/ Solar Thermal Technology (at least 12 hours)	Total Task Analysis or ST Complementary Technology _____	
Other Subjects (up to 6 hours)	Total Other Subject Contact Hours Completed: _____	
Carry Over to next cycle (up to 9 hours)	Total Carry-Over Subject Contact Hours Completed: _____	

**5. SOLAR THERMAL INSTALLATION REQUIREMENT – 1<sup>st</sup> System**

Recertification requires that you install at least three systems (3) per recertification cycle.

*A qualifying system is solar hot water system that is subject to a complete permitting and inspection process by a permitting authority or, in the absence of such, an appropriate underwriter authorized to provide an inspection certificate. In regions where neither of these options exist, acceptance of the system will be based on supplied documentation.*

NABCEP reserves the right to contact system owners/operators, permitting authorities, and responsible contractors to verify work listed in this section. Attach copies of any permits or inspection certificates acquired. Also attach a photo of the system. Optional: attach letters from customers, design plans, employer affidavits asserting that you performed the work listed, or other documentation. If a license for solar installation is required in the jurisdiction in which the work is performed, candidates must submit their license number -- or the license number under which the work was performed.

<b>Dates Job Performed</b> (mm/yyyy) From:  To:	<b>a) Job Location Physical Address:</b> Address City State Zip
	<b>b) System owner/operator Contact Info:</b> Name Phone Number
<b>Total System size:</b> in kW (Use 1kW per 10 sq. ft of collector space-for approx. purposes only) Enter kW in box below.	<b>c) System Components::</b> # and size of collectors, solar tanks, etc.
	<b>d) Permitting and Inspection Authority:</b> (attach COPIES of any permits or inspection certificates) Jurisdiction Permit/job number Date County Lot# (if required for Permit)
If no permitting or inspecting authority was available, check here and explain at right: <input type="checkbox"/>	Explanation of lack of permitting or inspection opportunity (if applicable):
<b>e) Responsible contractor, installer or business</b> (if different from applicant) Name Phone Number	
Description of work performed by applicant, number of workers supervised, and level of responsibility:	
List of documentation attached:* See Candidate Information Handbook Section 3.4 for details on acceptable documentation.	
<input type="checkbox"/> Copies of permit(s) (list # attached _____) <input type="checkbox"/> OTHER Documentation (please describe below):	
<input type="checkbox"/> Copies of inspection certificate(s) (list # attached _____)	
<input type="checkbox"/> Optional photo of the system (list # attached _____)	
<input type="checkbox"/> Optional letter(s) from customers (list # attached _____)	
<input type="checkbox"/> Optional design plans (list # of pages attached _____)	
<input type="checkbox"/> Optional employer verification letter(s) (list # attached _____)	

Applicant Name: \_\_\_\_\_

5. SOLAR THERMAL INSTALLATION REQUIREMENT – 2 <sup>ND</sup> System				
<b>Dates Job Performed</b> (mm/yyyy) From:  To:	<b>a) Job Location Physical Address:</b> Address                      City                      State                      Zip  <b>b) System owner/operator Contact Info:</b> Name                      Phone Number			
<b>Total System size:</b> in kW (Use 1kW per 10 sq. ft of collector space-for approx. purposes only) Enter kW in box below.:	<b>c) System Components:</b> # and size of collectors, solar tanks, etc.			
	<b>d) Permitting and Inspection Authority:</b> (attach COPIES of any permits or inspection certificates) <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Jurisdiction Permit</span> <span>Permit/job number</span> <span>Date</span> <span>County</span> <span>Lot# (if required for Permit)</span> </div>			
If no permitting or inspecting authority was available, check here and explain at right: <input type="checkbox"/>	<b>Explanation of lack of permitting or inspection opportunity (if applicable):</b>			
<b>e) Responsible contractor, installer or business</b> (if different from applicant) <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Name</span> <span>Phone Number</span> </div>				
<b>Description of work performed by applicant, number of workers supervised, and level of responsibility:</b>				
<b>List of documentation attached:</b> * See Candidate Information Handbook Section 3.4 for details on acceptable documentation.				
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Copies of permit(s) (list # attached _____)           <input type="checkbox"/> OTHER Documentation (please describe below):         </div> <input type="checkbox"/> Copies of inspection certificate(s) (list # attached _____) <input type="checkbox"/> Optional photo of the system (list # attached _____) <input type="checkbox"/> Optional letter(s) from customers (list # attached _____) <input type="checkbox"/> Optional design plans (list # of pages attached _____) <input type="checkbox"/> Optional employer verification letter(s) (list # attached _____)				
5. SOLAR THERMAL INSTALLATION REQUIREMENT – 3 <sup>rd</sup> System				
<b>Dates Job Performed</b> (mm/yyyy) From:  To:	<b>a) Job Location Physical Address:</b> Address                      City                      State                      Zip  <b>b) System owner/operator Contact Info:</b> Name                      Phone Number			
<b>Total System size:</b> : in kW (Use 1kW per 10 sq. ft of collector space-for approx. purposes only) Enter kW in box below.	<b>c) System Components:</b> # and size of collectors, solar tanks, etc.			

