

NABCEP[®]

Registered Training Provider Guidelines and Application for Advanced-Level Board Certification and Renewal Courses



Registered Training Provider Guidelines and Application

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NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS

NABCEP REGISTERED TRAINING 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.

NABCEP maintains a publicly 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 aligns to at least one of NABCEP's Job Task Analyses or Learning Objectives. Applicant, Candidate and Certificant requirements are detailed in the [Certification Handbook](#) and [Associate Handbook](#) at www.nabcep.org.

2. REGISTERED TRAINING PROVIDERS (RTPs)

PROVIDER BENEFITS to registering courses include:

- **License** to use the prestigious NABCEP CE Provider Logo
- **Listing and link to your website** in NABCEP's online Course Catalog at <https://coursecatalog.nabcep.org/>
- **Market** the course as NABCEP Approved CEUs for **all applicable NABCEP Associate Credentials and Board Certifications**
- **One annual fee** for multiple listings covers unlimited course scheduling
- **Free Event listings** on the NABCEP Events Calendar

Equipment manufacturers, service providers, nonprofit organizations and educational institutions all have a role to play as a NABCEP RTP. Applicants, Board Certified professionals, and Associate credential holders must meet specific educational training requirements to take a NABCEP Exam and to maintain their credentialed status. *Exam applications* require educational credits from training providers who have third-party accreditation as described below. *Recertification or renewal* forms require continuing education credits from a broader base of training providers, including non-accredited training providers. All curriculum must be delivered at an advanced technical level *except* Associate level exam preparation. *(see **Associate Program** for registration.)

Provider Types

Approved NABCEP RTPs are Providers who have satisfied NABCEP eligibility requirements, and have been granted a limited license to use NABCEP's intellectual property including logos, seals and wordmarks, consistent with the Policy terms. An RTP may offer NABCEP Credit for in-person and/or online trainings.

Accredited Providers

Only education credits earned from accredited institutions can be used to fulfill Exam Application requirements. An accrediting body is a professional program that oversees the administrative practices and quality of education of a university, college or other educational institution. Government oversight, including apprenticeships and vocational schools, are acceptable accrediting bodies.

Providers who are accredited as an educational institution may apply to register courses for any NABCEP Exam or Recertification/Renewal credit.

Non-Accredited Providers

Non-accredited Providers such as manufacturers and service 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.

For information on NABCEP's Internal Accreditation Program, check the website or send inquiry to info@nabcep.org.

3. ELIGIBLE INSTITUTIONS

The NABCEP Registered Training Provider Program registers qualified institutions to prepare candidates for a safe and successful career in the renewable energy sector. NABCEP Registered Training Providers offer courses which prepare individuals to either sit for an initial NABCEP Exam, or obtain continuing education credit hours (CEUs) for certification or 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. 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.

5. 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 Training Provider Application.

6. COURSE REQUIREMENTS

Content

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. On the Course Catalog, NABCEP publishes a link to the RTP's course detail; Providers are responsible for assuring correct and up-to-date links for the Course Catalog.

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 Board Certified Professionals may recertify by advancing their corresponding [Job Task Analysis](#).

Format

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.

Marketing

Advertising, promoting, and marketing of registered courses must use the same course title as that listed in the NABCEP Course Catalog. Updates to the Catalog may be submitted throughout the registration term. Any use of NABCEP's brand (logos, wordmark, CEUs) must follow the guidelines explained in Section 8 of this document and comply with NABCEP's Trademark and Mark Use Policy, posted under About Us at www.nabcep.org.

Here is an example of a Course Catalog Recertification listing:

PVIP Recertification

A total of 30 advanced hours required

You may apply up to 1 hours total credits as needed. Training hours (also referred to as credits or CEUs) can only apply to one category. For example, if a course is approved for 6 NEC hours and 6 hours, you may apply all 6 to the NEC, OR you can apply 2 to the NEC and 4 to the JTA.

Category	NABCEP Requirement	Maximum Approved Per Category
NEC	6 Required	0
JTA	12 Required	1
Building or Fire Code	2 Required	0
RE Elective	12 Allowed	1

7. FEES

Providers pay an annual flat rate registration fee. Upon application approval, Providers receive a digital NABCEP Registered Training Provider Logo to be used in conjunction with marketing the registered course(s). Registered courses may be offered without restriction over the 12 month period. NABCEP maintains a public directory of courses via the Course Catalog; listings may be added or edited at no additional cost.

