



Building Analyst Technician (BA-T)

CERTIFICATION SCHEME HANDBOOK



Notice

Anyone interested in becoming BPI certified as a Building Analyst Technician, 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 Technician.

Information in this handbook represents the policies at the date of publication for the BPI Building Analyst Technician 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 the technical standards for home energy audits and for energy efficiency, health, and safety improvements. From these standards, BPI develops rigorous online 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 [BPI GoldStar Contractor](#) for companies and five certificates ([Building Science Principles](#), [Healthy Housing Principles](#), [Site Supervisor](#), [Total Building Performance](#) and [Cold Climate Air Source Heat Pump Assessor](#)). BPI Certified Professionals hold over 12,000 active certifications supported by over 100 BPI Test Centers and 250 Proctors nationwide. 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 energy retrofit industry. BPI is headquartered in Saratoga Springs, NY.

2. BPI Certification Schemes

BPI offers individual certification in a number of areas in the residential energy retrofit industry.

The certification schemes are developed and then reviewed consistently by scheme committees made up of subject matter experts – individuals with credentials and experience within the industry. The scheme committee reviews 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 scheme handbook is for industry professionals involved in the energy retrofit of existing residential buildings. For a full listing of certifications, see the www.bpi.org website.

For individuals to become BPI Building Analyst Technician certified, successful completion of a set of oral questions to confirm the candidate's knowledge and skills, 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, 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/disapprove 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 Technician Certification

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

The scheme defines the scope of the Building Analyst Technician certification as the following: A Building Analyst Technician conducts residential building science-based diagnostic tests and home performance data collection. 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 Technician 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 Technician scheme handbook from www.bpi.org
- Read and understand all information contained in the BPI Building Analyst Technician scheme handbook
- Refer to the Job Task Analysis and Exam Blueprint sections contained in the BPI Building Analyst Technician scheme handbook to be sure that you understand and can perform the tasks required for this certification
- Obtain reference materials for the field exam and study well in advance of taking the exam

4.1 Prerequisites

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

- [BPI Building Science Principles Certificate of Knowledge](#)

4.2 Special Testing Accommodations

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

Candidates under the age of 18 will need to submit the *BPI Parental or Guardian Consent and Waiver of Liability Form for Candidates Under the Age of 18* as noted in Appendix F. Candidates will not be allowed to proceed with taking any BPI exams unless this form is signed and completed.

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

Candidates must provide valid photo identification prior to taking the exam. Please make sure that when registering for the exam, 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
- military identification
- 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 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.

4.5 Field Testing Environment

In order to ensure fairness in testing, each field exam must be conducted at a site that incorporates the minimum criteria listed below. Field exams conducted at a site that does not meet these minimum criteria will be void. Alternatives are not allowed unless approved in advance by BPI. While it is the proctor's

responsibility to find a suitable test site, the candidate should also be aware of these requirements to avoid potential testing issues.

- Must NOT be a potentially hazardous environment (including but not limited to asbestos-like material, mold and mildew in excess of 10 square feet of surface area, etc.)
- A test site capable of supporting blower door set-up, measurement, and diagnostics
- Accessible attic with some form of attic ventilation (gable, soffit, ridge, etc.)
- Refrigerator, freezer, dishwasher, microwave, clothes washer, clothes dryer, or dehumidifier with accessible manufacturer's data plate
- Must have at least one appliance used for central heating or cooling (Solid fuel appliances do not count)
- At minimum one atmospherically vented combustion appliance
- A ducted distribution system (must contain ductwork)
- Domestic Hot Water (DHW) appliance
- Gas line (natural gas or propane)
- Exhaust fan (vented to outside)
- At least one exterior door
- At least one window
- Gas oven

Please be aware that during the field exam, besides the required oral questions that are part of the exam, the proctor may ask questions in relation to line items on the BA-T Field Guide for clarification purposes only. Proctors should not ask any other type of question, and are not permitted to ask questions unrelated to, or above and beyond, the scope of the line items on the BA-T Field Guide. If a candidate feels that they were asked questions that were inappropriate, please complete the [Complaint Form](#) located at www.bpi.org.

