



Building Analyst Professional (BA-P)

CERTIFICATION SCHEME HANDBOOK



APRIL 9, 2026

THE SYMBOL OF EXCELLENCE FOR HOME PERFORMANCE CONTRACTORS

Notice

Anyone interested in becoming BPI certified as a Building Analyst Professional, will need to know the scope of the certification and all requirements.

This certification scheme handbook outlines the knowledge, skills and abilities needed for individuals to become certified as a Building Analyst Professional.

Information in this handbook represents the policies at the date of publication for the BPI Building Analyst Professional certification. Information in this handbook supersedes information contained in any previously 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. 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. BPI is also accredited as a certifying body for personnel credentials by the ANSI National Accreditation Board (ANAB). BPI develops technical standards for home performance. From these standards, BPI develops rigorous written and field exams to credential the workforce. BPI understands the importance of impartiality in carrying out its certification activities, managing conflicts of interest, and ensuring the objectivity of its certification activities.

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

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

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

2. BPI Certification Schemes

BPI offers individual certification in many 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 reviews statistics, industry changes, and current certification scheme requirements on a regular basis. This certification designation has been developed through an open, transparent, credible, and defensible process to ensure that the knowledge, skills and abilities essential for earning the credential are properly evaluated through written and field exams.

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

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

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

For individuals to become BPI Building Analyst Professional certified, successful completion of a multiple-choice exam to confirm the candidate's knowledge and skills is required.

To be certified by BPI, the candidate is not required by BPI to undergo any specific training, however, prerequisite criteria must be met. Note that while some BPI Test Centers provide training, BPI is not responsible for the training content, nor does it approve any training programs. It is solely up to the individual to decide what training they want to take and where to take it. For more information on preparing for certification, please see Section 4.

The requirements for this certification will be reviewed every five years and modified as required by the scheme committee with input from the residential energy 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 Building Analyst Professional Certification

This certification scheme handbook outlines the knowledge, skills and abilities required for the Building Analyst Professional certification.

The scheme defines the scope of the Building Analyst Professional certification as the following: A Building Analyst Professional is a certified Building Analyst Technician who also conducts energy modeling, building analysis, and data evaluation in order to provide a comprehensive report with a list of prioritized home performance recommendations. A committee of industry subject matter experts (SMEs) created the Job Task Analysis (JTA).

This document is intended to include all of the tasks a Building Analyst Professional may perform, as well as the knowledge, skills, and abilities required to do these tasks.

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

4. Preparing for Certification

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

- Download the latest version of the BPI Building Analyst Professional scheme handbook from www.bpi.org
- Read and understand all information contained in the BPI Building Analyst Professional scheme handbook
- Refer to the Job Task Analysis and Exam Blueprint sections contained in the BPI Building Analyst Professional scheme handbook to be sure that you understand and can perform the tasks required for this certification

- Obtain reference materials for the multiple-choice online exam and study well in advance of taking the exam.

4.1 Prerequisites

Items below are required prior to taking the Building Analyst Professional certification exam:

- BPI Building Analyst Technician Certification

4.2 Special Testing Accommodations

Candidates in need of special testing accommodations, such as a language barrier, or arrangements for people with disabilities, should submit the appropriate forms as noted in Appendices C and D.

For candidates whose native language is not English, BPI allows additional testing time and the use of a bona fide translator or bilingual-speaking proctor. These accommodations are designed to support access to the exam while maintaining fairness and exam integrity. Translators and bilingual proctors may provide direct, word-for-word translation only and may not explain, interpret, or clarify exam content. All exam standards, scoring, and competency requirements remain unchanged in accordance with ANSI/ISO 17024 accreditation requirements.

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

4.3 Proof of Identity

At the start of each exam session, the candidate must present a valid, non-military, government-issued photo ID. Please make sure that when registering for the exam(s), the name used is the same that is listed on the valid photo ID.

