

# Solar PV Installer Certification APPLICATION FORM

The Application Fee for Paper Applications is now \$150

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

Please refer to <u>www.nabcep.org</u> for the latest exam date and application deadlines. *NABCEP encourages applicants to apply electronically at* <u>http://forms.nabcep.org</u> **Please type or print all information.** 

1. PERSONAL INFORMATION							
Last Name	First	Middle	e Suffix				
Mr.□ Mrs.□ Ms.□	Birth Date (mm/dd/yyyy)/	Gender:	Male 🗌 Female 🗌				
Mailing Address: Street	Address or P.O. Box						
Address line 2							
City	State	Zip Code	Country				
Residence Address (If di	fferent than mailing address above): Str	eet Address or P.O. Box					
Address line 2							
City	State	Zip Code	Country				
Primary Phone Number		Fax Number					
Alternate Phone Number			you via email with reminders your certification? NABCEP				
E-Mail Address		circumstances. Yes, send me email					
	Have you used, been known as, or ca as) other than the name signed to the a						
Last Name	First name	Middle	Dates Used				
2.							
3.							
2. BUSINESS INFORMATION							
Do you Own your Renev	vable Energy Business? Yes 🗌 N	lo 🗌 If yes, please pro	vide your Business info below.				
Business Name(s) and/or DB	BA(s) used past or currently:	Business Incorporatio	on or other Effective Date:				

3. PR	IOR AND EXISTI	NG LICENSES	<b>6, CERTIFICA</b>	TIONS AND REGISTRATIONS	
If you currently or previously have held business or professional license(s), certification(s) or registration(s) in any jurisdiction, please list them below. Copy this section and attach the copy if you need additional space.					
1. License, Certification or Registration Type			State or Jurisdiction		
		From (mm/dd/yyy		To (mm/dd/yyyy)	
Status : Active		/ /		/ /	
License, Certific	ation or Registration Nu	mber	Name Used		
	ification or Registration		State or Jurisdicti	ion	
		.)			
Status : Active	Inactive	From (mm/dd/yy	уу)	To (mm/dd/yyyy)	
License, Certific	ation or Registration Nu	mber	Name Used		
3. License, Cert	ification or Registration	Туре	State or Jurisdict	ion	
Status : Active	□ Inactive □	From (mm/dd/yy	/yy)	To (mm/dd/yyyy)	
	ation or Registration Nu	mber / /	Name Used	/ /	
Additio	nal licenses, certification	ns or registrations a	re identified on an	attached page: Yes 🗌 No 🗌	
		4. QUALIFY	ING CATEGO	)RY **	
				e of the categories below. Please read <b>ALL</b> for you. (It may reduce your paperwork.)	
A 🗌		ation for the exam	in addition to co	bint in the two (2) years prior to mpletion of a board-recognized training ow)	
B B Be an existing licensed contractor in good standing in solar or electrical construction-related areas with experience installing PV systems occurring at some point in the two (2) years prior to submitting an application for the exam in addition to completion of a board-recognized training program (see definition in Sections 3.2.2 and 3.2.3 below)					
с	including experience	installing PV sys ation for the exam	tems occurring a	ence working for a licensed contractor, t some point in the two (2) years prior to mpletion of a board-recognized training ow)	
D 🗌	apprentice program, two (2) years prior to	including experie submitting an ap	nce installing PV	proved electrical construction trade systems occurring at some point in the exam in addition to completion of a ections 3.2.2 and 3.2.3 below)	
<ul> <li>Two (2)-year electrical construction-related, or electrical engineering technology, or renewable energy technology/technician degree from an educational institution or four (4)-year construction-related or engineering degree from an educational institution, including experience installing PV systems occurring at some point in the two (2) years prior to submitting an application for the exam.</li> </ul>					
submitting an a systems, in the	application for the exa	m. The individual	must be in a res	me point in the two years prior to ponsible role on the job installing PV ed worker performing PV installation	

