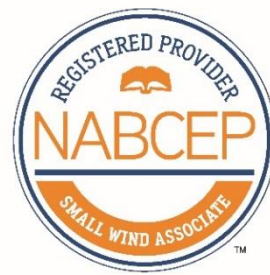
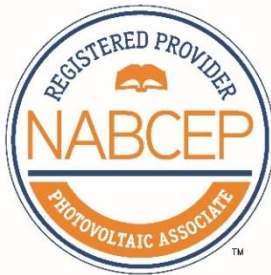


# NABCEP®

Raising Standards. Promoting Confidence.

## **ASSOCIATE REGISTERED TRAINING PROVIDER INFORMATION PACKET**



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## 1. ABOUT NABCEP

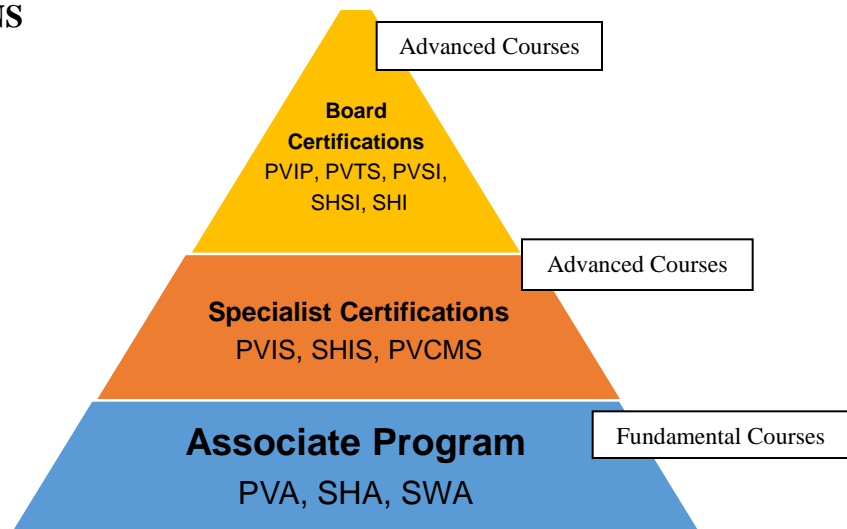
The North American Board of Certified Energy Practitioners, Inc.® (NABCEP®) is the most respected, well-established, and widely recognized national certification organization for professionals in the field of renewable energy. NABCEP is overseen by a volunteer board of directors who are selected based on their experience and involvement in the renewable energy industry. NABCEP’s mission is to develop and implement quality credentialing and certification programs that build a robust workforce of renewable energy installers, designers, and sales professionals, and promote consumer confidence.

Each of NABCEP’s technical credentials require different qualifications but they all require educational training. NABCEP’s Associate Program registers accredited providers to prepare candidates for an exam based on renewable energy fundamentals with an emphasis on either Photovoltaics (PVA), Solar Heating (SHA) or Small Wind (SWA) technologies. Every three years, NABCEP Associates must recertify by documenting continuing education from accredited or non-accredited training providers.

### NABCEP PROVIDER REGISTRATIONS

NABCEP registers Providers from accredited and non-accredited institutions.

- To qualify for exams, training must come from an accredited institution.
- To satisfy recertification requirements, training can come from accredited or non-accredited sources.
- All recertification training must be approved as advanced level course work.



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

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 by re-certifying or renewing their NABCEP credential. NABCEP

registers Accredited and Non-Accredited Providers who demonstrate that their course content aligns to at least one of NABCEP’s credentials by referring to the related Job Task Analyses (or Solar Heating/Small Wind “Learning Objectives”). Applicant, Candidate and Certificant requirements are detailed in the [Certification Handbook](#) and [Associate Handbook](#) at [www.nabcep.org](http://www.nabcep.org). NABCEP does not provide, offer, or administer courses or training. NABCEP registers Providers who meet the standards contained in this Information Packet.

