



# Air Leakage Control Installer (ALC)

CERTIFICATION SCHEME HANDBOOK



## **Notice**

A person, who is considering becoming certified as an Air Leakage Control Installer, needs to know what the scope of the certification is and what the requirements to become certified are.

This certification scheme handbook outlines the knowledge, skills and abilities needed for installers to be certified as an Air Leakage Control Installer.

Information in this handbook represents the policies at the date of publication for BPI Air Leakage Control Installer certification. Information in this handbook supersedes information contained in any previous published documents.

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## **Acknowledgements**

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## **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](http://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 the technical standards for home energy audits and for 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 also offers 3 programs ([BPI GoldStar Contractor](#) for companies, [Rating Program](#) for raters, and [BPI Product Listing](#) for manufacturers) and one certificate ([Building Science Principles](#)). BPI Certified Professionals hold over 18,000 active certifications supported by 130 BPI Test Centers and 340 Proctors. BPI has BPI Goldstar Contractors across the country.

BPI is a 501(c)3 corporation registered in the state of New York. The corporation was incorporated on January 18, 1996 and the corporation number is 14-1789014. The objective of the corporation is to provide credentialing for individuals and corporations involved in the residential retrofit industry. BPI is headquartered in Malta, 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 – individuals with the credentials and experience within the industry. The scheme committee 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 handbook is for installers who are involved in the retrofit of existing residential buildings. For a full listing of certifications, see the [www.bpi.org](http://www.bpi.org) website.

For individuals to become BPI certified, successful completion of a written exam to confirm the candidate's knowledge and skills (which can be given orally) and a practicum evaluation 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, whether that would be on-site job training or classroom training, however, prerequisite criteria must be met. BPI does not approve any training programs. It is up to the individual to decide what training they want to take and where to take it, as it is solely their decision.

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 the non-compliance cases, feedback from industry and technical changes to materials, components, systems, building codes or other relevant items.

### 3. Outline of the RBE-WHALCI Certification

This certification scheme handbook outlines the knowledge, skills and abilities requirements for residential building envelope whole house air leakage control installers.

The scope of this certification scheme includes the installation of specific air leakage control measures in accessible and inaccessible unconditioned and semi-conditioned spaces of existing residential homes. These specific measures represent typical air leakage control applications and incorporate the principals of air leakage control, which then can be applied to most air leakage control locations.

Installers will demonstrate their abilities to reduce uncontrolled air movement by creating continuous durable air pressure boundaries in attics, side attics, crawl spaces and other accessible buffer zones by installing and connecting appropriate materials in a durable fashion.

This work includes:

- preparation of attic spaces and crawlspaces including confirmation of air sealing completeness before the installation of loose fill, blanket, or rigid board insulation

The scope of this certification scheme is limited to existing buildings, which are not greater than three stories and does not include:

- sealed flexible mechanically attached membranes, such as the belly wrap under mobile homes or water resistive barriers behind siding
- interior and exterior finish details and more complex housing types
- work scope development or alteration, health and safety analysis, including mechanical ventilation, combustion system analysis or alteration
- installation of loose fill insulation (mineral fiber, fiber glass, cellulose)
- installation of batt or blanket insulation in open walls, attics, or floors
- installation of rigid board insulation
- installation of spray polyurethane foam insulation
- installation of damp spray, wet spray, or insulation blown behind net
- installation of membranes, such as belly wrap under mobile homes or water resistive barriers behind siding in mobile home cavities
- roof vent and gable vent installation or replacement
- access techniques to key framing junctures and limited clearance areas
- skills required to complete all types of insulation in all types of residential construction.
- commercial construction air sealing skills or certification requirements including carpentry, roofing, siding, plastering and drywall, and standard insulation; nor requirements of licensed specialty trades or advanced installation techniques requiring instrumented diagnostic testing or analysis

This certification scheme is not an installation standard, an application standard or standard work specification.

## 4. Oral (Verbal) Exams

For this certification, a verbal test instrument will be administered in order to ensure competency in the critical tasks defined by BPI. Candidates' responses to the verbal questions will be recorded to provide documented evidence that they have the appropriate knowledge and skills for certification when the minimum requirements have been met.

The BPI test instrument, covering both knowledge and skills, will be provided orally for this certification by a BPI Test Center proctor. This oral exam will be administered during the time candidates are undergoing the abilities examination. This means that candidates will be asked questions during the time they are demonstrating their abilities.

The verbal exam focuses on the key areas of knowledge and skills for this certification and is weighted appropriately in regards to the critical functions required.

The oral exam is comprised of forty (40) questions to cover knowledge and skills.

The questions have been developed at a grade 8 English language level.

The passing mark for the oral examination is ninety percent (90%).

Use of any notes, other manuals or materials during the exam is strictly prohibited.

Future discussion or disclosure of the content of the exam, orally or in writing, or by any other means, is prohibited.

Upon failure of the oral portion of the exam, the candidate will be required to re-take the oral portion of the exam in it's entirety and will have 1 hour to complete it. There is a fee associated for the re-take of the exam.

Theft or attempted theft of exam items is punishable to the fullest extent of the law.

Candidates will be observed at all times while taking the exam. This includes direct observation by the examiner as well as audio and video recording of your examination. Their participation in irregular behavior during the exam may result in the invalidation of the results of their examination, termination of their status, civil liability, criminal prosecution, or other appropriate sanctions.

## 5. Practicum (Field) Evaluation (Abilities)

A practical evaluation to determine the candidates' abilities has been developed by BPI in order to ensure competency in the critical tasks defined by BPI. This will provide documented evidence that the candidates have the appropriate abilities.

The practicum evaluation exam is constructed where candidates are requested to perform a task. The candidates are provided direction and given the proper tools and equipment to undertake completing the task. Their abilities are then evaluated based on a predetermined set of criteria.

