NABCEP®
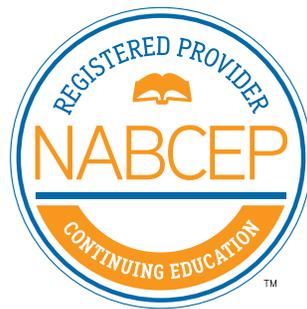
Raising Standards. Promoting Confidence.

Registered Training Provider Guidelines and Application

2018

CONTENTS

North American Board of Certified Energy Practitioners (NABCEP®)
NABCEP Registered Provider Program Overview, Process, & Policies

1. ABOUT NABCEP

The North American Board of Certified Energy Practitioners® (NABCEP) is the most respected, well-established, and widely recognized national certification organization for professionals in the field of renewable energy. NABCEP is overseen by a volunteer board of directors who are selected based on their experience and involvement in the renewable energy industry. NABCEP's mission is to develop and implement quality credentialing and certification programs for practitioners by supporting and working closely with professionals and stakeholders in the renewable energy and energy efficiency industries.

2. REGISTERED PROVIDERS

PROVIDER BENEFITS to registering courses include:
- License to use the prestigious NABCEP CE Provider Logo
- Listing and link to your website in NABCEP's state-of-the-art online Registered Provider Course Catalog at https://coursecatalog.nabcep.org/.
- Market the course as conferring NABCEP CEUs for all applicable NABCEP Credentials
- One annual fee for multiple listings covers unlimited course offerings

NABCEP maintains a publically available Registered Course Catalog as a resource for Applicants and Credential Holders seeking to qualify to take a NABCEP Exam and those seeking to advance their professional development and re-certify or renew their NABCEP credential. NABCEP registers Accredited and Non-Accredited Providers who demonstrate how their course content relates to at least one of NABCEP's credentials by referring to the related Job Task Analysis or Learning Objectives. Applicant, Candidate and Certificant requirements are detailed in the Certification Handbook and Associate Handbook at www.nabcep.org. NABCEP does not provide, offer, administer or approve courses or training. NABCEP does not evaluate curriculum or instructor competency. Instead, NABCEP registers Providers who meet the minimal standards articulated in these *Registered Provider Guidelines and Application*.

The Associate Program is our fundamentals program offering credentials in Photovoltaics, Solar Heating, and Small Wind technologies. Registered Providers for the Associate Exam must have third-party accreditation from a government body such as the ministry of education. Refer to the Associate Provider Information Packet for more details. Online Associate Provider Applications can be found here.

All other registered courses must be geared to a more advanced consumer. Training Providers who are accredited as an educational institution may apply to register courses for any NABCEP Exam or Recertification credit. Non-accredited Providers should familiarize themselves with NABCEP's exam application requirements. For example, NABCEP's PV Installation Professional (PVIP®) requires candidates to document 58 hours of advanced training, at least 40 of which are obtained from an *accredited* institution. To review the qualifications for each credential, see the *Certification Handbook* at www.nabcep.org. Course content must correlate to the Job Task Analysis as published on the website.

ADVANCED LEVEL LEARNING. NABCEP defines "advanced" as "course content which assumes prior basic, fundamental or introductory principles."

NABCEP Associates can renew their credential by advancing the level of instruction outlined in the Learning Objectives or Job Task Analysis.

NABCEP Professional Certifications, may be renewed by advancing *their* Job Task Analysis.

Once approved by NABCEP, registered course credits will be listed in our online Registered Course Catalog, indicating how attendees may allocate the credits for NABCEP exam qualification and credential renewal. Every course must offer an official Course Completion Document to verified attendees.

3. ELIGIBLE INSTITUTIONS

The NABCEP Provider Program registers qualified institutions to prepare candidates for a safe and successful career in the renewable energy sector. NABCEP Training Providers offer courses that prepare individuals either to sit for an initial NABCEP Exam or to obtain training credit hours (CEUs) for credential renewal. Institutions accredited by a government or other accepted accrediting body, may register courses to cover both certification examination requirements and certification and credential renewal requirements. Institutions—including manufacturers and other industry-related companies—may register courses to qualify credential holders for recertification and renewal.

CONFERENCE ORGANIZERS who want to use NABCEP Trademarks to market their conference must contact NABCEP to register the Conference. Conference Registration is not equivalent to course registration.

4. INSURANCE REQUIREMENTS

Providers who have any residency requirements, must provide proof of general liability insurance covering the locations where training activities occur. Candidates must be guaranteed safe and healthy accommodations during their course of study and exam taking. A Certificate of Insurance, or its equivalent, is required in the Registered Provider Application.

5. COURSE REQUIREMENTS

Course content must cover at least some of the objectives categorized in the Job Task Analysis (JTA) for the relevant technology. Registered courses must offer at least 1 hour (60 minutes equals 1 CE Unit) of technically advanced instruction.

