

## **APPLICATION FOR BPI RECOGNIZED TRAINING CONTINUING EDUCATION UNITS (CEU)**

BPI Recognized Training CEUs are important for candidates seeking to renew their certification. The BPI recognized CEUs must align with the BPI Knowledge Essential Task List and the BPI Standards and are approved by BPI in writing. BPI does not endorse the content, instructor or guarantee quality of the course of instruction. Organizations seeking to have a CEU recognized by BPI should read through these procedures, fill out the attached application, and submit the application and application fee to BPI for consideration.

- To qualify for credit the training must be a minimum of one hour in duration.
- Training must align with the BPI Standards and the BPI Knowledge Essential Task List available at [www.BPI.org](http://www.BPI.org).
- Certain non-technical type training courses may not be approved for CEU approval.
- For each course a BPI Recognized Training Application and any accompanying information must be submitted at least 10 business days prior to the date of the training.
- The application(s) shall be submitted with a \$50.00 non-refundable application fee per course\*
- The applicant will be notified of the BPI decision via email.
- A copy of the BPI Training Participation form is required to be returned to BPI after the training in order for the candidates to receive credit.
- Once approved, the course may be promoted as “BPI Recognized for CEU Credits” for two years. A logo graphic will be provided for this purpose.
- Upon expiration the course must be resubmitted for a renewal review with the appropriate application fee.
- A list of approved courses is available on the BPI website.
- Candidates who are not yet certified in a designation do not receive continuing units credit for taking courses leading to certification.

\* BPI Affiliates do not have to pay this fee.

**PLEASE SUBMIT COMPLETED APPLICATIONS AND FEES TO:  
DIRECTOR OF CERTIFICATION  
BUILDING PERFORMANCE INSTITUTE, INC.  
107 HERMES ROAD, SUITE 110  
MALTA, NY 12020  
(518) 899-2727 (X105)**

**MAKE CHECKS PAYABLE TO THE  
BUILDING PERFORMANCE INSTITUTE**

## APPLICATION FOR BPI RECOGNIZED TRAINING SESSION

**Please fill in ALL information.** Your application may not be considered unless all information is complete, signed and dated. An **email address is required** in order to receive confirmation about your request from BPI.

### TRAINING ORGANIZATION INFORMATION

PRIMARY BUSINESS NAME:					
BUSINESS ADDRESS:					
BUSINESS CITY:		STATE:		ZIP CODE:	
PHONE:		FAX:			
EMAIL:		WEBSITE:			
CONTACT NAME:					
PHONE:		EMAIL:			

### TRAINING SESSION INFORMATION

TRAINING LOCATION NAME:					
ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TRAINER NAME:					
PHONE:		EMAIL:			
TRAINING SESSION TITLE:					
TRAINING SESSION DATE(S):			PUBLIC SESSION		PRIVATE SESSION
TRAINING SESSION TIME(S):					

### REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION

<b>SESSION DESCRIPTION</b>	(PLEASE INCLUDE AN ATTACHMENT THAT SUBSTANTIATES HOW THIS SESSIONS ALIGNS WITH THE BPI KNOWLEDGE ESSENTIAL TASK LIST, BPI STANDARDS AND TEACHES BUILDING SCIENCE TO THE INDIVIDUALS IN ATTENDANCE)
<b>TRAINER BIOGRAPHY</b>	(PLEASE PROVIDE A BRIEF DESCRIPTION OF THE TRAINERS EXPERIENCE INSTRUCTING ON THIS SUBJECT MATTER)

### PLEASE SUBMIT THIS REQUEST WITH APPLICABLE FEES AND SUPPORTING DOCUMENTS TO

Standard Mail	Email or Online	Fax
<b>Building Performance Institute, Inc.</b> 107 Hermes Rd., Suite 110 Malta, NY 12020 <b>Attention: Recognized Training</b>	<a href="mailto:info@bpi.org">info@bpi.org</a> or <a href="http://www.bpi.org">www.bpi.org</a> (coming soon)	<b>518-899-1622</b> or <b>1-866-777-1BPI</b>

I certify that all information included in this application and the accompanying documentation is true and correct and I am authorized to obligate the organization to this agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_