There are eighteen (18) performance line items covering fifty-one (51) abilities to be shown. Three (3) of the eighteen (18) props are gated items and must be completed successfully in order to pass the

exam regardless of any other overall score (Large hole with heat source, non-IC recessed light, and full height metal clearance).

The minimum passing score of the fifteen (15) non-gated props is 93%.

The candidates will follow the instructions outlined in the abilities section of the functions and tasks outlined in this document. The candidates will complete the tasks on a single air leakage point and then confirm that the point is air tight by depressurizing the chamber behind the mock-up. If chemical smoke is drawn into the mockup, this indicates that the air leakage control has not been performed adequately.

If the proctor sees evidence of air leakage by the smoke being drawn into the mock-up, the candidate will have the opportunity to make any corrections they see fit. Upon completion, the mock-up will be re-tested. If there is any evidence that the chemical smoke is being drawn into the mock-up on the second test, then this is considered a failure for that specific air leakage point.

Upon examination failure, the candidates will retest only on the specific air leakage points where the appropriate abilities were not confirmed. When retesting, there is no requirement to show abilities on the air leakage points where they were able to seal the mock up in two tries or less, only the ones that showed air leakage after the second try.

The time length for the oral examination and practicum evaluation for abilities will not be greater than seven (7) hours in length.

Use of any notes, other manuals or materials during the practicum evaluation is strictly prohibited.

The practicum evaluation will be administered at various locations across the United States as determined by the locations of the various BPI Test Centers.

The practicum evaluation will have the candidates demonstrate the ability to properly and completely seal all air leakage and exterior duct leakage in attics, side attics, crawlspaces, attached garages and other areas between conditioned space and outside or attached units as confirmed by visual inspection and smoke test during blower door operation. All materials will be used within their listing for temperature and exposure and installed in conformance to all applicable codes and to manufacturer's recommendations. Seals will be continuous, durable, able to support all expected loads, and impermeable to airflow as indicated by chemical smoke at a pressure difference of 75 Pascals.

## **6. Exam Retake Policy**

You may take the field exam up to six (6) times in a one year period, beginning after the first attempt. Once an exam is completed, candidates must wait a minimum of one hundred sixty-eight (168) hours [seven (7) twenty-four (24) hour days] before a retake exam may be attempted.

## **7. Functions and Tasks**

The Knowledge, Skills, and Abilities required for this examination are below.

K = Knowledge, shown on written or verbal test

S = Skill, shown on written test, diagram, or interactive tool

A = Ability, demonstrated on prop or in house

#		Description of Task or Function	Reason	K	S	A
1		Before work				
	a	Choose basic personal protective equipment needed for air sealing work in attics and crawlspaces (N95 dust mask or better, safety glasses, gloves, coveralls, kneepads).	Reduce injury and irritation.			X
	b	Demonstrate knowledge that fires can start when a burnable material such as a wood product, paper facing, rubber caulk or plastic foam contacts a heat source like a chimney or metal flue; or insulation traps heat over a non-IC recessed light or improper wiring.	Prevent fires.	X		
	c	List an example of a non-combustible airtight material suitable for contact with a chimney heat source.	Recognize safe material.	X		
	d	List an acceptable sealant for contact with the heat source.	Recognize safe material.	X		
	e	Demonstrate knowledge that combustion products can hurt the occupants and damage the building unless all fumes go up the chimney before and after air sealing work, whether fans are on or off.	Carbon Monoxide buildup, other fumes and extra moisture.	X		
	f	Demonstrate knowledge that solid materials like gypsum board ceilings, plywood subfloors and wall sheathing stop air and only allow air leakage between sections at open joints, gaps, penetrations, framing edges, chases, ducts, and transitions between materials and assemblies.	What to attach to, where to look for air leaks.	X		
	g	Demonstrate knowledge that that foam with gaps, loose fill and batt insulation can't work properly when air moves through it or circulates between insulation and the interior.	Air can carry heat and cooling away.	X		
	h	Inspect and don proper personal protective equipment (PPE).	Confirm that the installer has basic safety and construction skills to conduct work.			X
	i	Demonstrate safe and proper use of hand tool and power tools including utility knife, sheet metal snip, hammer, pry bar, screw gun, caulk gun, ½	Installer needs to be able to use proper tools for the work.			X



#		Description of Task or Function	Reason	K	S	A
		inch electric drill with side handle and 2 9/16 self-feed bit, reciprocating saw.				
	j	Demonstrate knowledge of basic construction materials and proper materials-handling techniques.	Installer needs to know what materials need to be used and when they can be used.	X		
	k	Demonstrate knowledge that floor or wall cavities used as ducts must be blocked from the exterior with material rated for use in ducts: i.e. ductboard or metal plus mastic sealant. Show on diagram where to block between floor return and open exterior wall.	Ducts open to exterior walls are duct leaks just like attic or crawlspace ducts and require similar materials.	X		

#		Description of Task or Function	Reason	K	S	A
2		Uncover bypasses (interactive tool, prop or house)				
	a	Locate and uncover bypasses from crew leader's diagram or instructions. In a selected area, move insulation and other obstructions aside to expose all sides of bypass openings across any framing to intact surface of solid finish material.	Prepare to seal solid to solid material. Find all fire and other hazards.		X	
	b	Demonstrate ability to distribute body and equipment weight while in the attic to avoid damage to interior finish materials	No damage to building or workers.	X		

#		Description of Task or Function	Reason	K	S	A
3		On each of the following specific tasks 3.1-3.8 (in house: first find and uncover): <ul style="list-style-type: none"> <li>Select the appropriate materials</li> <li>Cut to fit</li> <li>Seal continuous airtight</li> <li>Confirm seal with chemical smoke<sup>1</sup> (with the blower door or fan on prop running)</li> </ul>	Learn the steps and repeat at each detail.			
3.1		Close and seal large opening (no heat source).				