All NABCEP Registered Courses must have an interactive teacher-learner structure requiring a connection between a learner and a learning source. This format may include classroom time led by an instructor. It can also include a home study program as long as the learner receives feedback and their progress is monitored. Examples include computer-assisted instruction, interactive video/CD/DVD and live stream webinars and conference workshops.

6. FEES

Provider Registration Fee: Providers pay an annual flat rate registration fee to list courses in the public online NABCEP Course Catalog. Upon application approval, Providers will receive a digital NABCEP Provider Logo to be used in conjunction with marketing of the registered course(s). Registered courses may be offered without restriction over the 12 month period. Providers can add or edit their listings at no additional cost, by submitting additional course applications anytime.

Annual Flat Rate Up to 3 COURSE LISTINGS	Annual Flat Rate Up to 9 COURSE LISTINGS	Annual Flat Rate UNLIMITED COURSE LISTINGS
$500 FOR PROFITS $300 NON-PROFITS	$875 FOR PROFITS $525 NON-PROFITS	$1250 FOR PROFITS $750 NON-PROFITS

7. PAYMENT POLICY

All payments to NABCEP are due within 30 days of the invoice. Providers carrying a 60 day overdue balance may be subject to suspension. It is NABCEP policy to provide warning letters and statements to Providers whose accounts are 60 days past due. It is the Provider's responsibility to ensure that their accounts are kept current. If special circumstances apply, the Provider should contact NABCEP to negotiate acceptable terms. Payments can be made by check or with a credit card by phone (518-289-4855).

8. SPECIAL ACCOMMODATIONS

All Providers agree to honor special testing accommodations and comply with the provisions of the Americans with Disabilities Act and with Title VII of the U.S. Civil Rights Act and other applicable laws. If a student requires special testing accommodations the required forms must be submitted to NABCEP for review and approval prior to granting or providing any special testing accommodations. Approval may take several weeks or more. Please submit any requests for special testing accommodations as far in advance as possible.

9. MARK USE POLICY

NABCEP's Trademark and Mark Use Policy establishes the rules and requirements for use of NABCEP's trademarks and logo. *NABCEP retains the sole and exclusive rights to use the NABCEP Trademarks.* Please refer questions to the full Policy available on the NABCEP website at http://www.nabcep.org/about-us.

- PROPER USE: Upon return of this signed Agreement, NABCEP will email a digital copy (JPEG Image) of the NABCEP CE Logo. Other than resizing the image, no alterations to the logo are allowed. Proper use of the logo is restricted to association with the NABCEP Registered Course.

- POLICY VIOLATIONS AND RELATED MATTERS: NABCEP reserves, and may use, any and all remedies available under applicable laws and corporate policies to protect NABCEP Trademarks. Infringement or other misuse of any NABCEP Trademarks will be challenged. Following the receipt of information that an unauthorized use of a NABCEP Trademark may have occurred, NABCEP will determine if responsive action(s) will be taken in accordance with its policies and applicable Federal and State laws.

- CONFERENCE ORGANIZERS who want to use NABCEP Trademarks to market their conference must contact us to register the Conference. Conference Registration is not equivalent to course registration

10. APPLICATION SUBMISSION

Please submit the last 4 pages of this application, together with the accompanying curriculum, PowerPoint, syllabus, course description and/or other resource material to support the awarding of CEUs. Use a link to Dropbox if material is over 5 megabytes. Info@nabcep.org.

Allow 2 weeks for a response. Upon approval, NABCEP will list the course(s) at https://coursecatalog.nabcep.org/, and send a course approval email, a registered provider logo and an invoice payable within 30 days. Providers may send additional course applications for no additional fee within the pre-paid flat rate category.

Application for Course Registration

*To register as a Provider for NABCEP's Associate Program (1st level), accredited educational providers should go directly to the NABCEP Associate Provider Page.

Do NOT use this form to register for Associate Exam Training Courses!

This Form may be used to register ADVANCED-LEVEL COURSES to satisfy in part or full, the following NABCEP training requirements:

Courses may be Registered as Advanced-Accredited or Advanced Not-Accredited

CHECK ALL CREDENTIALS COVERED BY THIS COURSE

	NABCEP CREDENTIAL	TRAINING REQUIRED
☐	PV Installation Professional® (PVIP) Exam	40 hours - accredited program
☐	PV Installation Professional (PVIP) Exam	18 hours from any approved program
☐	PVIP Recertification:	18 hours from any approved program
☐	PV Design Specialist™ (PVDS) Exam	24 hours from any accredited program
☐	PVDS Recertification:	18 hours from any approved program
☐	PV Installer Specialist™ (PVIS) Exam	24 hours from any accredited program
☐	PVIS Recertification:	18 hours from any approved program
☐	PV Commissioning & Maintenance Specialist™ Exam (PVCMS):	24 hours from any accredited program
☐	PVCMS Recertification:	18 hours from any approved program
☐	PV System Inspector (PVSI) Exam*	No specified training requirement
☐	PVSI Recertification:	8 hours from any approved program
☐	Solar Heating System Inspector (SHSI) Exam*	No specified training requirement
☐	SHSI Recertification:	8 hours from any approved program
☐	Solar Heating Installer® (SHI) Exam	40 hours from any accredited program
☐	SHI Recertification:	18 hours from any approved program
☐	PV Technical Sales® (PVTS) Exam	60 hours from any accredited program
☐	PVTS Recertification:	18 hours from any approved program
☐	Associate Renewals – PVA, SHA, SWA:	12 hours any approved program

Note: Although qualifying to take an initial PV System Inspector™ (PVSI) and Solar Heating System Inspector™ (SHSI) Exam requires no specific training, course registrations are accepted.

