

North American Board of Certified Energy Practitioners

PHOTOVOLTAIC (PV) ENTRY LEVEL CERTIFICATE OF KNOWLEDGE

OVERVIEW, PROCESS & POLICIES

About NABCEP

The North American Board for Certified Energy Practitioners, Inc. (NABCEP) is a national voluntary, non-profit, professional credentialing organization lead by industry stakeholders. NABCEP certifies qualified practitioners in the fields of renewable and sustainable energy, and energy efficiency technologies, who have met the professional knowledge standards established by NABCEP. 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. NABCEP is dedicated to the implementation of appropriate professional standards designed to protect consumers and the profession.

Career Outlook

Photovoltaic devices generate electricity directly from sunlight. PV or solar electric systems can power small devices such as road signs, can be placed on rooftops for homes, businesses or schools, can provide "building-integrated" devices in commercial buildings, and can be placed at other point-of-use locations. All sectors of the photovoltaic market continue to grow. Global PV market growth has averaged 25%+ annually over the last 10 years, with worldwide growth rates for the last 5 years well over 35%. Significant state incentives are growing the domestic market. Successful candidates achieving the PV Entry Level Certificate of Knowledge will have the basic knowledge of solar electricity suitable for a supervised, entry level position with a dealer and/or installer or other PV industry company.

Description of the PV Entry Level Certificate of Knowledge Program

In the scope of this program, providers are approved as administrators of the Entry Level Certificate of Knowledge (COK) exam. This Certificate will be a way for a student to demonstrate basic knowledge, comprehension and application of key terms and concepts of photovoltaic (solar electric) system operations. Schools and Training Programs will offer a course during a semester or other defined time period and then administer a NABCEP-issued exam. A candidate for the Certificate will have to complete this course and pass the test. While the Certificate of Knowledge by itself will not qualify an individual to install photovoltaic (PV) systems, it does recognize understanding of the basic terms and operational aspects of a PV system. Courses accompanying the NABCEP Entry Level Certificate of Knowledge exam cannot claim that they have been approved by NABCEP or that they prepare students as PV installers.

Learning Objectives

The PV Entry Level Certificate of Knowledge program is based on a set of learning objectives developed by Committee of PV subject matter experts. The Learning Objectives include ten (10) skill sets:

- PV Markets and Applications
- Safety Basics
- Electricity Basics
- Solar Energy Fundamentals
- PV Module Fundamentals
- System Components
- PV System Sizing
- PV System Electrical Design

- PV System Mechanical Design
- Performance Analysis and Troubleshooting

See the “Learning Objectives” document for the full description of these skills and tasks.

The skills identified in this analysis do not replace electrical trades, technician, technologist or engineering training.

NABCEP will periodically review the learning objectives and make any changes according to changes in the National Electrical Code or any technology changes. NABCEP will notify the provider of any modifications to the learning objectives.

Criteria for Provider Participation

Educational providers must complete the NABCEP “Provider Application” and send it to NABCEP with the initial \$300 annual fee. Educational provider should not advertise themselves as providers or schedule an Entry Level exam until they have received formal approval. The approval is good for three years at which time, the provider must reapply with NABCEP.

The PV Entry Level COK exam can be offered by any university, college, community college, or vocational-technical institute accredited by an agency recognized by the U.S. Department of Education ; or offered by any Joint Apprenticeship & Training Committee or U.S. Department of Labor approved apprenticeship program; or offered by a training program accredited by the Institute for Sustainable Power or similar accrediting body.

Accompanying course(s) are required to have an interactive 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

As of July 1st, 2009, new applications must provide NABCEP with a CV, resume or summary of experience for each instructor showing a minimum of 40 hours of board-recognized training¹ in advanced solar PV. All installation or equivalent installation experience should also be documented.

Providers are required to provide students with the necessary information covering the NABCEP-issued learning objectives. This material shall be presented in a well developed way. Courses can include more than the learning objectives but must include a comprehensive review of them. Students passing the course(s) before the Provider has received formal approval from NABCEP will not be eligible to sit retro-actively for the Entry Level Certificate of Knowledge Exam.

All providers must provide a copy of the appropriate Certificate of Insurance(s) showing that professional liability and general liability policies are maintained with respect to the administration of examinations.

All providers must provide special testing accommodations and comply with the provisions of the Americans with Disabilities Act and with Title VII of the Civil Rights Act and other applicable laws.

The Entry Level Certificate of Knowledge exam must be made available by the Provider to any student passing the accompanying course.