Hands-on experience is required for certification. Please document employment in a manner to demonstrate sufficient experience for the qualifying category (Section 4 of this Application) you have selected. For the purposes of certification, experience = the installation of two PV systems occurring at some point in the two years prior to submitting an application for the exam, while in the role of foreman, supervisor, site manager, or experienced worker performing PV installation work without direct supervision.						
List employment in chronological order, starting with most current employment and include a job description summarizing responsibilities and # of/type of systems installed. In addition, a supervisor will need to sign off on your current employment in an attached letter. <i>If you are or were self-employed, provide a detailed description of your work and sign off on it.</i>						
The Candidate Information Handbook Se	ection 3.3 contains additional info	ormation on filling out this empl	oyment history.			
Employer Business Name:						
Address	City	State	Zip Code			
Dates Employed (mm/dd/yyyy):		Estimated # of installs				
From: / / To:	: / /	in which you participated:				
Your Supervisor:	Telepho	one Number:				
Provide a description of your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. Describe your duties, including the type and number of systems installed and your role in the installations. Use additional sheets if necessary.						
In addition, a supervisor will need to sign of If you are or were self-employed, sign the s			r supervisor.			
Self-employment Verification: I performation individual.	ormed solar installation work in th	ne job described above as a se	lf-employed			
Signature	Da	te				

5. VERIFICATION OF EMPLOYMENT AND EXPERIENCE – Continued						
Copy this page as needed to document your employment history covering the time-period required for the Qualifying Category (see Section 4 of this Application Form) by which you are qualifying to sit for the NABCEP exam and certification.						
Employer Business Name:						
Address			City	/	State	Zip Code
Dates Employed (mr	m/dd/yyyy):					Estimated # of installs
From: /	/	To:	/		/	in which you participated:
Your Supervisor:				Telep	ohone Nu	mber:
Provide a description of your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. Describe your duties, including the type and number of systems installed and your role in the installations. Use additional sheets if necessary.						
Employer Busines	s Name:					
Address			City	/	State	Zip Code
Dates Employed (mr	m/dd/yyyy):					Estimated # of installs
From: /	/	To:	/	/		in which you participated:
Your Supervisor:				Telep	phone Nu	mber:
Provide a description of position, beginning with your role in the installation	your current or mo	ost recent posi	tion. Describ	If your posi	tion change	ed during this employment, list dates for each g the type and number of systems installed and

# 6. PV INSTALLATION REQUIREMENT

Certification requires that you install at least two PV installation projects at some point in the two years prior to submitting an application for the exam totaling 1 kW. At least one installation must be a system with an **inverter** and subject to a complete electrical permitting and inspection process by a permitting authority – OR, in the absence of such, an appropriate underwriter authorized to provide an inspection certificate.

In addition, for each system, the applicant must submit the following documentation:

- Electrical permitting and inspection documents for the system installed
  - If the applicant's name is not on the permit and/or inspection report, then the individual who is named or the employer must provide a signed letter on letterhead that the applicant was the lead installer for that system.

If permits or inspections are not available, you may submit for one of your installations a one-line drawing with a bill of materials. A signed letter on official letterhead from your supervisor or employer is still required.NABCEP reserves the right to contact system owners/operators, permitting authorities, and responsible contractors to verify work listed in this section.

The *Candidate Information Handbook* Section 3.4 has additional information on documenting the PV installation requirement.