NABCEP course registration 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 Provider Logo or make any claims about conferring NABCEP credits. NABCEP reserves the right to change these guidelines and criteria.

APPLICATION INSTRUCTIONS

A. Complete a separate application for each course and submit all requested documentation.

B. 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.

C. PROVIDER RESPONSIBILITIES
- Providers must be able to verify attendance/participation. (Note: webinars may require special attendance tracking procedures to be eligible for registration.)
- Providers ensure that a certificate of completion or signed letter is provided to learner following the completion of training. (Candidates provide this documentation as part of their NABCEP application).
- Attendance Sheets and Course Completion documents are MANDATORY.
  Providers are required to maintain attendance records for a minimum of 5 years.

D. NABCEP RESPONSIBLITIES
- Maintain active, accurate Online Registered Course Catalog listing
- Provide digital copy of NABCEP Registered Provider Logo
- Refer course inquiries to Registered Provider

1. PROVIDER ORGANIZATION NAME: _____

2. WEBSITE/Link to Course information: _____

3. Does this organization have third-party accreditation as an educational institution?

   If yes, name of Accrediting body: _____   NO _____

4. PUBLIC CONTACT (to be listed in Catalog) NAME: _____

   Email and/or Phone: _____

5. COURSE TITLE: _____

6. COURSE FORMAT: To receive NABCEP credit, courses must have a formal training format, with a teacher-learner structure. Online/Home Study/Webinars are all acceptable as long as attendees are able to ask questions and receive answers. Delivery Methods (check all that apply):

☐ ONLINE/WEBINAR   ☐ IN-PERSON/CLASSROOM   ☐ CONFERENCE   ☐ HYBRID
                                                                                (online+hands-on lab)

7. COURSE CONTENT: For NABCEP Certificants to earn Training Credits, the course content must equate to one or more of our Job Task Analyses (JTAs), the NEC, Building or Fire Codes and/or other aspects of the Renewable Energy industry. Click the links below to reference the JTA.

- In the spaces below, indicate the time spent on each category; it is okay to overlap.
- Indicate the correlating page or slide number when possible.
- Instructors are required to attest to actual time spent on each training session: NABCEP approves "up to" the number of credits approved with this application; however, the **Course Completion Document** must validate the actual time of each session.

All Registered Courses must relate to at least one NABCEP credential.
Click credential link to access the JTA for reference.

PVIP   PVDS   PVIS   PVCMS   PVTS   SHI   PVA   SHA   SWA   PVSI   SHSI

As evidenced in the documentation attached to this Application, the course content covers the following NABCEP competency areas:

TOTAL COURSE LENGTH NOT including breaks or sales pitches: _____

NEC   Hours _____   Your Page # _____

Building Codes   Hours _____   Your Page # _____

Fire Protection   Hours _____   Your Page # _____

Renewable Energy Other   Hours _____   Your Page # _____

NABCEP Credential _____   Hours _____   Your Page # _____

NABCEP Credential _____   Hours _____   Your Page # _____

NABCEP Credential _____   Hours _____   Your Page # _____

NABCEP Credential _____   Hours _____   Your Page # _____

NABCEP Credential _____   Hours _____   Your Page # _____

BILLING INFORMATION

NAME: _____ PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

ATTESTATION

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 Provider Guidelines & Application.

- I understand that my organization is responsible for the quality assurance of the educational course described in this application.
- I understand that registration for this course cannot 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 my organization is required to maintain attendance records for 5 years.
- I understand that NABCEP's Registered Provider logo can be used, but NABCEP's corporate logo or certification mark cannot be used on any course or promotional material or advertisement.

Upon review of this application, NABCEP may request additional material. All NABCEP Registered Providers agree to comply with the Americans with Disability Act Title III. NABCEP reserves the right to audit the course for no charge. I further understand that NABCEP's registration of this course can be revoked for non-compliance.

_____

Print Name

_____

Signature of Authorized Representative   Date Signed

PLEASE SUBMIT THE LAST 3 PAGES OF THIS APPLICATION <u>TOGETHER WITH THE ACCOMPANYING POWERPOINT, SYLLABUS, COURSE DESCRIPTION AND/OR OTHER RESOURCE MATERIAL</u> TO SUPPORT THE AWARDING OF CEUs. USE A LINK TO DROPBOX IF MATERIAL IS OVER 5 MEGABYTES. INFO@NABCEP.ORG