



## Small Wind Installer Certification APPLICATION FORM

The Application Fee for Paper Applications is now **\$150**

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>			
2. PRIOR NAME INFORMATION			
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.			
3. 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 past or currently:		Business Incorporation or other Effective Date:	

#### 4. 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

#### 5. 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: Choose the category which is appropriate for you. (It may reduce your paperwork.)

- A  Four wind system installations (within 4 years); AND a minimum of 70 hours cumulative training (see installation and training definition in Sections 5.2.2 and 5.2.3 of the Candidate Information Handbook);
- B  Three years experience as a contractor with relevant experience in concrete, foundations, electrical, or tower construction; AND 4 installations within 4 years installing wind (see installation and training definition in Sections 5.2.2 and 5.2.3 of the Candidate Information Handbook);
- C  Three years in a government or trade union approved apprentice program with training relevant to wind systems and their installation; AND 4 installations within 4 years installing wind (see installation and training definition in Sections 5.2.2 and 5.2.3 of the Candidate Information Handbook);
- D  Two year or four year construction related, engineering technology, engineering, or renewable energy technology or technician degree from an accredited educational institution with training relevant to wind systems and their installation; AND 4 installations within 4 years installing wind(see installation and training definition in Sections 5.2.2 and 5.2.3 of the Candidate Information Handbook);
- E  Be an ISPQ Small Wind Instructor or have instructed a minimum of 400 Hours of training that cover core competencies of the Job Task Analysis at an acceptable training institution; AND 4 installations within 4 years of submitting this application (see installation and training definition in Section 5.2.2 and 5.2.3 of the Candidate Information Handbook).

## 6. 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 5 of this Application) you have selected.

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 5.3 contains additional information on filling out this employment history.

**If you are qualifying under category (B), you must provide supporting documentation for three years experience as a licensed contractor with relevant experience in concrete, foundations, electrical, or tower construction**

**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 small windinstallation work in the job described above as a self-employed individual.

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

**6. 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.

**If you are qualifying under category (B), you must provide supporting documentation for three years experience as a licensed contractor with relevant experience in concrete, foundations, electrical, or tower construction**

**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.

## 7. INSTALLATION EXPERIENCE LEVELS & REQUIREMENTS

Certification requires that the applicant lead the installation of least four (4) Small Wind systems at some point in the four (4) years prior to submitting an application for the exam. A Small Wind installation will qualify only if the applicant has a **responsible role** in decision-making on the job (see definition in Section 5.4 and up to three (3) applicants can claim to have a responsible role on an installation. A small wind energy system is defined as a grid connected or off-grid system with or without batteries rated at 100 kW or less.

As of January 14<sup>th</sup>, 2011, NABCEP has modified the installation requirements to create “graduated” set of experience levels based on installation experience.

*The Small Wind Experience Levels are detailed below. Please check the level that best applies to you and document the appropriate number of type of installations in section 8.*

**Installation Experience for EXPERIENCE Level 1**

Note: *There is no minimum rotor diameter, swept area, or tower height required for this level of installation requirements*

- At least two of the four submitted installations must have been continuously operational for a minimum of 1 year
- At least one of the four must be on a guyed tilt-up tower AND
- At least one of the four must be a crane installation on a tower
- 

**Installation Experience for EXPERIENCE Level 2:**

Note: *There is no tilt-up tower requirement this level of installation requirements*

- At least two of the four submitted installations must have been continuously operational for a minimum of 1 year
- At least one of the four must be a crane installation on a minimum of an 80’ tall tower AND
- At least two of the four installations must be of turbines with minimum rotor diameters of 11.5’ or greater than 100 square feet of swept area.
- 

**Installation Experience for EXPERIENCE Level 3:**

Note: Current experience requirements for the Small Wind Installer credential

- At least two of the four submitted installations must have been continuously operational for a minimum of 1 year
- At least one of the four must be on a minimum of an 80’ high guyed tilt-up tower AND
- At least one of the four must be a crane installation on a minimum of an 80’ tall tower AND
- At least two of the four installations must be of turbines with minimum rotor diameters of 11.5’ or greater than 100 square feet of swept area.