Providers must sign and adhere to the **Terms of Agreement** and **Code of Conduct** from the application.

NABCEP has the right to make changes to these Criteria for Provider Participation and will notify the provider of any modifications.

¹ Definition of board-recognized training available on page 12
PV Entry Level Certificate of Knowledge – Provider Info Packet
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Student Eligibility Rules

There is a two-step process for a student to achieve the Certificate. A candidate first has to successfully complete a course (or courses) offered by an educational provider who is registered with NABCEP. The candidate then has to pass the NABCEP-issued exam.

Candidates will have to fulfill the course requirements and meet any prerequisites determined by the provider. Unless otherwise directed by NABCEP, registered providers will apply their standard policies and procedures related to the provider's courses and exam administrations.

Teachers and instructors must notify NABCEP if they have taken the Entry Level Exam.

The Exam

Providers will be required to sign a **NABCEP Entry Level Certificate of Knowledge Provider Agreement Form**, agreeing to comply with NABCEP examination administration policies, including those related to maintaining the security of the examination, confidentiality of the test items and other related issues.

The NABCEP Entry Level Examination is aligned with the learning objectives devised by content professionals (Subject Matter Experts) who are recognized as experts in the field of solar photovoltaic energy. The NABCEP Entry Level examination is developed according to accepted psychometric standards of measurement; the items are written and reviewed by Subject Matter Experts. The NABCEP Entry Level Examination is a confidential and secure measurement of knowledge that not meant to be read, studied, discussed or taught by Providers or their instructors.

Preliminary packages containing the requisite agreement forms and administration manual will be sent to the Provider within 5 business days of notice of their approval. Within 10 business days of receipt of their agreement forms at the testing company, NABCEP's professional testing company will send the examination and administration forms in an encrypted electronic file to the Provider designed staff member. Examinations are printed, administered and proctored by Provider personnel at the expense of the Provider, and at a time and location determined and announced by the Provider. Answer sheets are returned to the professional testing company for scoring via a traceable carrier at the expense of the Provider. Successful candidates will receive the PV Entry Level Certificate of Knowledge.

Course tuition will be set and collected by the course(s) Provider. The exam/Certificate fee is set by NABCEP but collected by the Provider who will be invoiced by NABCEP once the answer sheets have been scored. At their discretion, Providers may tack on an administration fee to the exam fee to cover the cost of the exam printing and administration expenses, to be retained by the Provider.

Upon grading of the answer sheets, NABCEP will send candidate scores directly to each candidate to the mailing address provided in the Exam Scheduling Form and Release of Scores. A candidate passing the examination will receive the official NABCEP PV Entry Level Certificate of Knowledge. Providers will be sent a listing of the scores of each candidate who signed the release.

NABCEP Basics: Students must be walked through the short NABCEP Basics presentation before each exam administration. Providers are encouraged to contact NABCEP if they have any questions about our programs.

Exam Time/Length: Candidates will be given up to two (2) hours to sit for the examination. The exam will consist of sixty (60) multiple choice questions.

Items Provided at the Exam: The exam is **NOT** an open book exam. The only material to be provided to candidates will be any formulas necessary to answer questions. These formulas will be provided in the Exam Booklet by NABCEP. Candidates should bring their own calculators to the exam.



NABCEP Exam/Certificate Fees: \$75.00 per exam.

Passing Score: The passing score for the exam is determined by NABCEP in consultation with our testing contractor in accordance with appropriate psychometric guidelines.

Viewing the Exam: The exam, or any details pertaining to specific questions and their answers, will not be distributed to students.

Rescoring and Comment Policy: It is NABCEP'S policy for this exam not to permit any rescoring of exams. This is because exams are computer-scanned by the exam contractor multiple times to ensure accurate scoring. If candidates have a particular issue with a question, they will be provided with a comment form to list and explain such issues in writing.

Retaking the Exam: Students may take the exam an (1) additional time at a scheduled, organized testing site without repeating the course. Students will be required to pay another exam fee. The student will need to make arrangements with a provider offering the course and may be required to pay an additional administrative fee set by the provider.

Use of the Certificate

THE CERTIFICATE DOES NOT CONFER THE TITLE OF NABCEP CERTIFIED INSTALLER™.