## 2. ASSOCIATE PROGRAM OVERVIEW

NABCEP offers three Associate credentials: NABCEP Photovoltaic Associate (PVA), NABCEP Solar Heating Associate (SHA), and NABCEP Small Wind Associate (SWA), collectively referred to as the NABCEP Associate Program. The NABCEP Associate Program recognizes individuals who have demonstrated knowledge of the fundamental principles of the application, design, installation and operation of Photovoltaic, Solar Heating or Small Wind energy systems. A NABCEP Associate credential (NABCEP Photovoltaic Associate™, NABCEP Solar Heating Associate™, or NABCEP Small Wind Associate™) is earned by qualified candidates passing an examination based on the related NABCEP Associate Learning Objectives or Job Task Analysis. The NABCEP Associate Handbook details how individuals can qualify and the step-by-step process for becoming a NABCEP Associate.

The NABCEP Associate Program is intended for anyone currently working in, or seeking employment in, the renewable energy industry, including those who are: students in renewable energy programs, workers at an early stage in their renewable energy career, experienced professionals in related industries who have just begun offering renewable energy products or services, or those in renewable energy jobs for which there is no specific professional certification.

<b>Benefits of Becoming an Associate Registered Training Provider (ARTP)</b>	
<b>Administer Paper &amp; Pencil Associate Exams (if qualified)</b>	✓
<b>Qualify Associate Candidates to Take Associate Exam via Computer-Based or Live Online Proctored testing</b>	✓
<b>Courses Listed on Course Catalog with links to Provider website</b>	✓
<b>Flat Rate Options for Multiple Course Listings</b>	✓
<b>Discounts on Bulk Orders of NABCEP PV Study Guides</b>	✓
<b>Limited License to Use NABCEP Provider Logo While Registered</b>	✓

To become a NABCEP **Associate Registered Training Provider**, apply directly to NABCEP, using the online Associate Provider application available from the Training Providers page of our website at <https://www.nabcep.org/certifications/associate-program/for-providers/>. For information on applying for NABCEP Internal Accreditation, send request to [info@nabcep.org](mailto:info@nabcep.org). This Information Packet is for educational institutions with third-party accredited programs.

## **ELIGIBLE INSTITUTIONS**

Only education credits earned from accredited institutions can be used to fulfill Exam Application requirements. Institutions must be accredited, certified, or approved by one of the following:

- 1) A Governmental body recognizing workforce training, including the U.S. Dept. of Labor and U.S. Veterans Affairs WEAMS Institutions;
- 2) A Government approved Apprenticeship Program;
- 3) An Interstate Renewable Energy Council (IREC) Accredited Training Program or IREC Accredited Certificate Program for relevant technology;
- 4) A National Center for Construction Education and Research (NCCR) Accredited Training Sponsor for relevant technology.
- 5) NABCEP Internal Accreditation Program

## **3. COURSE REQUIREMENTS**

NABCEP accepts courses that have an interactive teacher-learner structure requiring a connection between a learner and a learning source. This format can include classroom time led by an instructor. It can also include activities in which a learner is engaged in a planned learning event in which they are separated from faculty and other students but where the learner receives feedback and their progress is monitored. Examples include computer-assisted instruction, interactive video/CD/DVD, and live stream webinars.

Associate Providers agree that they will cover all of the objectives categorized in the [Job Task Analysis](#) (JTA) for the relevant technology in any course that is used to provide eligibility to a NABCEP Associate Exam. In recognition that different student populations may be able to cover material faster than others, NABCEP does not prescribe a minimum number of content hours required for each course; however, it is strongly recommended that at least 40 contact hours are needed to sufficiently cover the material. The complete Associate JTAs for each credential are posted on the NABCEP website at [www.NABCEP.org/resources](http://www.NABCEP.org/resources).

The NABCEP Associate [PV Job Task Analysis](#), [Solar Heating Learning Objectives](#) and [Small Wind Learning Objectives](#) provide the blueprint for each Associate Examination. These are the primary resources for Associate Exams. Registered Courses may include subjects beyond the

scope of the JTA or Learning Objectives, but all Providers must agree to cover the topics outlined by NABCEP in order to become an Associate Registered Training Provider.

Prerequisite or bridge training and experience in electrical/plumbing systems, mathematics, and other subjects may be required for some students to fully comprehend and satisfactorily demonstrate knowledge of all of the learning objectives. Students should be encouraged to spend an equivalent number of hours outside of class as spent in the class to review the subject matter, solve problems, and study reference materials prior to taking an Associate Exam. This is particularly important for intensive short courses and online programs.

