

Environmental Energy Consultants |



TEST CENTER



Trainers | Energy Auditors | Weatherization Professionals

Pre-Training & Exams Checklist

30+ Days Prior to Training

- Register & Receive Registration Confirmation from EEC.
- Submit Applications to BPI:
 - First time** challengers- Complete & Submit [BPI Application for Energy Auditor Exam](#)
 - Re-certifying** challengers- Complete & Submit [Application for BPI Certificate Renewal](#)
 - For **Special accommodations** (language or reading barriers) - Complete & Submit [BPI Special Accommodations Application](#). *Please feel free to contact EEC should you need assistance with this step.
- OBTAIN BPI APPROVAL LETTERS: ***EA exams CANNOT be proctored without an EA Approval Letter for each candidate on file. To allow adequate processing time please complete the above at least 30 days prior to your training.**
- Submit a copy of Approval Letters to EEC.
- Confirm attendance with Ameren Field Energy Specialist (Ameren Illinois Ally Organizations Only)

14+ Days Prior to Training

- Gather **Required Items:**
 - State-Issued photo ID. ***A physical State-issued photo ID (driver's license/non-driver's ID, etc) is required for attendees. Copies will not be accepted.**
 - Laptop & Charger (w/ wireless mouse preferred) for exams & Energy Modeling Course.
 - For remote exam requirements please request a "BPI Remote Exam Requirements" document from BPI or EEC.
- KNOW WHAT TO EXPECT:
 - Review your course schedule.
 - Get directions/Secure Transportation. You can view our location on google/get directions using this link: [111 N Trailwood Street, Desloge, MO 63601](#)
 - Prepare to **study 1-3 hours per night** during your course.
 - Book Lodging. **HIGHLY recommended** for attendees located 30+ minutes from the training facility. ***Commuting more than 30 minutes per night during training significantly reduces your evening study time which can directly affect your chances of passing exams.**
 - Visit our website to review your course info (optional).

1 Day Before Training

- Ensure you have REQUIRED items (above).
- Review course start time to ensure on time arrival (one last time to avoid confusion).
- Check in to your course here (optional).

Lodging Recommendations

The nearest recommended lodging can be found in Farmington, MO (approx. 10 mi. from EEC), at the Holiday Inn Express, Hampton Inn, Crown Pointe Lodge, or with numerous Airbnb hosts in the area.

Use [THIS](#) link and [THIS](#) link for nearby AirBnB recommendations.

The EEC Training/Test Center has the following diagnostic testing equipment available for use:

Manometers:

Retrotec DM32X
TEC DG8, DG700, DG1000

Combustion

Analyzers:
Testo 310

Bacharach Fyrite InTech

Blower Doors:

RetroTec
TEC/Minneapolis

Combustible Gas Detector: Sensit

HXG-2d

If candidates have other equipment which they will feel more comfortable using for exams, ensure that the candidates have it on-hand and ready for use.

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