Applicant Name: \_\_\_\_\_

<b>d) Permitting and Inspection Authority:</b> (attach COPIES of any permits or inspection certificates) Jurisdiction _____ Permit/job number _____ Date _____ County _____ Lot# (if required for Permit) _____	
If no permitting or inspecting authority was available, check here and explain at right: <input type="checkbox"/>	Explanation of lack of permitting or inspection opportunity (if applicable):  
<b>e) Responsible contractor, installer or business</b> (if different from applicant) Name _____ Phone Number _____	
Description of work performed by applicant, number of workers supervised, and level of responsibility:  	
List of documentation attached:* See Candidate Information Handbook Section 3.4 for details on acceptable documentation. <input type="checkbox"/> Copies of permit(s) (list # attached _____) <input type="checkbox"/> OTHER Documentation (please describe below): <input type="checkbox"/> Copies of inspection certificate(s) (list # attached _____) <input type="checkbox"/> Optional photo of the system (list # attached _____) <input type="checkbox"/> Optional letter(s) from customers (list # attached _____) <input type="checkbox"/> Optional design plans (list # of pages attached _____) <input type="checkbox"/> Optional employer verification letter(s) (list # attached _____)	
<b>6. FEES</b>	
<ul style="list-style-type: none"><li>▪ Certificants will need to file a Recertification Application and pay a \$200 fee at least ninety (90) days prior to the expiration of their certificate.</li><li>▪ Certificants who miss the 90-day deadline will be able to apply for Recertification up to 30 days following the expiration of their certificate by paying a late fee of \$50 in addition to the \$200 Recertification Fee.</li></ul>	
Please complete and include a <b>Payment Remittance Form</b> located on page 47 of this Handbook.	
<b>7. ATTEST STATEMENT</b>	
By signing below, I attest that the information contained in this Application for Recertification is true and correct to the best of my knowledge. Furthermore, I acknowledge the right of NABCEP to verify this information by contacting the proper authorities. I also attest that I continue to follow the NABCEP Code of Ethics in my installation practices.	
Signed _____ Date: _____	
<b>Send Recertification Application Form and Payment to:</b> NABCEP, Saratoga Technology & Energy Park 10 Hermes Road, Suite 400, Malta, NY 12020 Phone: (518) 899-8186 • Fax: (518) 899-1092	
Applicants will receive confirmation of the acceptance or denial of their Recertification application, along with a new certificate if applicable, within approximately eight (8) weeks following their application.	



# Solar Thermal Installer Certification

## CHANGE of ADDRESS or NAME

### FORM

®

Please type or print all information.