Examples of acceptable forms of photo ID are:

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

4.4 Certification Fees and Scheduling

BPI certification exams are provided through BPI Test Centers. Please reach out to a local BPI Test Center for fees and scheduling details of exams, as they will vary from Test Center to Test Center. To locate a BPI Test Center, please go to the BPI website (www.bpi.org) and select **Locator** from the top of the page.

5. Written Exams

For the Building Analyst Professional certification, a multiple-choice exam has been developed by BPI in

order to ensure competency in the critical tasks defined by industry experts.

The written exam is comprised of multiple-choice questions that cover knowledge and skills and will be timed at two and a half hours.

The passing score is 70%.

The BA-P online exam is administered through BPI Test Centers at various locations across the United States. Please go to the BPI website (www.bpi.org) and select **Locator** at the top of the page to find a BPI Test Center near you.

6. Job Task Analysis

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

Domain 1: Analyzing Collected Data	
<i>Task 1: Evaluate Combustion Safety Testing Data</i>	
Knowledge of:	
•	appropriate recommendations to be made given visual and numerical data collected from
Ability to:	
•	determine the need for further evaluation when combustion safety testing data is inconclusive
<i>Task 2: Evaluate Blower Door Test Data</i>	
Knowledge of:	
•	blower door-guided air sealing techniques
Ability to:	
•	prioritize envelope and duct system air sealing opportunities (location, method and materials) based on blower door/pressure pan/zonal test results
•	determine the need for further evaluation when blower door test data is inconclusive
<i>Task 3: Evaluate Mechanical Ventilation Data</i>	
Knowledge of:	
•	ventilation standards and codes of Authority Having Jurisdiction (AHJ)
•	types of ventilation
Ability to:	
•	identify ventilation duct system improvement opportunities based on observed conditions
•	assess the need for additional mechanical ventilation based on diagnostic testing and existing building attributes
•	calculate the building ventilation requirements
•	determine the size of the affected space
•	compare measured flow with ventilation requirements
•	determine the mechanical ventilation needs (e.g., repairs, replacements, additions, make-up air) and controls
<i>Task 4: Evaluate HVAC Distribution Systems Data</i>	
Knowledge of:	
•	HVAC distribution testing protocols (e.g., duct leakage, airflow, pressure drop, heat rise, pressure matching with duct pressurization device, dominant duct leakage, strip heat)
•	distribution system design and materials
Ability to:	
•	identify duct sealing and duct/hydronic pipe insulation opportunities based on collected data

<i>Task 5: Evaluate Fenestration Data</i>	
Knowledge of:	
•	fenestration types, components, and nomenclature

Ability to:	
•	identify opportunities for fenestration upgrades including modification or replacement based on collected data
Task 6: Evaluate Thermal / Pressure Boundary	
Knowledge of:	
•	the benefits of infrared thermography
•	building locations requiring the use of noncombustible materials and clearances to combustibles
Ability to:	
•	determine thermal boundary and pressure boundary alignment
•	determine conditioned, unconditioned, and unintentionally conditioned spaces
•	determine if the location and type of an existing vapor retarder is appropriate
•	determine methods and materials for sealing and insulating specific locations (e.g., crawlspaces, basements, attached garages, attics, conditioned/unconditioned areas, other areas of the building)
Task 7: Evaluate Heating, Cooling and DHW Equipment Data	
Knowledge of:	
•	equipment control strategies for maximizing occupant comfort and minimizing energy consumption (e.g., electronic and setback thermostats, demand-circulation, and circulating-type DHW systems)
Ability to:	
•	evaluate the HVAC system data collected and determine health and safety concerns, fuel switching options, and justification for recommending replacement or upgrades
•	evaluate heating and cooling distribution system(s) loads, sizing, operation, condition, and efficiency and identify opportunities for improvement
•	evaluate domestic water heating appliance(s) operation, condition, and efficiency and identify opportunities for improvement
•	evaluate domestic water heating distribution system* operation, condition, and efficiency and identify opportunities for improvement *Distribution system includes pumps, piping and terminations (e.g., faucets, showers, etc.)
Task 8: Calculate Baseload	
Knowledge of:	
•	baseload reduction strategies
Ability to:	
•	determine heating loads, cooling loads, and baseloads through utility bill analysis
•	disaggregate baseload energy use
Task 9: Evaluate Water Conservation Data	
Ability to:	
•	assess opportunities for water conservation devices and strategies
Task 10: Evaluate Health and Safety Data	
Knowledge of:	
•	industry standards for health and safety requirements relative to indoor air quality in residential buildings
•	combustion appliance safety standards (ANSI/BPI-1200, Section 7)
•	moisture mitigation and control strategies
•	ventilation standards for acceptable indoor air quality (ASHRAE 62.2-2013)
•	visual electrical hazards including knob and tube wiring
•	health and safety concerns that may require further investigation (e.g., mold, lead, asbestos-containing materials, radon, confined space)
•	foam plastic installation and fire safety requirements
Ability to:	
•	determine combustion air requirements (e.g., ANSI/BSR Z223.1/NFPA 54: National Fuel Gas Code, Combustion Air Requirements)

