



# Certification Renewal

POLICIES AND PROCEDURES



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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.

## Table of Contents

Table of Contents .....	i
1. About BPI.....	2
2. Introduction .....	2
3. Renewal Requirements .....	4
4. Certification Renewal Fees.....	5
5. Quality Assurance .....	6
6. Contact Information .....	6
Appendix A – Written Exam Requirements .....	7
Appendix B – Application for BPI Certification Renewal .....	8
Appendix C – Practitioners Template to Prove Experience .....	11
Appendix D – Trainers Template to Prove Experience .....	12
BPI Candidate Recertification Checklist.....	13

## 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 understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

BPI also offers 3 programs ([BPI GoldStar Contractor](#) for companies, [Rating Program](#) for raters, and [BPI Product Listing](#) for manufacturers) and 3 certificates ([Building Science Principles, Healthy Housing Principles, and the Site Supervisor Certificate](#)). BPI Certified Professionals hold over 18,000 active certifications supported by over 100 BPI Test Centers and 250 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 Saratoga Springs, NY.

## 2. Introduction

BPI's certification renewal policy recognizes the work experience of BPI Certified Professionals. Field exam requirements may be bypassed under this policy, in certain circumstances, contingent upon proof of relevant work experience. This policy will apply only to Certified Professionals who maintain continuous certification and remain active in-home performance roles.

**By completing the [Application for BPI Certification Renewal](#), you are attempting to bypass the field exam portion required for certification renewal; this does not apply to the online exam portion (see Appendix A). If you elect to take the field exam portion, there is no need to complete this application, unless you are attempting to renew your HHE (see below).**

***\*EXCEPTION: There is no field exam component to the Healthy Home Evaluator (HHE) certification, however, if you wish to renew this certification with CEUs, you must complete the [Application for BPI Certification Renewal](#), for verification of required prerequisite certification, CEUs and payment of renewal.***

Certified Professionals may elect to take the online and field exams to earn recertification, OR may elect to attempt to bypass the exam(s) in accordance with the requirements set forth in this policy. This policy applies to the following certifications:

- Building Analyst Professional
- Envelope Professional
- Heating Professional
- Air Conditioning & Heat Pump Professional

- Manufactured Housing Professional
- Multifamily Building Analyst
- Multifamily Building Operator
- Air Leakage Control Installer (ALC) – CEUs do not apply
- Infiltration and Duct Leakage (IDL) – CEUs do not apply
- Healthy Home Evaluator (HHE) – no field exam component; CEUs do apply; must have active prerequisite certification

This policy does NOT apply towards the renewal of the following certification designations (see \*Note).

- Home Energy Professional (HEP) Certifications:
  - Energy Auditor
  - Quality Control Inspector
  - Retrofit Installer Technician
  - Crew Leader

*\*Note: Please refer to the certification scheme handbooks at [www.bpi.org](http://www.bpi.org) for certification renewal requirements regarding these designations.*

### **Certified Professionals NOT eligible for this renewal policy:**

**A Certified Professional must start as a new candidate by taking both the online and field exams for each certification if they fall into either scenario as described below.**

#### **Scenarios:**

- **If the certification has expired or certification is no longer valid**
- **Any unsuccessful attempt (online or field) toward renewal will end the current certification on the date of that exam; regardless of when the expiration date would have been**

#### **Certification Renewal Window**

Certifications are valid for three (3) years. Certified Professionals may start the renewal process up to six (6) months prior to their certification expiration date.

*Please note: Certified Professionals who renew their certification more than six (6) months prior to their expiration date will have their new certification begin immediately upon renewal. (e.g. If your certification expiration date is 6/1/2020, and you elected to renew on 10/1/2019 (more than six (6) months prior), your new expiration date would be 10/1/2022)*

If the Certified Professional is renewing more than one (1) certification, there is an option to align the certification expiration dates so they will all be the same going forward. The new expiration date will align with whichever certification is expiring first. Certified Professionals who opt to align their dates may initially lose time on those certifications that are aligned.

Applications will not be processed unless **all** information has been completed. Please submit the completed application, requirements, and payment directly to BPI at least thirty (30) days prior to the

certification expiration date. Dependent upon volume, application processing may take up to four (4) to six (6) weeks.

Upon approval of the [Application for BPI Certification Renewal](#), Certified Professionals will receive an email notification from BPI confirming recertification and can then expect a certification packet in the mail within thirty (30) days of that notice.

### 3. Renewal Requirements

If the certification has expired or the Certified Professional does not remain current during any portion of the certification cycle, this policy does not apply. Certified Professionals will then need to retake the exams as if they were a new candidate.

