

North American Board of Certified Energy Practitioners (NABCEP)

GUIDELINES FOR CONTINUING EDUCATION PROVIDERS

1. IMPORTANT: NABCEP does not approve, review or offer training. Courses are simply registered with NABCEP as Continuing Education.

With course registration a Training Provider can use the NABCEP CE Provider logo and can advertise the course(s) as conferring NABCEP CEUs.

2. Documenting Continuing Education

Please ensure that a certificate of completion or signed letter is provided to the learner upon completion of training. NABCEP Certificants must provide NABCEP with proof of attendance for Continuing Education courses in the re-certification process.

3. NABCEP Continuing Education Requirements

To maintain certification, a NABCEP Certificant must document the completion of eighteen (18) contact hours of Continuing Education training within the three-year period of Certification.

A wide variety of courses can be recognized by NABCEP as Continuing Education but 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 and/or discussion leader. It can also include activities in which a learner is engaged in a planned learning event in which he/she is separated from faculty and other students but where the learner receives feedback and the learner's progress is monitored. Examples include computer-assisted instruction, interactive video/CD/DVD and/or web site 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.

When designing a course, please note that NABCEP Certificants are required to satisfy the following Continuing Education requirements:

- At least 6 hours on the latest version of the appropriate code relevant to the installation of the renewable technology.
- At least 6 hours of technical instruction related to the most recent version of the NABCEP Job Task Analysis complementary to particular technology;

- This form is intended solely for use by NABCEP.

- Any other use requires written permission from NABCEP.

- This form can be copied as needed.

© 2014 NABCEP, Version 1.3, Continuing Education Provider Guidelines 03.28.14

Page 1

Raising Standards. Promoting Confidence.

- An additional 6 hours of instruction related to the particular technology that may be technical or non-technical. Examples of acceptable non-technical instruction includes courses related to doing business such as accounting, sales, business law and other similar courses.

Note: A contact hour equals one 60-minute clock hour of organized learning activity including interaction between learner and instructor or learner and materials which have been prepared to cause learning. The number of contact hours for the course must be specified by the provider before the course is offered. Credit is not awarded for time spent on sales presentations, breaks, travel, receptions, or meals. Registered courses must be a minimum of 1 hour in length, with additional time registered in increments of .25 hours.

4. To register a course as Continuing Education for NABCEP Certificants, providers must:

- Complete an application and submit all requested documentation. If the provider is offering more than one course, a separate application must be submitted for each course.
- Pay the appropriate application fee. Payment remittance form included in Application.
- Offer a formal and planned learning structure where the learner receives feedback and the learner's progress is monitored.
- Provide documentation of course instructor(s) and/or course designer(s) qualifications.
- Offer courses that are no less than 60 minutes in duration.
- Describe the format, components, learning materials and delivery method.
- 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 certificants' continuing education credit.
- Be able to verify learner's attendance/participation. (Note: webinars may require special attendance tracking procedures to be eligible for CE.)
- Ensure that certificate of completion or signed letter is provided to learner following the completion of training. Re-certification candidates need to provide NABCEP with proof of attendance for the number of direct contact/learning hours of Continuing Education.

The registration of a course as NABCEP Continuing Education is valid for one year at which time the provider must pay the appropriate \$100 renewal fee. NABCEP reserves the right to change these guidelines and criteria.