<sup>1</sup> Checking with smoke is an ability that is repeated with each specific air sealing skill because air sealing is not complete until it is confirmed complete. Hidden gaps and incomplete contacts are common and if any are present this technician needs to know and finish the job before he moves to the next task.

#		Description of Task or Function	Reason	K	S	A
	a	Select rigid air-impermeable barrier material that matches use and exposure: - air impermeable - strong enough to support expected weight or pressure - listed for use uncovered in attic and crawlspaces, gypsum board or equal if open to interior	Reduce opening to what sealant can bridge.  Material must allow a permanent, stable repair.			X
	b	Infill framing to match existing where opening is wider than 24" or required for support of air barrier material.				X
	c	Cut material to fit opening: friction fit if inset or lap >1" on edges if folded for inset stapling or lapped across opening.			X	
	d	Fasten edges where needed to stabilize until sealant is set or to prevent movement or sag.			X	
	e	Seal edges with foam, caulk, or mastic; include all secondary gaps, openings, offsets and penetrations between barrier and surrounding substrate.			X	
	f	Check with chemical smoke to confirm the seal is complete and continuous all around and adheres to both substrate and barrier material.				X
3.2		Large opening with heat source (chimney): provide barrier and sealant materials that won't burn or melt.	Code requires clearance to combustibles.  Surface of wood or oil chimney pipe can reach ignition temperatures.			
	a	Select air-impermeable noncombustible barrier: sheet metal, flashing or cement board. Select non-combustible sealant.	Must stop air.  Plastic foam melts and burns-not allowed. Duct board not listed above 150° F.			X
	b	Cut metal with shears, utility scissors or knife to fit. Make circle cut from both sides at chimney allowing 3-4" extra length for overlap and 2" extra width for edge folding/fastening to framing.	Cutting and folding sheet metal needs different skills than			X

#		Description of Task or Function	Reason	K	S	A
			cutting other materials.			
	c	Fold edges of metal barrier to fit between framing members and to provide inset stapling flange.	Improves stiffness and strength of attachment.			X
	d	Fasten perimeter with staples or screws and seal to substrate with normal sealant foam or caulk.	If you foam before stapling it is a mess. Perimeter will leak air if not sealed. Okay to set bead of caulk first.			X
	e	For heat sources in large chases: maintain non-combustible material to beyond 2" clearance space and make transition to standard rigid barrier on remainder. Provide fold or framing at transition for stiffness. Use non-combustible sealant within clearance space.	Some chases are too large for rolled metal flashing.			X
	f	Select noncombustible caulk to seal gap between barrier material and chimney including any laps in barrier, with sealant that meets ASTM 136; alternate for propane/natural gas-only vents 600 degree F Silicone RTV sealant listed for use on gas vents. Demonstrate ability to select sealant appropriate to the temperature requirement of the chimney to seal gap between barrier material and chimney including any laps in barrier.	Match material to temperature requirements of chimney or vent.	X		
	g	Apply noncombustible caulk to seal gap between barrier material and chimney including any laps in barrier. Sealant must extend onto facing.	Complete the seal and maintain fire safety.			X
	h	Confirm with smoke and touch up as needed.				X
3.3		Foam at gaps and over backer	Sealant of choice in attics, crawlspaces, etc.			
	a	Option: demonstrate ability to apply 1 part foam for gaps up to 1-5/16" wide annular space at penetrations and 1-1/2" depth - full thickness of plate for fire stop.	Make continuous airtight seal. Follow conditions for use in International Code Council (ICC) Evaluation Service (ES) report, UL listing. Range of temp.			X

#		Description of Task or Function	Reason	K	S	A
	b	Demonstrate knowledge that 2-part sealant foam may be used for gaps up to 2" wide without backing.	Make continuous airtight seal. Fastest and most flexible. Flows into gaps best.	X		
	c	Provide fiber glass or mineral wool backing material under foam for gaps up to 4" wide (wall tops) and where ignition barrier is required between foam and interior.	Provides support during cure time; ignition barrier to interior.			X
	d	Demonstrate need for rigid backer for foam for openings > 4" wide; gypsum board or equal where a thermal barrier is required (variation on 3.1 barrier above with up to 2" gap allowed for foam).	Rigid backing recommended for large openings.	X		
	e	Inject foam into adjacent smaller gaps and penetrations.	Airtight seal at all leaks in specified area, no omissions.			X
	f	Foam at least 1" onto substrate and barrier material in a continuous seal.	Bond to adjacent materials.			X
	g	Confirm with smoke and touch up if needed.	1-part foam gaps >1" can leak at dimples and spots where it lifts away from surfaces.			X
3.4		Sealed airtight box over non-IC recessed light that conforms to NFPA 70 (national electric code) and fixture requirements.  Demonstrate knowledge that: no insulation above or within 3" of sides including any wiring box and ballast.	Fire hazard. Elec. Code requires clearance. Many recessed lights will not be changed to sealed IC or flush mount.  Air sealers should know what to do.			
	a	Demonstrate ability to measure barrier and cut enough to maintain side clearance from insulation of 3 inches or more around fixture and any attached wiring boxes for full height of insulation.	Non-IC lights are proven fire hazards in contact with or under insulation.			X
	b	Demonstrate ability to provide air-impermeable non-insulating top panel of ½" gypsum board or equal that extends to meet all sides	Gypsum board allows drying both ways and works in many climates. Avoid cold side			X

