



Raising Standards. Promoting Confidence.

Industry Involvement Information for NABCEP Recertification

All Applicants must upload a letter on company letterhead, signed by their employer stating the Applicant is still actively involved in the solar industry and describing the industry activity of the Applicant. If the Applicant is the owner or partner in a business, the Applicant may write their own letter on company letterhead and sign it themselves. Emails will not be accepted in lieu of a signed letter. The letter must include specific details as described below.

Industry Involvement activity must meet **one** of the minimum requirements:

- **Decision-Making Role (DMR) on 3 Installations:** Applicant had a decision-making role in the installation(s) of at least **3 completed installs** within the applicant's three (3) year certification period.
 - The letter must include the system size, job location address, commissioning/ inspection date, and description of the Applicant's decision-making role in the installation.
- **Teacher/Trainer/Instructor – Institution:** Applicant is a teacher/trainer/instructor who teaches at least **120 hours** of an advanced PV course(s) or a Registered NABCEP PV Associate course within the applicant's three (3) year certification period.
 - The letter must include the name of the course, how long the course was for, the date(s) the Applicant taught the course(s), and a syllabus of course(s).
- **Leadership Role – Renewable Energy Business Training:** Applicant had a leadership role for at least **one (1) year** in a business or organization that trains students, customers, or clientele to design, install, commission, maintain, inspect or carry out other activities in the PV market within the applicant's three (3) year certification period.
 - The letter must include a description of the Applicant's leadership role in a business or organization.
- **Leadership Role – Renewable Energy Business:** Applicant had a leadership role for at least **one (1) year** in a business that designs, installs, sells, commissions, maintains, inspects, finances PV systems, or manufactures solar industry equipment within the applicant's three (3) year certification period.
 - The letter must include a description of the Applicant's leadership role in the business.
- **Leadership role – Renewable Energy Association:** Application had a leadership role for at least **36 hours** relating to PV in the renewable energy industry within the applicant's

three (3) year certification period (e.g., committee or board member in a renewable energy association or company).

- The letter must come from a representative of the company or organization on which the Applicant served. The letter must include dates and the times of the committee or board meetings.