1. PERSONAL INFORMATION			
Last Name	First	Middle	Suffix
<b>Current Mailing Address:</b> Street Address or P.O. Box			
Address line 2			
City	State	Zip Code	Country
<b>Current Residence Address</b> (If different than mailing address above): Street Address or P.O. Box			
Address line 2			
City			
<b>Primary Phone Number</b>		<b>E-Mail Address</b> (optional)	
<b>Has your address changed since you applied for eligibility to sit for the NABCEP exam?</b> If so, please list your old address below.			
<b>Prior Address:</b> Street Address or P.O. Box, City, State, Zip			
City	State	Zip Code	Country
<b>Has your name changed since you applied for eligibility to sit for the NABCEP exam?</b> If so, please list your OLD name below. You will need to supply proof of the name change, such as a copy of a marriage certificate or legal document of requested name change.			
<b>Old Name</b>			
<b>Reason for Change</b>			

<p align="center"> <b>Send Change of Address or Name Form to:</b>            NABCEP, Saratoga Technology &amp; Energy Park            10 Hermes Road, Suite 400, Malta, NY 12020            Phone: (518) 899-8186 • Fax: (518) 899-1092         </p>
--

Applicant Name: \_\_\_\_\_



## Solar Thermal Installer Certification DUPLICATE CERTIFICATE REQUEST FORM

Please type or print all information.

### 1. PERSONAL INFORMATION

Last Name	First	Middle	Suffix
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**Current Mailing Address:** Street Address or P.O. Box

Address line 2

City	State	Zip Code	Country
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**Primary Phone Number**

**E-Mail Address** (optional)

**NABCEP Certification Number**

**Has your address or name changed since you applied for eligibility to sit for the NABCEP exam?**

If so, please attach a "Change of Address or Name" form.

### 1. Reason for Request

### 2. FEE

**Each Duplicate Certificate: \$25**

### 3. Signature

By signing below, I attest that the information contained in this Request is true and correct to the best of my knowledge. I also attest that I continue to follow the NABCEP Code of Ethics in my installation practices and am currently a certificants in good standing, holding NABCEP Solar Thermal Installer Certification status.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Send Duplicate Certificate Request to:**

NABCEP, Saratoga Technology & Energy Park  
10 Hermes Road, Suite 400, Malta, NY 12020  
Phone: (518) 899-8186 • Fax: (518) 899-1092

**Please allow 6-8 weeks for delivery of new certificate.**





## Solar Thermal Installer Certification REQUEST FOR SPECIAL EXAM ACCOMMODATIONS

*The North American Board of Certified Energy Practitioners, Inc. (NABCEP) complies with the Americans With Disabilities Act of 1990. To ensure equal opportunities for all qualified persons, the NABCEP will make reasonable accommodations for candidates when appropriate. If you require special accommodations related to a disability in order to take the examination, please complete this form and return it with your examination application. The information you provide and any documentation regarding your disability and your need or accommodation will be treated with strict confidentiality.*

Please type or print all information.

1. Personal Information		
NAME: Last Name	First Name	Middle Initial
Phone Number	Anticipated Exam Date	
Email Address (if you prefer email confirmation)	Anticipated Exam Site	
2. Reason for Request		
I am requesting an exam accommodation due to: a disability <input type="checkbox"/> a religious observance <input type="checkbox"/> other <input type="checkbox"/>		
Please provide a detailed explanation of the reason why you are seeking an accommodation here. For example, if you are seeking accommodation due to a disability, you should explain here how it substantially limits one or more of your sensory, manual, speaking or other functional skills (e.g., disability that impairs significantly your ability to arrive at, read, or otherwise complete, the examination). Attach additional pages if needed.		

Applicant Name: \_\_\_\_\_

### 3. Special Accommodation Needed

Please list below the special testing accommodation you are requesting. Use a separate sheet if more space is needed.

NOTE: If you are requesting an accommodation due to a health condition or a functional disability, you must provide NABCEP with written documentation from an appropriate health care professional supporting the accommodation you are requesting. This documentation must include a specific diagnosis of your health condition and/or functional disability and a specific recommendation and justification for the special testing accommodation that you require. **This documentation cannot be dated later than two years previous.** NABCEP will not pay any costs you may incur in obtaining the required diagnosis and recommendation. However, NABCEP will pay for any reasonable accommodations that are provided for you.

Documentation from a healthcare professional is attached: Yes ☐ No ☐

### 4. Signature

I attest that the information contained in this document or attached to it is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form must be returned to NABCEP with your Application Form or, if you are applying to re-take the Certification Examination, with your Exam Scheduling Form.**