Building Performance Institute

Energy Auditor

CERTIFICATE SCHEME HANDBOOK

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17024
PERSONNEL CERTIFICATION BODY

Notice

Anyone interested in becoming BPI certified as an Energy Auditor will need to know the scope of the certification and all requirements.

This certification scheme handbook outlines the knowledge, skills and abilities needed for individuals to be certified as an Energy Auditor.

Information in this scheme handbook represents the policies at the date of publication for the BPI Energy Auditor certification. Information in this scheme handbook supersedes information contained in any previously published documents.

Acknowledgements

The Building Performance Institute, Inc. would like to thank those who support the BPI national expansion and all of the dedicated professionals who have participated in the development of this document.

Disclaimer

Eligibility standards, exam content, exam standards, fees, and guidelines are subject to change. BPI will keep the most up-to-date version of this document posted at www.bpi.org. Prior to participating in any available service through BPI, check to ensure that you have based your decision to proceed on the most up-to-date information available. BPI reserves the right to modify documents prior to accepting any application.

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1. About BPI

Founded in 1993, the Building Performance Institute (BPI) is the nation's premier certification and standard-setting organization for home performance professionals. BPI is accredited by the American National Standards Institute, Inc. (ANSI) as a developer of American National Standards and as a certifying body for personnel credentials. BPI develops technical standards for home energy audits and energy efficiency, health, and safety improvements. From these standards, BPI develops rigorous written and field exams resulting in one of BPI's 14 professional certifications. BPI understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

BPI offers five certificates (Building Science Principles, Healthy Housing Principles, Site Supervisor, Total Building Performance and Cold Climate Air Source Heat Pump Assessor) that support professional growth in building performance and healthy housing. From foundational knowledge in building science and healthy housing principles to assessment, advanced diagnostics and on-site leadership, these credentials help ensure quality, safety, and efficiency in home energy and retrofit work.

In addition, BPI offers 14 professional certifications. Today, BPI Certified Professionals hold thousands of active certifications, supported by a nationwide network of Test Centers and Proctors.

BPI is a 501(c)(3) nonprofit corporation, incorporated in New York State on January 18, 1996 (corporation number 14-1789014). Our mission is to advance the home performance industry by providing nationally recognized standards and credentials that ensure homes are comfortable, healthy, safe, durable, and energy efficient. BPI is headquartered in Saratoga Springs, NY.

2. BPI Certification Schemes

BPI offers individual certification in a number of areas in the residential retrofit industry.

The certification schemes are developed and then reviewed on an on-going basis by scheme committees made up of subject matter experts (SMEs) individuals with the credentials and experience within the industry. The scheme committees review statistics, industry changes, and current certification scheme requirements on a regular basis.

Industry input on each certification scheme is encouraged. The scheme committee members will seek input from external sources including, but not limited to:

- industry associations
- professional groups
- government agencies
- consumer/owner advocacy groups

The certification outlined in this scheme handbook is for energy auditors who are involved in the retrofit of existing residential buildings. For a full listing of certifications, see the www.bpi.org website.

For individuals to become BPI Energy Auditor (EA) certified, successful completion of a multiple-choice exam to confirm the candidate's knowledge and skills and a field exam is required to confirm the candidate's abilities. To be certified by BPI, the candidate is not required by BPI to undergo any specific training, however, prerequisite criteria must be met. Note that while some BPI Test Centers provide training, BPI is not responsible for the training content, nor does it approve any training programs. Candidates are encouraged to review the Job Task Analysis (Section 7) and the Exam Blueprint (Section 8) to ensure they possess the required knowledge, skills, and abilities prior to attempting the certification exams.

The requirements for this certification will be reviewed every five years and modified as required by the scheme committee with input from the residential retrofit industry. Modifications to the certification scheme will be made by BPI on the basis of non-compliance cases, feedback from industry and technical changes to materials, components, systems, building codes, or other relevant items.

3. Outline of the Energy Auditor Certification

This certification scheme handbook outlines the knowledge, skills, and abilities requirements for the Energy Auditor (EA) certification.

The scheme defines the scope of the EA certification as the following: an experienced professional who evaluates the potential health and safety issues, durability, comfort, and energy use of a residential building. The EA conducts advanced diagnostic tests, gathers and analyzes data, and creates energy models to draw conclusions and make recommendations for improvements.

A committee of subject matter experts (SMEs) considered to be experts in the field created the EA Job Task Analysis (JTA).

This document is intended to include all the tasks an energy auditor may perform, as well as the knowledge, skills, and abilities required to do these tasks.

Please note that certification is not a license to practice. All Certified Professionals must comply with applicable federal, state and local laws and regulations governing the profession.

4. Preparing for the EA Exam(s)

There are prerequisites to take the exams that, if successful, will lead to certification. Before you register for the exam:

- Download the latest version of the BPI EA scheme handbook from www.bpi.org
- Read and understand all information
- Refer to the Job Task Analysis section to be sure that you understand and can perform the tasks required for this certification
- Obtain reference materials for the multiple-choice and/or field exams and study well in advance of taking the exam(s)
- Complete the online application for the BPI EA via www.bpi.org. *Application processing could take several weeks before a candidate receives an approval letter to take the exam. It is recommended that a candidate submit their application at least 30 days prior to their preferred exam date. Please do NOT schedule your exam date(s) until you receive your approval letter from BPI.*

4.1 Prerequisites

All items below are required prior to taking the multiple-choice written and/or field certification exams:

Experience:

In the past 5 years:
Candidate must obtain a minimum of 25 points from any combination of activities below:

- Performing audits in the building science trade; maximum of 20 points
  - 10 points for each 1,000 hours (6 months full-time work).
- Home performance field/technical experience (e.g., weatherization, home inspection, and HVAC); maximum of 20 points
  - 10 points for each 1,000 hours (6 months full-time work).
- Building trades experience (e.g., framing, roofing, drywall, siding); maximum of 10 points
  - 5 points for each 1,000 hours. (6 months of full-time work).
- Training from industry-specific training center* (training whose content aligns with the content of the JTA for the certification); maximum of 10 points
  - 5 points for every 40 hours.

- Related industry certifications such as : RESNET, Building Performance Institute, North American Technician Excellence, U.S. Environmental Protection Agency, ASHRAE, Association of Energy Engineers. Other certifications are also considered; maximum of 10 points
  - 5 points per certification

***Providing on-the-job training does not fulfill this requirement**

Energy Modeling:

In the past 5 years:

- Candidate must have completed (with proof) 10 energy models that comply with a nationally recognized energy auditing standard for energy audit reports and include an analysis of the savings-to-investment ratio or simple payback of proposed measure installations, **OR**
- The candidate must have successfully completed (with proof) a minimum of 8 hours of training in energy modeling that complies with a nationally recognized energy auditing standard. The training must include an end-of-course assessment for which the candidate must provide proof of a passing score and completion of one or more energy models, **OR**
- The candidate must have successfully completed (with proof) a minimum of 20 desk reviews or file reviews of energy models for compliance with a nationally recognized energy auditing standard.

For company employees:

BPI accepts a signed certificate or a signed letter, on company letterhead, from current and/or past employers documenting work experience. For the applicant's convenience, a standard template letter is included with the EA certification application. Simply print the template on company letterhead, fill out the requested information and have it signed by a supervisor.

For individuals who are self-employed, BPI accepts a letter containing:

- An Employer Identification Number (EIN) or other documentation showing how long your company has been in business.
- Number of jobs completed over the last year, including customer contact information and a brief description for ten of those jobs (e.g. energy audit, air sealing, insulation). BPI will randomly contact customers to verify the information given.
- For those documenting energy audits completed, include documentation showing us PO of blower door and pictures of equipment, along with some completed examples of the reports issued to the customer for the energy audit.

Candidates for certification must bring the approval letter sent by BPI to the Test Center where the exam(s) will be administered as proof of meeting the prerequisite criteria. **Candidates will not be permitted to take any exam(s) without providing the approval letter to the Test Center.**

4.2 Special Testing Accommodations

Candidates in need of special testing accommodations, such as a language barrier, or arrangements for persons with disabilities, should submit the appropriate forms as noted in Appendix (E and F).

It is highly recommended that you submit your request for accommodation at least 30 days prior to your preferred exam date.

4.3 Proof of Identity

Candidates must provide valid photo identification prior to taking the exam(s). Please make sure that when registering for the exam(s), the name used is the same as the valid photo ID.

Examples of acceptable forms of photo ID are:

- driver's license
- state-issued identification card
- passport
- military identification
- employee identification card

4.4 Certification Fees and Scheduling

BPI Certification exams are provided through BPI Test Centers. Please reach out to a local BPI Test Center for scheduling and pricing details of exams, as they will vary from Test Center to Test Center. To locate a BPI Test Center, please go to the BPI website and select Locator Tool from the top of the page.

BPI does not set schedules for its Test Centers, nor does BPI collect the exam fees.

4.5 Field Testing Environment

To ensure fairness in testing, each field exam must be conducted at a BPI pre-approved test site that incorporates the minimum criteria listed below. Field exams conducted at a site that does not meet these minimum criteria will be void. While it is the proctor's responsibility to find a suitable test site, the candidate should also be aware of these requirements to avoid potential testing issues.

- Must NOT be a potentially hazardous environment (including but not limited to friable asbestos-containing material, mold and mildew in excess of 10 square feet of surface area, etc.)
- A test site capable of supporting blower door set-up, measurement, and diagnostics
- Accessible attic
- Major electrical appliance* (e.g., refrigerator, dishwasher, or dehumidifier) with accessible manufacturer's data plate
- At least one fossil fuel-burning appliance* used for space heating (e.g., gas, oil, etc. Solid fuel appliances do not count.)
- At minimum, one natural draft vented appliance
- A ducted distribution system (must contain ductwork)
- Water-heating appliance*
- Fuel supply line
- Forced Air Furnace
- Kitchen gas range (gas burner and gas oven)
- Vented clothes dryer
- Vented exhaust fan
- At least one exterior door
- At least one window

*All appliances and equipment must be functional

Please be aware that during the performance exam, the proctor may ask questions in relation to line items on the field exam form for clarification purposes only. Proctors should not ask any other type of questions, and are NOT permitted to ask questions unrelated to, or above and beyond the scope of the line items on the field exam form. If a candidate feels that they were asked questions that were inappropriate, please complete the Complaint Form located at www.bpi.org.

5. Written Exams

For the EA certification, a multiple-choice exam has been developed by BPI in conjunction with the Department of Energy (DOE) and the National Laboratory of the Rockies in order to ensure competency in the critical tasks defined by industry experts.

The multiple-choice exam is comprised of one hundred (100) questions to cover knowledge and skills and will be timed at two and a half (2.5) hours. The multiple-choice exam consists of multiple versions, each determined to have its own minimum passing score through psychometric analysis and the Modified Angoff standard-setting procedure. The results page during the online exam session will indicate whether a candidate was successful or not based on the version they were administered.

The passing score for both Form A and Form B is 75%.

Candidates may challenge the EA written exam up to six (6) times in a one-year period. The one-year period begins after the first unsuccessful attempt of the exam, after which time a candidate will have five (5) more attempts to successfully challenge the exam. There is a cost for each exam. BPI permits twelve (12) months to complete the certification process from the time a candidate takes the first exam. Candidates who do not complete the certification process within the one-year period must retake both the written and field exams.

This exam is a closed-book exam; with the exception of BPI Standards and the Standard Work Specifications (SWS), which are available online via the testing site at the time of the exam (no marked copies of the standards will be permitted during the exam). Any papers used to take notes, create diagrams, etc. (scrap paper) may not leave the testing environment. All papers must be handed to the proctor to be destroyed.

Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is strictly prohibited. Theft or attempted theft of exam items is punishable to the fullest extent of the law. Candidates will be observed at all times by a BPI approved Proctor while taking the exam. This includes direct observation by the BPI approved Proctor, as well as audio and video recording of the exam. Participation in irregular behavior during the exam may result in the invalidation of the results of the exam, termination of status, civil liability, criminal prosecution, or other appropriate sanctions.

6. Practicum (Field) Evaluation (Abilities)

A practical evaluation to determine the candidates' abilities has been developed by BPI in conjunction with the Department of Energy and the National Laboratory of the Rockies to ensure competency in the critical tasks defined by industry experts. This will provide documented evidence that the candidates have appropriate abilities.

The practicum evaluation exam is constructed where candidates are requested to perform a task. Their abilities are then evaluated based on a predetermined set of criteria.
The candidates will follow the outline in the Ability sections of the Job Task Analysis section in this document.

The time length for the practicum evaluation exam is 4 hours. This exam is an open-book exam (the only reference not permitted is assistance). Candidates may use printed or electronic reference materials; however, no communication with other individuals is permitted during the examination. All responses and actions must be the candidate's independent work. The use of external assistance, including real-time communication tools, is strictly prohibited.

Any paper used to take notes, create diagrams, or record diagnostic results (scrap paper) may not leave the testing environment. At the conclusion of the exam, all papers must be handed to the proctor to be destroyed.

Four of the field exam line items are gated items and must be completed successfully in order to pass the exam; regardless of any other exam score:

- Candidate prepared combustible gas and carbon monoxide (CO) measurement instruments per manufacturer's instructions.
- Candidate tested indoor ambient carbon monoxide levels (CO), verbally stated the readings and took appropriate action according to the current standard of reference.
- Candidate tested indoor air levels for carbon monoxide throughout combustion safety and efficiency testing and took appropriate action according to current standard of reference. Candidate verbally stated the readings.
- Candidate ensured that combustion appliances cannot fire during blower door testing.

