

How to Successfully Complete a NABCEP PV Technical Sales Application

First, choose a qualifying category:

There are seven different education and experience pathways that qualify an individual to take the NABCEP PV Technical Sales Exam. The qualifying categories can be found in Section 3 of the Candidate Information Handbook for Computer Based Exams (www.nabcep.org/certification/how-to-apply-2). During the application process an applicant must submit documentation that satisfy all requirements for the selected category.

OSHA requirement:

All applicants must show proof of completing a 10 hour OSHA Construction Industry course, or its equivalent. A copy of the OSHA certificate of completion or pocket card must be submitted. To find an OSHA class near you, go to: http://outreachtrainers.org/client/trainer_results.aspx.

Documenting verifiable sales experience:

Each qualifying category requires a specific number of PV system sales proposals generated by the applicant during a specified period of time. At least half of the proposals submitted must have resulted in a successful sale. Each sales proposal must meet certain minimum requirements including: size of the system, a production estimate, evidence of shading analysis, financial savings estimates, and presentation of financial incentives available.

For a detailed description of the requirements for each sales proposal please refer to Section 3.3 of the Candidate Information Handbook for Computer Based Testing.

*NOTE: If the applicant's name is not on the proposal, a letter from his or her employer or supervisor stating that the applicant held a lead role in the development of the proposal or was in a responsible role for reviewing and approving the proposal. Only one candidate may claim to be in a responsible role for each proposal submitted to NABCEP.

For each sale, applicants must submit at least TWO documents:

- A copy of the original sales proposal that was presented to the customer* AND
- A copy of the permit and inspection for each system OR a signed letter from the customer stating that the proposal was clear and provided all the information needed for them to make an informed decision.

Documenting training or education:

- For categories A and B: Certificate(s) of completion with the name of the course, number of contact hours and instructor name OR a signed letter from the instructor or training organization stating how many contact hours were spent covering the *PV Technical Sales Job Task Analysis* must be submitted.
- For category C and D: A copy of a final transcript or degree.

For complete details on requirements for training and education, refer to Section 3.4 of the Candidate Information Handbook for Computer Based Testing

Important reminders:

- Don't wait until the last minute to start an application.
- Payment must be received before an application is reviewed.
- Completing an OSHA 10 Construction Industry class is a mandatory requirement.
- If an application is not complete by the deadline, the applicant may not be approved for that exam period. Submitting a complete application will ensure a smoother application and review process.
- It is strongly recommended that applicants contact NABCEP with any questions well ahead of the deadline.

For questions about the application process contact us at applications@nabcep.org or 518-213-3150.