#		Description of Task or Function	Reason	K	S	A
			vapor retarders like metal or covers that could melt.			
	c	Demonstrate ability to cut or notch sides to fit over irregularities and reach to ceiling.	For air tightness, box must seal to ceiling and all edges.			X
	d	Demonstrate ability to seal all joints and seams in box and between box and ceiling with foam, mastic, sealant, compatible tape, or joint compound with joint tape.	To make air barrier continuous over fixture.			X
	e	Check with smoke and touch up as needed.	Check your work is complete before moving on.			X
3.5		(Exterior) duct sealing with mastic and mesh tape.	Ducts are still air leaks when they are off. Air sealers will be the only ones to see them and should know what to do. Different sealing skills are needed.			
	a	Demonstrate ability to open duct insulation to seal connections at joints, takeoffs, boots, trunks and gaps to interior (duct chases and register boots).	Duct wrap does not stop leakage.			X
	b	Demonstrate ability to fasten loose metal duct sections with zip-in screws	Reconnect and keep from falling apart in attic or crawlspace.			X
	c	Demonstrate ability to provide mesh tape on moveable joints and gaps >1/4". Provide infill metal as required and duct tape on wide gaps >3/4" and lap mesh tape 1" beyond duct tape.	Stronger joint, supports mastic and prevents fallout.			X
	d	Demonstrate ability to provide mastic over mesh tape and just mastic on all joints < 1/4".	Makes ducts continuous.			X
	e	Demonstrate ability to join flex duct liner to start collar with mastic, hold with tie strap and zip-in screw.	Attach airtight and keep flex liner on start collar.			X

#		Description of Task or Function	Reason	K	S	A
	f	Demonstrate ability to seal between duct boot and substrate with mastic, acrylic sealant or joint compound plus tape.	Opening to interior finish, sealant must match if visible.			X
	g	Demonstrate ability to seal duct chase from metal to ceiling or other substrate as above at 3.1 or 3.3 with sealed barrier or foam over backer.	Connect air barrier across opening – airflows in chase can now benefit interior.			X
	h	Demonstrate ability to check all joints visually, confirmed with smoke.				X
3.6		Extend air barrier: Box around pipes in attic, box over drop down stairs, box behind built-ins open to attic.  Thin membranes, like house wrap	Protect pipes from freezing.  Bring operable/critical details inside.  Move air/thermal barrier to where it is practical and reduces risk			
	a	Demonstrate ability to select barrier material: rigid foam, ductboard or supported air impermeable membrane to enclose pipes, built-ins, open drawers, provide sealed box with lid over drop down stairs.	Pipe insulation only works for a short time if pipes are isolated.	X		
	b	Demonstrate ability to open any flooring or cavity to expose finish on all sides where box will be placed (uncover).	Open cavities allow air to short circuit the cover.			X
	c	Demonstrate ability to remove any insulation or other debris between pipes and interior.	Don't isolate pipes.			X
	d	Demonstrate ability to notch barrier to fit around all framing at perimeter of enclosure box back to interior finish material. Alternate: seal perimeter below flooring to interior finish all around in separate step and seal barrier to flooring.	Leave no escape for air or any short circuits around barrier.			X
	e	Demonstrate knowledge that some air barrier materials need a spacer to protect them from heat and sharp edges at steam or hot water pipes.	Don't melt or tear air barrier.	X		
	f	Demonstrate ability to install air barrier box or supported membrane in a continuous fashion, with adequate fasteners to maintain attachment.	Keep barrier in place and allow sealant to cure without movement.			X

#		Description of Task or Function	Reason	K	S	A
		Alt: fasten frame and attach weatherstrip seal at operable cover over drop down stairs or whole house fan.				
	g	Demonstrate ability to seal seams and perimeter of barrier material.				X
	h	Check with smoke and touch up as needed.				X
3.7		Unducted fan in attic, Extend new insulated duct from exhaust fan to exterior, seal assembly.	Exhaust fan gap to finish, housing, and dampers all leak.			
	a	Select insulated flex duct for bath fan and metal duct for kitchen fan. Match duct diameter to meet or exceed cross sectional area of fan exhaust.	Minimize back pressure and prevent condensation.		X	
	b	Match duct length and elbows for smooth turns and no excess length. Cut and fit, fasten sections	Quietest fan operation and best flow with least resistance.			X
	c	Show on diagram where to install termination at exterior wall, roof or soffit. Select termination size to meet or exceed cross sectional area of duct.	Find the shortest route to the location with the least risk of water entry.		X	
	d	Show where connections and seals are needed to make duct airtight to the exterior. Show termination with attachment or add connector for airtight exhaust duct attachment through sheathing or soffit.	Prevent new condensation from fan exhaust. Deliver 100% of fan exhaust to exterior.		X	
	e	Demonstrate ability to seal and fasten duct to fan housing and termination, use tie straps and retaining screws.	Complete the connection.			X
	f	Demonstrate ability to seal fan cabinet and gap to substrate. Provide tape or backing to keep sealant in place.	Seal all gaps from interior finish to termination.			X
	g	Check with smoke and touch up (negative pressure).	Confirm seal complete.			X
	h	Check with smoke and correct (positive pressure).	Confirm airflow out of fan – dampers operate okay.			X
3.8		Weatherstrip door.	Different abilities than other sealing. Operable part of			

#		Description of Task or Function	Reason	K	S	A
		Install on prop ALC mockup 8; or side attic door, drop-down stair, access hatch, basement, or exterior door.	attic air barrier or ext operable door			
	a	Select stop-type weatherstrip with flexible gasket and carrier adequate to close gap between operable door and frame.	Door weatherstrip often leaks air when new or with "normal" retrofit.	X		
	b	Demonstrate ability to cut to fit, miter corners tight, set in bead of sealant.	See gaps are closed at all irregularities.			X
	c	Demonstrate ability to install weatherstrip fitted tight to door in closed position. Fasten in place (prop, if used, must provide access to all sides for fitting and visual inspection).	See that compression seal contacts all surfaces.			X
	d	Demonstrate ability to check door operation and closure so function is okay.	Door must still operate.			X
	e	Check with smoke, adjust as needed, and improve seal to stop smoke movement				X

