NABCEP®

# REGISTRATION GUIDELINES and APPLICATION for TECHNICAL TRAINING COURSES

## REGISTER YOUR TRAINING FOR BOARD CERTIFICATIONS or CEUs FOR RECERTIFICATION




Quality Assurance Through Board Certification

# Registered Training Provider Guidelines and Application


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**ADDENDA**

Application

Sample Course Completion Document

# NORTH AMERICAN BOARD OF CERTIFIED ENERGY PRACTITIONERS
# REGISTERED TRAINING PROVIDER PROGRAMS
# 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. Governed by a volunteer board of renewable energy experts, NABCEP is dedicated to developing high-quality credentialing programs. Our mission is to support practitioners and stakeholders across the renewable energy and energy efficiency sectors through robust certification standards and professional collaboration.

To support our constituents, NABCEP maintains a public Registered Course Catalog. This resource helps applicants to qualify for exams and assists credential holders in finding approved professional development for recertification. We register Accredited and Non- Accredited Training Providers whose curricula align with NABCEP's Job Task Analyses and Learning Objectives. Applicant, Detailed requirements can be found in the Certification Handbook and Associate Handbook at www.nabcep.org.

PROVIDER BENEFITS to Registration

- **BOOST YOUR CREDIBILITY**: use the prestigious NABCEP Provider Logo on all your marketing!
- **DRIVE DIRECT TRAFFIC**: Join the prestigious Course Catalog with direct links to your website
- **CREDIT CLARITY**: Attendees can see how your credits can fulfill their application requirements
- **STAND OUT FROM THE CROWD**: Market course as NABCEP Registered with pre-approved CEUs!
- **FLAT-FEE PRICING**: One annual fee for multiple listings covers unlimited course dates

## 2. ELIGIBLE INSTITUTIONS

Equipment manufacturers, service providers, nonprofit organizations and educational institutions all have a role to play as trainers. 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.

***Certification Exam applications*** require education credits from training providers who have third-party accreditation as described below. ***Recertification*** continuing education credits (CEUs) may be obtained from a broader base of providers, including non-accredited training providers. All curricula must be delivered at an advanced technical level.

**ADVANCED-LEVEL LEARNING.** This Application is for advanced-level technical training.

### Third-Party Accredited Providers

Educational entities with third-party accreditation can award credits to fulfill certification exam application requirements. An accrediting body is a professional program that oversees the administrative practices and quality of education. NABCEP acknowledges government approved apprenticeships and vocational schools as being accredited. Other established agencies or programs adhering to government oversight will be considered.

Register your advanced-level courses to help students succeed. Once aligned with a NABCEP Job Task Analysis domain, these credits can be used by applicants to qualify for exams or by certificants to fulfill their continuing education (CEU) requirements.

### Accredited and Non-Accredited Providers

Providers, such as manufacturers and service providers, should familiarize themselves with NABCEP's exam application requirements to ensure their training meets student needs. For example, **PV Installation Professional (PVIP®)** candidates must document 58 hours of advanced training—40 of which must come from an accredited institution. 18 hours can come from accredited or non-accredited sources. To ensure your course qualifies, its content must correlate with the **Job Task Analysis (JTA)** found at www.nabcep.org.

### NABCEP Accreditated Training Company (NATC)

Experienced training providers who do not have third-party accreditation, may apply to become a NABCEP Accredited Training Company (NATC). This 3-year Accreditation qualifies NATCs to register courses for Certification or Associate Examinations. For information on becoming a NATC, see NATC Program - NABCEP

## 3. INSURANCE REQUIREMENTS

Providers who require onsite participation of its applicants must provide proof of general liability insurance covering the locations where training activities occur. Candidates must be guaranteed safe and healthy accommodation during their course of study and exam taking. A Certificate of Insurance, or its equivalent, is required in the Registered Training Provider Application.

## 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. FORMAT OPTIONS

All NABCEP Registered Courses must have an interactive teacher-learner structure requiring a connection between the learner and a learning source. This format may include classroom time led by an instructor. It can also include a home study program if the learner receives feedback and their progress is monitored. Examples include computer-assisted instruction, interactive video and live stream webinars. Prerecorded lessons are accepted if the Provider can verify attendance and participation.

***NOTE: Registered courses offered at Industry Conferences may only confer NABCEP CEUs if the Conference is separately registered as a NABCEP Approved Conference. Questions can be directed to info@nabcep.org.***

## 6. COURSE CONTENT and DURATION

NABCEP counts 1-hour of face-to-face learning to equal 1 CEU (education credit). Registered courses must be at least 1 hour. Certification applicants can combine multiple courses to meet their credit requirements, or they can choose a single course.