5. Field Exam

A field exam will be administered to determine the candidate's knowledge, skills, and abilities. This exam has been developed by a BPI Certification Scheme Committee made up of industry experts in to ensure competency in the critical tasks defined by BPI. The exam will provide documented evidence that the candidates have the appropriate minimum knowledge, skills, and abilities.

The oral portion of the field exam focuses on the key areas of knowledge and skills for this certification and is comprised of 15 questions. The questions have been developed at a grade 8 English language level. The questions will be administered orally by the proctor. Some of the questions include images that the candidate will be asked to identify.

The performance portion of the field exam is constructed where candidates are requested to perform a task. Their abilities are then evaluated based on a predetermined set of criteria. During this portion of the exam, candidates will also be required to discuss specific topics as detailed in the BA-T Field Guide.

The candidates will follow the outline in the Job Task Analysis (Section 6) in this document.

The time limit for the field exam is four hours. The entire exam including both performance and oral components is an open-book exam (the only reference not permitted is assistance). Any papers used to take notes, create diagrams, or record diagnostic results (including scrap paper) may not leave the testing environment. All papers must be handed to the proctor to be destroyed once the exam is complete.

Five of the field exam line items are gated items and must be completed to successfully pass the exam, regardless of any other exam score:

1. Candidate prepared combustible gas and CO measurement instruments for use according to ANSI/BPI-1200.
2. Candidate sampled indoor ambient CO levels. Candidate compared results to ANSI/BPI-1200 and stated appropriate action level.
3. Candidate sampled indoor ambient air for combustible gas levels on one floor of the house. Candidate compared results to ANSI/BPI-1200 and stated appropriate action level.
4. Candidate monitored ambient CO levels in the combustion appliance zone (CAZ) during all combustion safety testing and stated results.
5. Candidate set combustion appliances to pilot or standby to ensure they do not fire during the blower door test.

Candidates will be observed by the proctor at all times while taking the exam. This includes direct observation by the proctor as well as audio and video recording of the exam. (Please note that the proctor will not discuss a candidate's performance during the exam, either with the candidate or anyone else.) Participation in irregular behavior during the exam may result in the invalidation of the results of the exam, termination of candidate status, civil liability, criminal prosecution, or other appropriate sanctions.

The passing score is 70%.

The BA-T field 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 field exam (including both oral and performance components) are below.

- Knowledge, typically shown on oral portion of the field exam and on the Building Science Principles online test
- Skill, typically shown on performance portion of the field exam
- Ability, typically demonstrated at field test site

Domain 1: Building Science	
<i>Task 1: Energy and Thermodynamics</i>	
Knowledge of:	
•	thermal resistance/transmittance including conversions: R-values, U-factors
•	latent and sensible heat
•	thermal bridges
•	pressure boundaries
•	thermal boundaries
•	associated terms: conduction, convection, radiation
•	factors affecting human thermal comfort
<i>Task 2: Combustion Science</i>	
Knowledge of:	
•	the principles of combustion
•	combustion analysis
•	carbon monoxide (CO) testing of combustion appliances
•	combustion appliance venting configuration basics
•	combustion air
•	initial (baseline) Combustion Appliance Zone (CAZ) pressure
•	CAZ depressurization
•	combustion appliance spillage
•	combustion appliance backdrafting
<i>Task 3: Moisture and Psychrometrics</i>	
Knowledge of:	
•	moisture transport mechanisms: airflow, diffusion, capillary action
•	permeability of materials
•	psychrometric basics
<i>Task 4: Building Airflow</i>	
Knowledge of:	
•	airflow in buildings and associated terms
•	stack effect
•	wind effect
•	exfiltration/infiltration
•	ducts and associated terms
•	mechanically-induced pressures
<i>Task 5: Mechanical Systems</i>	
Knowledge of:	
•	natural and mechanical ventilation systems
•	input and output capacity
•	system efficiencies (AFUE, SEER, HSPF, EF, etc.)
Domain 2: Buildings & Their Systems	
<i>Task 1: Building Components and Construction</i>	
Knowledge of:	
•	vapor control layer
•	fenestration types, characteristics, and condition
•	interstitial cavities and bypasses
•	the interaction between mechanical systems, envelope systems, and occupant behavior
•	radiant energy impact of building orientation and shading
•	common thermal boundary deficiencies in basements, crawlspaces and slabs
•	infiltration points from attached garages