Dates Job Performed (mm/yyyy)	a) Job Location Physical Address: Ad	dress City	State Zip			
From:			<b>-</b>			
To:	b) System owner/operator Contact Inf	o: Name	Phone Number			
<i>Total System size:</i> (in watts or kW)	c) System Components: # and size of p	oanels, inverter, batte	ries, etc.			
Does the system have an inverter? Yes No	d) Permitting and Inspection Authority Jurisdiction Permit/job number	Date Cou	nty Lot# (if required for Permit)			
If no permitting or E inspecting authority was available, check here and explain at right:	xplanation of lack of permitting or inspection	n opportunity (if applic	cable):			
e) Responsible contract Name	<b>for, installer or business</b> (if different from Pho	applicant) one Number				
	formed by applicant, number of worker					
	ned:* See Candidate Information Handbook S					
Copies of permit(s) (list # attached) OTHER Documentation (please describe below):						
Copies of inspection	certificate(s) (list # attached)					
Optional photo of the	e system (list # attached)					
Optional letter(s) fror	Optional letter(s) from customers (list # attached)					
Optional design plan	s (list # of pages attached)					
Optional employer ve	erification letter(s) (list # attached	_)				

6. PV INSTALLATION REQUIREMENT Continued							
See instructions on previous page, and in Section 3.4 of the <b>Candidate Information Handbook</b> . Copy this page as needed.							
Dates Job Performed (mm/yyyy) From:	a) Job Location Physical Address: Address City State Zip						
To:	b) System owner/operator: Name Phone Number						
<i>Total System size:</i> (in watts or kW)	c) System Components: # and size of panels, inverter, batteries, etc.						
Does the system have an inverter?YesNo	<b>d) Permitting and Inspection Authority:</b> (attach COPIES of any permits or inspection certificates) Jurisdiction Permit/job number Date County Lot# (if required for Permit)						
If no permitting or Existence inspecting authority was available, check here and explain at right:	xplanation of lack of permitting or inspection opportunity (if applicable):						
e) Responsible contract	t <b>or, installer or business</b> (if different from applicant): Phone Number						
Nume							
	formed by applicant, number of workers supervised, and level of responsibility:						
	list # attached)						
	certificate(s) (list # attached)						
	e system (list # attached)						
Optional letter(s) from	n customers (list # attached)						
Optional design plan	s (list # of pages attached)						
Optional employer ve	erification letter(s) (list # attached)						

	7. EDUCATION AND/OR APPRENTICESHIP			
degrees earned will training to meet ent	ategory requires education, copies of official transcripts or diplomas attesting to your attendance and need to be attached to the application form. For the purposes of certification, NABCEP will accept ry requirement option (a, b, c, and d) when the training meets the following outcomes:			
	minimum of 40 hours cumulative (can include product training, etc.) ormal supervised training format (with a teacher-learner structure)			
c) c	overs core competencies from the PV Installer Task Analysis, including the National Electrical Code® nd OSHA safety standards relevant to PV installation (or Canadian equivalents for Canadian nationals).			
Entry Options	Complete at least 40 hours of training. List training courses completed along with Contact hours for each (teacher-learner class time). Attach transcripts and/or proof of attendance.			
A, B, C, and D				
	Total Contact Hours Completed:			
Entry Option D	Attend a DOL-approved apprenticeship program for at least 3 years. Indicate apprenticeship program sponsor and give a program description and dates. Attach proof of completion.			
Entry Option E	Two-year electrical-construction related, or electrical engineering technology, or renewable energy technology/technician degree from an educational institution or a four-year construction related or engineering degree from an educational institution. Indicate institution and degree earned (dates) and attach proof of completion.			
	8. SPECIAL ACCOMMODATIONS REQUESTS			
	ting special testing accommodations for a disability or religious observance? Yes D No D			
If you answered yes, please complete the Request for Special Exam Accommodations Form (in the <b>Candidate Information Handbook</b> ) and attach it to your application. Please refer to Section 5.3 of the <b>Candidate Information Handbook</b> for details.				
	9. PAYMENT INFORMATION			
Please enclose a check or money order payable to NABCEP in the amount of <u>\$100 U.S.</u> , a nonrefundable Application Fee.				