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

8. PAYMENT POLICY

Upon application approval, NABCEP sends an invoice payable within 30 days. 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 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); to pay online, send a request for a payment link to info@nabcep.org.

9. 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.

10. APPLICATION SUBMISSION

Please submit the last 3 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. uabrams@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 during their 12 month registration cycle. Changing the Fee Category during the 12 month cycle (from 1-3 to 4-9, or 4-9 to unlimited), will result in the 12 month cycle to restart for all registered courses.

11. TRADEMARKS & COPYRIGHTS

Registered Training Providers are permitted to use the NABCEP Brand in marketing the registered course. A NABCEP Registered Training Provider digital logo is emailed to the RTP upon registration approval. Providers who choose not to renew their annual registration or who, for any other reason, are suspended or revoked from the NABCEP Registered Training Provider Program, are prohibited from continuing to use the NABCEP logo, wordmark, or seal.

NABCEP grants permission to use the assigned RTP Logo, in accordance with the following restrictions.

- 1. SCOPE.** This is a non-exclusive, non-transferable, non-sublicensable limited license to use the NABCEP Registered Training Provider Logo for purposes of marketing the NABCEP-Registered Course.
- 2. TERM.** The permitted use is granted for the duration of Registration; if the course is not renewed, or is out of compliance in any other way with NABCEP Policies, all rights under this Agreement are immediately revoked.
- 3. 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.
- 4. PROPER USE.** Upon return of this signed Agreement, NABCEP will email a digital copy (JPEG Image) of the NABCEP Registered Training Provider Logo as replicated below. Other than resizing the image, no alterations to the logo are allowed. Furthermore, proper use of the logo is restricted to association with the NABCEP Registered Course. The registration and use of the logo must be in direct correlation with the course (or conference) currently registered.
- 5. RESTRICTED MARK USE AT CONFERENCES:** NABCEP RTPs must restrict use of their NABCEP registration to their specific workshop; Conference Organizers may not use NABCEP's brand without separately registering the Conference with NABCEP. RTP Registration is not equivalent to Conference Registration.



APPLICATION AND AGREEMENT

To register as a Provider for NABCEP's **Associate Program (fundamental 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!*

Courses may be registered as “advanced accredited” or “advanced non-accredited”

This Form may be used to register ADVANCED-LEVEL COURSES to satisfy in part or full, NABCEP training requirements as explained in the Certification Handbook; the course content must align to at least one NABCEP Job Task Analysis. Advanced-level courses may also satisfy the renewal requirements for Associate credentials, as explained in the Associate Handbook.

Application Instructions

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

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 Responsibilities

- Maintain active, accurate Online Registered Course Catalog listing
- Provide digital copy of NABCEP Registered Training Provider Logo
- Refer course inquiries to Registered Training Providers
- Send Renewal Invoice annually
- Respond to Provider inquiries, edits and updates in a timely manner

8. Billing Information

Name: _____ Phone: _____

Email: _____ Emailed Invoices Accepted? _____

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 complies with the criteria stated in these NABCEP Registered Training 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 my organization is required to provide a certificate of completion or signed letter to the learner following the completion of training, and that this document must name the attendee and not be a "blanket" certificate.
- I understand that only NABCEP's Registered Training Provider logo can be used for course promotional material or advertisement in accordance with the Trademark and Mark Use Policy; I further acknowledge the Mark Use limitations when the course(s) is offered at an Industry Conference.

Upon review of this application, NABCEP may request additional material. All NABCEP Registered Training 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 TOGETHER WITH THE ACCOMPANYING 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. uabrams@nabcep.org

www.nabcep.org



NABCEP's mission is to establish and operate high-quality credentialing programs for renewable energy professionals. NABCEP credentials promote worker safety, provide value to practitioners and consumers, and set the standard for measurable cognitive skill levels.



NABCEP's PVIP and SHI Certifications are North America's only renewable energy personnel certification that has been ANSI accredited to the internationally recognized ISO/IEC 17024 standard.