The following is required to complete certification renewal:

- Successfully complete the online exam, OR
- Obtain thirty (30) relevant Continuing Education Units (CEUs) uploaded to the Certified Professional's [CEU Portal](#) (see Appendix A) to bypass the online exam,

AND

- Successfully complete the field exam, OR
- Complete the *Application for BPI Certification Renewal* and provide acceptable proof as outlined below to bypass the field exam

***\*EXCEPTION: There is no field exam component to the Healthy Home Evaluator (HHE) certification, however, if you wish to renew this certification with CEUs, you must complete the [Application for BPI Certification Renewal](#), for verification of required prerequisite certification, CEUs, and payment of renewal.***

#### 3.1 Practitioners

##### Certified Professionals renewing their certification for the first or second time

- Complete and submit [Application for BPI Certification Renewal](#)
- Submit renewal payment
- Practitioners must have proof of experience\*:
  - minimum of 3,000 hours of relevant experience within the past three (3) years related to the designation being renewed to bypass the field exam
  - \*\*Exception (IDL): minimum of 1,000 hours of relevant experience within the past three (3) years

*Qualifying Field Experience:*

- Building Analyst / Envelope Professional: energy audits, diagnostic measurement(s), work scopes, installation oversight, QA test in/test out
- Heating / AC & Heat Pump / Manufactured Housing Professional: diagnostic measurement(s), work scopes, installation oversight, QA test in/test out

- Multifamily Building Analyst: energy audits, diagnostic measurement(s), work scopes, installation oversight, QA test in/test out
- Multifamily Building Operator: diagnostic measurement(s), work scopes, installation oversight, QA test in/test out
- Infiltration & Duct Leakage Professional: diagnostic measurement(s), infiltration and duct leakage testing, interpretation of testing results, oversight, QA
- Air Leakage Control Installer: air sealing building envelope, attic floors, wall top plates, crawlspaces, plumbing/vent chase, rim/band joist, ductwork, recessed lights; dense pack exterior walls and/or floors

***\*Acceptable Proof (see Appendix B)***

## 3.2 Trainers

Individuals whose primary function involves training with content relevant to the house-as-a-system.

- Complete and submit [Application for BPI Certification Renewal](#)
- Submit renewal payment
- Provide proof\* of one hundred (100) hours of training with content relevant to house-as-a-system over three (3) years to bypass the field exam
- **HHE only:** Provide proof\* of one hundred and fifty (150) hours of training with content relevant to Healthy Homes over three (3) years to bypass the field exam

***\*Acceptable Proof (see Appendix C)***

## 3.3 Practitioners 9+ years certified

**Certified Professionals renewing certification(s) for the third time on a consecutive basis or anytime thereafter (minimum time certified: 9 consecutive years)**

- Complete and submit [Application for BPI Certification Renewal](#)
- Submit renewal payment
- No field exam required

## 4. Certification Renewal Fees

Regardless of the outcome, certification renewal fees will not be refunded. Payment of renewal fees as outlined below, are due at the time of application submission. Any application submission is an attempt at renewal and **renewal fees are non-refundable.**

Fees listed below apply to one (1) Certified Professional. There is not a group rate. Application renewal fees are paid to BPI. Online and field exam fees are paid to the BPI Test Center at exam scheduling.

	No Online nor Field Exams Needed	Only Online Exam Needed	Only Field Exam Needed	Both Online and Field Exams Needed
One Certification	\$300	\$300 (plus online exam fee)	field exam fee only	online and field exam fees only
Two Certifications	\$400	\$400 (plus online exam fee)	field exam fee only	online and field exam fees only
Three or more Certifications	\$500	\$500 (plus online exam fee)	field exam fee only	online and field exam fees only

**\*Note:** If renewing more than one (1) certification, all designations requested must be submitted at the same time on the same application to obtain pricing listed. (Proctors see next page.)

**BPI Proctors should consult the Certification Renewal Policies and Procedures PROCTOR document in their Proctor Account for the certification renewal application and schedule of applicable fees.**

## 5. Quality Assurance

BPI will perform Quality Assurance (QA) to ensure that the information provided on and with this [Application for BPI Certification Renewal](#) is true and accurate. If it is found that any information provided has been falsified, BPI reserves the right to suspend or revoke any or all a Certified Professional's active certifications.

## 6. Contact Information

Any questions regarding certification renewal may be submitted via email to [Recertification@bpi.org](mailto:Recertification@bpi.org) or by calling (877) 274-1274 ext 292.