Certificate holders may represent that they have been granted the PV Entry Level Certificate of Knowledge issued by the North American Board of Certified Energy Practitioners (NABCEP). All references to the credential must indicate the date the Certificate was issued, and may only be displayed in association with the credential holder. The Certificate is personal to the credential holder and may not be transferred, assigned to, displayed or used by any other individual, organization, business, or entity. Replacement Certificates are available from NABCEP for a small fee.

If you have any questions about NABCEP, please contact

North American Board of Certified Energy Practitioners

Saratoga Technology + Energy Park

10 Hermes Road, Suite 400

Malta, NY 12020

Phone: (518) 289-4859

Fax: (518) 899-1092

Email: tneron-bancel@nabcep.org

www.nabcep.org

PROVIDER APPLICATION PACKET CHECKLIST

Before filing out this application, please ensure that you have reviewed the Entry Level program “Overview, Process and Policies” available in the Entry Level Provider Info packet.

Please ensure that the following items are included in the application packet in order to prevent processing delays:

- Application Form
- Certificate of Insurance
- \$300 Annual Fee
- Agreed to provide NABCEP PV Entry Level Certificate of Knowledge Exam at end of course
- Signed Terms of Agreement
- Signed Provider Code of Conduct

PROVIDER APPLICATION

TO PARTICIPATE IN THE NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS (NABCEP)

PHOTOVOLTAIC (PV) ENTRY LEVEL CERTIFICATE OF KNOWLEDGE

NABCEP's PV Entry Level Certificate of Knowledge is a way for students to show that they have achieved basic knowledge, comprehension and application of key terms and concepts of photovoltaic (solar electric) system operations. The certificate demonstrates that the student has completed the PV Entry Level coursework and has passed an industry-designed, NABCEP-issued exam.

Criteria for Participation

- The provider must complete and sign the application and provide the initial \$300 annual fee.
- Students must complete coursework registered with NABCEP from an approved Provider in order to become eligible to sit for the Certificate of Knowledge exam.
- Course(s) must be offered any university, college, community college, or vocational-technical institute accredited by an agency recognized by the U.S. Department of Education; or offered by a Joint Apprenticeship & Training Committee or U.S. Department of Labor approved apprenticeship program; or offered by a training program accredited by the Institute for Sustainable Power or similar accrediting body.
- Course(s) are required to feature an interactive learning environment. Course instruction can take place through in-class exercises or remotely, with periodic feedback of the learner's progress.
- As of July 1st, 2009, new applications must provide NABCEP with a CV, resume or summary of experience for each instructor showing a minimum of 40 hours of board-recognized training² in advanced solar PV. All installation or equivalent installation experience should also be documented.
- Providers are required to present the NABCEP approved 10 Learning Objectives using a comprehensive pedagogical approach. Course curriculum must refer only to these learning objectives for guidance and can not be based, *in any fashion*, directly upon the Entry Level exam.

² Definition of board-recognized training available on page 12
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- Providers must offer special testing accommodations and comply with the provisions of the Americans with Disabilities Act and with Title VII of the Civil Rights Act and other applicable laws.
- All providers must provide a copy of the appropriate Certificate of Insurance(s) demonstrating that professional liability and general liability policies are maintained with respect to the administration of examinations.
- The Provider agrees to make the Entry Level Certificate of Knowledge exam available to any student passing the accompanying course.
- Providers are also responsible for an annual payment of \$300 to NABCEP. This fee covers administrative costs and will ensure that each provider is featured on the NABCEP website

PROVIDER APPLICATION

Once approved, a service provider is eligible to offer the NABCEP exam for a period of three (3) years*.

*NABCEP requires a \$300/year administrative fee from its Entry Level exam providers.

GENERAL INFORMATION

(Please use additional pages if necessary and/or attach supporting documentation)

DATE: _____

NAME OF COLLEGE, SCHOOL, OR ORGANIZATION: _____

MAILING ADDRESS: _____

WEB ADDRESS: _____

DEPARTMENT: _____

CONTACT INFORMATION FOR THE INDIVIDUAL SUBMITTING THIS APPLICATION:

NAME: _____

TITLE: _____

TELE: _____ EMAIL: _____

CONTACT INFORMATION TO BE POSTED ON THE PUBLICLY AVAILABLE LIST OF APPROVED PROVIDERS on WWW.NABCEP.ORG (if different from above)

NAME: _____

TITLE: _____

TELE: _____ EMAIL: _____

WILL YOUR EDUCATIONAL INSTITUTION BE UTILIZING A CENTRALIZED TESTING FACILITY TO ADMINISTER THE NABCEP CERTIFICATE OF KNOWLEDGE EXAM?