Skill in:
• attention to details
Ability to:
• identify basic structural components of residential construction
• identify basic exterior moisture control strategies/components
• identify the amperage of the main electrical service panel
Task 2: Mechanical Equipment
Knowledge of:
• distribution systems
• basic heating/cooling equipment components, controls, and operation
• consequences involved with distribution systems outside the thermal envelope
• basic DHW equipment components, controls, and operation
Skill in:
• attention to details
Ability to:
• identify common mechanical safety controls
Task 3: Building Thermodynamics
Knowledge of:
• factors that affect insulation performance
• heat gain/loss
Skill in:
• attention to details
• communication
Ability to:
• identify existing thermal boundary
• discuss the vapor control layer and its function
Task 4: Building Airflow
Knowledge of:
• whole-building and source control ventilation
• factors affecting ventilation system performance
• interactions between mechanical ventilation and building exfiltration/infiltration
Task 5: Indoor Air Quality
Knowledge of:
• the concepts of IAQ
• moisture sources
• radon
• mold-like substances
• asbestos-like material
• Lead
• common pests
Skill in:
• attention to details
Ability to:
• identify interior moisture sources throughout the building
Task 6: Renewables
Skill in:
• attention to details
Ability to:
• identify renewable systems and related equipment

Domain 3: Testing and Data Collection	
<i>Task 1: Building and Components</i>	
Knowledge of:	
•	the key aspects and purpose of the pressure boundary
•	the key aspects and purpose of the thermal boundary
•	relationship between the pressure and thermal boundaries
Skill in:	
•	measuring
•	basic math
•	attention to details
Ability to:	
•	accurately measure the perimeter of the house
•	identify any potential hazards that would prevent pressure diagnostic testing
•	identify the conditioned space of the home
•	measure and calculate the area and volume of a house
<i>Task 2: Combustion Safety Testing</i>	
Knowledge of:	
•	CO sources
•	conditions that can adversely affect baseline pressure differential measurement, and corrective actions that will establish a stable baseline pressure under adverse conditions
•	protocol for testing multiple combustion appliances sharing chimney and/or venting system
Skills in:	
•	attention to detail
•	set up of test/diagnostic equipment
•	use of test/diagnostic equipment
Ability to:	
•	visually assess and discuss condition of combustion appliance venting
•	set up home properly for combustion appliance zone (CAZ) depressurization testing
•	measure baseline pressure differential
•	summarize the conditions that cause the greatest CAZ depressurization
•	measure, record CAZ pressure differential measurements, and achieve the greatest CAZ depressurization given the weather/temperature conditions at the time
•	check for spillage in one appliance under greatest CAZ depressurization and state time limits for spillage testing based on ANSI/BPI-1200
•	determine if the appliance passes the spillage test
•	identify appropriate action levels for spillage based on ANSI/BPI-1200
•	identify the combustion appliance zones within the home
<i>Task 3: Carbon Monoxide Testing</i>	
Knowledge of:	
•	protocol for measuring flue gas CO in direct-vented and power-vented appliances
Skill in:	
•	attention to details
•	set up of test/diagnostic equipment
•	use of test/diagnostic equipment
Ability to:	
•	prepare combustible gas and CO measurement instruments for use
•	test indoor ambient CO levels and compare results to ANSI/BPI-1200
•	correctly measure flue gas CO in one combustion appliance