The passing score on the remaining tasks is 83%

The practicum evaluation is administered through BPI Test Centers at various locations across the United States. To locate a BPI Test Center please go to the BPI website (www.bpi.org) and select **Locator Tool** at the top of the page to find a BPI Test Center near you.

7. Job Task Analysis

The Knowledge, Skills, and Abilities required for this exam are on the following pages.

- Knowledge, typically shown on written or verbal exam
- Skill, typically shown on written exam, diagram, or interactive tool
- Ability, typically demonstrated on diagram, interactive tool, prop or in house

DOMAIN 1: COLLECTION OF VISUAL, MATERIAL, DIMENSIONAL AND APPLIANCE INFORMATION ABOUT THE BUILDING FOR AN ENERGY AUDIT

Task 1: Document energy consumption

Ability to:

- Obtain 12 months of metered building utility bills
- Obtain unmetered annual fuel use information (e.g., oil, propane, solid fuel, etc.)

Knowledge of:

- How to access utility information
- Utility bill and client-stated usage

Task 2: Document the building history

Ability to:

- Determine the age of the original structure
- Determine if the building has historical significance

Knowledge of:

- Where to access property record
- Historical preservation requirements (e.g., State Historic Preservation Office)
- General construction practices associated with different eras of buildings
- Location of mobile/manufactured homes data plate and information contained therein

Task 3: Conduct a physical/visual inspection of the building exterior

Ability to:

- Determine orientation of the building
- Identify components or issues that affect the structural integrity, durability, and energy efficiency of the building (e.g., holes, vents, land grading, shading, crawl space access, etc.)
- Identify mechanical penetration locations and compare with interior mechanical systems (e.g., exhaust fan terminations, chimneys, flues, etc.)
- Identify the cladding materials (e.g., siding, foundation, roofing, etc.)
- Identify issues on adjacent and/or connected buildings that could impact or be impacted by the audited building
- Identify evidence of pest/vermin infestations
- Identify evidence of water and/or structural damage
- Identify combustion appliance venting terminations

Knowledge of:

- General construction (e.g., techniques, terminology, materials)
- Applicable codes and standards (e.g., International Codes Council [ICC], National Fire Prevention Association [NFPA])
- Healthy homes principles
- Situations that pose a health and/or safety risk
- Sources of moisture
- The Occupational Safety and Health Administration (OSHA) safe work practices
- Abnormalities identified through other senses (e.g., unusual odors, sounds)
- Building science principles
- Geographical orientations
- Flood plains
- Mobile/manufactured homes construction (e.g., techniques, terminology, materials)

Task 4: Conduct a physical/visual inspection of the building interior

Ability to:

- Identify components or issues that affect the structural integrity, durability, and energy efficiency of the building, and the indoor environment (e.g., soffits, drop ceilings, ceiling penetrations, exhaust fans, electrical, plumbing and venting, interior building materials, damaged surfaces, etc.)
- Identify evidence of structural damage, water damage or leaking, and pest/vermin infestations
- Identify hidden or inaccessible spaces (e.g., crawl spaces, attics, interstitial areas)
- Identify conditions that would interfere with or prevent tests (e.g., active solid fuel burning, large hole in pressure boundary, nonfunctional appliance, lack of fuel, indoor air contaminants, etc.)
- Identify potentially hazardous materials in the building (e.g., asbestos, mold, lead, etc.)
- Identify health and safety issues (e.g., clutter, volatile organic compounds, lack of handrails, electrical hazards, etc.)
- Identify combustion appliance zone(s) (CAZ).

Knowledge of:

- General construction (e.g., techniques, terminology, materials)
- Applicable codes and standards (e.g., ICC, NFPA)
- Healthy homes principles
- Situations that pose a health and/or safety risk
- Sources of moisture
- OSHA safe work practices
- Abnormalities that may be identified through other senses (e.g., unusual odors, sounds)
- Building science:
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.)

Task 5: Collect health and safety data

Ability to:

- Determine the presence and condition of smoke and carbon monoxide alarms
- Verify that clothes dryers are properly vented to the exterior
- Verify that all exhaust fans are properly vented to the exterior
- Document any existence of hazardous materials/conditions
- Document moisture issues (e.g., standing water, condensation, plumbing leaks, mold, etc.)
- Document potential electrical hazards (e.g., frayed wiring, open junction boxes, overloaded circuits, active knob-and-tube wiring, etc.)
- Document suspected asbestos-containing materials
- Document potential lead-based paint hazards
- Document vented and unvented combustion appliances
- Document conditions that promote radon infiltration
- Document other potential indoor air quality hazards (e.g., volatile organic compounds, indoor smoking, etc.)

Knowledge of:

- Applicable codes, standards, and program requirements (e.g., ICC, NFPA, Asbestos Hazard Emergency Response Act, etc.)
- Healthy homes principles
- Domestic water heater safety
- Electrical hazards
- Hazardous materials
- Heating system safety
- Knob-and-tube wiring
- Issues and hazards associated with asbestos-containing materials
- Issues and hazards associated with lead-based paint
- Mobile/ manufactured homes combustion appliance regulations (see U.S. Department of Housing and Urban Development standard)
- Use of building cavities as supply or return air pathways
- Operation of smoke/carbon monoxide alarms
- Issues and hazards associated with radon
- Radon zones

Task 6: Collect appliance and base load information

Ability to:

- Collect household appliance tag data (e.g., refrigerator, dishwasher, dehumidifier, etc.)
- Collect heating, ventilation, and air conditioning (HVAC) and water-heating appliance tag data and documentation
- Document appliance energy source(s)
- Document water fixture flow rates
- Document type, location, and use of thermostats
- Document other components related to the HVAC appliances (e.g., expansion tanks, fill valves, remote compressors, etc.)
- Document other components related to the domestic water-heating appliances (e.g., storage tanks, mixing valves, etc.)
- Identify safety features related to the HVAC and water-heating appliances
- Collect lighting data (e.g., type, fixtures, wattage, usage)
- Document the number of occupants
- Identify appliances that use energy (e.g., Audio Visual, freezers, pool equipment, etc.)
- Document client energy-use habits
- Collect electrical service information (e.g., size, brand, amperage, etc.)

Knowledge of:

- Appliance types and energy sources
- Applicable codes, standards, and program requirements
- Domestic water heating types, components, and operation
- Heating/cooling system types, components, and operation
- Safety issues associated with domestic water-heating systems
- Thermostat set points, backup set points for heat pumps
- Water fixture operations and flow rates
- Mobile/ manufactured homes appliance types
- Alternative domestic water-heating technologies (e.g., heat pump water heater, solar thermal, indirect, etc.)
- Definition of base load
- Utility bill analysis, including base load calculation
- Electrical system components (e.g., breaker box, fuse box, etc.)

Task 7: Collect conditioned building enclosure data

Ability to:

- Document pertinent building dimensional data (e.g., footprint, height, elevations, volume, etc.)
- Determine conditioned, unconditioned, and unintentionally conditioned spaces
- Assess alignment of thermal and pressure boundaries

Knowledge of:

- Pressure boundary identification
- Thermal boundary identification
- Proper pressure and thermal boundary alignment

Task 8: Collect mechanical ventilation data

Ability to:

- Collect nameplate data for ventilation systems/equipment
- Determine the type of control (e.g., continuous, intermittent, or on-demand)
- Determine the condition of the ventilation ductwork/piping (e.g., pitch, insulation, size, material, elbows, length of run, terminations, etc.).

Knowledge of:

- Controls and motors
- Types of ventilation
- Ventilation ductwork
- Applicable codes, standards, and program requirements (e.g., ASHRAE 62.2).

Task 9: Collect building insulation data (roof, attic, walls, and foundation/subspaces)

Ability to:

- Document insulation type(s)
- Measure insulation (e.g., thickness, depth)
- Document insulation condition
- Document insulation coverage
- Document presence and placement of vapor retarders
- Document roof insulation (e.g., flat roofs with rigid insulation board, etc.)
- Document and evaluate the mobile/ manufactured homes road barrier/belly

Knowledge of:

- Insulation types
- Insulation effectiveness
- Insulation R-values
- Effective R-values
- Insulation installation best practices
- OSHA safety requirements
- How to interpret infrared imaging
- Mobile/manufactured homes insulation installation best practices
- Vapor retarders

Task 10: Collect attic data

Ability to:

- Document attic details (e.g., drop soffit, rafters, joists, inaccessible areas, floored areas, bowstring truss, half truss roof, marriage wall, etc.)
- Document attic type (e.g., finished, unfinished, knee-wall, cathedral, etc.)
- Document existing attic ventilation type and size (e.g., soffit vents [baffles], ridge, power roof vent, etc.)
- Document potential fire hazards (e.g., non-insulation contact (IC) rated recessed lights, heat lamps, chimneys, flues, furnaces, electrical devices, etc.)
- Document sources/evidence of water damage
- Document air leakage in the pressure boundary (e.g., penetrations, chases, balloon framing, top plate, knee wall, etc.)
- Document bypasses, misalignments, or missing insulation in the thermal boundary
- Document types, locations, and conditions of access
- Document potential electrical hazards
- Document evidence of pest/vermin infestations
- Document potential structural integrity issues
- Document presence and condition of whole-house fans
- Determine attic uses (e.g., storage, finished, unfinished, etc.)
- Document the presence and condition of any radiant barriers

Knowledge of:

- Attic components
- General construction (e.g., techniques, terminology, materials)
- Air leakage points
- Required clearance to combustibles
- Potential safety hazards (e.g., electrical hazards, nails, rafters, heat exposure, etc.)
- Signs of water damage
- Signs of pest/vermin infestations
- How to interpret infrared imaging
- Ventilation requirements
- OSHA safety requirements (e.g., ladder usage, confined spaces, personal protective equipment, etc.)
- Attic components for mobile/manufactured homes

Task 11: Collect wall data

Ability to:

- Document wall thickness and/or cavity depths
- Document wall types (e.g., masonry, adobe, balloon frame, platform frame, etc.)
- Document wall finishes (e.g., stucco, brick, vinyl, metal, wood, drywall, plaster, paneling, etc.)
- Document wall components (e.g., back plastering, tar paper, fire blocking, etc.)
- Document presence and type of wall insulation
- Document wall orientation
- Document sources and evidence of water damage
- Document air leakage locations
- Document evidence of pest/vermin infestation
- Document wall exposure (e.g., above grade, below grade, buffered, etc.)

Knowledge of:

- General construction (e.g., techniques, terminology, materials)
- Mobile/manufactured homes construction (e.g., techniques, terminology, materials)
- Air leakage points
- Typical wall framing and components (e.g., platform, balloon, post and beam, etc.)
- Unique characteristics of framing methods (e.g., use of upper-story band joists, angle bracing in post and beam framing, etc.)
- How to interpret infrared imaging

Task 12: Collect window and door data

Ability to:

- Document window and door dimensions
- Document window and door locations and orientations
- Document window types (e.g., jalousie, awning, single-hung, double-hung, storm, etc.)
- Document window frame materials (e.g., wood, metal, vinyl, fiberglass, etc.)
- Document window glazing types (e.g., single pane, double pane, triple pane, reflective, low-E, etc.)
- Document presence and coverage of interior and exterior shading
- Document condition of windows, including hardware, seals, and operation (e.g., air leaks, water leaks, locks, cracks, missing glazing, rotted sashes, lead paint, etc.)
- Document door type and materials (e.g., french doors, dutch doors, in or out swing, insulated, metal, wood, solid core, hollow core, etc.)
- Document condition of doors, including hardware, door sweep, seals, and operation (e.g., air leaks, water leaks, locks, cracks, missing glazing, rotted sashes, lead paint, etc.)
- Determine thermal characteristics of windows and doors (e.g., R-value, glazing, etc.)

Knowledge of:

- Mobile/manufactured homes window and door construction, components, hardware, and terminology/nomenclature
- Presence of lead paint
- Window and door construction, components, hardware, and nomenclature
- R- and U-values
- Emissivity of glass

Task 13: Collect foundation/subspace data

Ability to:

- Document foundation/subspace types (e.g., crawl space, basement, slab on grade, etc.)
- Document foundation materials (e.g., post and beam, piers, skirting, poured concrete, masonry blocks, etc.)
- Document air leakage in the pressure boundary (e.g., penetrations, chases, balloon framing, sill plate, rim joist, etc.)
- Document bypasses, misalignments, or missing insulation in the thermal boundary
- Document foundation/subspace existing ventilation type and size (e.g., crawl space vents, etc.)
- Document potential sources and evidence of moisture issues (e.g., presence or condition of ground vapor retarder, standing water, leaks, mold, ground cover-dirt, etc.)
- Document type, locations, and conditions of access
- Document potential electrical hazards
- Document evidence of pest/vermin infestations
- Document potential structural integrity issues
- Document special equipment (e.g., sump pumps, dehumidifiers, heat tape, etc.)
- Document and evaluate the mobile/ manufactured homes road barrier/belly

Knowledge of:

- Applicable codes, standards, and program requirements
- Crawl space ventilation requirements
- Foundation construction materials and methods
- OSHA safety requirements (e.g., ladder usage, confined spaces, personal protective equipment, etc.)
- Signs of structural hazards on foundations
- How to interpret infrared imaging
- Signs of pest/vermin infestations
- Mobile/manufactured homes belly and skirting construction materials and methods

Task 14: Collect roof data

Ability to:

- Document roof types (e.g., parapet, mansard, gambrel, gable, etc.)
- Document roof condition(s) (e.g., debris, age, deterioration, damage, etc.)
- Document roof color(s)
- Document roofing materials (e.g., membrane, shingle, metal, etc.)
- Document roof penetrations (e.g., skylights, chimneys, vents, etc.)
- Document the presence and condition of roof drainage (e.g., slopes, gutters, downspouts, etc.)
- Document the flashing condition (e.g., missing, damaged, deteriorated etc.)
- Document roof shading and orientation
- Document roof pitch

Knowledge of:

- Insulation materials and methods
- OSHA requirements (e.g., ladder usage, confined spaces, personal protective equipment, etc.)
- Roofing construction methods
- Roofing materials
- Mobile/ manufactured homes roofing construction methods and materials

DOMAIN 2: DIAGNOSTIC TESTING OF THE DWELLING UNIT FOR AN ENERGY AUDIT

Task 1: Prepare the dwelling unit for the test(s)

Ability to:

- Determine the test(s) to be performed (e.g., blower door test, duct leakage test, combustion safety testing)
- Prepare the building and equipment for testing based upon industry protocols

Knowledge of:

- Building diagnostic testing (e.g., set building for wintertime conditions, zero out equipment, etc.)
- Test protocols

Task 2: Test the electric appliances

Ability to:

- Inspect appliances for test accessibility
- Determine the appliance(s) energy usage (e.g., using a watt-hour meter, using data from an industry-accepted resource, etc.)