#		Description of Task or Function	Reason	K	S	A
4		Check for completeness of airsealing in specified area. Uncover all gaps openings and penetrations in specified area.	So far only 1 example of each type has been done. Connect all parts to assemble a pressure boundary			
	a	Demonstrate ability to seal airtight any remaining gaps and openings between individual details inside specified section to complete specified attic/crawlspace section.	Candidate can complete a specified area.			X
	b	Demonstrate knowledge that all includes connecting to adjacent section. Show seal at perimeter of specified section to connect to other sections.	Connect sections, connect attic to wall, leave no escape route for air.		X	
	c	Candidate Visual check: confirmed seals complete with chemical smoke during application.				X
	d	Confirm material Confirm cut and fit Confirm seal 100% Confirm no smoke movement at 75 pa				X



#		Description of Task or Function	Reason	K	S	A
5		<b>General</b>				
	a	demonstrate knowledge that fires can start when a burnable material such as a wood product, paper facing, rubber caulk or plastic foam contacts a heat source like a chimney; or any insulation traps heat over a non-IC recessed light or improper wiring.	Recognize a heat source-chimney vent or fireplace in wall. Don't cause a fire.	X		
	b	Recognize recessed lights from above, knob and tube wiring, other wiring hazards to avoid. Open junction boxes and unsupported connections outside of boxes.			X	
5.1		<b>Set up</b>				
	a	Confirm Crew leader has issued OK to proceed with job and no stop work conditions are present.	Prep and install requirements may change.	X		
5.2		<b>Attic airseal and prep</b>				
	a	Demonstrate ability to uncover wall tops and potential openings in specified area. Confirm all major details air sealed, ducts and duct insulation sealed, recessed lights and heat sources sealed, clearance maintained and fans vented out. See the <i>Residential Building Envelope Whole House Air Leakage Control Installer Certification Scheme Handbook</i> .	Confirm all bypasses sealed. Check air seal basics.			X
	b	Select metal for clearance dam at chimney with width that will end up full height of insulation or taller; i.e. Add 1" bottom flange and 2" top fold to height of insulation.	Choose non-combustible dam material in width that will maintain clearance full height after folds.			X
	c	Demonstrate ability to fold metal in Z shape with top 2" in toward chimney and bottom 1" out for fastening, full height of insulation or taller.	Prevent filling clearance space with insulation.			X
	d	Demonstrate ability to install metal clearance dam. Fasten down, fold in, and fasten lap.	Keep combustibles away from heat source. Maintain clearance required by code and listing of combustion vent.			X

#		Description of Task or Function	Reason	K	S	A
	e	Demonstrate ability to provide soffit vent chute and wind block or pack under chute over outside top plate. Maintain 1" open between chute and roof deck (set prop to high slope 8:12 or greater for access).	Direct airflow from vent up along roof. Prevent wind wash at edges.			X
	f	Demonstrate ability to pack tight or stuff edge over top plate to roof in an area without soffit vents.	Stop wind and get most R-value at edge			X
	g	Demonstrate ability to apply R8 faced duct wrap with joints taped over un-insulated duct section that has been confirmed sealed.	Stop sweating on AC ducts in summer with vapor barrier (vb) facing and drips inside in winter with insulation.  Half of attic duct losses are conduction.			X
	h	Show sample of clearance dam at attic access and border between floored and loose fill attic insulation to full depth of insulation and with wood, plywood or OSB.	Allow full insulation depth to dam. Prevent spills.		X	
	i	Show insulation on access door or hatch, fastened; show R value as close to adjacent building section as practical.	No voids in insulation; Keep R value even.		X	
<b>5.3</b>		<b>Dense pack wall insulation skills</b>				
	a	Demonstrate knowledge that crew leader directs setup of equipment to manufacturer's instructions and contractor's policies, checks power supply and machine operating pressure and all house preparations are complete, including blower door for cavity smoke test.	Follow regulations and firm's standard work process.		X	
	b	Demonstrate knowledge of siding removal and replacement, lead safe protection for interior drilling or other wall access method is performed with minimum damage following all regulations, contractor's policies and scope of work, with access holes plugged after filling, including a basecoat patch at any gypsum openings and water resistive barrier repaired to restore original function where opened.	Protect property, workers and occupants.	X		

#		Description of Task or Function	Reason	K	S	A
	c	In specified section of house wall or on prop, drill holes for insertion tube to access all cavities. Create step-by-step grid that creates access to 100% of surface with drill, probe and tube.	Dense pack air leakage reduction requires 100% of hidden cavities packed. Leave no hidden escape paths for air and no voids. Irregular and open framing is common.			X
	d	Choose location for first hole; likely to be away from corner framing at a height convenient for inserting tube. Test back and forward with probe, both ways side-to-side and open a hole just past the next stud and repeat to access all stud cavities over 1" wide, even if framing isn't irregular. Recheck with probe to confirm no missing spaces.	Check so no vertical cavities are missed. Existing wall framing is often irregular and each cavity must be confirmed. This tube is for basics; thin cavities and other methods are for later.			X
	e	Insert sidewall tube into first hole. Check that tube reaches full height up and down, repeat on each stud space and make openings needed to access the other side of each horizontal blocker. Drill an additional hole beyond each horizontal blocker if insert tube won't go all the way to the end of each cavity, until you are sure the whole section is open.	Check so fill is full height with no voids. Check length of tube inserted against distance to end of cavity.			X
	f	Blow density test box and measure weight change Readjust blower settings and repeat until required density is met or exceeded in test box.	Confirm blower adjustment.			X
	g	Insert tube and completely pack one cavity.	Demonstrate proper installation.			X
	h	Stop and check first cavity with smoke before proceeding to remainder, house at 75 Pa. Turn fan or blower door to 75 Pa house pressure. Smoke check in undisturbed material away from installation hole.	Smoke test shows cavity airflow until it is stopped. Confirm installation before proceeding.			X
	i	Demonstrate airflow through adjacent empty cavity with smoke to show walls leak.	So candidate recognizes air			X

