



## Solar PV Installer Certification APPLICATION FORM

**Refer to the Candidate Information Handbook for Complete Application Instructions, Policy and Procedure**

Visit [www.nabcep.org](http://www.nabcep.org) for the latest exam date(s), deadlines, and *Candidate Information Handbook*.

**Electronic Applications are \$100 – to file an Electronic Application DO NOT complete this form, instead go to: <https://forms.nabcep.org>**

**Paper Applications are \$150 – to file a Paper Application do complete this form and mail or fax it, along with all necessary supporting documentation and payment of \$150 Application Fee, to:**

**NABCEP**  
56 Clifton Country Road, Suite 202  
Clifton Park, NY 12065  
FAX: (518) 899 1092

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

<b>1. PERSONAL INFORMATION</b>			
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.	
<b>E-Mail Address</b>		Yes, send me email <input type="checkbox"/> No <input type="checkbox"/>	
<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.			

## 2. BUSINESS INFORMATION

Do you Own your Renewable Energy Business? Yes  No  *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:

## 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		

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

## 4. QUALIFYING CATEGORY

In order to be eligible for NABCEP certification, an applicant must qualify through **one** of the categories below:

A <input type="checkbox"/>	Completion of 58 cumulative hours of training as defined in Section 3.5; AND Installation of five (5) PV systems in compliance with the requirements of Section 3.4
B <input type="checkbox"/>	Licensure as a contractor in good standing in solar or electrical construction-related areas; AND Completion of 58 cumulative hours of training as defined in Section 3.5; AND Installation of three (3) PV systems in compliance with Section 3.4
C <input type="checkbox"/>	Four (4) years of electrical construction-related experience working for a licensed contractor; AND Completion of 58 cumulative hours of training as defined in Section 3.5; AND Installation of three (3) PV systems in compliance with Section 3.4
D <input type="checkbox"/>	Three (3) years of experience in a U.S. Department of Labor Registered electrical construction trade Apprenticeship Program; AND Completion of 58 cumulative hours of training as defined in Section 3.5; NOTE: Training does not need to be in addition to apprenticeship training coursework if requirements of Section 3.5 are met within the curriculum; AND Installation of three (3) PV systems in compliance with Section 3.4
E <input type="checkbox"/>	Two (2) or four (4) year degree in a field related to electrical construction, electrical engineering technology, or renewable energy technology; OR Four (4) year degree in a field related to mechanical, structural, or civil engineering technology; AND Completion of 58 cumulative hours of training as defined in Section 3.5; NOTE: Training does not need to be in addition to degree coursework if requirements of Section 3.5 are met within the curriculum; AND Installation of three (3) PV systems in compliance with Section 3.4

## 5. EMPLOYMENT HISTORY

PV system installation experience is required for NABCEP certification. Applicants must document employment and specific installation experience in a manner to demonstrate sufficient experience for the qualifying category selected.

List employment in chronological order below, starting with most current employment and include a job description summarizing responsibilities and number and type of systems installed. Applicants for Qualifying Categories C & D must submit documentation of required years of employment/apprenticeship.

If applicant is or was self-employed, provide a detailed description of your work and sign the *Self Employment Verification* below.

The **Candidate Information Handbook** Section 3.9 contains additional information on documenting employment history.

**Employer Business Name:**

Address

City

State

Zip Code

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

From:        /        /        To:        /        /

Estimated # of installs in which applicant participated:  
# \_\_\_\_\_ total kW \_\_\_\_\_

Supervisor Name:

Telephone Number:

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

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

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

**5. EMPLOYMENT HISTORY – Continued**

Copy this page as needed to document employment history covering the time-period required for the Qualifying Category (see Section 4 of this Application Form) for which applicant is applying 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 applicant participated:  
# \_\_\_\_\_ total kW \_\_\_\_\_

Supervisor Name:

Telephone Number:

Provide a brief description of your job duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with current or most recent position. Describe job duties, the number and type of systems installed, and your typical role in the installation process. 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: \_\_\_\_\_

Supervisor Name:

Telephone Number:

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

## 6. PV INSTALLATION EXPERIENCE REQUIREMENT: SYSTEM 1

NABCEP requires applicants to have installed a minimum of three (3) or five (5) PV systems, depending on the Qualifying Category, in which they performed the role of **the individual responsible for the installation** as the foreman, supervisor, site manager, or experienced worker performing all aspects of PV installation work without direct supervision.

Systems submitted with the application must meet the following minimum criteria:

- All installations must have been completed within the two calendar years prior to the application start date
- At least fifty percent (50%) of the submitted systems must have an inverter rated 2 kW AC or greater continuous. At least fifty percent means that two of three (2 of 3) or three of five (3 of 5) systems submitted meet this requirement.
- All systems submitted must have a minimum rating of 1 kW DC (STC).