Installation Requirements For Experience:	Total # of Systems Required	# of systems operation for min. 1 year	Crane Install	Tilt-Up Install	Height Requirement	Rotor Diameter or Swept Area Requirement
Experience Level 1	4	2	X	X	No Height Requirement	None
Experience Level 2	4	2	X		80' Crane	2 installs with 100 sq/ft or 11.5' rotor diameter
Experience Level 3	4	2	X	X	80' Crane & 80' Tilt-Up	2 installs with 100 sq/ft or 11.5' rotor diameter

The **Candidate Information Handbook** Section 5.4 has additional information on documenting the Small Wind installation requirement.









List of documentation attached: See Candidate Information Handbook Section 5.4 for details on acceptable documentation.

- Copies of permit(s) (list # attached \_\_\_\_\_)       OTHER Documentation (please describe below):
- Copies of inspection certificate(s) (list # attached \_\_\_\_\_)
- Optional photo of the system (list # attached \_\_\_\_\_)
- Optional letter(s) from customers (list # attached \_\_\_\_\_)
- Optional design plans (list # of pages attached \_\_\_\_\_)
- Optional employer verification letter(s) (list # attached \_\_\_\_\_)

**9. EDUCATION AND/OR APPRENTICESHIP**

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

- 70 accumulated hours of classroom training which must include:
  - a minimum of 35 hours of active, hands-on and in the field, training
  - Site assessment and tower sizing training
  - Training on turbine performance estimation for specific site conditions.

Repeated courses with the same installation, turbine, or tower style will not be accepted.

Qualifying Category <b>A</b>	Complete at least 70 hours of training which meets the criteria listed above. List training courses completed along with Contact hours for each (teacher-learner class time). Attach transcripts and/or proof of attendance.  _____ _____ _____ _____ _____ _____ <p style="text-align: right;"><b>Total Contact Hours Completed:</b></p>
Qualifying Category <b>B</b>	Please see Section 5 of this application to document three years experience as a licensed contractor with relevant experience in concrete, foundations, electrical, or tower construction.
Qualifying Category <b>C</b>	Indicate apprenticeship program sponsor and give a program description and dates. Attach proof of completion and proof of training relevant to wind systems and their installation.  _____ _____ _____
Qualifying Category <b>D</b>	Indicate institution, degree(s) earned (dates), attach proof of completion and proof of training relevant to wind systems and their installation.  _____ _____ _____

## 10. 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.

## 11. PAYMENT INFORMATION

Please enclose a check or money order payable to NABCEP in the amount of \$100 U.S., a nonrefundable Application Fee.

## 12. 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.

## 13. 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 Small Wind 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. 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. 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 Small Wind 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. 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. I agree to notify NABCEP in a timely manner, of any changes concerning the information I have provided, including address and telephone number information. 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.

I agree that upon designation as a Certified Small Wind Installer by NABCEP, my professional contact information will be considered public information and may be made available to the public upon request.

I agree that my Small Wind Installer Certification does not imply licensure or registration.

I agree and accept that I shall not engage in any form of dishonest behavior with regard to the Small Wind Installer Certification examination. I understand that such dishonesty includes, but is not limited to, the following: using unauthorized materials to complete my Small Wind 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 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 Small Wind 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.

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 Small Wind 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 Small Wind Installer test questions, answers, and examination related information and materials to any individual or organization.

2. 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 Small Wind 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 Small Wind 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.
3. I agree that all disputes relating in any way to my Small Wind Installer application and examination will be resolved solely and exclusively by means of NABCEP policies, procedures, and rules, including the NABCEP Certification Appeals Procedures.
4. 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.
5. 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.
6. 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

56 Clifton Country Road, Suite 202

Clifton Park, NY, 12065

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

## 14. 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.

### Small Wind 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 the Small Wind installations listed?
- Did you attach copies of inspection certificate(s) for Small Wind installations listed?
- Did you attach *optional* documentation for Small Wind installations listed (such as letters from the customer, photos, design plans, a letter from your employer, etc.)?
- Did you submit copies of official 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 a check or money order for \$100 payable to NABCEP?