### **NABCEP Photovoltaic Associate Job Task Analysis**

The PV Associate Exam is based on a set of performance domains developed by a committee of PV subject matter experts. The JTA is organized into 5 content domains:

1. Application
2. Sales and Economics
3. Design
4. Installation
5. Operation and Maintenance

### **NABCEP Solar Heating Associate Learning Objectives**

The NABCEP Solar Heating (SH) Associate Exam is based on a set of Learning Objectives. Developed by a committee of Solar Heating subject matter experts. The Solar Heating Learning Objectives is organized into 6 content domains:

1. Conducting a site analysis, including load analysis
2. Identifying SH safety practices, standards, codes and certification
3. Identifying systems for specific climates and applications
4. Identifying proper orientation and installation methods
5. Identifying proper use of balance of system components and materials
6. Identifying common SH maintenance items

### **NABCEP Small Wind Associate Learning Objectives**

The Small Wind Associate Learning Objectives is organized into 10 content domains:

1. Fundamentals of Electricity
2. Applications and End Uses
3. Fundamentals of Small Wind Turbines (including system components and science and theory)
4. Towers, Foundations, and Installation Considerations
5. Resource Assessment
6. Site Assessment
7. System Sizing Principles and Economics
8. Operation, Maintenance, and Troubleshooting
9. Safety and Best Practices

## 10. Impacts and Challenges of Small Wind

The content domains identified in these analyses do not replace electrical, plumbing or HVAC trades, technician, technologist or engineering training. See the [JTA/Learning Objectives](#) documents posted on the NABCEP website for the full descriptions.

NABCEP will periodically review content domains and make changes according to changes in codes, standards, technology and best practices in the industry. NABCEP will notify the Provider of any modifications.

## 4. INSTRUCTOR REQUIREMENTS

Provider Registration requires submission of a resume or CV for an instructor with relevant experience and academic credentials. Documentation must show proof of completion of an advanced training program in the relevant technology, professional certification in the relevant technology, and/or appropriate work experience. Anyone registered as an Instructor is prohibited from taking an Associate Exam in the same technology, for two years from the end date of their tenure.

## 5. INSURANCE REQUIREMENTS

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

## 6. EXAM ADMINISTRATION

Qualifying candidates may opt to take their examination at a Scantron testing facility (CBT), on their own computer (LOP), or, if their ARTP offers it, in Paper and Pencil (P&P) format.

**Paper and Pencil Exams** (available in **U.S. and Canada only**): To administer the Associate Exam by Paper & Pencil, the registered Exam Administrator must order an Exam Booklet 2 weeks prior to the exam date. Exam Booklets are processed through a secured pdf document and may be photocopied according to strict guidelines. The *NABCEP Associate Exam Administration Manual* contains full details on administering a NABCEP Associate examination.

**Computer Based Testing (CBT)**: All registered Providers may authorize Candidates to take the NABCEP Associate Exam at an off-site, independent computer based testing center designated by NABCEP. Candidates will have the opportunity to choose the location, date, and time for their Exam once they qualify.

**Live Online Proctoring (LOP):** All registered Providers may authorize Candidates to take their NABCEP Associate Exam via Live Online Proctoring on a qualifying computer in an empty room either at their home or at another conforming location that has stable, reliable internet access.

## 7. EXAM DURATION

Candidates have two (2) hours to complete an examination. Providers should allow for an additional thirty minutes of time for pre-Exam administrative activities once all Candidates have arrived; therefore, the room should be reserved for a minimum of three hours.

## 8. APPLICATION PROCESS

NABCEP accepts online Associate Registered Training Provider applications year-round and reviews applications in the order they are received. Applicants can check the status of their applications in their [NABCEP account](#).

Providers must designate one NABCEP Exam Administrator, who will function as the point of contact for NABCEP staff and interested candidates.