Knowledge of:

- Electric appliance metering
- Manufacturer's instructions/guidelines
- Electric appliance safety

Task 3: Test indoor air quality

Ability to:

- Measure levels of targeted indoor air pollutants (e.g., carbon monoxide, combustible gases, etc.)
- Determine if the pollutants exceed any applicable action levels
- Determine need for further testing

Knowledge of:

- Indoor air pollutant exposure systems
- Indoor air pollutant action levels
- Applicable codes, standards, and program requirements (e.g., ASHRAE 62.2, U.S. Environmental Protection Agency, National Institute for Occupational Safety & Health, OSHA, etc.)
- How to measure relative humidity
- Source of pollutants
- Safe entry procedures

Task 4: Determine the safety and efficiency of combustion appliances

Ability to:

- Inspect the fuel supply lines for issues (e.g., leaks, kinks, corrosion, etc.)
- Perform combustion safety tests (e.g., CAZ depressurization and spillage, carbon monoxide, etc.)
- Perform combustion analysis (e.g., oxygen, stack temperature, steady-state efficiency, carbon monoxide, oil burner smoke test, etc.)
- Perform inspection of combustion appliance venting (e.g., sizing, condition, configuration, etc.)
- Determine the presence and condition of associated equipment (e.g., backdraft dampers, power vents, barometric damper, sight glass, water level controls, direct vent appliance intakes, etc.)
- Measure CAZ volume
- Measure ambient carbon monoxide levels during testing

Knowledge of:

- Mobile/manufactured homes combustion appliance regulations (e.g., U.S. Department of Housing and Urban Development standard 24 CFR Part 3280)
- Applicable codes, standards, and program requirements (e.g., NFPA, etc.)
- Combustion efficiency test procedures (e.g., oxygen, stack temperature, steady-state efficiency, etc.)
- Fuel line leak testing techniques applicable to each fuel type
- Heating system type (e.g., forced air heater, hydronic heater, steam heater, unit heater, space heater, wood burning, etc.)
- Annual fuel utilization efficiency versus steady-state efficiency
- Combustion safety test procedures
- Venting types, materials, methods, and safety issues (e.g., venting categories)
- CAZ testing protocols
- Clearance to combustibles

Task 5: Determine air leakage of the building envelope

Ability to:

- Perform blower door tests to industry standards
- Perform single point zone pressure diagnostics (e.g., garages, crawl spaces, attics, etc.)
- Perform pressure pan tests
- Determine points of infiltration/exfiltration (e.g., infrared, smoke, sensory, etc.).

Knowledge of:

- Advanced blower door diagnostics (e.g., zone pressure diagnostics, pressure pans, manometer, etc.)
- Blower door testing procedures (e.g., when and how to pressurize or depressurize, etc.)
- Blower door assembly and operation
- How to interpret infrared imaging
- Industry-recognized blower door testing standards

Task 6: Determine the performance of HVAC distribution

Ability to:

- Perform a duct leakage test on a forced air system
- Measure room temperatures
- Determine if hydronic radiators are operating
- Measure the supply and return of water temperature in a hydronic distribution system
- Locate points of duct leakage
- Measure temperature rise across heat exchangers/cooling coils
- Measure static pressure
- Inspect hydronic distribution for leaks
- Determine the need for pressure balancing
- Measure mechanical ventilation flow rates (e.g., exhaust fans, supply fans, balanced ventilation, etc.).

Knowledge of:

- HVAC distribution testing protocols (e.g., total duct leakage, duct leakage to outside, use of a pressure pan, etc.)
- HVAC terminology (e.g., air handler, trunk line, supply/return, crossover duct, etc.)
- Manufacturer's specifications
- Distribution system design and materials (e.g., forced air, hydronic, etc.)
- Best practices for duct sealing
- Mobile/manufactured homes return duct modification techniques
- Mechanical ventilation systems (e.g., exhaust, supply, balanced, etc.)
- Applicable codes, standards, and program requirements (e.g., ASHRAE 62.2, Air Conditioning Contractors of America, etc.)
- Air flow testing protocols (e.g., exhaust fan flow meter, etc.)
- Pressure balancing testing and techniques (e.g., undercut door, return air pathway, jumper duct, etc.)

DOMAIN 3: EVALUATION OF COLLECTED ENERGY AUDIT DATA TO DETERMINE THE SCOPE OF WORK

Task 1: Evaluate the health and safety data

Ability to:

- Determine potential health and safety concerns
- Determine if health and safety issues can be addressed through an energy efficiency measure
- Determine the repair options

Knowledge of:

- Potential contaminants as related to work scope (e.g., mold, lead, asbestos-containing materials, radon, etc.)
- Repair/remediation methods (e.g., fix plumbing leak, lead-safe work practices, radon mitigation, etc.)
- The need for specialty licensure (e.g., asbestos remediation/encapsulation, knob and tube removal, etc.)
- Applicable codes, standards, and program requirements

Task 2: Evaluate the durability/structural integrity of the building

Ability to:

- Determine potential durability/structural integrity issues
- Determine the repair options
- Determine if further evaluation is recommended

Knowledge of:

- Building science
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.)
- General construction (e.g., techniques, terminology, materials)
- General mobile/manufactured homes construction (e.g., techniques, terminology, materials)
- Applicable codes, standards, and program requirements

Task 3: Evaluate the HVAC system

Ability to:

- Determine if there are health and safety concerns (e.g., suspected asbestos-containing materials, etc.).
- Determine HVAC sizing for building
- Evaluate the need for distribution modification
- Evaluate fuel-switching options
- Determine the need to clean and tune, repair, or replace
- Evaluate the need for and supply of combustion air
- Evaluate the HVAC system for replacement or upgrades (e.g., condition, age, efficiency)
- Determine duct sealing/insulation and pipe insulation opportunities

Knowledge of:

- HVAC load and sizing calculations (e.g., Air Conditioning Contractors of America manual D, J, S, T, etc.)
- General heating/cooling system function and operations
- Combustion air requirements
- HVAC system repair, replacement, or upgrade options
- Program requirements related to duct leakage
- Combustion vent sizing and installation requirements
- Applicable codes, standards, and program requirements (e.g., ASHRAE 62.2)
- Air-Conditioning, Heating, and Refrigeration Institute equipment certification
- Mobile/manufactured homes approved HVAC equipment
- Fuel delivery sizing and installation requirements (e.g., pipe sizing, electrical service, etc.)

Task 4: Evaluate the mechanical ventilation

Ability to:

- Compare measured flow with ventilation requirements
- Determine the mechanical ventilation needs (e.g., repairs, replacements, additions, make-up air, etc.)
- Determine the type of ventilation controls needed
- Calculate the building ventilation requirements

Knowledge of:

- Applicable codes, standards, and program requirements (e.g., ASHRAE 62.2)
- Mechanical ventilation systems and controls
- Optimal ventilation strategy based on client/program needs (e.g., optimize indoor air quality, avoid excessive CAZ depressurization, repair existing fans to reduce costs, etc.)
- Ventilation system sizing and installation

Task 5: Evaluate energy use

Ability to:

- Determine if replacements or upgrades will reduce energy consumption
- Analyze utility bills and fuel usage and calculate base loads

Knowledge of:

- Base loads (e.g., lighting, electronics, domestic hot water, appliances, etc.)
- Base load calculation
- Seasonal loads (e.g., heating, cooling, etc.)
- Base load reduction strategies (e.g., reduce the number of appliances, client education, etc.)
- How occupant behavior affects energy consumption
- Unusual energy-use patterns

Task 6: Evaluate the foundation/subspace

Ability to:

- Determine if repairs are needed (e.g., plumbing, floors, etc.)
- Determine if additional insulation and/or air sealing is needed
- Determine the proper location for insulation and/or air sealing (e.g., floor, walls, sills, perimeter, cantilever floor, etc.)
- Determine the type of insulation materials to be added
- Calculate required ventilation and determine if the existing ventilation is appropriate
- Determine a moisture management strategy (e.g., site drain, vapor barrier, etc.)

Knowledge of:

- Building science
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.).
- Foundation construction types (e.g., poured, block, rubble, limestone, etc.)
- Insulation density requirements and bag count calculations
- Foundation crawl space ventilation strategies (e.g., vented versus unvented, etc.)
- Foundation crawl space requirements
- Applicable codes, standards, and program requirements (e.g., International Residential Code, ICC, etc.)
- Foundation/subspace insulation (e.g., types, strategies, requirements)
- Foundation/subspace types (basements, crawl spaces, inaccessible crawl spaces, conditioned/unconditioned, slab, etc.)
- Vapor barriers (e.g., types, locations, purposes, etc.)
- Mobile/ manufactured homes floor and skirting construction/insulation (e.g., types-wings, joist directions, square belly, round belly, flat belly, etc.)
- OSHA safety requirements (e.g., ladder usage, confined spaces, personal protective equipment, etc.)

Task 7: Evaluate the walls

Ability to:

- Determine if repairs are needed
- Determine if insulation opportunities exist
- Determine if air-sealing opportunities exist
- Determine the type of insulation materials to be added
- Determine the square footage of the area to be insulated
- Determine if the pressure boundary and thermal boundary align
- Determine if the vapor retarder is present and appropriately placed
- Determine if band joists insulation and/or air sealing opportunities exist (i.e., upper stories)
- Determine the impact of potential health and safety issues (e.g., lead-based paint, asbestos-containing materials, electrical hazards, moisture, etc.)
- Determine a moisture management strategy (e.g., drainage, flashing, etc.)

Knowledge of:

- U.S. Environmental Protection Agency and DOE lead and asbestos standards
- Building science
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.)
- Applicable codes, standards, and program requirements
- Insulation types, techniques, and strategies
- Pressure and thermal boundaries
- Mobile/manufactured homes wall insulation types, techniques, and strategies (e.g., batt stuffing, blown fiberglass, etc.)
- Typical site-built wall structures (e.g., platform, balloon, post and beam, etc.)
- Vapor retarder placement in walls based on climate
- Moisture management strategies
- Typical R-values of insulation materials
- Gross versus net wall area calculation
- Insulation density requirements and bag count calculations
- Typical mobile manufactured homes wall structures and materials (e.g., belt rails, cavity depth, cladding, etc.)

Task 8: Evaluate the attic

Ability to:

- Determine if repairs are needed
- Determine if insulation opportunities exist
- Determine the type of insulation materials to be added
- Determine if air-sealing opportunities exist
- Determine if the pressure boundary and thermal boundary align
- Determine if the vapor barrier is present and appropriately placed
- Calculate required ventilation and determine if the existing ventilation is appropriate
- Determine if attic access must be created or changed
- Determine the impact of potential health and safety issues (e.g., heat sources, asbestos-containing materials, obvious electrical hazards, moisture etc.)
- Determine needed attic preparation (e.g., baffles, rulers, boxing/damming, stored items, etc.)

Knowledge of:

- Attic construction and materials
- Attic fire hazards
- Mobile/manufactured homes insulation and air-sealing strategies
- Attic insulation and air sealing strategies
- Attic ventilation standards
- Mobile/manufactured homes attic ventilation standards and best practices
- Mobile/manufactured homes roof/attic construction and materials
- Building science:
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.)
- Applicable codes, standards, and program requirements
- Pressure and thermal boundaries
- Insulation density requirements and bag count calculations
- Repair techniques (e.g., ceiling, roof, and framing repair, etc.)
- Preparation needed for attic insulation and air sealing (e.g., moving stored materials, fixing roof leaks, electrical repair, etc.)
- Area-weighted average R-value (e.g., parallel path).

Task 9: Evaluate the doors and windows

Ability to:

- Determine if door and window components must be repaired or replaced
- Evaluate the condition of and/or need for storm doors and windows
- Evaluate door and window components and performance
- Determine if insulation opportunities exist
- Determine if air-sealing opportunities exist
- Determine the impact of potential health and safety issues (e.g., lead-based paint, asbestos-containing materials, moisture, etc.)
- Determine if window film opportunities exist

Knowledge of:

- Applicable codes, standards, and program requirements
- Building science:
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.)
- Framing techniques
- Door and window installation techniques (e.g., flashing, drainage plane, etc.)
- Door and window types
- Door and window components
- Door and window glazing
- Mobile/manufactured homes window and door construction, components, hardware, and nomenclature
- U.S. Environmental Protection Agency, DOE, and OSHA requirements (e.g., asbestos, lead)

Task 10: Conduct energy analysis

Ability to:

- Determine pertinent input data
- Analyze the output from the energy analysis (e.g., modeling software, spreadsheets, etc.)
- Produce an energy savings report
- Determine the economics of recommended measures (e.g., savings-to-investment ratio, return on investment, etc.)