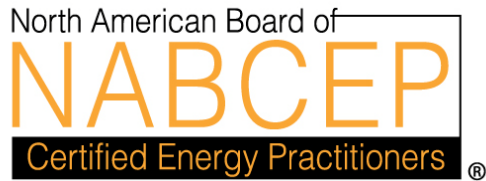
### STATEMENT OF NONDISCRIMINATORY POLICY

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  
56 Clifton Country Road, Suite 202  
Clifton Park, NY, 12065  
  
Email: [info@nabcep.org](mailto:info@nabcep.org)  
Phone: (800) 654-0021                      Fax (518) 899-1092



# APPLICATION for RECERTIFICATION

## Small Wind Installer

**The Recertification Fee for Paper Applications is now \$350**  
Please refer to the Candidate Information Handbook for complete instructions & policies.

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

**Please type or print all information clearly.**

1. 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>				
2. PRIOR NAME INFORMATION				
<b>Has your address or name changed since your NABCEP certification?</b> If so, please list your old address and/or name below.				
<b>Prior Address:</b> Street Address or P.O. Box, City, State, Zip				
<b>Name Change:</b> Old Name		Reason for Name Change: <i>(optional)</i>		
<b>NABCEP Certification Number: (If known)</b>				
3. 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:	
4. EXISTING LICENSES, CERTIFICATIONS AND REGISTRATIONS				
If licenses, registrations or certifications (other than NABCEP) are required for Small Wind 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)	





<b>2nd Small Wind System INSTALLATION</b>	
<b>Dates Job Performed</b> (mm/yyyy) From:	<b>a) Job Location Physical Address:</b> Address                      City                      State                      Zip
To:	<b>b) System owner/operator Contact Info:</b> Name                      Phone Number
<b>Total System size:</b> (in watts or kW)	<b>c) System Components:</b> type of turbine, tower height, rotor size, inverter, batteries, etc.
<b>Does the system have an inverter?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>d) Permitting and Inspection Authority:</b> 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"/>	<i>Explanation of lack of permitting or inspection opportunity (if applicable):</i>
<b>e) Responsible contractor, installer or business (if different from applicant)</b> Name                      Phone Number	
Description of work performed by applicant, number of workers supervised, and level of responsibility:	
<b>3rd Small Wind System INSTALLATION</b>	
<b>Dates Job Performed</b> (mm/yyyy) From:	<b>a) Job Location Physical Address:</b> Address                      City                      State                      Zip
To:	<b>b) System owner/operator Contact Info:</b> Name                      Phone Number
<b>Total System size:</b> (in watts or kW)	<b>c) System Components:</b> type of turbine, tower height, rotor size, inverter, batteries, etc.
<b>Does the system have an inverter?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>d) Permitting and Inspection Authority:</b> 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"/>	<i>Explanation of lack of permitting or inspection opportunity (if applicable):</i>

**e) Responsible contractor, installer or business** (if different from applicant)  
 Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Description of work performed by applicant, number of workers supervised, and level of responsibility:

### 7. Fees

- It is suggested that certificants file a Recertification Application and pay the \$300 fee at least ninety (90) days prior to the expiration of their certificate.
- Certificants who apply for Recertification after their certificate has expired will be required to pay a late fee of \$50 in addition to the \$300 Recertification Fee.

If paying by credit card, please complete and include a Payment Remittance Form.

I am enclosing a check or money order, payable to NABCEP, in the amount of \$ \_\_\_\_\_.

### 8. ATTEST STATEMENT

**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: \_\_\_\_\_

Please return the application for recertification to NABCEP.

NABCEP  
 56 Clifton Country Road, Suite 202  
 Clifton Park, NY, 12065  
 Email: info@nabcep.org  
  
 Phone: (800) 654-0021  
 Fax (518) 899-1092