Completing an Associate Registered Training Provider Application requires the following:

- Proof of General Liability Insurance
- Signed Terms of Agreement from the Institution
- Signed Agreement Forms for designated Exam Administrator, Proctor, and Instructor
- Proof of third party accreditation
- Course description and website link

Providers are required to comply with NABCEP examination administration policies (as outlined in the *NABCEP Associate Exam Administration Manual*), including those related to maintaining the security of the Examination, confidentiality of the test items, and other related issues. NABCEP Associate Exams are developed according to accepted psychometric standards; the items are written and reviewed by subject matter experts. NABCEP Exams are owned and copyrighted by NABCEP; the confidential and secure measurement of knowledge tested by the questions is not intended to be read, studied, discussed or taught by Exam Administrators, Exam Proctors or Instructors.

## 9. FEES

**Provider Registration Fee:** An annual Associate Registered Training Provider registration fee is required to participate in the Associate Program. The initial annual fee is submitted with the



application and is non-refundable; NABCEP sends renewal invoices one month prior to renewal thereafter. See the [NABCEP Fees page](#) of our website for a schedule of all current fees. **Registered Providers are responsible for collecting all exam and administrative fees from students, and submitting prompt payment of examination fees to NABCEP.**

**Paper & Pencil Exam Fees.** NABCEP charges Providers the same fee for Paper & Pencil, Computer-Based Testing and Live Online Proctoring. In addition to the Exam Fee, Providers may charge their students an administration fee of up to \$55.00 per P&P exam.

**CBT and LOP Exam Fees.** NABCEP charges Providers the same fee for Paper & Pencil, Computer-Based Testing and Live Online Proctoring. Once the Exam Administrator submits an online Roster to NABCEP, their duty is complete. Providers do not Proctor CBT or LOP testing. At their discretion, Providers may charge their students an additional administration fee of up to \$25.00 per CBT/LOP candidate.

CBT candidates, who take an exam outside of the U.S. and Canada, may be charged an additional \$75 international site fee by the testing vendor, Scantron. This fee is paid directly to Scantron as part of their online scheduling process.

## 10. SCORE REPORTS

Scoring occurs using a scaled process to ensure fairness from one examination to the next. A minimum-scaled score of 65, using a 0-99 scale, is required to pass each NABCEP Associate Examination. A Pass or Fail Score Letter will be available for download from candidate accounts in the myNABCEP platform.

## 11. RE-EXAM POLICY

Candidates are eligible to sit for the Associate Exam for a period of two years from the date they complete the training program. Candidates may take the Exam up to 6 times every 12 months. Candidates may register to retake their exam via CBT regardless of the format they took it previously. Registered Training Providers must confirm candidate eligibility by providing a Course Completion Document that shows the date the candidate completed the qualifying course. Candidates may then register and schedule their retake exam directly from their candidate account in myNABCEP.

## 12. ASSOCIATE CREDENTIAL RENEWAL POLICY

NABCEP Associates are required to renew their credential every 3 years. Associates are required to document 12 hours of Continuing Education, completed during their 3-year credential cycle, by

uploading Course Completion Documents to their candidate account in myNABCEP. This renewal process is accomplished through NABCEP directly and does not involve the Provider; however, it is important for all applicants to be aware of this requirement.

### 13. MARK USE POLICY

Individuals who have achieved a passing score on a NABCEP Associate Examination, and met all other eligibility criteria, including renewal requirements, may state that they are a NABCEP Photovoltaic Associate (NABCEP PVA), NABCEP Solar Heating Associate (NABCEP SHA), or NABCEP Small Wind Associate (NABCEP SWA). They may use the title of NABCEP Associate only, and may not refer to themselves as “NABCEP Certified,” or use any other NABCEP certification designation, such as NABCEP Certified PV Installation Professional®. Associates may request a copy of the NABCEP Associate seal by sending their request to [info@nabcep.org](mailto:info@nabcep.org).

Associate Registered Training Providers are permitted to use the NABCEP Brand in marketing the registered course. Once an ARTP is approved by NABCEP, they may access the digital logo from the ARTP Resource Library. Providers who choose not to renew their annual registration or who, for any other reason, are suspended or revoked from the Associate Provider Program, are prohibited from continued use of the NABCEP logo, credential, certificate, wordmark, or seal. NABCEP’s [Trademark and Mark Use Policy](#) is available from the NABCEP website under About Us.