Each system must be supported with permit(s) and final inspection report(s) issued by the Local Authority Having Jurisdiction. In regions where final inspection reports are not issued, the applicant may hire an independent, qualified electrician recognized by the Authority Having Jurisdiction (AHJ), or independent certified electrical inspector, to write an inspection report. If the applicant is not specifically named on the permit and/or inspection report, they must also submit documentation that he/she was the senior person responsible for the installation of the 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 DC STC)	<b>c) Major System Components:</b> <i>number, size, and manufacturer of panels, inverter, batteries, etc.</i>
<b>Does the system have an inverter?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>d) Permitting and Inspection Authority:</b> <i>(attach COPIES of any permits and inspection certificates)</i> 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) Contractor, installer or business named on permits, if different from applicant.**  
 NOTE: a letter confirming applicant's lead role in installation is required If not named on permit/inspection documents.  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

  
  
  
  
  
  
  
  
  
  

**Documentation Checklist: See Candidate Information Handbook Section 3.7 for system installation documentation requirements.**

Copies of permit(s)

Copies of inspection certificate(s)

Design plan(s) and/or line drawing(s)

Copies of applicant lead role verification letter(s) from employer/contractor (if applicant is not named on permit)

Other documentation that links the applicant to the completed installation (if permits and/or inspections are not required):

## PV INSTALLATION EXPERIENCE REQUIREMENT: SYSTEM 2

NABCEP requires applicants to have installed a minimum of three (3) or five (5) PV systems, depending on the Qualifying Category, in which they performed the role of **the individual responsible for the installation** as the foreman, supervisor, site manager, or experienced worker performing all aspects of PV installation work without direct supervision.

Systems submitted with the application must meet the following minimum criteria:

- All installations must have been completed within the two calendar years prior to the application start date
- At least fifty percent (50%) of the submitted systems must have an inverter rated 2 kW AC or greater continuous. At least fifty percent means that two of three (2 of 3) or three of five (3 of 5) systems submitted meet this requirement.
- All systems submitted must have a minimum rating of 1 kW DC (STC).

Each system must be supported with permit(s) and final inspection report(s) issued by the Local Authority Having Jurisdiction. In regions where final inspection reports are not issued, the applicant may hire an independent, qualified electrician recognized by the Authority Having Jurisdiction (AHJ), or independent certified electrical inspector, to write an inspection report. If the applicant is not specifically named on the permit and/or inspection report, they must also submit documentation that he/she was the senior person responsible for the installation of the 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 DC STC)	<b>c) Major System Components:</b> number, size, and manufacturer of panels, 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> (attach COPIES of any permits and 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):

**e) Contractor, installer or business named on permits, if different from applicant.**  
 NOTE: a letter confirming applicant's lead role in installation is required if not named on permit/inspection documents.  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

  
  
  
  
  
  
  
  
  
  

**Documentation Checklist: See Candidate Information Handbook Section 3.7 for system installation documentation requirements.**

Copies of permit(s)

Copies of inspection certificate(s)

Design plan(s) and/or line drawing(s)

Copies of applicant lead role verification letter(s) from employer/contractor (if applicant is not named on permit)

Other documentation that links the applicant to the completed installation (if permits and/or inspections are not required):

## PV INSTALLATION EXPERIENCE REQUIREMENT: SYSTEM 3

NABCEP requires applicants to have installed a minimum of three (3) or five (5) PV systems, depending on the Qualifying Category, in which they performed the role of **the individual responsible for the installation** as the foreman, supervisor, site manager, or experienced worker performing all aspects of PV installation work without direct supervision.

Systems submitted with the application must meet the following minimum criteria:

- All installations must have been completed within the two calendar years prior to the application start date
- At least fifty percent (50%) of the submitted systems must have an inverter rated 2 kW AC or greater continuous. At least fifty percent means that two of three (2 of 3) or three of five (3 of 5) systems submitted meet this requirement.
- All systems submitted must have a minimum rating of 1 kW DC (STC).