## Appendix A – Written Exam Requirements

All individuals must use the following [Continuing Education Unit \(CEUs\) Policies and Procedures](#) to determine if an online exam is required for certification renewal. To bypass the online exam, a candidate must accumulate at least thirty (30) relevant CEUs over their three (3) year certification cycle.

Number of CEUs	Requirement
24 (HHE only)	No written exam required, but must complete and submit payment for the <a href="#">BPI Certification Renewal Application</a>
30 or more	No written exam required
10 – 29	Must successfully complete a 50-question online exam for each designation
0 – 9	Must successfully complete a 100-question online exam for each designation

To be counted toward certification renewal, CEUs must be submitted via the [CEU Portal](#) no less than thirty (30) days prior to the certification expiration date. CEUs submitted less than thirty (30) days prior may not be applied to the Certified Professional's record by the certification expiration date.

If a current certification expires prior to the CEUs being applied to a Certified Professional's record, they will not qualify under this policy. Please keep in mind that CEUs expire after three (3) years. It is the Certified Professional's responsibility to ensure that CEUs are valid at the time of renewal.

***Certified Professionals requiring testing accommodations should visit BPI's website for the proper [forms](#) and submit completed documentation to BPI at least thirty (30) days prior to scheduling exams.***



## Appendix B – Application for BPI Certification Renewal

Your application will not be considered unless all information is completed, signed, proof of experience is attached and dated. **Please read the [BPI Certification Renewal Policies and Procedures](#) to see if you are eligible before applying.** \*Note: Proctors please login to your [Proctor Account](#) to view the Certification Renewal Requirements.

### Candidate Information (all information in this section is required)

Name:	BPI ID#:	
Address:		
City:	State:	Zip:
Phone:		
Email:		

### Employer Information (\*If self-employed, this section still needs to be completed.)

Business Name:		
Business Address:		
City:	State:	Zip:
Phone:		
Email:	Website:	

*Please indicate which certification designation(s) this application covers*

Professional Certification(s)	Expiration Date
Building Analyst	
Envelope	
Heating	
A/C of Heat Pump	
Manufactured Housing	
Multifamily Building Analyst	
Multifamily Building Operator	
Air Leakage Control Installer (ALC)	
Infiltration & Duct Leakage (IDL)	
Healthy Home Evaluator (HHE)	

Certain information may be released to (please indicate each item applicable below):

### Authorization To Release Information

	Indicate Name of Each	Yes	No
Employer on Application:			
Test Center:			
Program Implementer:			
Training Provider:			
*Consumer Public:	N/A	✓	N/A

\*Authorized with Certification (as detailed on the next page)

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](http://www.bpi.org), certain information including: Full Name, City/State of Employment, Certification Number, Expiration Dates, and Designations earned. By completing the additional Authorization sections above, I authorize the Building Performance Institute, Inc. to release certain additional information only to those specifically indicated above (not including the consumer public): Pass/Fail Results, Notices of Certification Renewal, and Accumulated Continuing Education Units.

**OPT OUT: Certified Professionals will have their company name, city, state, telephone number, and email address listed on the BPI website unless this box is checked. If you do not complete the Employer Information section on the front page of this application, your listing will not appear.**

I understand that BPI may, at its discretion, post or remove the consumer public information on [www.bpi.org](http://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.

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. BPI reserves the right to suspend an individual's certification credential when the holder does not notify BPI of changes.***

The proctor for your online 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 written and field testing (the "Content").

For proctor training, I grant BPI, its agents, representatives, transferees, assigns and licensees a royalty-free, non-exclusive, perpetual, worldwide right to use, copy, display, exhibit, publish, distribute, reproduce, adapt, modify, edit, create derivative works, re-use, re-publish, re-distribute or otherwise make any use of the Content and my first name for any lawful purpose, including but not limited to use as a training material, advertising, marketing, and promotional materials, and in any manner, form, format or media now known or later developed, including but not limited to, the Internet, television, radio, print media, phone-based services and digital-based services.

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 signing this document or preclude BPI from exercising the rights and privileges I have granted to them.

**Payments – Certification Renewal Fees are NON-REFUNDABLE**

Save a copy of the application prior to selecting a “Buy Now” button, if paying via PayPal.

Fees listed below pertain to one (1) Certified Professional. There is not a group rate.

Please select one method below:

<b>1. PayPal</b> **please ensure your BPI ID # is entered in PayPal under the Shipping Address section on the pay now screen**		
<b>Certification Renewal Fees *NON-REFUNDABLE*</b>		
One Certification	\$300.00	
Two Certifications	\$400.00	
Three or more Certifications	\$500.00	

**2. Credit Card Payments**  
 Credit card payments can be processed through PayPal as a guest if you do not have a PayPal account. If you have any issues with PayPal, you may call our Finance Department at (877) 274-1274 ext. 115 to pay via credit card over the phone.