•	identify the need to address occupant-controllable pollutants in the home
Task 11: Evaluate Construction Details	
Ability to:	
•	determine crawlspace and attic ventilation requirements
•	determine structural integrity and needed repairs of wall(s) to be insulated
•	determine structural deficiencies and needed repairs of any building components to be addressed in the work scope
•	calculate the area of building surfaces
•	calculate the cubic feet of building spaces and cavities
Domain 2: Modeling and Work Scope	
Task 1: Use Energy Modeling Software	
Knowledge of:	
•	the purpose of modeling
•	resources available for pricing
•	energy modeling software principles
Ability to:	
•	determine pertinent modeling data
•	analyze the output from the software
•	produce a cost and savings report
•	input data and to analyze the completed model
•	recognize potential errors on completed model
•	use modeling software to determine heating and cooling loads and estimated energy consumption
•	calibrate the computer model based on utility bill analysis
Task 2: Generate a Recommended Work Scope	
Ability to:	
•	determine the recommended health and safety measures
•	determine the recommended building and durability measures
•	determine the recommended energy efficiency measures (EEM)
•	calculate the payback period and savings to investment ratio (SIR) for potential measures
•	evaluate financial calculations for potential measures
•	anticipate potential health and safety impacts from recommended retrofit measures
•	specify measures to ensure thermal and pressure boundary integrity and alignment
•	assemble work specifications

7. Building Analyst Professional Exam Blueprint (online)

Domain and Tasks	% of Exam
Domain 1: Analyzing Collected Data	64%
Task 1: Evaluate Combustion Safety Testing Data	4%
Task 2: Evaluate Blower Door Test Data	5%
Task 3: Evaluate Mechanical Ventilation Data	8%
Task 4: Evaluate HVAC Distribution Systems Data	5%
Task 5: Evaluate Fenestration Data	2%

Domain and Tasks	% of Exam
Task 6: Evaluate Thermal / Pressure Boundary	8%
Task 7: Evaluate Heating, Cooling and DHW Equipment Data	8%
Task 8: Calculate Baseload	3%
Task 9: Evaluate Water Conservation Data	1%
Task 10: Evaluate Health and Safety Data	15%
Task 11: Evaluate Construction Details	5%
Domain 2: Modeling and Work Scope	36%
Task 1: Use Energy Modeling Software	20%
Task 2: Generate a Recommended Work Scope	16%

8. Standards of Reference and Resources

All BPI exams are based on a mixture of industry practices, axiomatic¹ concepts, and major standards of reference. No singular source exists that could touch upon every aspect for what is considered testable. Conversely, there is no limit to the potential useful material found in print and online.

8.1 Standards

Current versions of the Standards listed below can be found on the [BPI website](#).

- BPI – Building Performance Institute
 - [ANSI/BPI-1100-T Home Energy Auditing Standard](#)
 - [ANSI/BPI-1200-S Standard Practice for Basic Analysis of Buildings*](#)

*Please note that ANSI/BPI-1200 includes its own list of Reference Standards that can be considered as part of this list (e.g., ASHRAE 62.2, several ACCA standards, etc.).