Knowledge of:

- Basic construction terminology and components
- Building science:
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.)
- Energy modeling principles
- Energy-saving calculations
- How to determine cost estimates

Task 11: Generate the recommended work scope

Ability to:

- Specify health and safety measures
- Specify building durability measures
- Specify energy conservation measures
- Specify measures that address occupant concerns (e.g., comfort, carbon footprint, etc.)
- Specify incidental/related repairs
- Determine potential health and safety impacts or consequences from the recommended measures
- Specify materials, quantities, and labor hours to install measures
- Specify methods and materials to ensure the integrity and durability of the measures installed
- Determine work specifications (e.g., Standard Work Specifications, building code, etc.)

Knowledge of:

- Building science:
  - Heat transfer mechanisms (e.g., convection, conduction, radiation)
  - Moisture transfer mechanisms (e.g., water vapor, bulk moisture)
  - Air transfer mechanisms (e.g., stack effect, pressure differences, etc.)
- General construction (e.g., techniques, terminology, materials)
- General mobile/manufactured homes construction (e.g., techniques, terminology, materials)
- Energy modeling principles
- Energy-saving calculations
- How to determine cost estimates
- Interpretation of energy savings/modeling outputs
- Cost-benefit analysis
- Leveraged funding opportunities
- Allowable measures
- Available program incentives
- Sequencing of work best practices
- Effects of change orders on cost-effectiveness
- Estimating labor hours and materials

8. Energy Auditor Exams Blueprint/Task Percentages

Domain and Tasks	% Written	Field
DOMAIN 1: Collection of Visual, Material, Dimensional, and Appliance Information about the Building for an Energy Audit	**44%**	
Task 1: Document energy consumption	2%	N/A
Task 2: Document the building history	2%	N/A
Task 3: Conduct a physical/visual inspection of the building exterior	5%	Yes
Task 4: Conduct a physical/visual inspection of the building interior	5%	Yes
Task 5: Collect health and safety data	4%	Yes
Task 6: Collect appliance and base load information	2%	Yes
Task 7: Collect conditioned building enclosure data	3%	Yes
Task 8: Collect mechanical ventilation data	2%	N/A
Task 9: Collect building insulation data (roof, attic, walls, and foundation subspace)	4%	Yes
Task 10: Collect attic data	3%	N/A
Task 11: Collect wall data	3%	Yes
Task 12: Collect window and door data	3%	Yes
Task 13: Collect foundation/subspace data	3%	N/A
Task 14: Collect roof data	3%	N/A
DOMAIN 2: Diagnostic Testing of the Dwelling Unit for an Energy Audit	**19%**	
Task 1: Prepare the dwelling unit for the test(s)	2%	Yes
Task 2: Test the electric appliances	2%	N/A
Task 3: Test indoor air-quality (e.g., carbon monoxide, combustible gases, etc.)	4%	Yes
Task 4: Determine the safety and efficiency of combustion appliances	4%	Yes
Task 5: Determine air leakage of the building envelope	4%	Yes
Task 6: Determine the performance of HVAC distribution	3%	Yes
DOMAIN 3: Evaluation of Collected Energy Audit Data to Determine the Scope of Work	**37%**	
Task 1: Evaluate the health and safety data	4%	N/A
Task 2: Evaluate the durability/structural integrity of the building	4%	N/A
Task 3: Evaluate the HVAC system	4%	N/A
Task 4: Evaluate the mechanical ventilation	3%	N/A
Task 5: Evaluate energy use	2%	N/A
Task 6: Evaluate the foundation/subspace	3%	N/A

Task 7: Evaluate the walls	3%	N/A
Task 8: Evaluate the attic	3%	N/A
Task 9: Evaluate the doors and windows	3%	Yes
Task 10: Conduct energy analysis	4%	N/A
Task 11: Generate the recommended work scope	4%	N/A
Total	100%	

Table 2. Gated Items

Gated Items
1. Candidate prepared combustible gas and carbon monoxide (CO) measurement instruments per manufacturer's instructions.
2. Candidate tested indoor ambient carbon monoxide levels (CO), verbally stated the readings and took appropriate action according to the current standard of reference.
3. Candidate tested indoor air levels for carbon monoxide throughout combustion safety and efficiency testing and took appropriate action according to current standard of reference. Candidate verbally stated the readings.
4. Candidate ensured that combustion appliances cannot fire during blower door testing.

9. Standards of Reference

All BPI exams are based on a mixture of industry practices, axiomatic[1] concepts, and major standards of reference. No singular source exists that could touch upon every aspect of what is considered testable. Conversely, there is no limit to the potential useful material found in print and online.

- ANSI – American National Standards Institute
  - ANSI/ACCA Manual D Residential Duct Design
  - ANSI/ACCA Manual J Residential Load Calculation
  - ANSI/ACCA Manual S Residential Equipment Selection
  - ANSI/NFPA 70E – Electrical Safety in the Workplace
  - ANSI/ASHRAE Standard 111 – Measurement, Testing, Adjusting, and Balancing of Building HVAC Systems
- ASHRAE – American Society of Heating, Refrigerating and Air-Conditioning Engineers
  - ASHRAE 62.1 – Ventilation for Acceptable Indoor Air Quality
  - ASHRAE 62.2 – Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings
  - ASHRAE 90.1 – Energy Standard for Buildings Except Low-Rise Residential Buildings
  - ASHRAE 90.2 – Energy-Efficient Design of Low-Rise Residential Buildings
- ASTM – ASTM International
  - ASTM E84 – Standard Test Method for Surface Burning Characteristics of Building Materials
  - ASTM E1186 – Standard Practices for Air Leakage Site Detection in Building Envelopes and Air Barrier Systems
  - ASTM E779-10 – Standard Test Method for Determining Air Leakage Rate by Fan Pressurization
- BPI – Building Performance Institute
  - ANSI/BPI-1100-T-2023 Home Energy Auditing Standard
  - ANSI/BPI-1200-S-2017 Standard Practice for Basic Analysis of Buildings
  - Building Science Principles (BSP)
  - Healthy Housing Principles (HHP)

1 An axiomatic concept is something implicit that requires no proof or explanation (e.g. – the sum of 2 and 2 is 4, or gravity states that if you drop something, it will fall to a lower level).

- EPA – U.S. Environmental Protection Agency
  - Lead Renovation, Repair, and Painting (RRP) Rule
  - Healthy Indoor Environment Protocols for Home Energy Upgrades
  - Code of Federal Regulations (CFR) Title 40: Protection of Environment

- HUD – U.S. Dept. of Housing and Urban Development
  - CFR Part 3280—Manufactured Home Construction and Safety Standards

- ICC International Code Council
  - International Residential Code (IRC)
  - International Fuel Gas Code (IFGC)
  - International Energy Conservation Code (IECC)

- NCHH – National Center for Healthy Housing
  - National Healthy Housing Standard

- NFPA – National Fire Protection Association
  - NFPA 31 – Standard for the Installation of Oil-Burning Equipment
  - NFPA 54 – National Fuel Gas Code
  - NFPA 70 – National Electrical Code
  - NFPA 275 – Standard Method of Fire Tests for the Evaluation of Thermal Barriers

- NLR – National Laboratory of the Rockies
  - Standard Work Specification (SWS) https://sws.nlr.gov/
  - Standard Work Specification Glossary – https://sws.nlr.gov/lexicon#IC
  - Energy Auditor Job Task Analysis (JTA)

- OSHA – U.S Occupational Safety and Health Administration
  - OSHA 1910 – Occupational Safety and Health Standards
  - OSHA 1926 – Safety and Health Regulations for Construction
  - OSHA 29 US Code 651 – General duty of employers to provide a safe and healthy working environment, including the identification and mitigation of potential hazards.

- PNNL – Pacific Northwest National Laboratory
  - Building America Solution Center (BASC): Air Sealing Modular Home Marriage Joints
  - Residential Energy Dynamics (RED) https://basc.pnnl.gov/redcalc

10. Exam Security

Exams are highly confidential materials. Any attempt to willfully compromise the integrity of the exam, the exam process, or the certification process shall be taken seriously; offenders may be prosecuted to the fullest extent of the law. In addition, any certification credential may be revoked immediately if a breach is proven to have been made by a certified individual.

11. Granting

To receive EA certification, the candidate must meet all prerequisite requirements, as well as successfully complete both the multiple-choice written and practical (field) exams.

Any certified professional that earns the EA certification is eligible for the Building Analyst – Technician and Building Analyst – Professional certifications. Once a certified professional has been awarded the EA, they will receive an email with instructions on how to obtain the BA-T and BA-P certifications. There is an additional cost for these certifications.

11.1 Time Limits for Completing Certification

BPI permits twelve (12) months to complete the certification process from the time a candidate takes the first exam. Candidates may challenge the EA written and field exam(s) up to six (6) times (each) in a one-year period. The one-year period begins after the first unsuccessful attempt of the exam, after which time a candidate will have five (5) more attempts to successfully challenge that particular exam.

Candidates that do not successfully complete the EA written and field exams and achieve certification within the one-year period, must wait for the one-year anniversary of the first unsuccessful attempt to challenge the exam(s) again.

11.2 Extensions

BPI reserves the right to extend a Certified Professional's certification on a case-by-case basis. Certifications are not guaranteed to be extended; only under extenuating circumstances that BPI deems warranted. If a certification is extended, any CEUs that were accumulated up to the point of the original expiration date will also be included in that extension.

11.3 Confidentiality of Information

BPI and BPI Test Centers shall adhere to all policies and procedures regarding candidate confidentiality and shall not release any information regarding any candidate or Certified Professional, beyond the consumer public information outlined in the BPI Certification Agreement, without obtaining prior written permission.

12. Home Energy Professional Certification Renewal

12.1 Energy Auditor Certification Renewal

BPI Certified Professionals who hold the EA certification will be required to renew their certification every five (5) years.

The certification renewal requirements for BPI certified EA must be completed prior to the current certification expiration date. Certified Professionals will be allowed to start the certification renewal process six (6) months prior to expiration, and if successful, will have the next renewal date as five (5) years from the current certification expiration date. If certification renewal is completed more than six (6) months in advance, the expiration date will change to the date of the last successful exam.

Certification Renewal: when a BPI Certified Professional successfully attempts to renew their EA certification on or before their current certification expiration date within the confines of the BPI Certification Renewal requirements as outlined below.

To be eligible for certification renewal, BPI certified Energy Auditors:

- may either accumulate a minimum of thirty (30) qualifying* continuing education units (CEUs) over the five (5) years of certification in order to bypass the written exam, **OR**
- successfully challenge the written exam that is current at the time of renewal.
  Qualifying CEUs are defined as any educational trainings/sessions that align with the Functions and Tasks (knowledge, skills, and abilities) section in the EA certification scheme handbook.
- In addition to either accumulating the minimum number of qualifying CEUs **OR** successfully completing the corresponding written exam, the Certified Professional **must successfully challenge the field exam** that is current at the time of renewal.
  There is no allowance for bypassing the field exam in order to renew the EA certification.

By completing certification renewal, all BPI certified Energy Auditors are re-attesting to the Code of Ethics located in the EA scheme handbook (Appendix B).

Initial Certification Renewal Scenarios

If individual completes:	Plus one of the items below:	Certification Result:
Field Exam (Successful)	Written Exam (Successful)	Certification Renewal Completed
Field Exam (Successful)	Relevant CEUs (bypass written exam) *	Certification Renewal Completed

As part of the certification renewal process, BPI will review the certified Energy Auditor's file for any open complaints. Should there be any open complaints at the time of expiration, BPI will not award certification renewal. The certification of the individual will be withdrawn or revoked due to the Certified Professional's negligent refusal to follow the certification scheme requirements.

12.2 Energy Auditor Certification Reissuance

Any unsuccessful attempt at certification renewal will end the current certification. Please refer to the table on the next page for details about the different Certification Reissuance Requirements.

Certification Reissuance: when a BPI Certified professional makes their first full attempt at meeting both the written and field requirements for renewal on, or within six months prior, to their expiration date, **AND are unsuccessful on one (1) of the renewal exams**, the current certification will end and become deactivated. If the candidate can then successfully challenge that unsuccessful exam within a one-year period, as outlined in the chart below, the certification will be reissued.

A candidate will have five (5) more attempts to successfully complete the exam. There is a cost for each exam. BPI permits twelve (12) months to complete the certification process from the time a candidate takes the first exam. Candidates who do not complete the certification process within the one-year period must retake both the written and field exams.

***Certification Reissuance is not considered a renewal of the original certification; therefore, a new certification date will be issued. ***

Initial Certification Renewal Scenarios

If individual completes:	Plus one of the items below:	Certification Result:
Field Exam (Successful)	Written Exam (Unsuccessful)	Current certification is deactivated. Candidates will have one (1) year from the date of the successful field exam to successfully challenge the written exam to complete the certification. The new certification date will be the date of the successful written exam.
Written Exam (Successful)	Field Exam (Unsuccessful)	Current certification is deactivated. Candidates will have one (1) year from the date of the successful written exam to successfully challenge the field exam to complete certification. The new certification date will be the date of the successful field exam.
Relevant CEUs (bypass written exam)	Field Exam (Unsuccessful)	Current certification is deactivated. Candidates will have one (1) year from the date of the unsuccessful field exam to successfully challenge the field exam. The new certification date will be the date of the successful field exam.

If a Certified Professional is using relevant CEUs for their first full attempt at renewal, the written requirement is considered fulfilled. Candidates who are unsuccessful on the field exam will then have one (1) year to complete the field requirement as explained in the chart above. If the certification ends due to an unsuccessful written exam, CEUs cannot be accumulated towards certification reissuance; the Certified Professional must successfully complete the written exam.

