

## PHOTOVOLTAIC (PV) ENTRY LEVEL EXAM CANDIDATE INFORMATION SHEET

Passing the NABCEP PV Entry Level Exam is a way for candidates to demonstrate that they have achieved a basic knowledge of the fundamental principles of the application, design, installation and operation of grid-tied and stand-alone PV systems. The knowledge demonstrated by passing this test does not replace the knowledge, skills or abilities of the electrical or other construction trades, or those of other professions or degree programs that require considerably more academic and/or practical experience. This achievement demonstrates that the student has passed an industry-designed, NABCEP-issued exam. In no way does passing this exam indicate that an individual is Certified by NABCEP.

### How to qualify to sit for the PV Entry Level Exam

The PV Entry Level Program relies on a network of Providers who register with NABCEP. A list of registered NABCEP Entry Level Exam Providers can be found on our website under “Entry Level” and “For Students.” Completing coursework with a registered Provider is the only requirement to sit for the PV Entry Level Exam. Prerequisites and bridge courses are determined by the Providers.

Before sitting for the NABCEP PV Entry Level Exam all candidates are required to sign the Entry Level Exam Candidate Notice and Agreement. This Notice and Agreement will be provided on the day of the exam by the test administrator. The Entry Level Exam Candidate Notice and Agreement is as follows:

I understand that the NABCEP Entry Level Exam is intended to test basic knowledge. I further understand that the Entry Level Program is not equivalent to NABCEP Certifications, and that passing this exam does not represent any permission or license to work in any field or position. I further understand that receiving a passing score on the NABCEP Entry Level Exam does not provide any guarantee of employment. I further understand that I am prohibited from making any such claims concerning this NABCEP Program, and agree to abide by all applicable NABCEP policies.

I understand and agree to these terms as a condition of taking the NABCEP Entry Level Exam. I understand that if I fail to sign below, my Examination will not be accepted for scoring.

The signed Entry Level Exam Candidate Notice and Agreement will be returned with the Candidate's answer sheet to NABCEP.

**Online Courses:** Several registered Providers offer courses online. As with all registered Providers, successful completion of the registered coursework is the only requirement to sit for the PV Entry Level Exam. It is, however, important for the candidate to understand that sitting for the NABCEP PV Entry Level Exam may require travel to the designated testing site. The candidate must arrange for travel and testing, at their own expense, with the Provider. NABCEP cannot offer assistance in this matter.

### Overview of the Exam

The exam consists of sixty (60) multiple choice questions and is written by industry Subject Matter Experts with the guidance of psychometricians. The exam is based on the **NABCEP PV Entry Level Program Learning Objectives**, also developed by industry Subject Matter Experts, which provides a blueprint for the exam. All candidates should be provided with a copy of these Learning Objectives, found on our website (under “Entry Level” and “Learning Objectives”), at the beginning of each course culminating in the exam. Candidates should expect to have a comprehensive review of the topics covered in the Learning Objectives before sitting for the exam.

**Time/Length:** Candidates will be given up to two (2) hours to sit for the examination.

**Passing Score:** Candidates must earn a score of 350 or higher.

**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 non-programmable calculators to the exam. A calculator is defined as a device used solely for mathematical computations. For example, a Casio fx260, a Texas Instruments TI-30Xa, or a similar model may be used. Candidates are required to provide photo identification to sit for the exam. Also, please be advised that due to circumstances beyond Provider control, examination sites may experience minor disturbances. It is recommended that candidates who are sensitive to noise bring earplugs.

**Comment Policy:** 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. The comment sheet should be filled out directly after sitting for the exam and turned in with the exam.

**After the Exam:** The test administrator will ship the answer sheets via a traceable carrier to Professional Testing Inc. for scoring. Candidates will be notified of their score by mail at the address provided on their answer sheet. It is NABCEP policy not to release scores over the phone. Candidates can expect to receive their scores two to four weeks after the answer sheets have been received for scoring.

Candidates achieving a passing score will receive a letter signed by the Chairperson of NABCEP's Board.

Candidates who pass the NABCEP PV Entry Level Exam will be presented with a suitable-for-framing document listing the Candidate's name, date and identification number along with the following statement: *"This achievement indicates that the individual named above has demonstrated their basic knowledge of the fundamental principles of the application, design, installation and operation of grid-tie and stand-alone Photovoltaic systems."*

**Rescoring:** It is NABCEP's policy not to permit any rescoring of the answer sheets. This is because the answer sheets are computer-scanned multiple times to ensure accurate scoring.

**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 is responsible to make arrangements with a Provider to sit for the exam. NABCEP cannot offer any assistance in locating a testing location.

## Fees

NABCEP requires a fee of \$75.00 per exam. The exam fee is collected by the Provider who may add an administrative fee not to exceed an additional \$75.00.

## Use of a Passing Score Achievement

**A PASSING SCORE ON THE NABCEP PV ENTRY LEVEL EXAM DOES NOT CONFER THE TITLE OF A NABCEP CERTIFIED INSTALLER™ OR ANY OTHER TITLE OR CREDENTIAL FROM NABCEP.** Successful Candidates may state that they have passed the PV Entry Level Exam issued by the North American Board of Certified Energy Practitioners (NABCEP). The passing score achievement document may only be displayed in association with the individual achieving the passing score, as the achievement is personal and may not be transferred, assigned to, displayed or used by any other individual, organization, business, or entity. Replacement documents are available from NABCEP for a fee of \$25.00.