# 10. 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.

## 11. 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 Solar PV Installer 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 Solar PV Installer 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 Certified Solar PV Installer 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 Solar PV Installer 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 Solar PV Installer Certification examination. I understand that such dishonesty includes, but is not limited to, the following: using unauthorized materials to complete my Solar PV Installer 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 Solar PV Installer 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 Solar PV Installer 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 Solar PV Installer 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 Solar PV Installer 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 Solar PV Installer 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 Solar PV Installer 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: \_\_\_\_\_

#### 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

## **12. INSTRUCTIONS**

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.

You will be notified that your application has been approved approximately 5 weeks prior to the exam. 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 4 weeks prior to the exam date.

#### **Solar PV Installer 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 attach a letter signed by your current supervisor (unless you are self-employed)?
- Did you attach copies of permit(s) for PV installations listed?
- Did you attach copies of inspection certificate(s) for PV installations listed?
- Did you attach *optional* documentation for PV installations listed (such as letters from the customer, photos, design plans, a letter from your employer, etc.)?
- 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 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 \$100 payable to NABCEP?

#### STATEMENT OF NONDISCRIMINATORY POLICY

The North American Board of Certified Energy Practitioners is dedicated to the principles of equal opportunity and equal access to its programs and services. NABCEP does not discriminate against any individual on the basis of religion, gender, ethnic background, nationality, disability, sexual orientation, or other reason prohibited by law. NABCEP grants certification without regard to an applicant's membership or non-membership on any organization, association or other group.

#### STATEMENT OF CONFIDENTIALITY POLICY

Unless authorized by NABCEP policy or practice, NABCEP will take all reasonable precautions to ensure that candidate application information will not be released to 3rd parties.

NABCEP
56 Clifton Country Road, Suite 202
Clifton Park, NY, 12065
Phone: (800) 654-0021
Fax: (518) 899-1092

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# APPLICATION for RECERTIFICATION

# **Solar PV Installer**

The Recertification Fee for Paper Applications is now \$150

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

NABCEP encourages applicants to apply electronically at http://forms.nabcep.org

# Please type or print all information.

1. PERSONAL INFORMATION						
Last Name First		Middle	e Suffix	Birth Date (mm/dd/yyyy)		
Current Mailing Address: Street Address or	P.O. Box					
City	State		Zip Code	Country		
Primary Phone Number			Fax Number	Fax Number		
Alternate Phone Number			and information	ontact you via email with reminders about your certification? NABCEP I addresses nor list email		
E-Mail Address			addresses with c circumstances. If yes, please list	rertificant information under any Yes No your email in the box at left.		
Has your address or name changed since your below.	r NABCE	P certificat	tion? If so, please	list your old address and/or name		
Prior Address: Street Address or P.O. Box, Cit	y, State, I	Zip				
Name Change:         Old Name         Reason for Name Change: (optional)						
NABCEP Certification Number: (If known)						
1. BU	SINES	S INFOF	RMATION			
Do you Own your Renewable Energy Busine	ess? Yes	S 🗌 No	If yes, please	provide your Business info below.		
Business Name(s) and/or DBA(s) used currently: Business Incorporation or other Effective Date:				tion or other Effective Date:		
2. EXISTING LICENSES						
If licenses, registrations or certifications (other than NAE work, maintaining NABCEP Certification requires that y other certifications that you hold in or	ou hold the	ese credentia	als. Please list below	any required licenses, registrations or		
		urisdiction		Held since (date)		
License, Certification or Registration Number Name Use			ed			
2. License, Certification or Registration Type	State or J	urisdiction		Held since (date)		