CIRCLE: Yes No

IF YOU CIRCLED YES, PLEASE PROVIDE CONTACT INFORMATION:

TESTING CENTER CONTACT NAME: _____

TITLE: _____

TELE: _____ EMAIL: _____

TESTING CENTER MAILING ADDRESS: (If different from main address given above)

PLEASE PROVIDE INSTRUCTOR (S) CONTACT INFORMATION:

Please attach a CV, resume or summary of experience for each instructor showing a minimum of 40 hours of board-recognized training³ in advanced solar PV. All installation or equivalent installation experience should also be documented.

INSTRUCTOR NAME-1: _____

TELE: _____ EMAIL: _____

INSTRUCTOR MAILING ADDRESS-1: (If different from main address given above)

INSTRUCTOR NAME2: _____

TELE: _____ EMAIL: _____

³ Definition of board-recognized training available on page 12
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INSTRUCTOR MAILING ADDRESS-2: (If different from main address given above)

WILL YOUR INSTRUCTOR(S) BE ADMINISTERING THE NABCEP CERTIFICATE OF KNOWLEDGE EXAM?

CIRCLE: Yes No

IF INDIVIDUAL ADMINISTERING EXAM IS NOT AN INSTRUCTOR, PLEASE PROVIDE NAME(S) PHONE NUMBER(S) AND EMAIL ADDRESS(ES):

EXAM ADMINISTRATOR: _____

TELE: _____ EMAIL: _____

INSTRUCTOR MAILING ADDRESS-1: (If different from main address given above)

IMPORTANT: YOUR INSTITUTION OR PROGRAM MUST HOLD AN ACCREDITATION RECOGNIZED BY THE DEPT. OF EDUCATION OR EQUIVALENT THIRD-PARTY (i.e. ISPO) OR BE AFFILIATED WITH A JOINT APPRENTICESHIP & TRAINING COMMITTEE OR A U.S. DEPARTMENT OF LABOR APPROVED APPRENTICESHIP PROGRAM. PLEASE DESCRIBE WHICH OF THESE CIRCUMSTANCES APPLY:

COURSE (S) OR WORKSHOP TITLE: _____

DESCRIPTION OF COURSE AND CURRICULUM

PLEASE DESCRIBE THE COURSE (S) YOU WILL BE OFFERING. IF THE COMPLETION OF A COURSE SEQUENCE WILL BE REQUIRED BEFORE THE NABCEP EXAM IS OFFERED TO YOUR STUDENTS, PLEASE PROVIDE COURSE DESCRIPTIONS FOR ALL COURSES IN THE SEQUENCE. (ATTACH SUPPLEMENTARY DOCUMENTATION IF DESIRED.)

PLEASE DESCRIBE THE COURSE STRUCTURE: (e.g.: traditional classroom, hands-on component, bootcamp, webinar, distance learning, etc.) Include the number of hours and the time period over which the course(s) will take place.

WHEN IS THE COURSE OFFERED? _____

DOES YOUR INSTITUTION OFFER OR PLAN TO OFFER INSTRUCTION IN SOLAR THERMAL OR SMALL WIND TECHNOLOGIES? IF SO, PLEASE DESCRIBE:

DOES YOUR INSTITUTION OFFER, OR PLAN TO OFFER, AN ASSOCIATES OR BACHELOR'S DEGREE PROGRAM(S) IN RENEWABLE ENERGY TECHNOLOGIES? IF SO, PLEASE DESCRIBE:

Board-recognized training:

Training must meet the following criteria to be considered board-recognized training:

- 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 PV Installer Task Analysis, including the National Electrical Code® and OSHA safety standards relevant to PV installation

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

1. Offered by any accredited university, college, or community college (i.e. Lane CommunityCollege, San Juan College,)
2. Dedicated independent training programs (e.g. Florida Solar Energy Center, Solar Energy International, Great Lakes Renewable Energy Association, etc.)
3. Apprenticeship training programs (e.g. National Joint Apprenticeship Training Committee, Department 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, British Columbia Institute of Technology)
6. Industry in-house training programs (i.e. Manufacturers)

NABCEP ENTRY LEVEL CERTIFICATE OF KNOWLEDGE LEARNING OBJECTIVES

The following NABCEP Entry Level Certificate of Knowledge Learning Objectives are the basis for course instruction and examinations. Please document how your curriculum addresses each of the learning objectives individually.

- Supporting documents such as a syllabus or powerpoint must be referred to in a detailed manner, thank you.