Each system must be supported with permit(s) and final inspection report(s) issued by the Local Authority Having Jurisdiction. In regions where final inspection reports are not issued, the applicant may hire an independent, qualified electrician recognized by the Authority Having Jurisdiction (AHJ), or independent certified electrical inspector, to write an inspection report. If the applicant is not specifically named on the permit and/or inspection report, they must also submit documentation that he/she was the senior person responsible for the installation of the 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 DC STC)	<b>c) Major System Components:</b> <i>number, size, and manufacturer of panels, inverter, batteries, etc.</i>
<b>Does the system have an inverter?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>d) Permitting and Inspection Authority:</b> <i>(attach COPIES of any permits and inspection certificates)</i> 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) Contractor, installer or business named on permits, if different from applicant.**  
 NOTE: a letter confirming applicant's lead role in installation is required If not named on permit/inspection documents.  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

  
  
  
  
  
  
  
  
  
  

**Documentation Checklist: See Candidate Information Handbook Section 3.7 for system installation documentation requirements.**

Copies of permit(s)

Copies of inspection certificate(s)

Design plan(s) and/or line drawing(s)

Copies of applicant lead role verification letter(s) from employer/contractor (if applicant is not named on permit)

Other documentation that links the applicant to the completed installation (if permits and/or inspections are not required):

## PV INSTALLATION EXPERIENCE REQUIREMENT: SYSTEM 4 (Category A only)

NABCEP requires applicants to have installed a minimum of three (3) or five (5) PV systems, depending on the Qualifying Category, in which they performed the role of **the individual responsible for the installation** as the foreman, supervisor, site manager, or experienced worker performing all aspects of PV installation work without direct supervision.

Systems submitted with the application must meet the following minimum criteria:

- All installations must have been completed within the two calendar years prior to the application start date
- At least fifty percent (50%) of the submitted systems must have an inverter rated 2 kW AC or greater continuous. At least fifty percent means that two of three (2 of 3) or three of five (3 of 5) systems submitted meet this requirement.
- All systems submitted must have a minimum rating of 1 kW DC (STC).

Each system must be supported with permit(s) and final inspection report(s) issued by the Local Authority Having Jurisdiction. In regions where final inspection reports are not issued, the applicant may hire an independent, qualified electrician recognized by the Authority Having Jurisdiction (AHJ), or independent certified electrical inspector, to write an inspection report. If the applicant is not specifically named on the permit and/or inspection report, they must also submit documentation that he/she was the senior person responsible for the installation of the 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 DC STC)	<b>c) Major System Components:</b> number, size, and manufacturer of panels, 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> (attach COPIES of any permits and 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"/>	<i>Explanation of lack of permitting or inspection opportunity (if applicable):</i>

**e) Contractor, installer or business named on permits, if different from applicant.**  
 NOTE: a letter confirming applicant's lead role in installation is required if not named on permit/inspection documents.  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

  
  
  
  
  
  
  
  
  
  

**Documentation Checklist: See Candidate Information Handbook Section 3.7 for system installation documentation requirements.**

Copies of permit(s)

Copies of inspection certificate(s)

Design plan(s) and/or line drawing(s)

Copies of applicant lead role verification letter(s) from employer/contractor (if applicant is not named on permit)

Other documentation that links the applicant to the completed installation (if permits and/or inspections are not required):

## PV INSTALLATION EXPERIENCE REQUIREMENT: SYSTEM 5 (Category A only)

NABCEP requires applicants to have installed a minimum of three (3) or five (5) PV systems, depending on the Qualifying Category, in which they performed the role of **the individual responsible for the installation** as the foreman, supervisor, site manager, or experienced worker performing all aspects of PV installation work without direct supervision.

Systems submitted with the application must meet the following minimum criteria:

- All installations must have been completed within the two calendar years prior to the application start date
- At least fifty percent (50%) of the submitted systems must have an inverter rated 2 kW AC or greater continuous. At least fifty percent means that two of three (2 of 3) or three of five (3 of 5) systems submitted meet this requirement.
- All systems submitted must have a minimum rating of 1 kW DC (STC).

Each system must be supported with permit(s) and final inspection report(s) issued by the Local Authority Having Jurisdiction. In regions where final inspection reports are not issued, the applicant may hire an independent, qualified electrician recognized by the Authority Having Jurisdiction (AHJ), or independent certified electrical inspector, to write an inspection report. If the applicant is not specifically named on the permit and/or inspection report, they must also submit documentation that he/she was the senior person responsible for the installation of the 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 DC STC)	<b>c) Major System Components:</b> <i>number, size, and manufacturer of panels, inverter, batteries, etc.</i>
<b>Does the system have an inverter?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>d) Permitting and Inspection Authority:</b> <i>(attach COPIES of any permits and inspection certificates)</i> 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) Contractor, installer or business named on permits, if different from applicant.**  
 NOTE: a letter confirming applicant's lead role in installation is required If not named on permit/inspection documents.  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

  
  
  
  
  
  
  
  
  
  

**Documentation Checklist: See Candidate Information Handbook Section 3.7 for system installation documentation requirements.**

Copies of permit(s)

Copies of inspection certificate(s)

Design plan(s) and/or line drawing(s)

Copies of applicant lead role verification letter(s) from employer/contractor (if applicant is not named on permit)

Other documentation that links the applicant to the completed installation (if permits and/or inspections are not required):

## 7. EDUCATION AND TRAINING REQUIREMENTS

When documenting training, the applicant will be required to submit a certificate of completion or a transcript for each completed training program or course used to meet the minimum training requirements. All certificates of completion and transcripts must clearly state that the course covered subject matter directly related to advanced PV or the National Electric Code. If the subject matter of the course is not clearly stated in the title, then the applicant must provide a course outline and a signed letter from the training provider or instructor detailing how many hours were spent covering the NABCEP Solar PV Installer Job Task Analysis or relevant codes.

