



Building Analyst Professional (BA-P)

CERTIFICATION SCHEME HANDBOOK



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.

Table of Contents

Table of Contents.....	i
1. About BPI	1
2. BPI Certification Schemes.....	1
3. Outline of the Building Analyst Professional Certification.....	2
4. Preparing for Certification.....	2
5. Multiple-Choice Exams	3
6. Job Task Analysis	4
7. Building Analyst Professional Exam Blueprint (online).....	6
8. Standards of Reference and Resources	7
9. Exam Security	8
10. Granting	8
11. Building Analyst Professional Certification Renewal	9
12. Surveillance.....	10
13. File Review.....	10
14. Corrective / Preventative Action	10
15. Withdrawal of Certification.....	11
16. Appeal Procedure	11
17. Complaints	13
18. Secondary and Tertiary Appeal Procedures	13
19. Comments.....	14
Appendix A – Code of Conduct.....	15
Appendix B – Code of Ethics	17
Appendix C – BPI Certification Agreement	19
Appendix D – Candidates with Special Testing Accommodations	22
Appendix E – Language Barrier Testing Accommodations.....	24
Appendix F – BPI Parental or Guardian Consent and Waiver of Liability Form for Candidates Under the Age of 18.....	25
Terms and Definitions	27

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 ANSI National Accreditation Board (ANAB) as a developer of American National Standards and as a certifying body for personnel credentials. BPI develops the technical standards for home energy audits and for energy efficiency, health, and safety improvements. From these standards, BPI develops rigorous 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 three programs ([BPI GoldStar Contractor](#) for companies, [Rating Program](#) for raters, and [BPI Product Listing](#) for manufacturers) and three certificates ([Building Science Principles](#), [Healthy Housing Principles](#), [Site Supervisor](#)). 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 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/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 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 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 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 test instrument 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**
- International Residential Code (IRC)
 - [IRC for One and Two-Family Dwellings \(IRC\), Section 806](#)
 - [IRC-Section-316-Foam-Plastics](#)
- NFPA – National Fire Protection Association
 - NFPA 31 – *Standard for the Installation of Oil-Burning Equipment*
 - NFPA 54 – *National Fuel Gas Code*
- NREL – *National Renewable Energy Laboratory Standard Work Specifications (SWS)*
- OSHA – U.S. Occupational Safety and Health Administration
 - *OSHA 1926 – Safety and Health Regulations for Construction*

*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.).

8.2 Resources

- BPI – Building Performance Institute
 - [Building Science Principles Reference Guide](#)
 - [Healthy Housing Principles Reference Guide](#)
- DOE - U. S. Department of Energy
 - [Evaluating Domestic Hot Water Distributions System Options](#)
- EPA - U.S. Environmental Protection Agency
 - [The Lead-Safe certified Guide to Renovate Right](#)
- HUD - U.S. Department of Housing and Urban Development (HUD)
 - [Durability by Design](#)
- *RSMMeans Residential Cost Data*

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-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 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 Professional 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.

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

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 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.

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 30 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 30 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.

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.

- [Candidate Application for Special Testing Accommodations](#), or go to www.bpi.org
- [Provider Application for Special Testing Accommodations](#), or go to www.bpi.org
- Clinical evaluation on official letterhead (letter or detailed report)

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.

- [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 – BPI Parental or Guardian Consent and Waiver of Liability Form for Candidates Under the Age of 18



See next page for Waiver and Release of Liability, Assumption of Risk Agreement and Parental Consent and Indemnity Agreement

By initialing here, I (or parent/guardian if under 18 years of age) understand this is a two-sided document which contains important information on the reverse of this form and requires my signature on the final page
 _____ (Initial here).

BY SIGNING, YOU ARE AGREEING TO THE TERMS AND CONDITIONS OF THIS WAIVER AND RELEASE OF LIABILITY. CANDIDATE MAY TAKE THE EXAM ONLY IF CANDIDATE AND PARENT/GUARDIAN AGREES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF CANDIDATE AND PARENT/GUARDIAN DO NOT AGREE TO THE TERMS AND CONDITIONS, CANDIDATE SHALL SELECT "NO, I DO NOT AGREE" BELOW AND WILL NOT BE ALLOWED TO TAKE THE EXAM.

Dear Parent or Guardian:

We appreciate your child’s interest in learning building science and preparing for employment in the residential energy efficiency industry. BPI Professionals perform diagnostics, repairs, and install improvements on homes that translate into energy savings, improved comfort, and more durable homes. While every precaution is taken to ensure a safe exam experience for candidates, existing homes do present certain dangers. BPI and the BPI Test Center delivering this exam rely on mature, responsible professional proctors to deliver exams, however there are certain hazards inherent in the exam process. Accordingly, it is our policy to require the execution of this Consent Waiver of Liability Form by a parent or guardian of candidates under the age of 18. Please be aware that the laws of your state may prohibit persons under the age of 21 from obtaining employment in certain construction related fields.