By becoming BPI EA certified, Certified Professionals are automatically re-attesting to BPI's Code of Ethics.

BPI reserves the right to modify this policy at any time. If changes are made, BPI will attempt to notify all participants via email. Always refer to the most up to date version of the scheme handbook located at www.bpi.org.

13. Surveillance

Surveillance of the Certified Professional is established to ensure compliance with the policies and procedures for which the certification was granted. The certification of the individual may be withdrawn or revoked due to Certified Professional's negligent refusal to follow the certification scheme requirements or failure to take appropriate corrective action as required by BPI.

14. File Review

The Certification Department will conduct a file review of Certified Professionals that have complaints filed against them. The review of the Certified Professional's file activities includes confirmation that any complaints against the Certified Professional have been resolved.

15. Corrective / Preventative Action

The corrective / preventative action shall include one of the following and is determined on a case-by-case basis at the discretion of BPI:

Level One: A corrective action will be given when the infraction is considered minor in nature. A written warning shall be sent to the Certified Professional about the nature of the infraction along with the required corrective action. The written warning shall become part of the Certified Professional's record.

Level Two: A corrective action will be given when the infraction is considered major in nature and requires proof. A written warning is sent to the Certified Professional about the infraction. The Certified Professional is required to submit proof, in writing, that the infraction has been corrected. The written warning and response will become part of the Certified Professional's record.

16. Withdrawal of Certification

Should the BPI certified EAr not maintain certification by not being able to fulfill the obligation of the certification due to illness, disability, change of profession, etc., the certification will be withdrawn at the request of the Certified Professional. BPI must be notified immediately if a Certified Professional may not be able to, or is no longer able to, fulfill the requirements of the certification.

BPI reserves the right, on a case-by-case basis, to withdraw a person's BPI Certification(s) at its discretion. Reasons for withdrawal of a BPI Certification include, but are not limited to:

- Failure to take steps to submit the requested information of a corrective action as outlined in Section 15
- Failure to follow the BPI EA Code of Ethics and/or Code of Conduct
- Failure to follow BPI Standards that align with the certification's JTA's, when applicable

In the event the BPI EA certification is withdrawn; the BPI Manager of Client Relations will review the Certified Professional's record and send confirmation of the withdrawal within thirty (30) days and provide a written statement in regard to steps that must be taken if the candidate requests the certification be reinstated.

Use of the BPI logo or brand and representation of being BPI certified must cease immediately if a certification is withdrawn, revoked, or expired.

17. Appeal Procedure

Individuals who wish to file an appeal of a decision on certification, or regarding the suspension of the EA certification, must do so in writing.

Appeal Process for Suspension of Certification

For a review of suspension or withdrawal of certification, the Certified Professional must follow the procedures below:

1. A request for review must be made within thirty (30) days from the date of the suspension or withdrawal of certification. The request for review may be made in the following manner:

    a. Submit the Complaint Form via the BPI website

    Go to www.bpi.org and select **About Us** at the top of the page, then **Contact Us**. Enter your information and choose **Exam Grade Appeal** from the **Category** dropdown box.

b. Send a letter via registered mail to

Building Performance Institute, Inc.
Attn: Appeals
63 Putnam Street, Suite 202
Saratoga Springs, NY 12866

c. Send an email to Appeals@bpi.org

2. The request for review must specifically state the reasons why the Certified Professional believes the initial decision should be modified or overturned and provide new information on the issue; or include a specific reference where required procedures were not followed.

3. The review will be carried out by the Quality Assurance (QA) Department. Review results will be forwarded to the Director, who will provide the decision to the candidate via email, within forty-five (45) days of receiving the request for appeal.

18. Complaints

BPI recognizes that there are two main types of complaints that may be brought to its attention:

- Complaints regarding BPI and/or its related vendor organization (administrative, testing, Test Center, proctor, etc.)
- Complaints regarding BPI Certified Professionals or organizations with BPI Certified Professionals on staff

Complaints Process

To file a complaint, the individual must follow the procedures, below:

1. A complaint must be made within thirty (30) days from the date that the situation occurred. The request for review may be made in the following manner:

   a. Submit the Complaint Form via the BPI website:

   Go to www.bpi.org and select **About Us** at the top of the page, select **Contact Us**. Enter your information and choose **Complaint Form** from the **Category** dropdown box.

   b. Send a letter via registered mail to

   Building Performance Institute, Inc.
   Attn: Complaints
   63 Putnam Street, Suite 202
   Saratoga Springs, NY 12866

   c. Send an email to Complaints@bpi.org

2. The request for review must provide specific details for the complaint and any type of documented information that pertains to the situation.

3. The review will be carried out on a case-by-case basis by the Quality Assurance (QA) Department. Review results will be forwarded to the Director, who will provide the decision to the complainant, via email, within thirty to forty (30 – 40) days of receiving the complaint.

19. Secondary and Tertiary Appeal Procedures

If BPI receives an appeal to any decision it has made, including decision on certification (suspension or otherwise), a resolution for any complaint, or the outcome of a secondary appeal, the person shall be instructed to submit the appeal by the following procedure.

*Note: *Any staff member that may have worked on the decision-making process for an initial complaint or appeal will not be involved in the decision-making process for any follow-up appeal.*

1. An appeal must be made within thirty (30) days from the date that the initial outcome of the original complaint or appeal occurred. The request for review may be made in the following manner:

    a. Submit the Complaint Form via the BPI website

    Go to www.bpi.org and select **About Us** at the top of the page, then **Contact Us**. Enter your information and choose **the Complaint Form** from the **Category** dropdown box.

    b. Send a letter via registered mail to

    Building Performance Institute, Inc.
    Attn: Complaints
    63 Putnam Street, Suite 202
    Saratoga Springs, NY 12866

    c. Send an email to Complaints@bpi.org

2. The request for review must provide specific details for the complaint and any type of documented information that pertains to the situation.

3. The review will be carried out on a case-by-case basis by the Compliance Department. Review results will be forwarded to the appropriate BPI staff, who will provide the decision to the complainant via email, within thirty to forty (30 – 40) days of receiving the complaint.

Decisions made about a tertiary appeal are final.

20. Comments

Submit any comments regarding the certification exams or processes to HEPCertification@BPI.org.

Appendix A – Code of Conduct

This Code of Conduct sets forth the behavioral norms and standards the certified Energy Auditor and certified Quality Control Inspector (herein referred to as "Home Energy Professionals") are required to uphold and abide by as a condition of awarding and maintaining certification.

I. Avoiding Conflicts of Interest
A. Home Energy Professionals shall not participate in professional activities involving a conflict of interest. A conflict of interest occurs when a Home Energy Professional is inappropriately motivated by any financial, personal, or professional purpose other than the fulfillment of work orders. Work order fulfillment means the delivery of paid professional services, as specified, that skillfully, completely, and usefully meet the stated needs and desires of the client, employer, or entity seeking services, in compliance with all applicable codes, regulations, and standards.
B. Home Energy Professionals shall avoid, whenever possible, even the appearance of a conflict of interest and shall disclose all potentially questionable associations and relationships in advance to any stakeholder with a legitimate right to be informed of them.
C. Home Energy Professionals shall disclose to the client or entity seeking services, in writing, any compensatory relationships with product or service providers they are recommending (if they work for a window installation contractor, are paid finders' fees, etc.).
D. When asked for professional recommendations, Home Energy Professionals shall direct the client to the official sources for up-to-date lists of certified professionals and accredited contracting companies before making any personal referrals. Personal referrals and recommendations are acceptable, provided that they do not violate any article within this Code of Conduct.

II. Professionalism and Integrity
A. Home Energy Professionals shall comply with all safety-related regulations, warnings, and instructions set forth by local, state, or federal organizations and other recognized safety organizations.
B. Home Energy Professionals shall report to all appropriate parties any safety and security concerns directly related to any work performed by any previous or other current contractors or employees.
C. Home Energy Professionals shall report any additional safety and security concerns to the client or entity seeking services.
D. Home Energy Professionals shall guide or perform work based on best practices and standards in the field, using diagnostics, testing, and visual inspection within their areas of education, training, and expertise.
E. Home Energy Professionals shall provide professional services that effectively guide their client or entity seeking services to reduce energy consumption, improve health and safety, and increase the lifespan of the building while also improving the quality of life and comfort for building occupants.

F. Home Energy Professionals shall help their client or entity seeking services to evaluate the costs and benefits of available energy efficiency options in a way that promotes the client's best interests, in full compliance with applicable codes, standards, and regulations.

G. Home Energy Professionals shall not accept any form of compensation for recommending products or services to clients or other parties having an interest in the inspected work.

III. Representation of the Home Energy Professional Professions and Self-Representation

A. Home Energy Professionals shall neither misrepresent nor knowingly deceive others concerning their experience and capabilities.

B. Home Energy Professionals shall neither misrepresent nor misuse their certification.

C. Home Energy Professionals shall not engage in any conduct that is detrimental to the reputation or the best interests of the Energy Auditor and/or Quality Control Inspector Certifications, the professions, or the industry as a whole.

D. Home Energy Professionals shall always act professionally and in the best interests of the client, employer, or entity seeking services. Home Energy Professionals shall not act in any way that denies or impedes competent, timely, and professional service to the client, employer, or entity seeking services.

E. Home Energy Professionals shall not willfully damage, or by negligence or indifference allow to be damaged, any property belonging to the client, employer, or entity seeking services. Home Energy Professionals shall take reasonable means to protect the owner's health, safety, property, and possessions, and to prevent the undue loss, theft, waste, and dissipation of the owner's funds, resources, and supplies.

F. Home Energy Professionals shall not betray the trust that the property owner, client, employer, or entity seeking services have placed in them by inviting them to work in their homes and businesses.

G. Home Energy Professionals shall ensure that any individuals working under their supervision will act in a professional manner, in compliance with all applicable laws, regulations, and standards, and in compliance with all articles specified by this Code of Conduct.

IV. Maintaining Confidentiality

A. Home Energy Professionals shall not discuss or disclose to third parties any confidential information about properties, the property owner, client, employer, and entity seeking services, unless required by court order to do so. Confidential information is defined here as names, addresses, phone numbers, financial data, personal details, vulnerabilities, defects, measurements, diagrams, blueprints, photographs, recordings, electronic versions, and other descriptions or representations that only the employers or clients have a right and a need to know about and disseminate.

B. Home Energy Professionals must not, without permission, disclose private, confidential information about any property owner, client, employer, or entity seeking services for the use or interests of any third parties whose services and opinions have not been explicitly requested by the property owner, client, employer, or entity seeking services. Home Energy Professionals may discreetly discuss their own work and working conditions with their family and associates, but not in any way that violates the privacy of the property owner, client, employer, the entity seeking services, and relevant family members.

C. Home Energy Professionals shall not disclose to others the findings of work performed for the client, employer, or entity seeking services without prior authorization from the client, employer, or entity seeking services unless required by court order to make such a disclosure.

V. Disciplinary Actions and Appeal

A. Violation of any article of this Code of Conduct could result in disciplinary actions, including the revocation of the Energy Auditor Certification or the Quality Control Inspector Certification.

B. Home Energy Professionals have the right to appeal any disciplinary decisions to the certifying body.

Appendix B – BPI Certification Agreement

BPI Certification Agreement

An applicant who wishes to take a BPI exam will be required to accept BPI's Candidate Certification Agreement before beginning your exam. Make sure to read and be familiar with this agreement before you take your exam.

BY SIGNING YOU ARE AGREEING TO THE TERMS AND CONDITIONS OF THIS CANDIDATE CERTIFICATION AGREEMENT. CANDIDATE MAY TAKE THE EXAM ONLY IF CANDIDATE AGREES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF CANDIDATE DOES NOT AGREE TO THE TERMS AND CONDITIONS, CANDIDATE SHALL SELECT "NO, I DO NOT AGREE" BELOW AND WILL NOT BE ALLOWED TO TAKE THE EXAM.

BPI and Candidate hereby agree that the terms and conditions of the Agreement shall govern Candidate's participation in BPI's Certification Exam and BPI's Certification.

1. CERTIFICATION

A. The Candidate must:
- I. meet the prerequisites
- II. pay for any associated fees, including fees for retesting for any reason
- III. accept the terms and conditions of this Agreement before completing the exam
- IV. pass the exam(s)
- V. keep contact information up to date

B. Modification to Certification Requirements. BPI may expand or reduce the title or scope of the desired certification or withdraw the certification at BPI's discretion.

C. Termination. Candidate may terminate this Agreement at any time upon written notice to BPI. If the candidate chooses to terminate this Agreement prior to the expiration date of their certification, the certification, including all related material, must be surrendered and will be void. Upon termination of this Agreement and after the expiration of the Certification, all rights related to the Candidate's Certification, including all rights to use the Certification and the Logo, will immediately terminate.

2. COMPLIANCE WITH TESTING REGULATIONS

Candidate agrees to comply with all testing regulations required by BPI and/or its Test Centers.

A. No Cheating. Candidate agrees that all answers submitted in completing the exam are entirely their own. Candidate will neither:
- I. provide nor accept improper assistance; nor
- II. use unauthorized materials in attempting to satisfy certification requirements.

B. No Misconduct. Candidate agrees not to
- I. falsify his or her identity or impersonate another individual
- II. forge the certification, exam score reports, identification cards or any other exam records
- III. engage in fraudulent conduct or misrepresent him or herself as Certified when he or she has not successfully met the applicable Certification requirements
- IV. misuse or disclose username and/or password or any other Certification identities; and/or
- V. engage in any other misconduct that could be considered by BPI, in its sole discretion, as compromising the integrity, security or confidentiality of the exam or the certification.