***Quick look at EDUCATION REQUIREMENTS***

See Certification Handbook or Associate Candidate Handbook for important information

| **BOARD CERTIFICATIONS** | |
|---|---|
| **PVIP, ESIP, PVTS** | Certification Exam: **58 Hours** advanced-level aligning to JTA<br>Recertification: **30 Hours** |
| **PVDS, PVIS, PVCMS** | Certification Exam: **24 Hours** advanced-level aligning to JTA<br>Recertification: **30 Hours** |
| **PVSI, SHSI** | Certification Exam: No specific pre-requisites<br>Recertification: **8 Hours** advanced-level relating to NEC |
| **PVA, OMAT, SHA** | Certificate Exam: Education Pathway or Experience Pathway<br>Renewal: **12 Hours** |

## A. NABCEP Course Catalog Overview

NABCEP categorizes its registered courses into separate tabs within the Course Catalog to help professionals find exactly what they need:

- **Certification Training:** Comprehensive courses designed to prepare candidates for specific Board Certification exams.
- **Continuing Education (CEUs):** Shorter, specialized courses intended for certified professionals looking to meet Recertification & Renewal requirements.

Examples of a Course Catalog listing

### Approved Education Credits for Initial Board Certification Exams

**See Handbook for Additional Requirements!

| | Approved, Advanced Credit Hours | |
|---|---|---|
| PV Installation Professional Exam<br>40 Advanced, Accredited hours required, and 18 Advanced Accredited OR Non-Accredited hours | 18 JTA | |
| PV Design Specialist Exam<br>18 Advanced, Accredited Hours AND 6 NEC hours of training required | 18 JTA | 6 NEC |
| PV Installation Specialist Exam<br>18 Advanced, Accredited Hours AND 6 NEC hours of training required | 18 JTA | 6 NEC |
| PV Commissioning & Maintenance Specialist Exam<br>18 Advanced, Accredited Hours AND 6 NEC hours of training required | 18 JTA | 6 NEC |
| PV Technical Sales Professional Exam<br>See Certification Handbook, Chapter 7 | 18 JTA | |
| Solar Heating Installer Exam<br>See Certification Handbook, Chapter 10 | 0 | |
| Energy Storage Installation Professional Exam<br>58 hours of advanced energy storage training | 0 JTA | |

PVIP Recertification

*A total of 30 advanced hours required*

You may apply up to 1-hour 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 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 |

Providers are responsible for assuring correct and up-to-date links for the Course Catalog.

### B. Course Content

CERTIFICATION COURSES

A course designed to prepare a candidate to perform the job described in the Job Task Analysis, may be approved for both the certification exam *and* renewal CEUs. For example, a candidate taking a 58-hour course that covers all or most of the domains listed in the PVIP JTA can use those credits to satisfy the education requirements to sit for the PVIP Certification Exam.

CONTINUING EDUCATION COURSES

All NABCEP credential holders must meet recertification requirements every 3 years. A Certified PVIP professional who needs just 30 CEUs to fulfill their recertification requirement can take a 58-hour course, or they can take 30 1-hour courses.

SUBJECT MATTER

Topics furthering the professional development of our Certificants are welcomed. Check the NABCEP website at Apply Now! to access descriptions of each Credential. Job Task Analyses are available under Resources.

## 7. FEES

Providers pay an annual flat rate registration fee. Upon application approval, Providers receive a digital NABCEP Registered Training Provider Logo for marketing the registered course(s). Providers may offer the course without restriction over the 12-month period EXCEPT at industry conferences unless the conference is separately registered with NABCEP. Changes to your listing on NABCEP's Course Catalog can be made by emailing info@nabcep.org.

| Annual Flat Rate<br>Up to 3 Course Listings | Annual Flat Rate<br>Up to 9 Course Listings | Annual Flat Rate<br>Unlimited Course Listings |
|---|---|---|
| $550 For Profits<br>$330 Non-Profits | $962.50 For Profits<br>$577.50 Non-Profits | $1375 For Profits<br>$875 Non-Profits |

## 8. PAYMENT POLICY

Annual Flat Rate Payment:

Payment of the annual flat rate registration fee is required to finalize registration. We will notify you when courses are approved and ready to be listed on our Catalog.

Providers carrying a 60-day overdue balance will 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 discuss acceptable terms. Payments can be made by check or, to pay online, send a request for a payment link to info@nabcep.org.

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.

## 9. TRADEMARKS, COPYRIGHTS and ETHICS

### Marketing

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

The registered course title must remain consistent in advertising, promotion, and marketing. Any use of NABCEP's brand (logos, wordmark, CEUs) must follow the guidelines explained in the Trademark and Mark Use Policy.

### Ethics and Standards of Conduct

NABCEP holds Registered Training Providers (RTPs) to the same professional standards and Code of Ethics as our Certificants. We rely on RTPs to promote the integrity of and reflect positively on NABCEP and the renewable energy profession, consistent with accepted business, ethical, and legal standards. Provider registration includes an attestation promising to uphold NABCEP's Code of Ethics and Standards of Conduct.

