

NABCEP ENTRY LEVEL EXAM CANDIDATE INFORMATION SHEET

(To be distributed to all eligible candidates during a course that confers eligibility.)

Introduction:

The North American Board of Certified Energy Practitioners (NABCEP) coordinates an Entry Level Program that provides a basis for testing an individual's knowledge of the fundamentals of various renewable energy technologies. Each technology in the program (Photovoltaics, Solar Heating, etc.) has a set of Entry Level Learning Objectives from which a NABCEP Entry Level Exam is developed. Passing the NABCEP Entry Level Exam is a way for an individual to demonstrate that he or she has achieved a basic knowledge of the fundamental principles of the application, design, installation and operation of the technology covered on the specific exam.

The knowledge demonstrated by passing a NABCEP Entry Level Exam does not replace the knowledge, skills or abilities of the electrical or other construction trades, or those of other professions or degree programs that require considerably more academic and/or practical experience. This achievement demonstrates that the individual has passed an industry-designed, NABCEP-issued exam. An individual who passes the Exam is provided with a Passing Score Achievement -- in no way does passing the Exam indicate that an individual is "Certified" by NABCEP. NABCEP does administer several personnel certification programs including: Photovoltaic Installation Professional, Photovoltaic Technical Sales, and Solar Heating Installer. For more information about NABCEP Certifications please visit www.nabcep.org.

The NABCEP Entry Level Exam is written by industry Subject Matter Experts under the guidance of professional psychometricians (testing specialists). The NABCEP Entry Level Learning Objectives, which are also developed by industry Subject Matter Experts, provides the blueprint for the Exam and is the primary document to reference with regards to what topics may or may not be covered on the Exam. All candidates should be provided with a copy of these Learning Objectives (found on the NABCEP website under "Entry Level" and "Learning Objectives") at the beginning of each course that provides eligibility for the Exam.

Becoming Eligible to take the NABCEP Entry Level Exam:

The Entry Level Program relies on a network of Registered NABCEP Entry Level Exam Providers to offer courses that prepare individuals to sit for the Entry Level Exam. A list of Registered Exam Providers can be found on the NABCEP website under "Entry Level" and "For Students." During the registration process, Exam Providers agree that they will cover all of the Entry Level Learning Objectives in the course. Completing coursework that covers the NABCEP Entry Level Learning Objectives with a Registered Exam Provider is the only requirement to sit for the Entry Level Exam; furthermore, this is the only method by which one can become an eligible candidate for the NABCEP Entry Level Exam. Candidates are eligible to sit for the Entry Level Exam for a period of two years after completing a course that covers the NABCEP Entry Level Learning Objectives with a Registered Entry Level Exam Provider, and may take the Exam up to four times within that two year period.

Candidate Eligibility Form:

Upon completion of a course that covers the NABCEP Entry Level Learning Objectives with a Registered Exam Provider, students who wish to take the NABCEP Entry Level Exam will be asked to complete a *Candidate Eligibility Form*. This form must be filled out completely by the candidate and signed by the Instructor. The contact information entered on this form will be used for communication from NABCEP about the Exam. An e-mail address must be provided; e-mail is used by NABCEP to send Authorization-to-Test notifications for Computer Based Exams and other Exam related communications. A mailing address must also be provided; score reports and Passing Score Achievement paperwork are delivered via the postal service. Exam personnel will use the name provided on the Candidate Eligibility Form to confirm eligibility and identification on Exam day. THE NAME PROVIDED ON THE FORM MUST MATCH THE NAME ON THE GOVERNMENT ISSUED PHOTO ID THAT WILL BE USED TO PROVE IDENTIFICATION ON THE DAY OF THE EXAM. THE CANDIDATE WILL NOT BE ADMITTED TO THE EXAM IF THE NAMES DO NOT MATCH EXACTLY.

In addition to contact information, the *Candidate Eligibility Form* has some other features, including: acknowledgment that the candidate has received this *Candidate Information Sheet* and *the Entry Level Learning Objectives*; an opportunity to opt-out of releasing scores to the Registered Exam Provider; and a place to indicate if any special accommodations are needed for the Exam.

Exam Delivery Options:

The NABCEP Entry Level Exam is available in Paper & Pencil and Computer Based Test (CBT) formats. All registered NABCEP Entry Level Exam Providers are permitted to provide candidate eligibility for CBT Exams; most are also able to directly administer the Paper & Pencil Exam following a course that confers eligibility to take the Exam. CBT Exams are delivered at Castle Worldwide's network of test centers that are located across North America. A candidate may schedule a CBT Exam at any time after an Authorization-to-Test notification has been received from NABCEP. Paper & Pencil Exams are only available from a Registered Exam Provider at date(s) and time(s) selected by the Provider. Candidates may only take a Paper & Pencil Exam with the Registered Exam Provider who conferred eligibility to the candidate.

Cost and Payment:

The NABCEP Entry Level Exam costs \$95.00 USD for the Paper & Pencil format and \$95.00 USD for the Computer Based Test format. NABCEP bills the Registered Exam Provider for the cost of the Exam for all of the candidates submitted to NABCEP. Some Providers include the cost of the Exam in the cost of the course and others allow candidates to choose to pay for the Exam or not. Providers are authorized by NABCEP to charge additional administrative fees of no more than \$55.00 USD for Paper & Pencil Exams and no more than \$25.00 USD for submitting CBT eligibility. Examination fees, once collected by NABCEP, are non-refundable.