C. No Disclosure. Candidate understands and agrees that the exam is BPI's confidential and proprietary information. Candidate agrees to maintain the confidentiality of the exam and not disclose, whether verbally, in writing or in any media, the contents of the exam or any part of the certification. Further, the candidate agrees not to request any other individual to disclose the exam or any part thereof to the candidate.

D. No Misuse of the Exam. Candidate agrees not to copy, publish, offer to sell, sell, publicly perform or display, distribute in any way or otherwise transfer, modify, make derivative works thereof, reverse engineer, decompile, disassemble or translate the exam or part thereof.

3. BPI ACTION FOR NON-COMPLIANCE

Candidate understands and agrees that, if for any reason and at its sole discretion, BPI believes the candidate violated the terms of this agreement or the criteria against which the competence of a person is evaluated in accordance with the scheme of the certification. BPI has the right to deny candidate any further participation in the exam, cancel a passed exam result, remove the candidate's certified status and any other rights previously conferred on the candidate by BPI, and to permanently bar candidate from any further participation in BPI's certification.

4. WITHDRAWAL OF CERTIFICATION

Should the candidate not maintain or not continue to prove their competence for this certification to the satisfaction of BPI, the certification will be withdrawn. In the event the certification is withdrawn, BPI will review the certified individual's record and provide a written statement in regard to steps that will be taken in order for the certification to be reinstated.
Reasons for withdrawal of an individual's certification by BPI include, but are not limited to:

I. Failure of the multiple-choice exam
II. Failure of field evaluation
III. Verification of a complaint to meet installation requirements and then not correcting the deficiencies
IV. Failure to take steps to correct improper practices.

If the certified individual may not be able or is no longer able to fulfill the requirements of the certification the certified individual must notify BPI immediately and surrender to BPI all certification documents, such as BPI ID Card and BPI Certificates, and cease using any logo or marketing materials.

Candidates can appeal the decision by reviewing the appeals process in the associated BPI Scheme handbook.

5. REPRESENTATIONS AND WARRANTIES

A. Candidate represents and warrants that:

I. Candidate will refrain from any conduct that may harm the goodwill and reputation of BPI or its products and
II. Candidate shall not make any representation, warranty or promise on behalf of or binding upon BPI and
III. Candidate shall not make claims regarding certification outside of the intended scope of the appropriate certification.

B. Candidate agrees to not use the certification in a manner that is misleading or unwarranted.

6. INDEMNIFICATION

Candidate agrees to indemnify, defend and hold BPI harmless against any losses, liabilities, damages, claims and expenses (including any legal fees) arising out of any claims or suits, whatever their nature and however arising, in whole or in part, which may be brought or made against BPI, or its Test Centers, officers, employees or assigns, in connection with:

I. any personal injury, property damage or other claims which are caused, directly or indirectly by any negligent act, omission, illegal or willful misconduct by the candidate
II. Candidate use or misuse of the Certification and/or the BPI Logo
III. Candidate use or misuse of BPI confidential information; and/or
IV. Candidate breach of any obligations or warranties under this Agreement.

7. LIMITATION OF LIABILITY

Damages. BPI shall not be liable for any indirect, incidental, special, punitive, or consequential damage or any loss of profits, revenue, or data. BPI's liability for direct damages, whether in contract, tort or otherwise, shall be limited to the fees paid to BPI under this Agreement.

8. CONFIDENTIALITY UNDERTAKING

A. By signing this Agreement, Candidate or certified individual agrees to all terms and conditions herein

B. Candidate agrees

I. to hold Confidential Information in confidence and take all reasonable precautions to protect it
II. not to, directly or indirectly, use Confidential Information at any time during the certification procedure, the performance of the exam and thereafter, and
III. not to, directly or indirectly, disclose, publish, reproduce or transmit any Confidential Information completely or in part to any third party, in any form, including but not limited to verbal, written, electronic or any other means for any purpose without the prior express written permission of BPI.

C. BPI retains all rights, title and interest in and to all information, content and data contained in the exam and all copyrights, patent rights, trademark rights and other proprietary rights thereto provided by BPI under the certification procedure and Exam.

Upon any breach by the Candidate of the confidentiality undertaking in the Candidate Certification Agreement, BPI may automatically and without notice withdraw Candidate's Certification. Further, BPI is entitled to pursuing any other available remedy for unauthorized disclosure or for breach of the confidentiality undertaking in said Agreement.

By earning a BPI credential, I consent to give BPI permission to respond to consumer public queries about my certification status and make available, via a search tool on www.bpi.org, the following information: Full Name, City/State, Certification Number, Expiration Dates, and Designations earned.

I understand that BPI may, at its discretion, post or remove the consumer public information on www.bpi.org. BPI is not authorized to post or disseminate any other information beyond that stated, such as employer, home address, or telephone number without my express permission.

The consumer public authorization shall remain in effect as long as BPI maintains records about certification. The special authorization shall remain in effect until BPI receives and acknowledges written notification withdrawing the authorization. The special authorization is completely voluntary and may be withdrawn. BPI does not condition award of your certification on receiving this special authorization. However, some programs may require release of this information in order to process or receive incentives, or for participation in their programs. This is not a BPI requirement.

Credential holders who change their address or employment are responsible for notifying BPI of these changes and verifying the changes have been updated after notice.

The proctor for your field exam may be subject to a Quality Assurance visit by either a BPI staff member onsite or a video recorded exam session to ensure BPI policies and ANSI/ISO requirements are met, and testing remains equitable. This evaluation is of the proctor, not the test taker, and will not interfere with your exam. BPI conducts these visits to the benefit of both the test taker and the proctor.

Consent to Use Name and Likeness in Videotapes for Proctor Training Purposes

I grant the Building Performance Institute, Inc. ("BPI"), its agents and representatives' permission to videotape me, audio record my conversations and take photographs of me in connection with BPI's written and field testing (the "Content").

- I understand and agree that I will not be paid for any use of my first name, the Content, or for any of the rights granted in this document.
- I waive any right to inspect or approve the use of the content or the use of my first name now or at any time in the future.
- I acknowledge that BPI may, in its sole discretion, choose to not use, or discontinue its use of, the content or my first name now or at any time in the future.
- I am eighteen (18) years of age or older. I am not subject to any restrictions, contractual or otherwise, that would prohibit me from agreeing to the terms or preclude BPI from exercising the rights and privileges I have granted to them.

TESTING ACCOMODATIONS

The Americans with Disabilities (ADA) Act provides comprehensive civil rights protection for qualified individuals with disabilities. An individual with a disability is a person who: (1) has a physical impairment or a mental impairment that substantially limits a major life activity, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

BPI provides accommodation for individuals with disabilities, or language barrier, ensuring equal opportunity.

1. **Contact BPI directly:** Reach out to customer service to ask about specific testing accommodation. Extended time, a quiet space, or other adjustments may be made depending on your needs.
2. **Request in advance:** BPI requires testing accommodation to be approved ahead of time, so reach out to BPI prior to scheduling your exam.
3. **Provide necessary documentation:** In some cases, you may need to provide documentation about your disability or specific requirements from a medical or psychological professional.

STANDARDS OF CONDUCT

By obtaining A Building Performance Institute certification, you agree to the terms and conditions of BPI's Standards of Conduct.

Certification may be denied, suspended, or revoked, if an individual is not in compliance with this Code of Conduct. Grounds for disciplinary action include (but are not limited to):

1. An irregular event in connection with an exam, including (but not limited to) copying exam materials, causing a disruption in the testing area, and failure to abide by reasonable exam administration rules;

2. Taking the exam for any purpose other than that of becoming certified in the technical area referenced in the title of the exam;

3. Disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting anyportion of the exam in any form or by any means, verbal, written, electronic or mechanical, without the prior express written permission;

4. Providing fraudulent or misleading information;

5. Failure to pay fees when due;

6. Unauthorized possession or misuse of certifications;

7. Misrepresentation of certification status;

8. Failure to provide requested information in a timely manner;

9. Impairment of professional performance because of habitual use of alcohol, drugs, or other substance, or any physical or mental condition;

10. Gross or repeated negligence or malpractice in professional work;

11. Failure to maintain a current professional credential as required by the jurisdiction in which the individual practices (this may include a license, certificate, or registration);

12. The conviction of, plea of guilty to, or plea to a felony or misdemeanor related to public safety or the building industry;

13. Disciplinary action by a licensing board related to a building industry; and

14. Other failure to maintain continuous compliance with the certification standards, policies, and procedures related to your certification.

Disciplinary Actions

The following disciplinary actions may be taken as a result of non-compliance with this Standard of Conduct:

- Denial or suspension of eligibility
- Denial of certification
- Revocation of certification
- Non-renewal of certification
- Suspension of certification
- Reprimand or
- Other corrective action

Appendix C – Código de Conducta

Este Código de Conducta establece las normas y estándares de comportamiento que el Auditor de Energía y el Inspector de Control de Calidad certificados (en adelante, denominados “Profesionales de Energía del Hogar”) deben respetar y cumplir como condición para la concesión y mantenimiento de su certificación.

I. Evitar Conflictos de Interés
A. Los Profesionales de Energía del Hogar no deberán participar en actividades profesionales que representen un conflicto de interés. Un conflicto de interés ocurre cuando un Profesional de Energía del Hogar está inapropiadamente motivado por cualquier propósito financiero, personal o profesional distinto del cumplimiento de las órdenes de trabajo. El cumplimiento de la orden de trabajo significa la prestación de servicios profesionales remunerados, según lo especificado, que cumplen de manera hábil, completa y útil con las necesidades y deseos expresados del cliente, empleador o entidad que solicita los servicios, en cumplimiento con todos los códigos, regulaciones y estándares aplicables.
B. Los Profesionales de Energía del Hogar deberán evitar, siempre que sea posible, incluso la apariencia de un conflicto de interés y deberán divulgar todas las asociaciones y relaciones potencialmente cuestionables con anticipación, a cualquier parte interesada, con un derecho legítimo a ser informada al respecto.
C. Los Profesionales de Energía del Hogar deberán informar por escrito al cliente o a la entidad que solicita servicios, cualquier relación compensatoria con proveedores de productos o servicios que estén recomendando (si trabajan para un contratista de instalación de ventanas, reciben comisiones por referencias, etc.).
D. Al proporcionar recomendaciones profesionales, los Profesionales de Energía del Hogar deberán remitir al cliente a las fuentes oficiales con listas actualizadas de profesionales certificados y empresas contratistas acreditadas, antes de hacer cualquier recomendación personal. Las recomendaciones personales son aceptables, siempre que no infrinjan ningún artículo dentro de este Código de Conducta.

II. Profesionalismo e Integridad
A. Los Profesionales de Energía del Hogar deberán cumplir con todas las regulaciones, advertencias e instrucciones relacionadas con la seguridad establecidas por organizaciones locales, estatales o federales y otras entidades de seguridad reconocidas.
B. Los Profesionales de Energía del Hogar deberán informar a todas las partes correspondientes sobre cualquier inquietud relacionada con la seguridad y la protección directamente vinculada a trabajos realizados por contratistas o empleados anteriores o actuales.
C. Los Profesionales de Energía del Hogar deberán informar al cliente o a la entidad que solicita los servicios sobre cualquier otra inquietud adicional relacionada con la seguridad y la protección.
D. Los Profesionales de Energía del Hogar deberán orientar o realizar trabajos basados en las mejores prácticas y estándares del sector, utilizando diagnósticos, pruebas e inspección visual dentro de sus áreas de educación, capacitación y experiencia.

E. Los Profesionales de Energía del Hogar deberán prestar servicios profesionales que orienten de manera efectiva al cliente o a la entidad que solicita servicios para reducir el consumo de energía, mejorar la salud y la seguridad, y prolongar la vida útil del edificio, al mismo tiempo que se mejora la calidad de vida y el confort de los ocupantes del mismo.

F. Los Profesionales de Energía del Hogar deberán ayudar al cliente o a la entidad que solicita los servicios a evaluar los costos y beneficios de las opciones de eficiencia energética disponibles de manera que se promuevan los mejores intereses del cliente, en pleno cumplimiento con los códigos, estándares y regulaciones aplicables.

G. Los Profesionales de Energía del Hogar no deberán aceptar ningún tipo de compensación por recomendar productos o servicios al cliente ni a otras partes interesadas en el trabajo inspeccionado.

III. Representación de la Profesión de los Profesionales de Energía del Hogar y Autorrepresentación

A. Los Profesionales de Energía del Hogar no deberán tergiversar ni engañar intencionalmente a otros sobre su experiencia o capacidades.

B. Los Profesionales de Energía del Hogar no deberán tergiversar ni hacer un uso indebido de su certificación.

C. Los Profesionales de Energía del Hogar no deberán participar en ninguna conducta que perjudique la reputación o los mejores intereses de las certificaciones de Auditor de Energía y/o Inspector de Control de Calidad, de la profesión o de la industria en su conjunto.

D. Los Profesionales de Energía del Hogar deberán actuar con profesionalismo en todo momento y en los mejores intereses del cliente, empleador o entidad que solicita servicios. Los Profesionales de Energía del Hogar no deberán actuar de ninguna manera que niegue o impida la prestación competente, oportuna y profesional de servicios al cliente, empleador o entidad que solicita servicios.

E. Los Profesionales de Energía del Hogar no deberán causar daños intencionalmente ni, por negligencia o indiferencia, permitir que se dañen bienes pertenecientes al cliente, empleador o entidad que solicita servicios. Los Profesionales de Energía del Hogar deberán tomar medidas razonables para proteger la salud, seguridad, propiedad y posesiones del propietario, y prevenir la pérdida indebida, el robo, el desperdicio y la utilización negligente de los fondos, recursos y suministros del propietario.