1. PV Markets and Applications
Task/Skill
1.1. Describe history of PV technology and industry
1.2. Describe markets and applications for PV (grid-tie, remote homes, telecom, etc.)
1.3. Identify types of PV systems (direct motor, standalone with storage, grid-backup, etc.)
1.4. Associate key features and benefits of PV with applications

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #1:

2. Safety Basics
Task/Skill
2.1. Identify safety hazards of operational and non-operational PV systems
2.2. Identify safety hazards, practices and protective equipment during PV system installation and maintenance (electricity, batteries, roof work)

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #2:

3. Electricity Basics

Task/Skill
3.1. Explain difference between energy and power
3.2. Define basic electrical terms
3.3. Describe the use of digital multi-meter
3.4. Calculate simple circuit values

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #3:

4. Solar Energy Fundamentals
Task/Skill
4.1 Define basic solar terms (e.g., irradiation, Langley, azimuth)
4.2 Determine true (solar) south from magnetic (compass) south given a declination map
4.3 Describe Basic solar movement and effect of earth tilt
4.4 Predict solar position using solar path diagrams
4.5 Describe angular effects on the irradiance of array
4.6 Identify factors that reduce/enhance solar irradiation
4.7 Determine average solar irradiation on various surfaces
4.8 Convert solar irradiation into a variety of units
4.9 Determine effect of horizon on solar irradiation (shading)
4.10 Demonstrate use of Solar Pathfinder or sun charts

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #4:

5. PV Module Fundamentals

Task/Skill
5.1. Explain how a solar cell converts sunlight into electric power
5.2. Label key points on a typical IV curve
5.3. Identify key output values of solar modules using manufacturer literature
5.4. Illustrate effect of environmental conditions on IV curve
5.5. Illustrate effect of series/parallel connections on IV curve
5.6. Define measurement conditions for solar cells and modules (STC, NOCT, PTC)
5.7. Compute expected output values of solar module under variety of environmental conditions
5.8. Compare the construction of solar cells of various manufacturing technologies
5.9. Compare the performance and characteristics of various cell technologies
5.10. Describe the components and construction of a typical flat plate solar module
5.11. Calculate efficiency of solar module
5.12. Explain purpose and operation of bypass diode
5.13. Describe typical deterioration/failure modes of solar modules
5.14. Describe the major qualification tests and standards for solar modules

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #5:

6. System Components	
Task/Skill	
6.1. Describe most common solar module mounting techniques (ground, roof, pole)	
6.2. Compare features and benefits of different solar mounting techniques	
6.3. Explain the relationship between solar module cell temperature and environmental conditions, given mounting method (e.g., NOCT)	
6.4. Describe purpose and operation of main electrical BOS components (inverter, charge controller, combiner, ground fault protection, battery, generator)	
6.5. Identify key specifications of main electrical BOS components (inverter, charge controller, combiner, battery, generator)	

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #6:

7. PV System Sizing
Task/Skill
7.1. Illustrate interaction of typical loads with IV curve (battery, MPPT, dc motor)
7.2. Analyze load demand for stand-alone and grid interactive service
7.3. Identify typical system electrical output derating factors
7.4. Calculate estimated peak power output (dc and ac)
7.5. Calculate array and inverter size for grid-connected system
7.6. Calculate estimated monthly and annual energy output of grid-connected system
7.7. Explain relationship between array and battery size for stand-alone systems
7.8. Calculate array, battery and inverter size for stand-alone system

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #7:

8. PV System Electrical Design
Task/Skill
8.1. Determine series/parallel PV array arrangement based on module and inverter specifications
8.2. Select BOS components appropriate for specific system requirements
8.3. Determine voltage drop between major components

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #8:

9. PV System Mechanical Design
Task/Skill

9.1. Describe the relationship between row spacing of tilted modules and sun angle
9.2. Describe the mechanical loads on a PV array (e.g., wind, snow, seismic)

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #9:

10. Performance Analysis and Troubleshooting
Task/Skill
10.1. Describe typical system design errors
10.2. Describe typical system performance problems
10.3. Associate performance problems with typical causes
10.4. List equipment needed for typical system performance analysis
10.5. Compare actual system power output to expected
10.6. Identify typical locations for electrical/mechanical failure

PLEASE STATE HOW YOUR CURRICULUM ADDRESSES LEARNING OBJECTIVE #10:

Please have the instructor documenting the learning objectives provide his/her name and signature below.