#		Description of Task or Function	Reason	K	S	A
		Confirm conditions for the test are in place.	movement through cavities before their work. Show target airflow.			
	j	Pack three or more wall cavities full, with insertion tube to provide consistent pack in whole cavity (test fan off). Check all three cavities with smoke at 75 Pa at undisturbed holes.	Confirm complete fill.			X
	k	Compare selected area completed with first bag blown to confirm installed density.	Confirm material use matches coverage requirement. Alerts you to blowout or incomplete fill.			X
<b>5.4</b>		<b>Dense pack floor insulation skills</b>				
	a	Floored attic option: select small section of floor 3-4 cavities approximately 6 feet long and provide an additional bag for the test. Open floor cavities for dense pack demonstration under floor.	Open floor cavities to test to same density as wall			X
	b	Adjust machine to pack density test box to target weight with wall tube or 2" diameter hose. Blow density test box & measure weight change Readjust blower settings and repeat until required density is met or exceeded in test box	Confirm blower adjustment meets nominal density before installation			X
	c	Dense pack first cavity specified floor area with wall tube, alt: 1.5-1.75" diam. tube, or 2"diam hose.	Get feel for installation, get complete pack, and avoid clogs			X
	d	Check first packed floor cavity opening with chemical smoke at 75 Pa. before blowing remainder. (adjust to get no visible smoke movement)	Confirm installation meets required density before proceeding			X
	e	Pack remaining 2-3 cavities in test section and check with smoke				X
	f	Compare selected area completed with first bag blown to confirm installed density.	Confirm density installed as you go and at end of job. Alerts you to		X	

#		Description of Task or Function	Reason	K	S	A
			blowout or incomplete fill			
<b>5.5</b>		<b>Crawlspace</b>				
	a	For crawlspace prep: confirm crew leader looked to confirm bypasses sealed or directs crew to seal remaining openings; drainage acceptable and no hazards or contaminants will stop work.	Okay to go. No “stop work” conditions.	X		
	b	Uncover and seal any remaining bypasses and duct leaks as per the <i>Residential Building Envelope Whole House Air Leakage Control Installer Certification Scheme Handbook</i> .	Priority before insulation.	X		
	c	Lay 6-mil or thicker poly sheet over bare earth extending to all edges and fastening to wall where possible. Lap seams 12” and seal where accessible.	Ground cover first, before all sealing or insulation.		X	
	d	Reduce wall ventilation to 1/1500 with operable vents.	Extra outdoor air increases summer crawlspace moisture in most areas.		X	
<b>5.6</b>		<b>Crawlspace wall seal and insulation combined</b>				
	a	Ground cover in place, vents blocked.	Reduce surface area and leakage.		X	
	b	Provide 2” rigid fiber glass board with Flame Spread 25 facer or 2” foam board rated for uncovered use over 4x4 section of crawlspace wall surface, notched to fit up to subfloor with joints taped and perimeter sealed with foam.	Sealed barrier and insulation in one step.			X

## 8. Preparing for Certification

There are no prerequisites to take this exam or become certified. Before you register for the examination:

- Download the latest version of this handbook from [www.bpi.org](http://www.bpi.org)
- Read all information contained in this handbook in its entirety
- Refer to the Knowledge, Skills, and Abilities contained in this handbook to be sure that you understand and are capable of performing the critical tasks required of a certified installer
- Obtain any reference materials required for the multiple choice or field tests and study these references well in advance of taking the examination
- *letter to take the exam. It is recommended that a candidate submit their application at least thirty (30) days prior to the scheduled exam date.*

## 8.1 Special Testing Accommodations

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

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

## 8.2 Proof of Identity

Candidates must show photo identification prior to taking the exam. Please note that photo ID cannot be expired. Be sure to register with the exact same name that will be presented as identification at the exam location or you will not be allowed to take the exam.

Examples of acceptable forms of photo ID are:

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

## 8.3 Certification Fees and Scheduling

Candidates take this examination through BPI Test Centers. Test Center fees and dates the exams are available vary from Test Center to Test Center. BPI does not set these prices or times nor does BPI collect the examination fees. When attempting certification through a Test Center contact the Test Center for Test Center fees and scheduling details of examinations. To locate a Test Center please go to our website ([www.bpi.org](http://www.bpi.org)) and select BPI Test Centers under the 'Locator' tab at the top of the page.

## 8.4 Examination Time Limits

The time length for the oral examination and practical evaluation of abilities will not be greater than seven (7) hours. It is a candidate's right to have the full allotted time for each examination. This does not preclude a session from ending early if a candidate has completed early.

## 8.5 Reference Materials During the Exam

No documentation of any kind is permitted for use during the exam.

## 9. Granting

The certification prerequisites must be met as well as successful scores on the multiple choice and practical examinations to receive certification.

### 9.1 Notification of Test Results and Certification

When test results are processed the candidate is automatically notified by email that their test results are ready to view. To view the test results the candidate must log in to the Candidate Account.

When the individual has achieved certification, an automatic email is sent to the candidate stating that certification has been awarded. Once this notification is sent a temporary certificate can be downloaded and printed from the Candidate Account. BPI will also provide the individual with a packet containing a congratulatory letter on achieving certification, a certificate of certification and a photo identification card. These certification packets typically arrive thirty (30) days after exam is received by BPI although times may vary.

The certificate and the photo identification card shall expire in three (3) years from the date of last qualifying exam.

The photo identification certification card shall contain, but is not limited to:

- name of the certified candidate
- candidate's identification number
- BPI's name and logo
- reference to a certification scheme (name of certification)
- date when certification expires

## 9.2 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 without obtaining prior written permission. Forms for this purpose are provided as part of the application. This disclosure form is intended to assist BPI and the BPI Test Center to protect your information.

## 10. Maintaining Your Certification

The RBE-WHALCI certification is valid for three (3) years. While there are no annual fees to maintain your certification, you will be subject to surveillance as outlined in this document.