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

8.2 Resources

- BPI – Building Performance Institute
 - [Building Science Principles Reference Guide](#)
 - [Healthy Housing Principles Reference Guide](#)

9. Exam Security

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

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

10. Granting

In order to receive BA-P certification, the candidate must meet all prerequisite requirements, as well as successfully complete the written exam.

10.1 Notification of Exam Results and Certification

Once exam results have been processed the candidate will be able to log in to their [Candidate Account](#) to view exam results.

The BPI Certified Professional will be notified once BPI certification has been awarded. BPI Certified Professionals may log into their [Candidate Account](#) and retrieve a digital copy of their active certification(s) and ID Badge to use on their mobile device or print from a PDF.

The certificate will expire three years from the date of initial certification. The photo identification certification card contains, but is not limited to:

- name of the Certified Professional
- BPI ID number
- BPI's name and logo
- reference to a certification scheme (name of certification)
- date when certification expires

10.2 Time Limits for Completing Certification

BPI permits 12 months to complete the certification process from the time a candidate takes the first exam. Candidates may challenge the BA-P online exam up to six times in a one-year period. The one-year period begins after the first unsuccessful attempt of the exam, after which time a candidate will have five more attempts to successfully challenge that particular exam.

Candidates who do not successfully complete the BA-P online exam and achieve certification within the one-year period, must wait for the one-year anniversary of the first unsuccessful attempt to challenge the exam again.

10.3 Extensions

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

10.4 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. BPI provides confidentiality clauses as part of the online registration process. These disclosure clauses are intended to assist BPI and the BPI Test Center to protect the candidate's or Certified Professional's information.

11. Certification Renewal

BPI Certified Professionals who hold the Building Analyst Professional certification will be required to renew their certification every three years.

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

If the Certified Professional is renewing more than one 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.

To be eligible for certification renewal, BPI certified Building Analyst Professional must:

- Hold an active BA-P certification, **AND**
- Accumulate 30 whole-house building science related CEUs AND submit *Application for Certification Renewal*, **OR**;
- Successfully challenge the BA-P online exam that is current at the time of renewal.

The BA-P certification requires the BA-T certification as a pre-requisite, therefore if the BA-T certification expires, is deactivated, or revoked for any reason, the BA-P will also be deactivated. If the BA-T certification is reissued and there is still time left on the BA-P, then the BA-P will be reactivated through to the original expiration date.

If Your BA-T or BA-P Is Due and You Have an Active EA

If your BA-T and/or BA-P renewal date arrives and your EA is active, but your EA renewal is *not* due yet:

- You’ll receive an email allowing you to renew BA-T and/or BA-P by paying the renewal fee only.
- You do not need to submit:
 - CEUs
 - A work experience letter
 - A renewal application

As long as you keep your EA active, you can maintain BA-T or BA-P with fee-only renewal.

By completing certification renewal, all BPI certified Building Analyst Professionals are re-attesting to the Code of Ethics located in the Building Analyst Professional’s scheme handbook (*Appendix B*).

Certification Renewal Scenarios:	Certification Result:
Have an active BA-T certification AND successfully challenge the Building Analyst Professional Certification exam	Certification Renewal Completed
Have an active BA-T certification AND accumulate 30 whole-house building science related CEUs AND submit <i>Application for Certification Renewal</i>	Certification Renewal Completed

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

***Any attempt at recertification that is unsuccessful will end the current BA-P certification immediately.**

***BPI reserves the right to make changes to this policy at any time. If changes are made, BPI will attempt to notify all participants via email. Always refer to the most up-to-date version of the Building Analyst Professional scheme handbook.**

12. Surveillance

BPI does not actively monitor Certified Professionals. However, Certified Professionals are expected to continue meeting all certification scheme requirements for the duration of their certification. If BPI becomes aware that a Certified Professional is not complying with these requirements—such as through complaints, reported violations, or other credible information, BPI may require corrective action. Failure to comply with certification requirements or to complete required corrective actions may result in suspension, withdrawal, or revocation of certification.