•	monitor ambient CO levels in the CAZ during entire combustion safety testing
•	visually inspect and correctly perform a CO test on a gas oven, and demonstrate knowledge of correct action levels in accordance with ANSI/BPI-1200
•	identify appropriate flue gas CO action levels based on ANSI/BPI-1200
Task 4: Combustible Fuel Leak Testing	
Knowledge of:	
•	fossil fuel delivery systems and their components
•	concerns about flexible connectors
Skill in:	
•	attention to details
•	set-up of testing/diagnostic equipment
•	use of test/diagnostic equipment
Ability to:	
•	test indoor ambient combustible gas levels and compare results to ANSI/BPI-1200
•	inspect fuel lines for deficiencies; test for and identify natural gas/propane leaks, and apply appropriate action levels based on industry standards
•	inspect oil line and identify fuel oil leaks and apply appropriate action levels based on industry standards
Task 5: Blower Door Testing	
Knowledge of:	
•	the difference between pressurization and depressurization testing
Skill in:	
•	attention to details
•	set up of test/diagnostic equipment
•	use of test/diagnostic equipment
Ability to:	
•	set combustion appliances to pilot or disable them to ensure they do not fire during the blower door test
•	verify solid fuel appliances will not be operational during testing
•	appropriately prepare house for blower door testing
•	properly set up blower door frame, shroud, fan and manometer for blower door testing
•	measure baseline pressure differential and take an accurate CFM50 measurement
•	identify priority air leakage areas by conducting room by room inspection
•	perform pressure pan testing in a location other than ductwork
•	perform zonal pressure testing between conditioned and unconditioned space
Task 6: Mechanical Ventilation	
Knowledge of:	
•	equipment needed for measuring fan flow rate
Skill in:	
•	measuring
•	basic math
•	use of test/diagnostic equipment
Ability to:	
•	document existing mechanical ventilation system type/s and location/s, and ability to identify the existing type of fan control, and assess the condition of the mechanical ventilation ductwork
•	determine volume of space affected by mechanical ventilation

•	measure exhaust fan flow rate
Task 7: Assessment of Existing Insulation	
Knowledge of:	
•	insulation types
•	how to safely measure enclosed cavity depth
Skill in:	
•	measuring
•	attention to details
Ability to:	
•	determine open cavity insulation thickness, type, rated R-value, and condition, and identify framing member dimensions
•	determine closed cavity insulation thickness, type, and identify framing member dimensions
•	rate insulation conditions in accordance with industry standards
Task 8: Heating and AC Distribution Systems	
Knowledge of:	
•	conditions that can impact performance of supply register or return grille, and conditions that can affect hydronic baseboards
•	the purpose of duct pressurization testing
Skill in:	
•	measuring
•	set up of test/diagnostic equipment
•	use of test/diagnostic equipment
Ability to:	
•	perform blower door assisted pressure pan testing of ducted distribution systems
•	conduct room to room pressure differential diagnostics with air handler in operation
•	determine the distribution system type, configuration and condition; insulation type, rated R-value and condition; and identify supplies vs. returns
•	measure size of supply register and return grille
•	determine location and condition of filter
•	collect appropriate data from manufacturer's data plate
Task 9: Domestic Hot Water	
Knowledge of:	
•	domestic hot water (DHW) conservation strategies
Skill in:	
•	attention to details
Ability to:	
•	identify water heater type, size, BTU/wattage input, venting type and fuel source
•	determine if the domestic water heating appliance poses any health and safety concerns
•	determine existing domestic water heating appliance insulation, existing pipe insulation type, location, and condition
Task 10: Appliances	
Knowledge of:	
•	appropriate information to collect from homeowners regarding appliances and lighting
Skill in:	
•	attention to details
Ability to:	
•	locate manufacturer's data plate and record appropriate data

Task 11: Lighting	
Skill in:	
•	attention to details
Ability to:	
•	determine total wattage
•	identify light bulb types
Task 12: Fenestrations	
Skill in:	
•	attention to details
•	measuring
Ability to:	
•	identify door material and operation type
•	identify window operation type, frame material, number of panes
•	identify window orientation and exterior shading
•	determine fit, operation, and general condition of one window and one exterior door and correctly measure one window or door
Task 13: Baseload	
Knowledge of:	
•	methods used to determine electrical consumption of appliances
•	sources that contribute to electrical baseload consumption
•	sources that contribute to seasonal energy use
Ability to:	
•	define baseload and define seasonal energy use
Task 14: Water Conservation	
Knowledge of:	
•	how to determine the flow rate of faucets and showerheads
•	low water consuming appliances, toilets, faucets, and lawn irrigation systems
Task 15: Health and Safety	
Knowledge of:	
•	potential electrical hazards and the impact they may have on a work scope
Skill in:	
•	attention to details
Ability to:	
•	locate existing smoke/CO detectors
Task 16: Construction Details	
Knowledge of:	
•	various exterior wall construction types
•	circumstances that negatively affect attic ventilation performance
Skill in:	
•	attention to details
Ability to:	
•	identify infiltration/exfiltration points and their location
•	identify attic ventilation type

