

Environmental Energy Consultants |



Trainers | Energy Auditors | Weatherization Professionals

Pre-Training & Exams Checklist

30+ Days Prior to Training

- Register & receive Registration Confirmation from EEC.
- Confirm attendance with Ameren Field Energy Specialist (Ameren Illinois Ally Organizations Only).
- Submit applications to BPI (where necessary):
 - Special Accommodations for language or reading barriers-**
 - Submit a completed BPI Special Accommodations Application [\[found here\]](#). **Please feel free to contact EEC should you need assistance with this step.*
 - Submit approvals to EEC **before arrival**.
 - **Note** - Special accommodations cannot be guaranteed without the submission of approval letters to EEC **prior to** the scheduled exam date.
 - Remote Exam Requirements-**
 - Please request a "BPI Remote Exam Requirements" document from EEC prior to scheduling.
 - **Note** - Remote exams are not available for BPI HEP Energy Auditor exams.
 - BPI BSP/BA-T/BA-P exams-**
 - **Note** - No application is necessary.
 - BPI HEP Energy Auditor exams-**
 - Submit a completed BPI Energy Auditor Certification Application [\[found here\]](#).
 - Submit BPI Energy Auditor approval letter to EEC **before arrival**.
 - **Note** - BPI Energy Auditor exams CANNOT be proctored without an EA Approval Letter for each candidate on file. To allow sufficient processing time, please submit your completed application **at least 30 days prior** to your scheduled exam date.
 - BPI HEP Energy Auditor Renewal-**
 - Submit proof of active Energy Auditor certification to EEC with expiration date.
 - **Note** - No application is necessary.
 - BPI HEP Quality Control Inspector certification exam-**
 - Submit proof of active BPI Energy Auditor certification to EEC with expiration date **before arrival**.
 - **Note** - No application is necessary.
 - BPI HEP Quality Control Inspector Renewal-**
 - Submit a completed BPI Quality Control Inspector Certification Renewal Application [\[found here\]](#).

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 (with mouse if preferred) for exams & Energy Modeling Course.
- KNOW WHAT TO EXPECT:
 - Review your course schedule.
 - Get directions/Secure Transportation. You can view our location/get directions on Google using this link: [111 N Trailwood Street, Desloge, MO 63601](https://www.google.com/maps/place/111+N+Trailwood+Street,+Desloge,+MO+63601)
 - Prepare to **study 1-3 hours per night** during your course.
 - Book Lodging.
 - **Note** - It is **HIGHLY recommended** for attendees located 30+ minutes from the training facility to secure lodging nearby. ***Commuting more than 30 minutes per night during training significantly reduces evening study time, which can directly affect exam scores.**
 - Visit our website to review your course info (optional).

1 Day Before Training

- Ensure you have the **REQUIRED** items (above).
- Review the course start time one last time to ensure on-time arrival and avoid confusion.

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 DM
32x
TEC DG8, DG700, DG1000

Blower Doors:

RetroTec
TEC/Minneapolis

Combustion Analyzers:

Testo 310
Bacharach Fyrite InTech

Combustible Gas Detector:

Sensit HXG-2d

If candidates have other equipment that they feel more comfortable using for exams, ensure that it is on hand, calibrated, and ready for use.