License, Certification or Registration Number		Name Used				
3. License, Certification or Registration Type State or		State or	Jurisdiction	Held since (date)		
License, Certificatio	n or Registration Number		Name Used			
Additional	licenses, certifications or regi	strations a	are identified on an attached pag	ge: Yes 🗌 No 🗌		
	3. CONTINU	JING E	OUCATION Requireme	nt		
the National Electric hours of technical P photovoltaic technol be technical or non- 12 continuing educa publications; and/or Information Handbo A wide variety of co structure. This impl the National Electric Installer Task Analy A contact hour (a.k. including interaction The number of cont	cal Code, including Article 690 V related to the most recent v logy; 3) "Other" - Up to an addition technical. In addition to atten ation contact hours to certifica ; present qualifying lectures, so ok for detailed information on urses can meet NABCEP app ies a connection between a le cal Code, related to the most sis. a.; Continuing Education Unit between learner and instruct act hours for the course must ent on sales presentations, b	and other version of ditional 6 h dance at c ants who: seminars of all of the proval but earner and recent OS tor <b>CEU</b> ) of tor or learn be specif reaks, trav	r sections relevant to the install the NABCEP PV Installer Task nours of instruction related to PV qualified educational and training instruct and teach qualifying co- for workshops. See pages 14-15 above subjects. must: A) Have a formal training a learning source. B) Appropri HA safety standards and core of equals one 60-minute clock hou- her and materials which have be ied by the provider before the co- vel, receptions, or meals.	V or renewable energy that may g events, NABCEP grants up to urses; author qualifying articles or in the NABCEP Candidate format, with a teacher-learner iately address issues of safety, competencies of the NABCEP PV ar of organized learning activity een prepared to cause learning.		
least 6 hours)						
NABCEP Task Analysis/ PV Technology. (at least 6 hours)				urse, as well as total #CEUs:		
, 	Total # CEU hou	rs Task /	Analysis or PV Complemer	ntary Technology		
"Other" Subjects (6 hours)	Please list the n	·		urse, as well as total #CEUs:		
		<u>l ota</u>	I # CEU "Other" Subject H	ours Completed:		

\*NOTE: Including copies of training certificates awarded for the above Continuing Education classes is no longer required when you submit this Recertification application. However if you are later chosen for a random audit, you will, at that time, be required to submit them.

4. PV INSTALLATION Requirement							
Recertification requires that you install three qualifying PV installations over the course of a recertification cycle. (Not necessarily one per year.)							
A qualifying system is one with an inverter and subject to a complete electrical permitting and inspection process by a permitting authority or, in the absence of such, an appropriate underwriter authorized to provide an inspection certificate. In regions where neither of these options exist, acceptance of the system will be based on supplied documentation. NABCEP reserves the right to contact system owners/operators, permitting authorities, and responsible contractors to verify work listed in this section. If a license for solar installation is required in the jurisdiction in which the work is performed, candidates must submit their license number or the license number under which the work was performed. For <u>Recertification</u> , it is now <u>optional</u> to attach copies of any permits or inspection certificates. It is also <u>optional</u> to attach letters from customers, photos, design plans, employer affidavits asserting that you performed the work listed, or other documentation.							
<u>1<sup>st</sup> System</u> Dates Job Performed (mm/yyyy)	a) Job Location Physical Address: Address	City	State	Zip			
From:	b) System owner/operator Contact Info: Name	Phor	ne Number				
Total System size: (in watts or kW)	c) System Components: # and size of panels, inverte	er, batteries, e	etc.				
Does the system have an inverter? YesNo	d) Permitting and Inspection Authority: Jurisdiction Permit/job number Date	County	Lot# (if required fo	or Permit)			
If no permitting or inspecting authority was available, check here and explain at right:	Explanation of lack of permitting or inspection opportun	ity (if applicat	ole):				
e) Responsible contract Name	<b>or, installer or business</b> (if different from applicant) Phone Number						
Description of work perf	ormed by applicant, number of workers supervised	l, and level d	f responsibility:				
	2nd PV System INSTALLATION						
Dates Job Performed (mm/yyyy) Erom:	a) Job Location Physical Address: Address	City	State	Zip			
From: To:	b) System owner/operator Contact Info: Name	Phor	ne Number				