13. File Review

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

14. Corrective / Preventative Action

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

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

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

15. Withdrawal of Certification

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

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

- Failure to meet certification renewal criteria as outlined in Section 11
- Failure to take steps to submit the requested information of a corrective action as outlined in Section 14

- Failure to follow the BPI Building Analyst Professional Code of Ethics and/or Code of Conduct
- Failure to follow BPI Standards that align with the certification's JTAs, when applicable

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

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

16. Appeal Procedure

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

Please Note: If a candidate chooses to challenge the exam that they are appealing prior to the notification of a final decision on their appeal, the results of the appeal will be null and void, regardless of the outcome. The original score of the appealed exam will stand.

Appeal Process for Exam Review

To contest the results of a BA-P exam, the candidate must follow the procedures, below:

1. A request for review must be made within 30 days from the date of the exam. The request for review may be made in the following manner:
 - a. Submit the Complaint Form via the [BPI website](#):
Go to www.bpi.org and hover over **About Us** at the top of the page, select **Contact Us**. Enter your information and choose **Exam Grade Appeal** from the **Category** dropdown box.
 - b. Send a letter via registered mail to:
Building Performance Institute, Inc.
Attn: Appeals
63 Putnam Street, Suite 202
Saratoga Springs, NY 12866
 - c. Send an email to Appeals@bpi.org
2. The request for review must specifically state the reasons why the candidate believes the initial decision should be modified or overturned and provide information on the issue; or include a specific reference where required procedures were not followed.
3. The review will be carried out by the Quality Assurance (QA) Department. Review results will be forwarded to the Director, who will provide the decision, via email to the candidate, within forty-five (45) days of receiving the request for appeal.

Appeal Process for Suspension of Certification

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

1. A request for review must be made within 30 days from the date of the suspension or withdrawal of certification. The request for review may be made in the following manner:
 - a. Submit the Complaint Form via the [BPI website](#):
Go to www.bpi.org and hover over **About Us** at the top of the page, select **Contact Us**. Enter your information and choose **Complaint Form** from the **Category** dropdown box.
 - b. Send a letter via registered mail to:
Building Performance Institute, Inc.
Attn: Appeals
63 Putnam Street, Suite 202
Saratoga Springs, NY 12866
 - c. Send an email to Complaints@bpi.org
2. The request for review must specifically state the reasons why the Certified Professional believes the initial decision should be modified or overturned and provide new information on the issue; or include a specific reference where required procedures were not followed.
3. The review will be carried out by the Quality Assurance (QA) Department. Review results will be forwarded to the Director, who will provide the decision, via email to the candidate, within forty-five (45) days of receiving the request for appeal.

17. Complaints

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

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

Complaints Process

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

1. Individuals who wish to file a complaint pertaining to any aspect of the certification or testing process, work performed by other BPI Certified Professionals, or any other BPI related concerns, please follow the procedures below:
 - a. Submit the Complaint Form via the [BPI website](#)

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

- b. Send a letter via registered mail to:

Building Performance Institute, Inc.
Attn: Complaints
63 Putnam Street, Suite 202
Saratoga Springs, NY 12866
 - c. Send an email to Complaints@bpi.org
2. The request for review must provide specific details for the complaint and any type of documented information that pertains to the situation.
 3. The review will be carried out on a case-by-case basis by the Quality Assurance (QA) Department. Review results will be forwarded to the Director, who will provide the decision to the complainant, via email, within 30 to 40 days of receiving the complaint.

18. Secondary and Tertiary Appeal Procedures

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

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

1. An appeal must be made within 30 days from the date that the initial outcome of the original complaint or appeal occurred. The request for review may be made in the following manner:
 - a. Submit the Complaint Form via the BPI website:

Go to www.bpi.org and select **About Us** at the top of the page, then **Contact Us**. Enter your information and choose **Complaint Form** from the **Category** dropdown box.
 - b. Send a letter via registered mail to:

Building Performance Institute, Inc.
Attn: Complaints
63 Putnam Street, Suite 202
Saratoga Springs, NY 12866
 - c. Send an email to Complaints@bpi.org
2. The request for review must provide specific details for the appeal and any type of documented information that pertains to the situation.

