

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 they must get a Continuing Education Form signed by the instructor (Appendix I). We do ask though that you ensure that certificates or letter are sent since NABCEP Certified Installers up for re-certification since they may need to provide NABCEP with proof of attendance for the number of direct contact/learning hours claimed if they are audited by NABCEP

- This form is intended solely for use by NABCEP.
- Any other use requires written permission from NABCEP.
- This form can be copied as needed.

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 Thermal), 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 (Section Section 12.9 or page 24)

A contact hour equals one 60-minute clock hour of organized learning activity including interaction between learner and instructor or learner and materials which 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 their course as Continuing Education for NABCEP Certified Installers, providers must:

- This form is intended solely for use by NABCEP.
- Any other use requires written permission from NABCEP.
- This form can be copied as needed.

- 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.

North American Board of Certified Energy Practitioners
www.nabcep.org

**Application to Register a Course for Continuing
Education Hours for NABCEP Certified Installers**

This Application is not specific to any Certification

Instructions

- Please complete all sections of the application.
- Attach a course curriculum or outline.
- Attach a brief curriculum vita or biography of the instructor(s) and design team.
- Attach a sample certificate or form of completion. (A sample form can be found on NABCEP's web site at www.nabcep.org)
- Enclose an application fee of \$200.00. This fee is nonrefundable whether the course is approved or not.
- Once your application is approved, you will be given a NABCEP Continuing Education Course Number (NCEC #). Please use this number on all correspondence and advertisements, etc.
- Please return your application to:
Timothée Néron-Bancel, Operations Manager
North American Board of Certified Energy Practitioners
56 Clifton Country Road, suite 202
Clifton Park, NY
Phone: (518) 899-8186 Fax: 518-899-1092
Email: tneron-bancel@nabcep.org

Organization: _____

Contact Person: _____

Street Address: _____

City & State: _____

- This form is intended solely for use by NABCEP.
- Any other use requires written permission from NABCEP.
- This form can be copied as needed.

- a. If applicable, please refer to the specific tasks and subtasks in the PV Installer Task Analysis that will be addressed:

6. Describe the program material and handouts.

7. If the course is product training, is there a participant's hands-on opportunity? If yes, please describe.

8. How do you verify a student's satisfactory completion of this course?

- This form is intended solely for use by NABCEP.
- Any other use requires written permission from NABCEP.
- This form can be copied as needed.

9. Have you offered the course before?

10. If this is a renewal application, how has this course changed?

I understand that all of the information provided in this application is true and correct to the best of my knowledge and is in compliance with the criteria stated in the NABCEP Continuing Education Course Provider Guidelines. I understand that this approval simply registers the above course as continuing education for NABCEP Certified Installers and that NABCEP has made no judgment on the quality of the course. I understand that my organization is responsible for the quality assurance of the educational course described in this application. I understand that approval for this course can not be transferred to another course or other organizations without prior approval from NABCEP. NABCEP's approval of this application shall not be construed to be a sponsorship or endorsement of any course or course material. I understand that NABCEP's logo or certification mark can not be used on any course or promotional material or advertisement. Upon review of this application, NABCEP can request additional material. NABCEP holds the right to audit the course for no charge. I further understand that NABCEP's approval of this course can be revoked if we are non-compliant.

 Print Name

 Signature of Authorized Representative

 Date Signed

OFFICE USE ONLY	
Fee: _____	
NABCEP CEC # _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date approved: _____	
Do not write in this space	

- This form is intended solely for use by NABCEP.
- Any other use requires written permission from NABCEP.
- This form can be copied as needed.