NABCEP®

Quality Assurance through Board Certification

# Training Provider Course Registration Form
# For Long and Short Form
# Technical Trainings

*Upon submission of completed applications to uabrams@nabcep.org, a payment link will be forwarded to the listed billing contact*

## Section 1: Organization Details

Company Name: _____

Website: _____

**Contact person for this application**: _____

Email Address: _____

Phone: _____

**Contact for Public Course Catalog Listing:**

**Company Name:** _____

Billing Name : _____

Billing Phone: _____

Primary Email: _____

Secondary Email:

Physical Mailing Address:

## Section 2: Course Content and Credit Allocation

*See the Certification Handbook for educational requirements*
*See Individual JTAs for alignment* PVIP PVDS PVIS PVCMS PVTS PVSI SHSI ESIP
Course descriptions or links describing the intended learning outcomes must be included with this application.
*CEUs for Associate renewal added by NABCEP

| REQUIREMENTS FOR NABCEP PROFESSIONAL BOARD CERTIFICATIONS | |
|---|---|
| PVIP, ESIP, PVTS | Certification Exam: 58 Hours advanced-level aligning to JTA Recertification: 30 Hours |
| PVDS, PVIS, PVCMS | Certification Exam: 24 Hours advanced-level aligning to JTA<br>Recertification: 30 Hours |
| PVSI, SHSI | Certification Exam: No specific pre-requisites<br>Recertification: 8 Hours advanced-level relating to NEC |

Course Title:

_____

Web address for **course** registration or information:

_____

**Delivery Method:** Online ☐ In-person ☐ Live Webinar ☐ Hybrid ☐

CANDIDATES collect credits to satisfy the educational requirements for Board Certification Exams and Recertification.
TRAINING PROVIDERS specify how much instruction time is allotted to the following categories. Job Task Analyses (JTAs) are available at Resources - NABCEP

| Step 1<br>THIS COURSE COVERS: | | | Step 2<br>THIS COURSE OFFERS… |
|---|---|---|---|
| PVIP JTA _____ mins. | PVCMS JTA_____ mins. | → Tell us how much of this time is devoted to Code instruction or other categories not listed. | NEC _____ mins. |
| ESIP JTA _____ mins. | PVIS JTA _____ mins. | | Bldg/Fire Code _____ mins. |
| PVTS JTA _____ mins. | PVSI JTA _____ mins. | | RE Elective up to _____ mins. |
| PVDS JTA _____ mins. | SHSI JTA _____ mins. | | TOTAL LENGTH OF COURSE |
| PVA JTA _____ mins. | OMAT JTA _____ mins. | | _____ |
| SHA JTA _____ mins. | | | |

If you do not own the course content, who does? Include confirmation of permission to use or contact information for the owning entity.

_____

_____

_____

On the next page you will choose how many courses you expect to register within a 12 month period.

**Billing Page**

Company Name:

Contact for Billing:

Billing Phone:

Primary Email:

Secondary Email:

Physical Mailing Address:

| ANNUAL FLAT RATE SUBSCRIPTION | | $ AMOUNT |
|---|---|---|
| Up to 3 Course Registrations | $550.00 for profit<br>$330.00 non-profit | |
| Up to 9 Course Registrations | $962.50 for profit<br>$577.50 non-profit | |
| Unlimited Course Registrations | $1375.00 for profit<br>$825.00 non-profit | |

## Declarations and Agreements

I understand that the information provided in this application is true and correct to the best of my knowledge and complies with the criteria stated in theses NABCEP Registered Training Provider Guidelines. NABCEP's approval of this application shall not be construed to be sponsorship or endorsement of any course or course material.
By signing below, I understand that

- Payment in full is required prior to NABCEP review or approval;
- My organization is responsible for the quality assurance of the course described in this application;
- Registration for the course cannot be transferred to another organization without prior approval from NABCEP,
- My organization is required to maintain attendance records for at least 5 years;
- My organization is required to provide written documentation of course completion to each attendee; this document must include the attendee's name, instructor's signature and not be a "blanket" certificate;
- I acknowledge that this registration and the rights awarded with it, does not extend to any conference, symposium or other industry event unless that event has separately registered with NABCEP;
- I understand that NABCEP's round RTP logo may be used for course promotion in accordance with the Trademark and Mark Use Policy; I further understand that as a NABCEP Registered Provider, we will be held to the same Code of Ethics and Standards of Conduct as NABCEP applicants, Associates and Board Certified Professionals.

_____ Date_____
Authorized Signature

**Send completed application with verification documentation to uabrams@nabcep.org**

SAMPLE

# CERTIFICATE

## OF COMPLETION

This certificate acknowledges that

_____

Recipient

*Has successfully completed* _____ *Hours of*

_____

Course Title - must match the NABCEP Course Catalog

*with*

_____

Training Provider*

*Credit hours from this course contain the following advanced-level training credits:*

☐ *Credits pre-approved by NABCEP*
*(see Course Catalog at https://coursecatalog.nabcep.org/classes)*

☐ *Time spent on National Electric Code*

☐ *Time spent on Building or Fire Code*

Note: 1 hour of classroom training is equivalent to 1 Credit hour. Breaks are not included in training time

_____

Instructor - Print Name

_____

Instructor - Sign

REGISTERED PROVIDER NABCEP CONTINUING EDUCATION

Completed on this day:

_____

Date

*Courses not pre-registered with NABCEP may require additional documentation