3. The review will be carried out on a case-by-case basis by the Compliance Department. Review results will be forwarded to the appropriate BPI staff, who will provide the decision to the complainant, via email, within 30 to 40 days of receiving the complaint.
4. Decisions made about a tertiary appeal are final.

19. Comments

Submit any comments regarding the certification exams or processes to Certification@bpi.org.

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 exam, including (but not limited to) copying exam materials, causing a disruption in the testing area, and failure to abide by reasonable exam administration rules;
2. Taking the exam for any purpose other than that of becoming certified in the technical area referenced in the title of the exam;
3. Disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting 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 – Code of Ethics

The Building Performance Institute, Inc. (BPI) is committed to promoting the highest level of professionalism, integrity, and ability available in the residential contracting certification industry. By obtaining the Building Analyst Professional Certification, you are agreeing to the terms and conditions of BPI’s Code of Ethics.

This Code of Ethics for Building Analyst Professionals is designed to foster trust and mutual respect among individuals working in the industry as well as the public at large; it is intended to increase the esteem of the credentials and of the individuals who have earned them. This Code does not discourage healthy competition within the industry. BPI considers industry relationships critical to the industry’s success. This Code is also not intended to limit the ability of Building Analyst Professionals to earn fair compensation for their services. BPI’s goal is to promote the professionalism of Building Analyst Professionals’ work products and thereby to enhance their quality.

I. Avoiding Conflicts of Interest
A. Building Analyst Professionals shall not participate in professional activities involving a conflict of interest. A conflict of interest occurs when a Building Analyst Professional is inappropriately motivated by any financial, personal, or professional purpose other than the fulfillment of work orders. Work order fulfillment means the delivery of paid professional services, as specified, that skillfully, completely, and usefully meet the client’s or employer’s stated needs and desires, in compliance with all applicable codes, regulations, and standards.
B. Building Analyst Professionals shall avoid, whenever possible, even the appearance of a conflict of interest and shall disclose all potentially questionable associations and relationships in advance to any stakeholder with a legitimate right to be informed of them.
C. Building Analyst Professionals shall not accept any form of compensation for recommending products or services to clients or other parties.
D. When asked for professional recommendations, Building Analyst Professionals shall direct the client to the official sources for up-to-date lists of Certified Professionals and accredited contracting companies before making any personal referrals. Personal referrals and recommendations are acceptable provided that they do not violate any article within this Code of Ethics.
II. Professionalism and Integrity
A. Building Analyst Professionals shall comply with all safety-related regulations, warnings, and instructions set forth by local, state, or federal organizations and other recognized safety organizations.
B. Building Analyst Professionals shall report to all appropriate parties any safety and security concerns directly related to any work performed by any previous or other current contractors or employees. Building Analyst Professionals shall report any additional safety and security concerns to the client.
C. Building Analyst Professionals shall perform work based on best practices and standards in the field, using diagnostics, testing and visual inspection within their areas of education, training, and expertise.

D. Building Analyst Professionals shall provide professional services that effectively guide their clients to reduce energy consumption, improve health and safety, and increase the lifespan of the building while also improving the quality of life and comfort for building occupants.

III. Representation of the Building Analyst Professionals Profession and Self-Representation

A. Building Analyst Professionals shall neither misrepresent nor knowingly deceive others concerning their experience and capabilities.

B. Building Analyst Professionals shall neither misrepresent nor misuse their certification.

C. Building Analyst Professionals shall not engage in any conduct that is detrimental to the reputation or the best interests of the Building Analyst Professionals Certification, the profession, or the industry as a whole.

D. Building Analyst Professionals shall act professionally at all times and in the best interests of the client and employer. Building Analyst Professionals shall not act in any way that denies or impedes competent, timely, and professional service to the client or employer.