F. Los Profesionales de Energía del Hogar no deberán traicionar la confianza que el propietario, cliente, empleador o entidad que solicita servicios ha depositado en ellos al invitarlos a trabajar en sus hogares y negocios.

G. Los Profesionales de Energía del Hogar deberán asegurarse de que cualquier persona que trabaje bajo su supervisión actúe de manera profesional, en cumplimiento con todas las leyes, regulaciones y estándares aplicables, y en cumplimiento con todos los artículos especificados en este Código de Conducta.

IV. Mantener la Confidencialidad

A. Los Profesionales de Energía del Hogar no deberán discutir ni divulgar a terceros ninguna información confidencial sobre propiedades, propietarios, clientes, empleadores, y entidades que soliciten servicios, salvo que una orden judicial así lo exija. La información confidencial se define aquí como nombres, direcciones, números de teléfono, datos financieros, detalles personales, vulnerabilidades, defectos, mediciones, diagramas, planos, fotografías, grabaciones, versiones electrónicas y otras descripciones o representaciones que solo los empleadores o clientes tienen derecho y necesidad de conocer y divulgar.

B. Los Profesionales de Energía del Hogar no deberán, sin permiso, divulgar información privada y confidencial sobre ningún propietario, cliente, empleador o entidad que solicite servicios para el uso o intereses de terceros cuyos servicios y opiniones no hayan sido solicitados explícitamente por el propietario, cliente, empleador o entidad que solicita servicios. Los Profesionales de Energía del Hogar pueden discutir discretamente su propio trabajo y condiciones laborales con su familia y allegados, siempre que no viole la privacidad del propietario, cliente, empleador, la entidad que solicita servicios y sus familiares relevantes.

C. Los Profesionales de Energía del Hogar no deberán divulgar los hallazgos del trabajo realizado para el cliente, empleador o entidad que solicita servicios sin autorización previa, a menos que una orden judicial exija dicha divulgación.

V. Acciones Disciplinarias y Apelación

A. La violación de cualquier artículo de este Código de Conducta podría resultar en sanciones disciplinarias, incluyendo la revocación de la Certificación de Auditor de Energía o de la Certificación de Inspector de Control de Calidad.

B. Los Profesionales de Energía del Hogar tienen derecho a apelar cualquier decisión disciplinaria ante el organismo certificador.

Appendix D – Acuerdo De Certificación De BPI

ACUERDO DE CERTIFICACIÓN DE BPI

Un solicitante que desee realizar un examen de BPI deberá aceptar el Acuerdo de Certificación del Candidato de BPI antes de comenzar su examen. Asegúrese de leer y estar familiarizado con este acuerdo antes de presentar su examen.

AL FIRMAR, USTED ACEPTA LOS TÉRMINOS Y CONDICIONES DE ESTE ACUERDO DE CERTIFICACIÓN DEL CANDIDATO. EL CANDIDATO SOLO PODRÁ PRESENTAR EL EXAMEN SI ACEPTA LOS TÉRMINOS Y CONDICIONES DE ESTE ACUERDO. SI EL CANDIDATO NO ACEPTA LOS TÉRMINOS Y CONDICIONES, DEBERÁ SELECCIONAR "NO, NO ACEPTO" A CONTINUACIÓN Y NO SE LE PERMITIRÁ PRESENTAR EL EXAMEN.

BPI y el Candidato acuerdan que los términos y condiciones del presente Acuerdo regirán la participación del Candidato en el Examen de Certificación de BPI y su certificación.

1. CERTIFICACIÓN

A. El Candidato debe:
- I. cumplir con los requisitos previos.
- II. pagar todas las tarifas asociadas, incluidas las tarifas por volver a presentar el examen por cualquier razón
- III. aceptar los términos y condiciones de este Acuerdo antes de completar el examen.
- IV. aprobar el(los) examen(es).
- V. mantener actualizada su información de contacto.

B. Modificación de los Requisitos de Certificación. BPI podrá ampliar o reducir el título o el alcance de la certificación deseada o retirarla a su discreción.

C. Terminación. El Candidato podrá dar por terminado este Acuerdo en cualquier momento mediante notificación por escrito a BPI. Si el candidato elige dar por terminado este Acuerdo antes de la fecha de vencimiento de su certificación, la certificación, incluidos todos los materiales relacionados, deberá ser entregada y será anulada. Tras la terminación de este Acuerdo y después de la expiración de la Certificación, todos los derechos relacionados con la Certificación del Candidato, incluidos los derechos de uso de la Certificación y el Logo, se cancelarán inmediatamente.

2. CUMPLIMIENTO CON LAS REGULACIONES DE EXAMEN

El Candidato acepta cumplir con todas las regulaciones de examen requeridas por BPI y/o sus Centros de Prueba.

A. Sin trampas. El Candidato acepta que todas las respuestas enviadas en el examen son completamente suyas y no:
- I. proporcionará ni aceptará asistencia indebida.
- II. utilizará materiales no autorizados para cumplir con los requisitos de certificación.

B. Sin mala conducta. El Candidato se compromete a no:
- I. falsificar su identidad o suplantar a otra persona.
- II. falsificar la certificación, informes de puntuación, tarjetas de identificación o cualquier otro registro del examen.
- III. participar en conductas fraudulentas o presentarse como Certificado cuando no ha cumplido con los requisitos aplicables.
- IV. usar indebidamente o divulgar el nombre de usuario y/o contraseña u otras credenciales de certificación; y/o
- V. participar en cualquier otra conducta indebida que BPI, a su entera discreción, pueda considerar como una amenaza a la integridad, seguridad o confidencialidad del examen o la certificación.

C. No divulgación. El Candidato entiende y acepta que el examen es información confidencial y de propiedad de BPI. El Candidato acepta mantener la confidencialidad del examen y no divulgar, ya sea verbalmente, por escrito o en cualquier otro medio, el contenido del examen o cualquier parte de la certificación. Además, el Candidato acepta no solicitar a ninguna otra persona que divulgue el examen o cualquier parte del mismo al Candidato.

D. No uso indebido del examen. El Candidato acepta no copiar, publicar, ofrecer a la venta, vender, realizar o exhibir públicamente, distribuir de cualquier manera o transferir, modificar, crear trabajos derivados, realizar ingeniería inversa, descompilar, desensamblar o traducir el examen o cualquier parte del mismo.

3. ACCIONES DE BPI POR INCUMPLIMIENTO

El Candidato entiende y acepta que, si por cualquier razón y a su entera discreción, BPI considera que el Candidato ha violado los términos de este acuerdo o los criterios con los cuales se evalúa la competencia de una persona de acuerdo con el esquema de certificación, BPI tiene el derecho de negar al Candidato cualquier participación futura en el examen, anular un resultado aprobado, revocar el estado de certificación del Candidato y cualquier otro derecho previamente conferido por BPI, así como prohibir permanentemente al Candidato de cualquier participación futura en la certificación de BPI.

4. RETIRO DE LA CERTIFICACIÓN

Si el Candidato no mantiene o no continúa demostrando su competencia para esta certificación a satisfacción de BPI, la certificación será retirada. En caso de que la certificación sea retirada, BPI revisará el expediente del individuo certificado y proporcionará una declaración escrita sobre los pasos necesarios para la reinstalación de la certificación.

Las razones por las cuales BPI puede retirar la certificación de un individuo incluyen, pero no se limitan a:

I. No aprobar el examen de opción múltiple.
II. No aprobar la evaluación de campo.
III. Verificación de una queja sobre el incumplimiento de los requisitos de instalación y la falta de corrección de las deficiencias.
IV. No tomar medidas para corregir prácticas inadecuadas.

Si el individuo certificado no puede o ya no está en condiciones de cumplir con los requisitos de la certificación, debe notificar a BPI de inmediato y entregar todos los documentos de certificación a BPI, como la Tarjeta de Identificación BPI y los Certificados BPI, además de cesar el uso de cualquier logotipo o material de mercadeo.

Los candidatos pueden apelar la decisión revisando el proceso de apelaciones en el manual del esquema de certificación de BPI correspondiente.

5. DECLARACIONES Y GARANTÍAS

A. El Candidato declara y garantiza que:

I. Se abstendrá de cualquier conducta que pueda perjudicar la reputación y el prestigio de BPI o de sus productos y
II. No hará ninguna declaración, garantía o promesa en nombre de BPI ni que implique obligaciones para BPI y
III. No realizará afirmaciones sobre la certificación fuera del alcance previsto de la certificación correspondiente.

B. El Candidato acepta no utilizar la certificación de manera engañosa o indebida.

6. INDEMNIZACIÓN

El Candidato acepta indemnizar, defender y eximir de responsabilidad a BPI contra cualquier pérdida, responsabilidad, daño, reclamación y gasto (incluidos los honorarios legales) derivados de cualquier reclamación o demanda, de cualquier naturaleza y origen, total o parcial, que pueda presentarse contra BPI, sus Centros de Pruebas, funcionarios, empleados o cesionarios, en relación con:

I. Cualquier lesión personal, daño a la propiedad u otras reclamaciones causadas, directa o indirectamente, por un acto negligente, omisión, conducta ilegal o dolosa del Candidato.
II. El uso indebido o mal uso de la Certificación y/o del Logotipo de BPI por parte del Candidato.
III. El uso indebido o mal uso de la información confidencial de BPI por parte del Candidato.
IV. El incumplimiento por parte del Candidato de cualquier obligación o garantía bajo este Acuerdo.

7. LIMITACIÓN DE RESPONSABILIDAD

Daños. BPI no será responsable por ningún daño indirecto, incidental, especial, punitivo o consecuente, ni por la pérdida de beneficios, ingresos o datos. La responsabilidad de BPI por daños directos, ya sea por contrato, agravio o cualquier otra causa, se limitará a las tarifas pagadas a BPI en virtud de este Acuerdo.

8. COMPROMISO DE CONFIDENCIALIDAD

A. Al firmar este Acuerdo, el Candidato o el individuo certificado acepta todos los términos y condiciones aquí establecidos.

B. El Candidato acepta:

I. Mantener la Información Confidencial en estricta confidencialidad y tomar todas las precauciones razonables para protegerla.
II. No utilizar, directa o indirectamente, la Información Confidencial en ningún momento durante el procedimiento de certificación, la realización del examen o después de este.
III. No divulgar, publicar, reproducir ni transmitir, directa o indirectamente, ninguna Información Confidencial total o parcialmente a terceros, en ninguna forma, incluyendo, entre otros, medios verbales, escritos, electrónicos o cualquier otro medio, para ningún propósito sin la previa autorización expresa y por escrito de BPI.

C. BPI conserva todos los derechos, títulos e intereses sobre toda la información, contenido y datos contenidos en el examen, así como todos los derechos de autor, patentes, marcas registradas y otros derechos de propiedad proporcionados por BPI en el procedimiento de certificación y el examen.

Si el Candidato incumple el compromiso de confidencialidad establecido en el Acuerdo de Certificación del Candidato, BPI podrá retirar automáticamente y sin previo aviso la certificación del Candidato. Además, BPI tendrá derecho a ejercer cualquier otro recurso disponible por divulgación no autorizada o por incumplimiento del compromiso de confidencialidad en dicho Acuerdo.

Al obtener una credencial de BPI, otorgo mi consentimiento para que BPI responda a consultas públicas de los consumidores sobre mi estado de certificación y haga disponible, a través de una herramienta de búsqueda en www.bpi.org, la siguiente información: Nombre completo, Ciudad/Estado, Número de certificación, Fechas de expiración y Designaciones obtenidas.

Entiendo que BPI puede, a su discreción, publicar o eliminar la información pública del consumidor en www.bpi.org. BPI no está autorizado a publicar ni difundir ninguna otra información más allá de la mencionada, como el empleador, la dirección personal o el número de teléfono, sin mi autorización expresa.

La autorización pública del consumidor permanecerá en vigor mientras BPI mantenga registros sobre la certificación. La autorización especial permanecerá en vigor hasta que BPI reciba y confirme por escrito la notificación de su retiro. Esta autorización especial es completamente voluntaria y puede ser revocada. BPI no condiciona la concesión de su certificación a la recepción de esta autorización especial. Sin embargo, algunos programas pueden requerir la divulgación de esta información para procesar o recibir incentivos o para participar en sus programas. Esto no es un requisito de BPI.

Los titulares de credenciales que cambien su dirección o empleo son responsables de notificar a BPI sobre estos cambios y de verificar que las modificaciones hayan sido actualizadas después de la notificación.

El supervisor de su examen de campo puede estar sujeto a una visita de Garantía de Calidad por parte de un miembro del personal de BPI en el sitio o mediante una grabación en video de la sesión del examen para garantizar que se cumplan las políticas de BPI y los requisitos ANSI/ISO y que el proceso de evaluación siga siendo equitativo. Esta evaluación se realiza sobre el supervisor del examen, no sobre el examinado, y no interferirá con su examen. BPI realiza estas visitas en beneficio tanto del examinado como del supervisor.

Consentimiento para el Uso del Nombre e Imagen en Videos para Propósitos de Capacitación de Supervisores

Yo otorgo permiso al Building Performance Institute, Inc. (“BPI”), sus agentes y representantes, para grabarme en video, registrar mis conversaciones en audio y tomar fotografías de mí en relación con las pruebas escritas y de campo de BPI (el “Contenido”).

- Entiendo y acepto que no recibiré pago alguno por el uso de mi nombre, el Contenido o por cualquiera de los derechos otorgados en este documento.
- Renuncio a cualquier derecho a inspeccionar o aprobar el uso del Contenido o el uso de mi nombre ahora o en cualquier momento en el futuro.
- Reconozco que BPI puede, a su entera discreción, optar por no usar o suspender el uso del Contenido o de mi nombre ahora o en cualquier momento en el futuro.
- Tengo dieciocho (18) años de edad o más. No estoy sujeto a ninguna restricción, contractual o de otro tipo, que me prohíba aceptar estos términos ni que impida a BPI ejercer los derechos y privilegios que les he otorgado.