Paper & Pencil Examination Procedures:

To be admitted into the examination, a candidate must present government-issued photo identification. The name on the ID must exactly match the name on a *Candidate Eligibility Form* that was signed by an Instructor of a course that provides eligibility to sit for the Exam.

A Candidate may use a basic-scientific, non-programmable, non-graphing calculator (defined as a device used solely for mathematical computations), such as a Casio fx260, a Texas Instruments TI-30Xa, or similar. Candidates should bring their own calculators to the Exam.

Exam Answer Sheets are scored using an automated scoring machine. All answers must be completed using a #2 pencil. Candidates should bring at least two #2 pencils with them to the Exam.

If permitted by the testing site, Candidates may bring a non-alcoholic, un-carbonated beverage in a clear, screw top bottle, such as bottled water or tea. No other food or beverage will be allowed.

No other personal items are allowed except the above mentioned calculator, pencils, and water. The Exam is not an open book exam; no notes or reference material of any kind will be allowed. No digital devices of any kind (cell phones, digital music players, laptops, cameras, etc.) will be allowed. All personal items brought into the examination room will be collected and stored by the Exam Proctor until the candidate is finished with the Exam and exits the room. Additionally, no hats or hoods will be allowed to be worn during the Exam.

Please Note: Procedures for CBT Exams will differ from Paper & Pencil Exams in several ways.

Candidates will not be permitted to bring water or beverages into the testing room. These must be left in a locker. Personal calculators may not be brought into the testing room. A calculator is available on screen, as part of the test package.

Exam Time-limit, Length, and Format:

Candidates are allowed a maximum of two hours to complete 70 multiple choice questions. It is important to note that pre-examination procedures may take 30-60 minutes (or more) before the Exam time-limit begins, so individuals should expect to be in the room for a period of up to three hours. ANY LATE ARRIVING CANDIDATE THAT ARRIVES AFTER THE PRE-EXAM PROCEDURES HAVE BEGUN WILL NOT BE ADMITTED TO THE EXAM.

Special Accommodations:

Special testing accommodations for physical or mental disabilities must be pre-approved by NABCEP. Accommodation requests should be made as far in advance as possible, as the review process can take several weeks or more. Requests must be submitted using the *Special Accommodation Request Form* that is available from the Registered Exam Provider or directly from NABCEP. All requests must be accompanied by documentation from an appropriate professional.

Terms and Conditions:

Before sitting for the NABCEP Entry Level Exam, all candidates are required to sign the NABCEP Entry Level Exam Candidate Agreement. The Agreement is printed on the front of the Paper & Pencil Exam Booklet and is displayed on the screen at the start of a CBT Exam. The Agreement states:

I understand that the NABCEP Entry Level Exam is intended to test basic knowledge.

I further understand that the Entry Level Program is not equivalent to NABCEP Certifications, and that passing this exam does not represent any permission or license to work in any field or position.

I further understand that receiving a passing score on the NABCEP Entry Level Exam does not provide any guarantee of employment.

I further understand that I am prohibited from making any such claims concerning this NABCEP Program, and agree to abide by all applicable NABCEP policies.

I understand and agree to these terms as a condition of taking the NABCEP Entry Level Exam. I understand that if I fail to sign below, my Examination will not be accepted for scoring.

Scoring and Passing Achievement:

All Exam Candidates should expect a score report within 4-6 weeks of taking the Exam. Score reports will be mailed via postal service to the address provided on the *Candidate Eligibility Form* along with Passing Score Achievement documents. NABCEP does not release scores over the phone, by fax, or by email.

A Candidate who achieves a passing score will receive a score-report letter that indicates that the individual has demonstrated basic knowledge of the fundamental principles of the application, design, installation and operation of the applicable energy system for the Exam taken (PV, Solar Heating, etc.) and a suitable-for-framing document listing the Candidate's name, signed by the Executive Director of NABCEP.

Answer sheets are computer-scanned multiple times by NABCEP's third-party testing services vendor to ensure accurate scoring. NABCEP does not provide the ability to request rescoring of Entry Level examinations. All scores reported are final.

Candidates may take the Exam up to four times at a regularly scheduled Exam administration without repeating the course. If a candidate wishes to retake the Exam, the individual will need to make arrangements with the Registered Exam Provider who conferred eligibility. Full examination fees are charged for each Exam administration; there are no discounts for retakes. The candidate is responsible for making arrangements with their Registered Exam Provider to sit for the Paper & Pencil Exam. Retakes can be taken via CBT whether the first Exam was CBT or Paper & Pencil. Request and payment for a retake must be received within two years of completion of training. Once payment and authorization is processed for CBT, the Candidate will have six months to schedule and re-take the Exam.

Use of a Passing Score Achievement:

A PASSING SCORE ON THE NABCEP ENTRY LEVEL EXAM DOES NOT CONFER THE TITLE OF A NABCEP CERTIFIED INSTALLER™ OR ANY OTHER TITLE OR CREDENTIAL FROM NABCEP. A successful candidate may state that he or she has passed an Entry Level Exam issued by the North American Board of Certified Energy Practitioners (NABCEP). The passing score achievement document may only be displayed in association with the individual who achieved the passing score, as the achievement is personal and may not be transferred, assigned to, displayed or used by any other individual, organization, business, or entity.

Replacement documents are available from NABCEP for a fee of \$25.00 USD.

Contact Information:

NABCEP Entry Level Program
56 Clifton Country Road, Suite 202
Clifton Park, NY, 12065

Phone: (800) 654-0021
Fax: (518) 899-1092
Email: uabrams@nabcep.org