

North American Board of Certified Energy Practitioners (NABCEP)

Continuing Education GUIDELINES FOR PROVIDERS

These Guidelines are not specific to any Certification

***"Particular Technology" refers to the technology the Certificant is certified to"*

- 1. IMPORTANT: NABCEP does not approve, review or offer training. Courses are simply registered with NABCEP as Continuing Education.**
- 2. If your institution meets the following criteria, then you do not need to register your course with NABCEP as Continuing Education. Courses offered by the following institutions will always be accepted as long as they meet the requirements listed under section 4:**

- Offered by any institution accredited by an agency recognized by the Federal Department of Education (e.g. any accredited university, college, community college, or vocational-technical institute*) **or**
- Offered by any Joint Apprenticeship & Training Committee or U.S. Department of Labor approved apprenticeship program; **or**
- Approved by State Contractor Licensing Boards; **or**
- Offered by a training program accredited, or instructor certified, by the Institute for Sustainable Power (ISP) or similar accrediting body;

*Except for short workshops or special training that are not part of a formal academic catalog or course offering. In these cases, the course would have to be registered with NABCEP

If your institution does not meet the above criteria, please see Section 5 on how your course can be registered as Continuing Education.

3. Documenting Continuing Education

It is not the Continuing Education Provider's responsibility to document attendance for any NABCEP Certified Installer since the Installer must get a Continuing Education Form signed by the instructor (Appendix I). We do ask that you provide a certificate of completion or letter for course participants. If audited by NABCEP, NABCEP Certified Installers who are up for re-certification will need to provide proof of attendance for the number of direct contact/learning hours they have claimed.

4. NABCEP Continuing Education Requirements

To maintain certification, a NABCEP certified installer must document the completion of eighteen (18) contact hours of continuing education/training in a three-year period.

A wide variety of courses can be registered as NABCEP Continuing Education but must:

- a) 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.
- b) Appropriately address issues of safety (most recent OSHA Safety Standards), appropriate code (NEC for PV; UPC for Solar Heating), and the core competencies of the appropriate NABCEP Task Analysis.

When designing your course, please remember that NABCEP certificants are required to satisfy the following continuing education requirements:

- At least 6 hours on the latest version of the appropriate code relevant to the installation of the renewable technology.
- At least 6 hours of technical instruction related to the most recent version of the NABCEP Task Analysis or complementary to particular technology;
- An additional 6 hours of instruction related to the particular technology that may be technical or non-technical. Examples of acceptable non-technical instruction includes courses related to doing business such as accounting, sales, business law and other courses consistent with the recommended list in the NABCEP Candidate Information Handbook.

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

5. To register a course as Continuing Education for NABCEP Certified Installers, providers must:

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 - This form can be copied as needed.
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- Complete an application and submit all requested attachments. If the provider is offering more than one course, a separate application must be submitted for each course.
- Pay the appropriate application fee.
- Offer a formal and planned learning structure where the learner receives some sort of feedback and the learner's progress is monitored.
- Provide course instructor(s) and/or course designer(s) qualifications.
- Offer courses that are no less than 60 minutes in duration.
- Describe the format, components, learning materials and delivery method.
- If the course is on product training, demonstrate that the training covers quality instruction including installation, operation, testing and commissioning of equipment, understanding technical specifications, and/or warranties and product services. Sales presentations will not receive NABCEP approval for certificants' continuing education credit.
- Offer some sort of assessment by the instructor of learner's participation and progress (such as an exam, quiz, skills evaluation, etc.) and verify learner's attendance.
- Ensure that certificates or letter are sent since Re-certified candidates may need to provide NABCEP with proof of attendance for the number of direct contact/learning hours claimed if they are audited by NABCEP.

The registration of a course as NABCEP Continuing Education is good for two years at which time the provider must pay the appropriate \$200 renewal fee. NABCEP reserves the right to change these guidelines and criteria.