**3. Check**

Check #:	Amount:	Date Check was mailed:
Send Check along with this application to the address listed below.		

I certify that all information in this application and the accompanying documentation is true and correct. Further, I have read and understand the *Consent to Use Name and Likeness in Videotapes for Proctor Training Purposes*. I agree and acknowledge that a facsimile, photocopied or electronically scanned copy of my signature on this document will have the same force and effect as an original signature.

By signing this document, I agree that I have read and understand the [Certification Renewal Policies and Procedures](#) that is located at [www.bpi.org](http://www.bpi.org).

**Certified Professional Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Please Submit this Request with all supporting documentation required by mail, fax, or email</b>	
Mail to:	Building Performance Institute, Inc. 63 Putnam Street, Suite 202 Saratoga Springs, NY 12866
Fax to:	(518) 899-1622 or toll free (866) 777-1274
Email to:	<a href="mailto:recertification@bpi.org">recertification@bpi.org</a>

## Appendix C – Practitioners Template to Prove Experience

**\*\* This letter is not valid unless presented on company letterhead \*\***

Date:

### Practitioners

This letter is to verify that \_\_\_\_\_ has completed \_\_\_\_\_ hours of relevant experience within the past three (3) years related to the designation(s) being renewed.

By signing this document, you are attesting that the information provided on this form is true and accurate to the best of your knowledge and the stated applicant's participation in the task(s) or job functions as described above are true and correct.

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D – Trainers Template to Prove Experience

**\*\* This letter is not valid unless presented on company letterhead \*\***

Date:

### Trainers

This letter is to verify that \_\_\_\_\_ has delivered a minimum of 100 hours of training with content relevant to house-as-a-system within the past three (3) years.

By signing this document, you are attesting that the information provided on this form is true and accurate to the best of your knowledge and the stated applicant's participation in the task(s) or job functions as described above are true and correct.

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix E – Trainers Template to Prove Experience (HHE only)

**\*\* This letter is not valid unless presented on company letterhead \*\***

Date:

### Trainers

This letter is to verify that \_\_\_\_\_ has delivered a minimum of 150 hours of training with content relevant to healthy homes within the past three (3) years.

By signing this document, you are attesting that the information provided on this form is true and accurate to the best of your knowledge and the stated applicant's participation in the task(s) or job functions as described above are true and correct.

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BPI Candidate Recertification Checklist

<b>PRACTITIONER CHECKLIST: (refer to section 3.1 of the policies and procedures)</b>	
<input type="checkbox"/>	Application completed, signed, dated, and submitted to BPI prior to expiration date(s).
<input type="checkbox"/>	Certifications being renewed are active.
<input type="checkbox"/>	30 CEU's are in Candidate Portal or online exam(s) are completed.
<input type="checkbox"/>	If attempting to bypass the field exam, proof of a minimum of 3000 (or 1000 for IDL only) hours of relevant experience within the past three (3) years has been submitted with application (letter).
<input type="checkbox"/>	Payment submitted (PayPal, Credit Card or Check)
<b>TRAINER CHECKLIST: (refer to section 3.2 of the policies and procedures)</b>	
<input type="checkbox"/>	Application completed, signed, dated, and submitted to BPI prior to expiration date(s).
<input type="checkbox"/>	Certifications being renewed are active.
<input type="checkbox"/>	30 CEU's are in Candidate Portal or online exam(s) are completed.
<input type="checkbox"/>	If attempting to bypass the field exam, proof of a minimum of 100 hours of training relevant to the house-as-a-system has been submitted with application (letter)
<input type="checkbox"/>	If attempting to bypass the HHE online exam, proof of a minimum of 150 hours of training relevant to the Healthy Homes has been submitted with application (letter)
<input type="checkbox"/>	Payment submitted (PayPal, Credit Card or Check)
<b>PRACTITIONER 9+ YEARS CERTIFIED CHECKLIST: (refer to section 3.3 of the policies and procedures)</b>	
<input type="checkbox"/>	Application completed, signed, dated, and submitted to BPI prior to expiration date(s).
<input type="checkbox"/>	Certifications being renewed are active.
<input type="checkbox"/>	30 CEU's are in Candidate Portal or online exam(s) are completed.
<input type="checkbox"/>	Payment submitted (PayPal, Credit Card or Check)