SIGNATURE _____

PLEASE PRINT NAME _____

DATE _____

ADVISEMENT

PLEASE BE ADVISED YOU ARE REQUIRED TO OFFER THE ADMINISTRATION OF THE NABCEP ENTRY LEVEL CERTIFICATE OF KNOWLEDGE EXAM TO YOUR STUDENTS AT THE END OF YOUR COURSE OR SERIES OF COURSES. DO YOU AGREE TO DO SO?

CIRCLE: Yes No

***PLEASE ATTACH A COPY OF THE APPROPRIATE CERTIFICATE OF INSURANCE (S)**

This will usually take the form of a copy of your Commercial/General Liability coverage. In the case of some State institutions belonging to a self-insurance fund, a statement to that effect from a duly-recognized representative on official letterhead may be substituted.

If insurance documentation will be sent separately, please be advised your application will be held for processing until it is complete.

Check here if insurance documentation is included in packet:

Check here if insurance documentation is being sent separately:

(NABCEP is not responsible for the misplacement of documents sent separately from this application. Please make sure documents sent separately are well-labeled.)

TERMS OF AGREEMENT

As an authorized representative of the identified organization, I represent and agree to the following: All of the information provided in this application is true and correct to the best of my knowledge. Approval of the Provider to participate in this PV Entry Level Certificate of Knowledge program cannot be transferred to another organization without prior approval from NABCEP. The organization will conduct all activities related to the NABCEP PV Entry Level Certificate of Knowledge program consistent with applicable laws, including the Americans with Disabilities Act and Title VII of the Civil Rights Act. The organization will satisfy the requirements of all applicable NABCEP policies, and maintain the security of the examination and confidentiality of the test items. NABCEP's logo or certification mark cannot be used on any course or promotional material or advertisement unless approved by NABCEP. Upon review of this application, NABCEP can request additional material. NABCEP's approval of this application can be revoked if the Provider is non-compliant with any of the policies established by NABCEP.

SIGNATURE _____

PLEASE PRINT NAME _____

DATE _____

Please sign the Code of Conduct below and return your completed application to:

Timothee Neron-Bancel, Operations Manager
North American Board of Certified Energy Practitioners
Saratoga Technology + Energy Park
10 Hermes Road, Suite 400
Malta, NY 12020
Phone: (518) 289-4859
Fax: (518) 899-1092
Email: tneron-bancel@nabcep.org

APPROVED BY NABCEP: _____

DATE: _____

Code of Conduct for Providers of the Entry Level Certificate of Knowledge Exam

1) Marketing and Advertising:

- As NABCEP does not provide, offer, administer or approve courses or training so please refrain from using the following words, expressions and their derivatives: "certification"; "NABCEP training"; "NABCEP instructors".
- The NABCEP Entry Level COK exam does not prepare an individual as an installer and NABCEP asks that no course associated with the COK exam claim to prepare participants as installers, either through its title or description.
- You may not in any way associate the NABCEP name or logo with any promises of employment.
- The NABCEP rectangular logo cannot be used without prior review and written approval of NABCEP staff,
- The NABCEP circular Installer trademark with design can only be used by Certified Installers and then only with the inclusion of their name and Certificant number.
- It is your responsibility as a provider to ensure that the use of the NABCEP name, logos and other references are accurate, truthful, complete, and in compliance with any and all NABCEP policies.

2) Instructors and Training

- The course(s) leading up to the administration of the NABCEP Entry Level exam must cover all of the 10 Learning Objectives specified for this COK.
- Please notify NABCEP of any change in instructor or test administrator and provide updated CVs

3) Administration of the Entry Level COK Exam

- The Provider must administer the Entry Level exam from the approved location covered by the certificate of liability insurance provided in the application.
- Providers who wish to administer the COK exam in other locations must seek approval from NABCEP 30 days in advance by showing appropriate testing procedures and a certificate of liability insurance for the new exam administration site.
- Previous terms of agreements from the Entry Level Provider Info Packet and those distributed to you by Professional Testing, Inc remain in effect.
- From now on, please present the short "NABCEP Basics" presentation before each administration of the NABCEP Certificate of Knowledge exam.
- NABCEP has the right to revoke or suspend COK Provider approval at any time if at its sole discretion it feels that the NABCEP name, trademark or logos are being misused or devalued in any way by the Provider.

As a representative of the identified organization, I agree to adhere to this Code:

SIGNATURE _____

PLEASE PRINT NAME _____

DATE _____