ADAPTACIONES PARA EXÁMENES

La Ley de Estadounidenses con Discapacidades (Americans with Disabilities Act, ADA) proporciona protección integral de los derechos civiles para individuos con discapacidades calificadas. Se considera que una persona tiene una discapacidad si: (1) tiene una discapacidad física o mental que limita sustancialmente una actividad importante de la vida, (2) tiene un historial de dicha discapacidad, o (3) es percibida como una persona con tal discapacidad.

BPI ofrece adaptaciones para individuos con discapacidades o barreras idiomáticas, garantizando igualdad de oportunidades.

1. **Contactar directamente a BPI:** Comuníquese con el servicio de atención al cliente para solicitar adaptaciones específicas en el examen. Dependiendo de sus necesidades, pueden proporcionarse tiempo adicional, un espacio tranquilo u otros ajustes.
2. **Solicitar con anticipación:** BPI requiere que las adaptaciones para los exámenes sean aprobadas con antelación, por lo que se recomienda contactar a BPI antes de programar su examen.
3. **Proporcionar documentación necesaria:** En algunos casos, es posible que deba presentar documentación sobre su discapacidad o requisitos específicos de un profesional médico o psicológico.

ESTÁNDARES DE CONDUCTA

Al obtener una certificación del Building Performance Institute (BPI), usted acepta los términos y condiciones de los Estándares de Conducta de BPI.

La certificación puede ser denegada, suspendida o revocada si un individuo no cumple con este Código de Conducta. Las razones para tomar medidas disciplinarias incluyen, pero no se limitan a:

1. Cualquier irregularidad en relación con un examen, incluyendo (pero no limitado a) copiar materiales del examen, causar interrupciones en el área de prueba o no cumplir con las reglas razonables de administración del examen.
2. Presentar el examen con un propósito distinto al de obtener la certificación en el área técnica especificada en el título del examen.
3. Divulgar, publicar, reproducir, resumir, parafrasear o transmitir cualquier parte del examen, en cualquier forma o por cualquier medio, ya sea verbal, escrito, electrónico o mecánico, sin la previa autorización expresa y por escrito de BPI.
4. Proporcionar información fraudulenta o engañosa.
5. No pagar las tarifas requeridas en el plazo establecido.
6. Posesión no autorizada o uso indebido de certificaciones.
7. Representación falsa del estado de certificación.
8. No proporcionar la información solicitada en el tiempo requerido.
9. Disminución del desempeño profesional debido al uso habitual de alcohol, drogas u otras sustancias, o cualquier condición física o mental.
10. Negligencia grave o reiterada o mala praxis en el ejercicio profesional.
11. No mantener una credencial profesional vigente según lo exija la jurisdicción donde practica el individuo (esto puede incluir licencia, certificado o registro).
12. Condena, declaración de culpabilidad o aceptación de culpabilidad por un delito grave o menor relacionado con la seguridad pública o la industria de la construcción.
13. Medidas disciplinarias impuestas por una junta de licencias relacionadas con la industria de la construcción.
14. Cualquier otro incumplimiento continuo de los estándares, políticas y procedimientos de certificación.

Acciones Disciplinarias

Las siguientes acciones disciplinarias pueden ser tomadas en caso de incumplimiento de este Estándar de Conducta:

- Denegación o suspensión de elegibilidad.
- Denegación de certificación.
- Revocación de certificación.
- No renovación de certificación.
- Suspensión de certificación.
- Amonestación.
- Otras acciones correctivas.

Appendix E – Candidates with Special Testing Accommodations

Candidates with Special Testing Accommodations

The Americans with Disabilities (ADA) Act provides comprehensive civil rights protection for qualified individuals with disabilities. An individual with a disability is a person who: (1) has a physical impairment or a mental impairment that substantially limits a major life activity, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

The ADA does not specifically name all of the impairments that are covered. If you have a disability, you have the right to inquire and receive information about testing accommodations.

"Testing Accommodation" means an adjustment to or modification of the standard testing conditions that eases the impact of the applicant's disability on the exam process without altering the nature of the exam.

As an applicant claiming a disability that requires testing accommodations, the applicant must properly complete the Special Testing Accommodation form. The burden of proof is on the applicant to establish the existence of a disability protected by the Americans with Disabilities Act, as well as to establish the need for testing accommodations. Each application is evaluated on a case-by-case basis.

Qualified individuals with disabilities are required to request accommodations every time they plan to take the exam. It is in the candidate's best interests to provide recent and appropriate documentation, which clearly defines the extent and impact of the impairment(s) upon current levels of academic and physical functioning.

- Request for accommodations and appropriate supporting documentation, which when completed, should provide evidence of a substantial limitation to physical or academic functioning.
- Clinical evaluations and exams of the candidate that have resulted in a diagnosis of a physical or mental impairment must have been performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose a candidate's disability consistent with the provisions of the ADA. Details about the professional's area of specialization and professional credentials must be provided.
- Documentation must be submitted on official letterhead from a licensed or qualified professional who examined the candidate and diagnosed a physical or mental impairment. Depending on the disability and written evaluation, documentation may include a letter from a physician or a detailed report.
- Document must be no more than 3 years old.
- Documentation for all disabilities should describe the extent of the disability and recommended accommodations.

A diagnosis of attention deficit disorder (ADD) or attention deficit hyperactivity disorder (ADHD) must be supported by a current (administered within the past three years) comprehensive evaluation and relevant neuropsychological or psychoeducational assessment batteries. The report must include documented information that the patient meets criteria for long standing history, impairment, and pervasiveness. The report must include specific diagnosis of ADHD based on the DSM-IV diagnostic criteria.

- Candidate Application for Special Testing Accommodations, or go to www.bpi.org
- Provider Application for Special Testing Accommodations, or go to www.bpi.org

Please submit the forms at least thirty (30) days prior to your scheduled exam.

Once these forms have been reviewed, the applicant will receive notifications from BPI. If approved, you must bring the approval notice with you to the BPI Test Center.

Appendix F – Language Support Testing Accommodations

Language Support Testing Accommodations

If you have difficulty in comprehending the language of the exam, you have the right to inquire in advance of testing whether any accommodations may be available to you. BPI shall allow the candidate, at his or her expense, to have an interpreter present at either written or field exam. The interpreter must complete the Interpreter Conflict of Interest and Disclosure Form, which must be submitted by the candidate, along with their Language Support Accommodation application and pre-approved by BPI.

BPI Standard Testing Accommodations for candidates needing language support.

Written Exams:
Exam times will be doubled.

Field Exams:
Exam times will be doubled.

- Candidate Application for Language Support Accommodations, or go to www.bpi.org

Please submit the form at least thirty (30) days prior to your scheduled exam.

Once the form has been reviewed, the applicant will receive notification from BPI. If approved, you must bring the approval notice with you to the BPI Test Center.

Appendix G – Continuing Education Units (CEUs) for HEP Certifications

Continuing Education Units (CEUs) are an integral aspect of BPI's certifications. Continuing education permits BPI certified professionals to keep up with a quickly changing industry and bypass most written exams when renewing their certification(s). Continuing education improves a certified professional's knowledge and ability to properly diagnose a home and recommend improvements.

Any CEUs that are submitted must align with the BPI Standards and the BPI Testing Knowledge Lists available at www.bpi.org.

BPI CEU Providers are existing BPI Test Centers or other organizations who provide relevant continuing education and submit their courses to BPI for review for BPI CEUs. Certified Professionals can search for opportunities for CEUs in their candidate account or by going to the bpi website at https://exams.bpi.org/site/en/ce/search. BPI does not endorse the content, instructor or guarantee quality of the course or instruction. CEUs that have been pre-approved by BPI will be uploaded to the CEU portal by the CEU Provider. Certified Professionals may also upload relevant training for CEU credit in their CEU portal.

Certified professionals may obtain CEUs and apply them towards their certification(s) as described in the BPI Certification Renewal Policy, as an option to bypass most written exams at the time of recertification and does not apply to the field exam component of certification renewal. Active CEU values apply to a certified professional's certification(s) at the time of renewal. The required number of CEUs used to bypass written testing will not increase when renewing multiple certifications at the same time. Acquiring CEUs is an option for recertification and not mandatory.

BPI Certified Professionals that are self-reporting relevant CEUs for certification renewal must submit proof of attendance (certificate of completion that includes attendee name, course name, date and training organization name) through the CEU Portal no less than 30 days prior to the certification expiration date. CEUs submitted less than 30 days prior could result in those CEUs not being applied toward a certified professional's recertification. If you attended a BPI preapproved class that is not shown in your candidate account, please contact the CEU Provider directly. Proof of attendance for BPI preapproved courses must be submitted by the CEU Provider. The certified professional is responsible for ensuring that all CEU submissions are credited in their individual BPI candidate account, as there are no extensions given for certification renewal.

Only CEUs earned during the active five-year certification cycle will qualify toward bypassing written testing. Specifically, for the EA Certification, CEUs have expiration dates of five years from the date they were earned (i.e., date of training, date an article was read, date of presentation).

All material should be considered with the ratio of 1:1 (one hour of training to one CEU awarded).

CEU Categories

Activities and Definitions

Activity	CEU Hours Max	Proof
Technical Conferences	20 CEUs per certification cycle	Proof of attendance or completion of learning event (e.g., Certificate)
Synchronous Training	20 CEUs per certification cycle	Proof of attendance or completion of learning event (e.g., Certificate)
Asynchronous Training	20 CEUs per certification cycle	Proof of attendance or completion of learning event (e.g., Certificate)
Trainer/Instructor	20 CEUs per certification cycle	Course syllabus, listing in conference program, etc.

CEUs will be awarded for activities that Certified Professionals participate in that are the same; however, a certified professional will not earn CEUs for the same class taken more than two times within a certification cycle.

Technical Conferences: Learning events with content that aligns with the competency requirements; knowledge listed in the JTA will be granted CEU credit(s).

Synchronous Training: Student and trainer are interacting in real time, and content aligns with competency requirements; knowledge listed in the JTA will be granted CEU credit(s).

Asynchronous Training: Student and trainer (content) are not interacting in real time, and content aligns with competency requirements; knowledge listed in the JTA will be granted CEU credit(s). This includes self-directed learning.

Trainer/Instructor: Credits can be received by an individual who is instructing/teaching any training course that aligns with competency requirements and knowledge listed in the JTA; will be granted CEU credit(s).

Quality Assurance

Any CEUs that are submitted must align with the Knowledge Skills and Abilities listed in the Functions and Tasks (section 7) section of this document. BPI will perform random audits on continuing education units/credits submitted by candidates. This is to ensure CEU Quality Assurance. At its discretion, BPI reserves the right to change the status, revoke or withdraw any certification or CEU submitted based on any form of non-compliance found during a routine audit. Upon a quality assurance audit, CEUs submitted could have a status change (from approved to not approved, etc.) or the number of credits could be changed which could affect recertification. Candidates are responsible for checking their candidate account to make sure they have enough CEU credits.

Contact Information

Questions regarding CEUs can be addressed via email CEUs@bpi.org or call 1-877-274-1274 ext. 292

Terms and Definitions

Appeal – Request by applicant, candidate or Certified Professional for reconsideration of any adverse decision made by the certification body related to her/his desired certification status.

BPI National Standards – The set of technical protocols and procedures that have been developed through an open, transparent, consensus based process and are intended to achieve a high quality of residential building performance. BPI is approved by the American National Standards Institute, Inc. (ANSI) as an accredited developer of American National Standards.

Candidate – Applicant who has fulfilled specified prerequisites, allowing his/her participation in the certification process.

Certified Professional – An individual who successfully passes the BPI written and field exam requirements for certification.

Certification Process – All activities by which a certification body establishes that a person fulfills specified competence requirements, including application, evaluation, decision on certification, surveillance and recertification, use of certificates and logos/marks.

Certification Scheme – Specific certification requirements related to specified categories of persons to which the same particular standards and rules, and the same procedures apply.

Certification System – Set of procedures and resources for carrying out the certification process as per a certification scheme, leading to the issue of a certificate of competence, including maintenance.

Competence – Demonstrated ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined in the certification scheme.

Complaint – Conformity assessment request by any organization or individual to a certification body, for corrective action relating to the activities of that body or to those of any of its customers.

Continuing Education Units (CEUs) – Coursework, seminars and educational activities (training and writing) pertaining to building science that can be used to further an individual's knowledge, skills and understanding of whole-house building science. Continuing Education Units (CEUs) can be applied toward recertification of earned BPI certifications.

Evaluation – Process that assesses a person's fulfillment of the requirements of the scheme, leading to a decision on certification.

Exam – Mechanism that is part of the evaluation, which measures a candidate's competence by one or more means such as written, oral, practical and observational.

Essential Learnings – Comprehensive list of Energy Auditor functions and tasks as determined by a job task analysis.

Proctor – Person with relevant technical and personal qualifications, competent to conduct and/or score an exam; an individual approved to administer BPI certification exams.

Qualification – Demonstration of personal attributes, education, training and/or work experience.

Quality Assurance – The observation techniques and activities used externally by an organization to evaluate the effectiveness of their quality management system and to provide feedback that may result in quality improvements.

Recertification – Process of confirming conformity with current certification requirements.

Scheme Committee – Group of people chosen by the certification body to provide input, recommendations, guidance and review of a certification scheme.

Surveillance – Periodic monitoring during the period of certification of a Certified Professional's performance to ensure continued compliance with the certification scheme

Test Center – An organization with a legal agreement between itself and BPI; authorized to give BPI certification exams.