Please acknowledge your consent and agreement to the following by signing below:

I am the parent and/or legal guardian of _____, who is _____ years old,
full name of candidate age
 and he/she has my permission to participate in the BPI exam process.

On behalf of said minor, I hereby release BPI, the BPI Test Center, their officers, agents, employees, volunteers, owner(s), administrators, directors, officers, trainers, and employees from and against any liability, damages, expenses, or injury including medical expenses and/or property damage cause or sustained by said minor or third parties while engaging in or as a result of the exam process. I further agree to personally indemnify BPI, the BPI Test Center, their officers, agents, employees, volunteers, owner(s), administrators, directors, officers, trainers, and employees from and against any liability, damages, expenses, illness, or injury including medical expenses and/or property damage cause or sustained by said minor or third parties while engaging in or as a result of the exam process.

Waiver and Release, Assumption of Risk and Parental Consent and Indemnity Agreement

In consideration of my being allowed to participate in BPI exam activities, I agree:

1. I understand the nature of BPI exam activities for the certification for which I have applied, and I am aware of my training, experience, and capabilities, and believe I am qualified to participate in such activity.
2. I further acknowledge that I am aware the activities will be conducted in facilities that may contain unsafe or potentially hazardous conditions, including but not limited to:
 - Electric and combustion appliances, including ducting, venting, wiring, and other conditions, and components which may be in unsafe condition
 - Mold, lead paint, asbestos, and other hazardous or toxic chemicals

- Improperly installed or faulty electrical wiring
 - Structures which may be in unsafe condition
 - Dangerous combustion gases, including carbon monoxide, and dangerously hot or combustible materials, which may be in unsafe condition
3. I understand that I will be required to use electrical or battery-powered equipment and tools.
 4. I understand I may be required to climb on or walk in, on, or around walls, floors, yards, attics, and cellars of buildings that may be in unsafe condition.
 5. I further agree and warrant that if I believe conditions to be unsafe, I will immediately discontinue participation in the activity.
 6. I understand the exam will be videotaped for quality assurance purposes, but may not be reviewed by the candidate, parent, or trainer.
 7. **I fully understand** that:
 - a. Exam activities involve risks and dangers of **serious bodily injury, including permanent disability, paralysis, and death** (“Risk”).
 - b. These risk and dangers may be caused by me or the actions or inactions of others participating in the activity, the condition in which the activity takes place, or the **negligence of the “releasees” named below**.
 - c. There may be other risk and social and economic losses either known to me or not readily foreseeable at this time; and **I fully accept and assume all such risks and all responsibility for losses, cost, and damages** incurred as a result of my participation in these activities.

I HEREBY RELEASE , DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE HOLD HARMLESS BPI, THE BPI TEST CENTER, THEIR OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS, OWNER(S), ADMINISTRATORS, DIRECTORS, OFFICERS, TRAINERS, AND EMPLOYEES (EACH CONSIDERED ONE OF THE “RELEASEES” HEREIN) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY CANDIDATE, BY THE NEGLIGENCE OF THE “RELEASEES” OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS, AND FURTHER AGREE THAT IF, DESPITE THIS RELEASE, I, OR ANYONE ON MY BEHALF MAKES A CLAIM AGAINST ANY OF THE “RELEASEES” NAMED ABOVE, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS OF LIABILITY, DAMAGE OR COST THAT MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.

Consent and Release of Parent or Guardian

I am the parent or guardian of the child applying to take the BPI exam for certification. My child is fit for participation in these exam activities, and I consent to my child’s participation. **I have read and understand the application and this waiver and release.** In consideration of allowing my child to participate, I consent to it and agree that **its terms shall likewise bind me, my child, my heirs, legal representative, and assignees. I hereby release and shall defend, indemnify and hold harmless the releasees from every claim and any liability** that I or my child may allege against the releasees (including reasonable attorney’s fees or cost) as a direct or indirect result of injury to me or my child because of my child’s participation in the event, **whether caused by the negligence of the releasees** or others. **I promise not to sue releasees** on my behalf or on behalf of my child regarding any claims arising from my child’s participation in any BPI exam activities.

- I agree and accept the terms and conditions of this agreement
- I do not agree (you will not be permitted to take the exams)

*****CAUTION*****

Read above carefully before signing. This document releases all liability of the releasees, and you may wish to seek legal counsel before signing.

Printed Name of Candidate for BPI Certification

Signature of Participant or Parent/Guardian

Date

Date

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.