All Categories	<p>Complete at least 58 hours of advanced PV training related to the NABCEP Solar PV Installer Job Task Analysis and National Electric Code – see Section 3.5 for specific requirements. List training courses completed along with Contact hours for each (teacher-learner class time).  <i>Attach certificates of completion, transcripts, or instructor-signed statement of completion.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;"><b>Total Contact Hours Completed:</b> _____</p>
Category D	<p>Attend a DOL-approved apprenticeship program for at least 3 years. Indicate apprenticeship program sponsor and give a program description and dates. <i>Attach proof of completion.</i></p>
Category E	<p>Two-year electrical-construction related, or electrical engineering technology, or renewable energy technology/technician degree from an educational institution or a four-year construction related or engineering degree from an educational institution. State institution name, degree earned, and graduation date below.  <i>Attach copy of transcript and/or copy of degree awarded.</i></p>

## 8. OSHA TRAINING REQUIREMENTS

All applicants must show proof of completion of an OSHA 10 Hour Construction Industry class or its equivalent. To find an OSHA class visit: [www.osha.gov/dte/outreach/courses.html](http://www.osha.gov/dte/outreach/courses.html). Attach copy of Certificate of Completion or 10 Hour Card.

## 9. SPECIAL ACCOMMODATIONS REQUESTS

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

If YES, complete a **Request for Special Exam Accommodations Form** (Appendix IV in the **Candidate Information Handbook**) and attach it to the application. Requests for accommodation will have no bearing on the application review process. Refer to Section 7.3 of the **Candidate Information Handbook** for more information on special accommodations.

## 10. 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.

## 11. 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 PV 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 Solar PV 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 Solar PV 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 Solar PV 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 Solar PV Installer Certification examination. I understand that such dishonesty includes, but is not limited to, the following: using unauthorized materials to complete my Solar PV 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 Solar PV 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 Solar PV 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 PV 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 Solar PV 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 PV 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 Solar PV 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

### 1. PAYMENT INFORMATION

Enclose a check or money order payable to NABCEP in the amount of **\$150 (U.S)** for the non-refundable Application Fee, or attach a completed Payment Remittance Form (below) with credit card information.

**Applications will not be reviewed until payment is received.**

### 2. INSTRUCTIONS

Applications must be **received** by the application deadline.

Applications must be complete at the time it is submitted, containing all required supporting documentation. No documentation should be submitted under a separate cover.

Applicants will be notified that the application has been accepted or not by no later than 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.

### **Solar PV Installer Application Checklist**

- Did you accurately complete all Sections of the Application Form above?
- Did you select the Qualifying Category option that best describes your experience?
- Did you provide system information and job description for the correct number of PV systems required (3 or 5 depending on Qualifying Category selected)?
- Did you attach copies of permit(s) for all PV installations listed?
- Did you attach copies of inspection certificate(s) for all PV installations listed?
- Did you attach copies of design plan(s) and/or line drawing(s) for all PV installations listed?
- Did you attach letter(s) from the contractor or company named on permit/inspection documents attesting to your lead role in the installation if you were not yourself named?
- Did you submit copies of certificate(s) of completion, transcript(s), or diploma(s) for the 58 hours of PV JTA related education and training required?
- Did you submit copies of certificates of completion, transcripts, or diplomas for any degrees required for the Qualifying Category selected?
- Did you submit copies of certificate of completion for an OSHA 10 Hour Construction Industry course?
- Did you attach the *Special Accommodations Request Form* and supporting documentation if you desire special accommodations for a religious observance or disability?
- Did you read the Code of the Ethics and sign Agreement that follows it?
- Did you put your NAME at the top of each attachment?
- Did you make a COPY of the entire application form and supporting documentation?
- Have you enclosed a check, money order, or Payment Remittance form for \$100 Application 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  
56 Clifton Country Road, Suite 202  
Clifton Park, NY, 12065  
Phone: (800) 654-0021  
Fax: (518) 899-1092  
General Inquiries: [info@nabcep.org](mailto:info@nabcep.org)  
Application Questions: [applications@nabcep.org](mailto:applications@nabcep.org)

