



PV Technical Sales Certification APPLICATION FORM

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

Please refer to www.nabcep.org for the latest exam date and application deadlines.

There is an additional \$50 charge for paper applications.

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"/>
Mailing Address: Street Address or P.O. Box			
Address line 2			
City	State	Zip Code	Country
Residence Address (If different than mailing address above): Street Address or P.O. Box			
Address line 2			
City	State	Zip Code	Country
Primary Phone Number		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"/>	
E-Mail Address			
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. QUALIFYING CATEGORY

In order to be eligible for NABCEP certification, you must qualify through one (1) of the categories below. Please read ALL categories carefully first. Note: Choose the category which is appropriate for you. (It may reduce your paperwork.)

Note: All USA applicants must have an OSHA 10 Hour Construction Class Card. Applicants from other countries must provide an equivalent safety training credential from your jurisdiction as a prerequisite for the exam.

Please view Section 6.2 of the NABCEP Candidate Information Handbook for the definitions of verifiable sales experience, training and education.

A A minimum of 60 hours cumulative training covering the PV Technical Sales Job Task Analysis;
AND a minimum of one (1) year of verifiable sales experience;
AND have successfully passed the NABCEP Entry Level PV Exam.

B A minimum of 32 hours cumulative training covering the PV Technical Sales Job Task Analysis;
AND a minimum of two (2) years of verifiable sales experience;
AND have successfully passed the NABCEP Entry Level PV Exam.

C Two-year renewable energy technology or technician degree from an accredited educational institution;
AND a minimum of one (1) year verifiable sales experience
AND have successfully passed the NABCEP Entry Level PV Exam.

D Four-year degree from an accredited educational institution;
AND one (1) year verifiable sales experience
NOTE: A minimum of 30 hours of additional training in non-installation aspects of the PV Technical Sales Job Task Analysis is strongly recommended.

E Be a NABCEP Certified Solar PV or NABCEP Installer Emeritus;
NOTE: A minimum of 30 hours of additional training in non-installation aspects of the PV Technical Sales Job Task Analysis is strongly recommended.

F Hold Journeyman or licensed Electrician credentials;
AND have successfully passed the NABCEP Entry Level PV Exam.
NOTE: A minimum of 30 hours of additional training in all aspects of the PV Technical Sales Job Task Analysis is strongly recommended.

G A minimum of five (5) years verifiable sales experience.
NOTE: A minimum of 30 hours of additional training in all aspects of the PV Technical Sales Job Task Analysis is strongly recommended.

5. VERIFICATION OF CREDENTIALS

If you are qualifying through Categories (E) or (F), please list all required information below and attach a copy of your license, certificate or other proof that you hold the necessary license or certification to this application.

If you currently or previously have held business or professional license(s), certification(s) or registration(s) in any jurisdiction, you may list them below for reference. No proofs need to be attached if you are not qualifying under Categories (E) or (F).

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 <input type="checkbox"/> No <input type="checkbox"/>		

6. VERIFICATION OF OSHA 10 HOUR CONSTRUCTION CLASS CARD OR EQUIVALENT

OSHA safety training, or its equivalent, is required for this certification. Please provide a copy of the OSHA card or equivalent documentation attesting to your completion of a safety training class. The copy of the OSHA card will need to be attached to the application form.

The **Candidate Information Handbook** Section 6.2 contains additional information on the OSHA Requirement.

Provide a description of your OSHA class or its equivalent. List the date of the course, the name of the course...

7. EDUCATION AND/OR TRAINING

If your Qualifying Category (A or B) requires training, a copy of your proof of completion of training will need to be attached to the application.

All training submitted for this application must include a copy of curriculum or learning objectives for the training claimed along with a letter that clearly outlines the specific parts of the PV Technical Sales Job Task Analysis that are covered by the training and number of contact hours spent covering those tasks. This letter must be signed by the instructor or the education program administrator.

If your Qualifying Category requires education (C or D), copies of official transcripts or diplomas attesting to your attendance and degrees earned will need to be attached to the application.

Specifics for the Training and Education Requirements can be found in Section 6.2.3 and 6.2.4 of the **Candidate Information Handbook**.

Qualifying Category (please select appropriate category)

A

or

B

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

Total Contact Hours Completed: _____

Qualifying Category C	Two-year renewable energy technology or technician degree from an accredited educational institution. <i>Indicate institution, degree(s) earned (dates). Attach transcripts and/or proof of attendance.</i> _____ _____
Qualifying Category D	Four-year degree from an accredited educational institution. <i>Indicate institution, degree(s) earned (dates). Attach transcripts and/or proof of attendance.</i> _____ _____ _____

8. Verification of Successfully passing NABCEP Entry Level PV Exam

Completion of this section is required only if you selected qualifying category (A), (B), (C), or (F). Please provide the following information about successfully passing the NABCEP Entry Level PV Exam.

Please attach your Entry Level Exam Passing Score Achievement to this application.

Entry Level Exam Provider:

Date of Exam (mm/dd/yyyy):

From: / /

Entry Level Candidate # : _____

9. VERIFIABLE SALES EXPERIENCE

For purposes of this process, experience selling PV systems requires being in a **responsible role** in sales and or design process for the job. This includes titles including (but not limited to), sales manager, site analyst, financial analyst, system designer, technical support person, etc...

Definition: One (1) year of verifiable sales experience = being the lead sales person, analyst or designer of a minimum of 4 PV systems occurring at some point in the 12 months prior to submitting an application for the exam*. At least 2 of the 4 PV systems must be larger than 2 kW (peak). At least one installation must be a system that is grid connected.

All systems claimed must have accompanying documentation including proposal, electrical permitting and inspection records, and customer confirmation that the system sold met their expectations. The candidate is asked to describe the scope of work they were responsible for on each installation. (All proposals and related proprietary information will be treated as strictly confidential.)

In regions where electrical inspection is not possible, the Application Review Committee will judge experience based on supplied documentation.

**If applying through track (G), you will need to submit documentation for 20 verifiable systems that have occurred in the last 5 years. 10 of the 20 systems must be larger than 2kW (peak) and at least 5 systems must be grid connected. Please copy the next page as necessary.*

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 8.3 of the Candidate Information Handbook for details.

11. PAYMENT INFORMATION

Please enclose a check or money order payable to NABCEP in the amount of \$150 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 PV Technical Sales 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 PV Technical Sales 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 PV Technical Salesperson 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 PV Technical Sales 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 PV Technical Sales Certification examination. I understand that such dishonesty includes, but is not limited to, the following: using unauthorized materials to complete my PV Technical Sales 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 PV Technical Sales 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 PV Technical Sales 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 PV Technical Sales 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 PV Technical Sales 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 PV Technical Salesperson 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 PV Technical Sales 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: _____

14. INSTRUCTIONS

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

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.

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 least 2 weeks prior to the exam date.

PV Technical Sales 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 submit copies of official transcripts or diplomas for any training, education and/or degrees required for the Qualifying Category you have selected?
- Did you submit a letter from your instructor(s) confirming that your training covered the PV Technical Sales JTA?
- Did you provide a copy of the OSHA card or equivalent?
- 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 \$150 payable to NABCEP?

