

Building Performance Institute, Inc.

TOTAL BUILDING PERFORMANCE CERTIFICATE OF KNOWLEDGE

Comprehensive Program Guide



What is the TBP Certificate?

The Total Building Performance (TBP) Certificate of Knowledge is designed for professionals who lead and coordinate deep energy retrofit projects. This certificate demonstrates expertise in building decarbonization, energy efficiency, and project management, ensuring that deep energy retrofits are completed successfully, efficiently, and within budget.

Why Did BPI Create the TBP Certificate?

Deep energy retrofits involve multiple steps, contractors, and technical decisions. Without a qualified professional leading the process, customers may feel overwhelmed, delaying or abandoning their project.

Earning the TBP Certificate proves that you have the knowledge to manage and coordinate deep energy retrofit projects, ensuring they are completed on time and on budget while meeting customer goals.



What the TBP Covers:

The TBP Certificate includes eight key areas of knowledge. Professionals who earn this certificate can:

- 1 Design a Building Decarbonization Project
- 2 Perform Financial Analysis for Deep Energy Retrofits
- 3 Communicate Effectively with Clients
- 4 Conduct Energy Modeling & Load Calculations
- 5 Apply Whole-Building Building Science Principles
- 6 Evaluate Project Carbon Impacts
- 7 Identify Electrification & Decarbonization Technologies
- 8 Manage the Post-Retrofit Process



Lead the Future of Building Decarbonization

How to Earn Your TBP Certificate

Step 1: Review the TBP Certificate Scheme Handbook

- The Certificate Scheme Handbook outlines the prerequisites, skills, and exam details
- All candidates must review the handbook before applying

Step 2: Study the TBP Learning Modules

- Free study modules are available through Northeast Energy Efficiency Partnerships
 - or check with local training programs who may offer this course
- These modules can be completed at your own pace

Step 3: Submit Your Application

- Applications must be submitted via the BPI Certificate Portal
- Candidates must provide proof of meeting prerequisites as outlined in the handbook

Step 4: Purchase & Take the Exam

- Once approved, candidates receive instructions to purchase the exam
- Exam Fee: \$150 if paid by ACH/Check/Debit or \$154.50 if paid by Credit (per attempt)
- Exam Format: Online, knowledge-based assessment

Step 5: Get Your Score & Receive Your Certificate

- Exam scores are available immediately in the BPI Certificate Portal
- Successful candidates can view and print their TBP Certificate of Knowledge



Who Should Earn the TBP Certificate?

Project Managers & Retrofit Coordinators

Lead the planning and execution of complex projects. Ideal for:

- Professionals who manage multi-phase retrofits
- Experts guiding clients through energy upgrades & financing

Sustainability & Building Science Professionals

Develop expertise in whole-home energy decarbonization

Great for:

- Consultants specializing in deep energy retrofits
- Policy makers & organizations promoting residential decarbonization

**The Knowledge to Lead.
The Skill to Deliver.**

Energy Efficiency & Renewable Energy Professionals

Expand your role in decarbonization and efficiency projects. Perfect for:

- Home performance contractors & program staff
- HVAC, solar, and energy efficiency professionals
- Utility and program managers overseeing deep retrofit projects

Frequently Asked Questions

1	What is the format of the TBP Exam?	The TBP Exam is a knowledge-based, online exam. Candidates must demonstrate their understanding of deep energy retrofit planning, financial analysis, and building science. A passing score is required to earn the certificate.
2	Are there prerequisites for taking the TBP Exam?	Yes, prerequisites are listed in the TBP Scheme Handbook . Candidates must document experience and baseline knowledge before applying.
3	Are the study modules required?	Study modules are not required, but they are strongly recommended. The modules , hosted by Northeast Energy Efficiency Partnerships (NEEP), are free and self-paced.
4	How do I apply for the TBP Certificate?	Applications are submitted through the BPI Certificate Portal . Once approved, you will receive an email with purchase instructions.
5	How much does the TBP Exam cost?	The exam fee is \$250 per attempt. Study modules are free.
6	When will I receive my exam results?	Scores are available immediately after completing the exam. Certificates can be accessed in the BPI Certificate Portal.

Ready to Get Started?

- [Download the TBP Certificate Scheme Handbook](#)
- [Apply for the TBP Exam](#)
- Have Questions? [Contact Us!](#)

Visit Our [Website](#) to Explore Further!

This document serves as a reference guide for individuals interested in earning the Total Building Performance Certificate of Knowledge.