7. Building Analyst Technician Exam Blueprint (field)

Domain and Tasks	% of Exam
Domain 1: Building Science	10%
Domain 2: Buildings & Their Systems	30%
Domain 3: Testing and Data Collection	60%

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

All BPI exams are based on a mixture of industry practices, axiomatic¹ concepts, and major standards of references. 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.

Please refer to the standards list found online at: <https://www.bpi.org/resources/certifications/building-analyst-technician/>

9. Exam Security

Exams are highly confidential. 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.

10. Granting

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

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).

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-T field 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-T field 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 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.

11. Building Analyst Technician Certification Renewal

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

The certification renewal requirements for BPI certified Building Analyst Technician 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 Technician must:

- accumulate 1000 hours (over the course of three years) of field experience, field exam proctoring and/or conducting whole-house field training in order to bypass the field exam, **OR**;
- successfully challenge the BA-T field exam that is current at the time of renewal.

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

Certification Renewal Scenarios:	Certification Result:
Successfully challenge the Building Analyst Technician Certification exam	Certification Renewal Completed
1000 hours of field experience	Certification Renewal Completed

BPI's certification renewal policy recognizes the work experience of BPI Certified Professionals. This policy eliminates field exam requirements in certain circumstances according to verified work experience. This policy will benefit those Certified Professionals who maintain continuous certification and remain active in home-performance roles.

As part of the certification renewal process, BPI will review the certified Building Analyst Technician'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-T 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 Technician scheme handbook.**

12. Surveillance

Surveillance of the Certified Professional is established to ensure compliance to the policies and procedures for which the certification was granted. The certification of the individual may be withdrawn or revoked due to Certified Professional's negligent refusal to follow the certification scheme requirements or failure to take appropriate corrective action as required by BPI.

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 Technician 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 Technician 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 Technician 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-T exam, or regarding the suspension of the BA-T certification, must do so in writing.

Appeal Process for Exam Review

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

1. A request for review must be made within thirty (30) days from the date of the exam. The request for review may be made in the following manner:
 - a. Submit the Exam Grade Appeal 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 thirty (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 Technician Certification, you are agreeing to the terms and conditions of BPI's Code of Ethics.

This Code of Ethics for Building Analyst Technicians 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 technicians to earn fair compensation for their services. BPI's goal is to promote the professionalism of building analyst technicians' work products and thereby to enhance their quality.

I. Avoiding Conflicts of Interest
A. Building Analyst Technicians shall not participate in professional activities involving a conflict of interest. A conflict of interest occurs when a Building Analyst Technician 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 Technicians 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 Technicians 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 Technicians 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 Technicians 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 Technicians 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 Technicians shall report any additional safety and security concerns to the client.
C. Building Analyst Technicians 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 Technicians 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 Technicians Profession and Self-Representation

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

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

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

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

E. Building Analyst Technicians shall not willfully damage, or by negligence or indifference allow to be damaged, any property belonging to clients or employers. Building Analyst Technicians 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 Technicians 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 Technicians 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 Technicians 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 Technicians 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 Technicians 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 Technician Certification.

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

Appendix C – BPI Certification Agreement

BPI Certification Agreement

Building Analyst Technician 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's 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.

Qualified individuals with disabilities are required to request accommodations every time they plan to take the exam. 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 exams 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 three 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.

- Accommodations Applications can be found at <https://bpi.org/pages/applications/>

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 an interpreter present at either online or field 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.

Online Exams:

Exam times will be doubled.

Field Exams:

Exam times will be doubled.

- Accommodations Applications can be found at <https://bpi.org/pages/applications/>

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.

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 Technician 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.