E. Building Analyst Professionals shall not willfully damage, or by negligence or indifference allow to be damaged, any property belonging to clients or employers. Building Analyst Professionals shall take reasonable means to protect the owner's health, safety, property, and possessions and also to prevent the undue loss, theft, waste, and dissipation of the owner's funds, resources, and supplies.

F. Building Analyst Professionals shall not betray the trust that property owners and employers have placed in them by inviting them to work in their homes and businesses.

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

IV. Maintaining Confidentiality

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

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

V. Disciplinary Actions and Appeal

A. Violation of any article of this Code of Ethics could result in disciplinary actions including the revocation of the Building Analyst Professional Certification.

B. Building Analyst Professionals have the right to appeal any disciplinary decisions to the certifying body.

Appendix C – BPI Certification Agreement

BPI Certification Agreement

Building Analyst Professional applicants will be required to accept BPI's Candidate Certification Agreement before beginning their 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
 - 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 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.

- d. No Cheating. Candidate or certified individual agrees that all answers submitted in completing the exam and 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 the 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 the 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 regard to steps that will be taken in order for the certification to be reinstated.
- Reasons for withdrawal of an individual's certification by BPI include, but are not limited to:
- Failure of field exam.
 - 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 badge 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 pursue any other available remedy for unauthorized disclosure or for breach of the confidentiality undertaking in said Agreement.

Appendix D – Candidates with Special Testing Accommodations

Candidates with Special Testing Accommodations

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

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

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

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

Candidates with disabilities may request testing accommodations for each exam administration. Requests must describe the accommodation sought and how the candidate’s disability affects exam-related activities.

To support a request, candidates should provide documentation that:

- Describes the nature of the disability and its functional impact on test-taking.
- Supports the need for the specific accommodations requested.
- Comes from a qualified professional or credible source familiar with the candidate’s functional limitations (e.g., licensed clinicians, vocational rehabilitation counselors, state or federal disability services agencies, or educational institutions).
- Includes relevant recommendations for accommodations, when appropriate.

Recent documentation is preferred to ensure the requested accommodations match the candidate’s current needs. However, BPI may consider older records—such as IEPs, 504 plans, or previous disability determinations—when they reasonably represent the candidate’s present level of functioning.

BPI reviews all requests on a case-by-case basis. Accommodations are granted when supported by documentation and when they do not compromise exam validity or security.

Documentation is kept confidential and used only to evaluate the accommodation request.

BPI may request additional documentation if the information provided is incomplete or does not adequately support the accommodation request.

- [Candidate Application for Special Testing Accommodations](#), or go to www.bpi.org

Please submit the forms at least 30 days prior to 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 BPI Test Center.

Appendix E – Language Barrier Testing Accommodations

Language Barrier Testing Accommodations

If you have difficulty in comprehending the language of the exam, you have the right to inquire in advance of testing whether any accommodations may be available to you. BPI shall allow the candidate, at his or her expense, to have a qualified interpreter present at either online or field exam. BPI must preapprove the interpreter.

BPI Standard Testing Accommodations for candidates with a language barrier.

Online Exams:

Exam times will be doubled.

Field Exams:

Exam times will be doubled.

- [Candidate Application for Language Barrier Testing Accommodations](#), or go to www.bpi.org

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

Once the form has 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 BPI Test Center.

Appendix F – Continuing Education Units (CEUs) for Certifications

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

Any CEUs that are submitted must align with the BPI Standards and the BPI Knowledge Skills and Abilities Lists relevant to that certification available at www.bpi.org.

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

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

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

Please see the current CEU policies [here](#).

Terms and Definitions

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

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

Certified Professional – An individual who successfully passes the BPI online 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, rules, and procedures apply.

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

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

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

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

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

Essential Learnings – Comprehensive list of Building Analyst Professional knowledge, skills, and abilities as determined by a job task analysis.

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

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

Recertification – Process of confirming conformity with current certification requirements.

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

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

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