<i>Total System size:</i> (in watts or kW)	c) System Components: # and size of panels, inven	ter, batteries, e	etc.					
Does the system have an inverter? Yes No	d) Permitting and Inspection Authority: Jurisdiction Permit/job number Date	County	Lot# (if required f	or Permit)				
If no permitting or inspecting authority was available, check here and explain at right:	Explanation of lack of permitting or inspection opportu	nity (if applicat	sle):					
e) Responsible contractor, installer or business (if different from applicant) Name Phone Number								
Description of work performed by applicant, number of workers supervised, and level of responsibility:								
3rd PV System INSTALLATION								
<i>Dates Job Performed</i> (mm/yyyy) From:	a) Job Location Physical Address: Address	City	State	Zip				
To:	b) System owner/operator Contact Info: Name Phone Number							
<i>Total System size:</i> (in watts or kW.	c) System Components: # and size of panels, inven	ter, batteries, e	etc.					
Does the system have an inverter? Yes No	d) Permitting and Inspection Authority: Jurisdiction Permit/job number Date	County	Lot# (if required f	or Permit)				
If no permitting or inspecting authority was available, check here and explain at right:	Explanation of lack of permitting or inspection opportu	nity (if applicat	ole):					
<i>e) Responsible contractor, installer or business</i> (if different from applicant) Name Phone Number								
Description of work per	formed by applicant, number of workers supervise	d, and level o	f responsibility:					

#### 5. Fees

- It is suggested that certificants file a Recertification Application and pay the \$300 fee at least ninety (90) days prior to the expiration of their certificate.
- Certificants who apply for Recertification after their certificate has expired will be required to pay a late fee of <u>\$50</u> in addition to the <u>\$300</u> Recertification Fee.

If paying by credit card, please complete and include a Payment Remittance Form.

I am enclosing a check or money order, payable to NABCEP, in the amount of \$\_\_\_

### 6. ATTEST STATEMENT

By signing below, I attest that the information contained in this Application for Recertification is true and correct to the best of my knowledge. Furthermore, I acknowledge the right of NABCEP to verify this information by contacting the proper authorities. I also attest that I continue to follow the NABCEP Code of Ethics in my installation practices.

Signed \_\_\_

Date:

## Please return the application for recertification to NABCEP.

NABCEP 56 Clifton Country Road, Suite 202 Clifton Park, NY, 12065 Email: info@nabcep.org

> Phone: (800) 654-0021 Fax (518) 899-1092



1.1.1

# PAYMENT REMITTANCE FORM

Please fill in the following boxes **EXACTLY** as shown on your **credit card billing statement**. Illegible, incomplete or missing information will delay or prevent processing.

1. IDENTIFICATION INFORMATION								
Last Name or Company Name on Card First			Middle	Suffix				
Credit Card Billing Address: Street Address or P.O. Box								
Address line 2								
City State			Zip Code	Country				
Phone Number	E-Mail Add	dress		<u> </u>				
2. Certification Type								
This regards certification in:□ Solar Photovoltaic □Solar Thermal □ Small Wind □ PV Technical Sales								
3. FEES (check one)								
\$100 Online Application fee	\$150 Paper Application Fee							
S300 First time exam fee	\$200 Exam Retake fee							
\$300 Recertification Application fee			S50 Recertification Late Fee					
\$200 Continuing Education Application fee			\$300 PV Entry Level Provider fee					
\$75 Entry Level Exam fee			\$25 Duplicate Document fee					
Check or money order payable to NABCEP IVISA MasterCard								
Name on card: Signature of cardholder:								
M M / Y Y Expiration Date								
4. Signature and Date								
I affirm that the information I have provided in this form is correct and I authorize NABCEP to proceed with the above credit card charge.								
Signature:								
Date:								
Please send Payment Remittance Form to:								
NABCEP 56 Clifton Country Road, Suite 202, Clifton Park, NY, 12065 Fax: (518) 899-1092 Email: applications@nabcep.org								