



North American Board of Certified Energy Practitioners  
[www.nabcep.org](http://www.nabcep.org)

# APPLICATION

## Continuing Education Course

### 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.
- 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, Manager of Operations  
North American Board of Certified Energy Practitioners  
Saratoga Technology + Energy Park  
10 Hermes Road, Suite 123  
Malta, NY 12020  
Phone: (800) 654-0021 Fax: 518-899-1092  
Email: [tneron-bancel@nabcep.org](mailto:tneron-bancel@nabcep.org)

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1. Course Title: \_\_\_\_\_

2. Number of contact hours: \_\_\_\_\_

Indicate how many credit hours a student will receive for this course. A contact hour is defined as 60 minutes of an organized learning activity. Time is not counted for breaks, registration, travel, receptions, or meals. One hour minimum (.25 for each additional quarter hour).

3. How is the course delivered: (on-site, web-based, etc.)

Course(s) are required to feature an interactive learning environment. Course instruction can take place through in-class exercises or remotely, with periodic feedback of the learner's progress.

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If on-site, list location(s): \_\_\_\_\_

If web based, list web address: \_\_\_\_\_

4. Describe your course, including its learning objective(s), intent, design, safety practices and how it applies to NABCEP'S continuing education requirements.

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5. If applicable, please refer to the specific tasks and subtasks in the Solar Thermal Installer Task Analysis that will be addressed:

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6. Describe the program material and handouts.

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

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

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9. Have you offered the course before?

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

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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 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	