## 11. Recertification

The certified installer will be required to renew their certification every three (3) years. The candidate will receive a courtesy email notification at 120, 90, 60 and 30 days reminding them their certification will expire. Candidates will be allowed to start the recertification process six (6) months prior to expiration. If recertification is completed more than six (6) months in advance the expiration date will change to the date of last exam.

In order to become recertified the candidate must successfully complete the examination that is current at the time of renewal.

As part of the recertification process BPI will review the certified installer's file for any open complaints.

The recertification requirements for certified installers must be completed prior to re-issuance of the certification. Should there be any open complaints at the time of expiration BPI will not award recertification.

The certification of the individual shall be withdrawn or revoked due to the certified person's negligent refusal to follow the certification scheme requirements.

Candidates that meet specific work experience criteria after becoming certified may be able to bypass the exam for recertification for their first two recertification cycles. Those who do not meet the work experience requirement will be required to take the full exam to become recertified. Candidates who maintain continuous certification for 9 or more years will not be required to take the exam for recertification. Please reference the [BPI Certification Renewal Policy](#) for complete details.

**\*Any attempt at recertification that is unsuccessful will end the current certification. (e.g. if an attempt at the ALC field exam for recertification is unsuccessful, that will end the current ALC certification immediately.)**

## 12. Surveillance

Surveillance of the certified person is established to ensure compliance to the Policies and Procedures for which the certification was granted. The certification of the individual shall be withdrawn or revoked due to certified person's negligent refusal to follow the certification scheme requirements or failure to take appropriate corrective action as dictated by BPI.

## 13. File Review

The certification department shall conduct a file review of certified persons that have complaints filed against them. The review of the certified person's file activities includes confirmation that any complaints against the certified person have been resolved.

## 14. Corrective / Preventative Action

The corrective / preventative action shall include one of the following:

**Level One:** This corrective action shall be taken when the infraction is minor in nature. A written warning shall be sent to the certified person about the infraction along with the required corrective action. This written warning shall become part of the record in the person's file.

**Level Two:** This corrective action shall be taken when the infraction requiring proof of corrective action. A written warning is sent to the certified person about the infraction. The person is required to submit proof of correction in writing that the infraction has been corrected. The warning and the written response will become part of the record in the person's file.

## 15. Withdrawal of Certification

Should the certified installer not maintain certification or not submit requested proof of corrective action to the satisfaction of BPI, the certification will be withdrawn. In the event the certification is withdrawn, the BPI certification operations manager will review the certified installer's record and provide a written statement in regards to steps that will be taken in order for the certification to 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.



Reasons for withdrawal of an installer's certification by BPI include, but are not limited to:

- Failure of either examination upon recertification.
- Failure to take steps to submit requested proof of corrective action.

BPI shall be notified immediately if a certified individual may not be able to or is no longer able to fulfill the requirements of the certification.

## 16. Appeal Procedure

Candidates who wish to file an appeal of a decision on certification, against the results of an exam, or regarding the suspension of a certification, must do so in writing.

### Appeal Process for Exam Review

To contest the results of an exam, the candidate must follow the procedures, below:

1. A request for review must be made within thirty (30) business days from the date of the exam results. The request for review should be made, in writing, through the BPI website, or sent via registered mail, or email, to the Manager of Certifications Operations at BPI.

From the BPI website ([www.bpi.org](http://www.bpi.org)), under "Contact Us" select the Complaint Form and choose Exam Grade Appeal from the dropdown menu.

To send via registered mail, send requests for review to:

Building Performance Institute, Inc.  
Attn: Appeals  
107 Hermes Road, Suite 210  
Malta, NY 12020

To send via email, send requests to: [complaints@bpi.org](mailto:complaints@bpi.org)

2. The request for review must specifically state the reasons why the candidate believes the initial decision should be modified or overturned and provide information on the issue, or provide a specific reference where required procedures have not been followed.
3. The review will be carried out by the Quality Assurance (QA) Department. Review results will be forwarded to a Director, who will provide a decision, in writing, within thirty (30) business days of receiving the written determination of the reviewer.
4. If a Director concludes that the actions taken are valid, the candidate will be notified of the decision, in writing. The candidate will receive a letter by email, courier or registered mail. The candidate is deemed to have received the notice of the written review decision seven (7) business days after the notice is sent.

### Appeal Process for Suspension of Certification

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

1. A request for review must be made within thirty (30) business days of the notice of suspension or withdrawal of certification from the date of the exam results. The request for review must be made, in writing, through the BPI website, as noted above, or sent via registered mail or email to BPI at the addresses listed above.
2. The request for review must specifically state the reasons why the candidate believes the initial decision should be modified or overturned, and provide new information on the issue or provide a specific reference where required procedures have not been followed.
3. The review will be carried out by the QA Department. The QA Department will forward the results to a Director, with a request to provide a decision, in writing, within thirty (30) business days of receiving the written request for review.
4. If a Director concludes that the actions taken are valid, the candidate will be notified of the conclusion, in writing. The candidate will receive a letter by email, courier or registered mail. The candidate is deemed to have received the notice of the written review decision seven (7) business days after the notice is sent.

## 17. Complaints

If you would like to file a complaint concerning any aspect of the certification or testing process, work performed by other BPI certified individuals, or any other BPI related concerns, please use the complaint form in the sub menu under 'Contact Us' on the top of the page at [www.bpi.org](http://www.bpi.org) or email [complaints@bpi.org](mailto:complaints@bpi.org).

All complaints must be submitted in writing.

## Appendix A – Code of Conduct

### 1. Code 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 examination, including (but not limited to) copying examination materials, causing a disruption in the testing area, and failure to abide by reasonable test 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 any portion of the exam in any form or by any means, verbal, written, electronic or mechanical, without the prior expressed 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.

