

GUIDELINES

IMPORTANT: NABCEP does not “approve,” “certify,” “accredit” or offer CE courses. Courses are simply “registered” with NABCEP as Continuing Education.

Why Register?

Provider benefits to registering courses include:

- License to use the prestigious NABCEP CE Provider Logo
- Market the course as conferring NABCEP CEUs
- Offer the course as many times and in as many places for one annual fee
- Be included in NABCEP’s online catalogue of registered CE courses www.nabcep.org.

1. NABCEP Certification Training Requirements

Once certified, a NABCEP Certificant must document the completion of 18 contact hours of **ADVANCED** Continuing Education training every 3 years.

PV Installation	PV Tech Sales	SH Installers
6 Hrs related to NEC	12 Hrs related to technology as per specific Job Task Analysis	6 Hrs related to NEC
6 Hrs related to technology as per specific Job Task Analysis	6 Hrs technical or non-technical PV or renewable energy related	6 Hrs related to technology as per specific Job Task Analysis
6 Hrs technical or non-technical PV or renewable energy related		6 Hrs technical or non-technical Solar Heating/Thermal or renewable energy related

2. What is a CE Course? What NABCEP Providers Need to Know



Continuing Education courses are intended to ensure that a working professional maintains continued competence in the subject in which they are certified. CEs are generally shorter courses intended to add a new technology or specialized knowledge base for experienced installers, designers and engineers working in the renewable energy industry.

While a wide variety of courses may be recognized by NABCEP as Continuing Education, all must:

- 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. It can also include activities in which a learner is engaged in a planned learning event but where the learner still receives feedback and their progress is monitored. Examples include computer-assisted instruction, interactive video/CD/DVD and/or website or webinar learning.

- Appropriately address issues of safety (most recent OSHA Safety Standards), and/or appropriate code (NEC for PV; UPC for Solar Heating), and/or the core competencies of the appropriate NABCEP Job Task Analysis.

Note: A contact hour equals one 60-minute clock hour of organized learning activity.

EXAMPLES OF ACCEPTABLE COURSES 	EXAMPLES OF UNACCEPTABLE COURSES 
<p>*Prerequisites required</p> <ul style="list-style-type: none"> • *Advanced PV Design • *Off Grid Battery Based Systems • *Commercial Scale Utility Installation • *Inspecting PV Systems for Code Compliance 	<ul style="list-style-type: none"> • Survey of Photovoltaics – Solar Energy 101 • PV Design & Installation for New Practitioners • OSHA 10 Construction (OK for SH credits) • Introduction of Solar Energy • Intro to Thermal – the Basics

NABCEP registered providers must act in accordance with Title III of the Americans with Disability Act, in particular Regulation 36.309 Section c.

3. INSTRUCTIONS:

- Complete an application and submit all requested documentation. Submit a separate application for each course.
- Pay the appropriate application fee. Payment remittance form included with application.
- Offer a formal and planned learning structure where the learner receives feedback and the learner's progress is monitored.
- Offer courses that are no less than 60 minutes in duration.
- 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 continuing education credit.
 - * **Be able to verify learner's attendance/participation. (Note: webinars may require special attendance tracking procedures to be eligible for CE registration.)**
 - * **Ensure that certificate of completion or signed letter is provided to learner following the completion of training.** Re-certification candidates must provide NABCEP with proof of attendance for their number of direct contact/learning hours.

Attendance Sheets and Course Completion documents are MANDATORY; attached samples are optional. Providers are required to maintain attendance records for a minimum of 5 years.

The registration of a course as NABCEP Continuing Education is valid for one year. An annual renewal notice will be automatically issued and must be paid in order to continue the right to use the NABCEP CE Logo or make any claims about conferring NABCEP credits. NABCEP reserves the right to change these guidelines and criteria.

NABCEP Continuing Ed. Annual Course Registration Flat Rate Fee Structure

	Up to 3 COURSES	Up to 9 COURSES	10 Courses and over
Not-for-Profit (and Gov't) Educational Providers	\$150 flat rate	\$300 flat rate	\$600 flat rate
For-Profit Educational Providers; Product Manufacturers, etc.	\$250 flat rate	\$500 flat rate	\$1,000 flat rate
Conference Organizers may contact NABCEP for flat-fee rates for permission to use the NABCEP Logo in their promotional material. uabrams@nabcep.org			

Registering NABCEP Continuing Ed. Credits at Conferences**

	Expected number of attendees: 1-250	Expected number of attendees: 251-500	Expected number of attendees: 501-1,000	Expected number of attendees: Over 1,000
Conferences organized by nonprofits	\$250 Registration Fee	\$250 conference registration PLUS \$50 per Session*	\$500 conference registration PLUS \$50 per Session*	\$750 conference registration PLUS \$50 per Session*
Conferences organized by forprofits	\$500 Registration Fee	\$500 conference registration PLUS \$75 per Session*	\$1,000 conference registration PLUS \$75 per Session*	\$1,500 conference registration PLUS \$75 per Session*
NABCEP Annual CE Conference	TBD See conference Prospectus www.nabcep.org			

*Any session offered by a NABCEP Registered Course Provider, is exempt from this fee. See website for current list of registered courses: <http://www.nabcep.org/continuing-education>.

**NABCEP considers a "conference" to be any event in which there are simultaneous, multiple scheduled events.

Use of the NABCEP name or logo for marketing purposes is limited to one conference.

Please contact us for further guidance on Conference Registration.