### 2. Disciplinary Actions

The following disciplinary actions may be taken as a result of non-compliance with this Code 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 B – BPI Certification Agreement

### BPI Certification Agreement

RBE-WHALCI applicants 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 OR CERTIFIED INDIVIDUAL MAY TAKE THE EXAM ONLY IF CANDIDATE OR CERTIFIED INDIVIDUAL AGREES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF CANDIDATE OR CERTIFIED INDIVIDUAL DOES NOT AGREE TO THE TERMS AND CONDITIONS, CANDIDATE OR CERTIFIED INDIVIDUAL SHALL SELECT "NO, I DO NOT AGREE" BELOW AND WILL NOT BE ALLOWED TO TAKE THE EXAM.

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

#### 1. CERTIFICATION

- a. The Candidate or certified individual must:
  - meet the prerequisites
  - pay the applicable exam fees;
  - accept the terms and conditions of this Agreement before completing the Exam;
  - pass the exam(s)
  - keep contact information up to date
- b. Modification to Certification Requirements. BPI's Director level staff may expand or reduce the title or scope of the desired certification or withdraw the certification.
- c. Termination. Candidate or certified individual may terminate this Agreement at any time upon written notice to BPI. The Certification or certified individual is valid for a period of three (3) years after the date of passing the last qualifying exam. If the candidate or certified individual 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 or certified individual agrees to comply with all testing regulations required by BPI and/or its Test Centers and testing centers.

- d. No Cheating. Candidate or certified individual agrees that all answers submitted in completing the Exam are entirely their own. Candidate or certified individual will neither: (i) provide nor accept improper assistance; nor (ii) use unauthorized materials in attempting to satisfy Certification Requirements.
- e. No Misconduct. Candidate or certified individual 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.
- f. No Disclosure. Candidate or certified individual understands and agrees that the Exam is BPI's confidential and proprietary information. Candidate or certified individual 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, Candidate or certified individual agrees not to request any other individual to disclose the Exam or any part thereof to the Candidate or certified individual.

- g. No Misuse of the Exam. Candidate or certified individual 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
- h. Candidate or certified individual understands and agrees that, if for any reason and at its sole discretion, BPI believes the Candidate or certified individual 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 or certified individual any further participation in the Exam, cancel a passed Exam result, remove the Candidate or certified individual's certified status and any other rights previously conferred on the Candidate by BPI, and to permanently bar Candidate or certified individual from any further participation in BPI's Certification.
4. WITHDRAWAL OF CERTIFICATION
- i. Should the certified individual 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, the BPI certification operations manager will review the certified individual's record and provide a written statement in regards 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:

- Failure of the multiple choice test instrument.
  - Failure of field evaluation.
  - Verification of a complaint by building owner or the owner's representative for failure to meet installation requirements and then not correcting the deficiency.
  - Failure to take steps to correct improper practices.
- j. 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 all certification documents, such as BPI ID Card and BPI Certificate to BPI, and cease using any logo or marketing materials.
5. REPRESENTATIONS AND WARRANTIES
- k. By the Candidate or certified individual. Candidate or certified individual represents and warrants that: (i) Candidate or certified individual will refrain from any conduct that may harm the goodwill and reputation of BPI or its products and (ii) Candidate or certified individual shall not make any representation, warranty or promise on behalf of or binding upon BPI and (iii) Candidate or certified individual shall not make claims regarding certification outside of the intended scope of the appropriate certification.
- l. Candidate or certified individual agrees to not use the certificate in a manner that is misleading or unwarranted.
6. INDEMNIFICATION
- m. Candidate or certified individual agrees to indemnify, defend and hold BPI harmless against any losses, liabilities, damages, claims and expenses (including attorneys' fees and court costs) 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 or certified individual, (ii) Candidate or certified individual's use or misuse of the Certification and/or the Logo; (iv) Candidate or certified individual's use or misuse of BPI' confidential information; and/or (v) Candidate or certified individual's breach of any obligations or warranties under this Agreement.
7. LIMITATION OF LIABILITY
- n. Damages. BPI shall not be liable for any indirect, incidental, special, punitive, or consequential damages 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
- o. By signing this Agreement, Candidate or certified individual agrees to all terms and conditions herein
- p. 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.

- q. 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 or certified individual 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.

## Appendix C – 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 examination 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 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 examination. 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 examinations 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](#)
- [Provider Application for Special Testing Accommodations](#)
- Clinical evaluation on official letterhead (letter or detailed report)

If the links above do not work please navigate to [www.bpi.org](http://www.bpi.org) and select ‘Applications’ under the Documents tab at the top of the page

Please submit the forms at least 2 weeks in advance of your scheduled exam. Once these forms have been reviewed the applicant will receive notification of approval or denial from BPI. If approved you must bring the approval notice with you to the testing center.



## Appendix D – Language Barrier Testing Accommodations

### Language Barrier Testing Accommodations

If you have difficulty in comprehending the language of the test, 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 a written or practical exam, provided that the interpreter is a bona fide interpreter that is engaged in that profession and that is pre-approved by BPI.

BPI Standard Testing Accommodations for candidates with a language barrier.

#### **Written Examinations:**

Exam times will be doubled.

#### **Practical Examinations:**

Exam times will be doubled.

- [Candidate Application for Language Barrier Testing Accommodations](#)

If the link above does not work, please navigate to [www.bpi.org](http://www.bpi.org) and select 'Applications' under the Documents tab at the top of the page

Please submit the form at least 2 weeks in advance of your scheduled exam.

Once these forms have been reviewed the applicant will receive notification of approval or denial from BPI. If approved, you must bring the approval notice with you to the testing center.

## Terms and Definitions

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

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

**Certified Individual** – 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, other than an appeal, 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.

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

**Examination** – 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.

**Examiner** – Person with relevant technical and personal qualifications, competent to conduct and/or score an exam.

**Essential Learnings** – Comprehensive list of RBE-WHALCI functions and tasks as determined by a job task analysis.

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

**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 person's performance to ensure continued compliance with the certification scheme