



BPI Proctor Application

Your application will not be considered unless all information is complete, signed, dated, and the application fee has been paid in full. Submit completed documentation to TestCenter@bpi.org. You will receive notification for annual or auto-renewal via email.

All BPI Proctors must participate in an online orientation with BPI staff ***prior to offering any BPI Exams***. Those who wish to become Field Proctors must ***also*** be certified in the same designation(s) of the exam(s) that they administer, ***and*** complete a site visit orientation with a BPI Mentor prior to offering ***BPI Field Exams***.

Proctor Information

Application for *	Online Proctor <input type="checkbox"/>	Field & Online Proctor <input type="checkbox"/>	
Name *	BPI ID (if you have one)		
Home Address *			
City *	State *	Zip Code *	Country *
Phone *	Fax		
Email *	Cell Phone		

All correspondence will be sent to a proctor's home address as listed above.

Employer Information

Business Name			
Title			
Business Address			
City	State	Zip Code	Country
Phone	Fax		
Email	Cell Phone		

Please list the BPI Test Center(s) for which you will administer BPI Exams:

Please read and initial the following	Initials
I have read and understand the BPI Proctor Policies and Procedures *	
I have read and understand the Instructions for Proctors – Online Exams	
I have read and understand the Instructions for Proctors – Field Exams	
I agree to participate in all required orientations *	
I give BPI permission to notify the Test Center(s) I am associated with of my Certification expirations	

Select the BPI Certifications you currently hold:

Building Analyst Envelope Heating AC & Heat Pump Manufactured Housing
 Multifamily Building Analyst Multifamily Building Operator
 Air Leakage Control Installer (ALC)
 Energy Auditor Quality Control Inspector Retrofit Installer Tech Crew Leader
 Infiltration and Duct Leakage Healthy Home Evaluator

I certify that all information included in this application and the accompanying documentation is true & correct.

Signature

Date

BPI Proctor Code of Ethics

The Building Performance Institute, Inc. and its BPI Test Center organizations are committed to promoting the highest level of professionalism, integrity and ability available in the residential contracting certification industry.

This code of professional ethics and conduct for BPI proctors (hereafter referred to as “Proctors”) is designed to foster trust and mutual respect among those working in the industry as well as the public at large. It is not intended to discourage fair and healthy competition within the industry, but to increase the esteem of the individuals who have earned the credentials. BPI considers industry relationships critical to the industry’s success.

Minimum standards of conduct in these areas are contained herein:

1. **Guiding Principles** – Each Proctor shall uphold, practice and endorse BPI’s Guiding Principles for building performance contractors:
 - Do no harm to occupants, workers, or houses
 - Identify and resolve potential health and safety issues
 - Recommend cost-effective home improvements
 - Install measures effectively and safely
 - Test in and test out
 - Consider the worst-case scenario
 - Apply “house as a system” principles
2. **Professionalism** – Each BPI Proctor shall conduct business in a manner that displays the highest degree of professional behavior. Proctors shall speak truthfully and act in accordance with accepted principles of honesty and integrity. Proctors shall endeavor to understand and fairly represent their individual scope of knowledge and ability to perform services.
3. **Responsibility to Candidates** – Each Proctor shall diligently and honestly pursue the legitimate objectives of the certification process. No Proctor shall place his or her own needs and desires above those of the candidate in the performance of services as a Proctor. National, state/provincial, and local (municipal) laws, as well as regulations, codes, and ordinances shall be strictly adhered to in the performance of certification activities. Each candidate shall be treated fairly and consistently and afforded the same opportunities as all other candidates.
4. **Integrity of Testing** –
 - Proctors shall remain impartial during the course of both the online and field exam and may not coach or lead the candidate. Exam periods may not be used as training opportunities. *Proctors may not discuss BPI exams and/or results with anyone.*
 - Proctors must not share his/her password with anyone. If a password has been shared, the individual’s ability to proctor will be terminated immediately. In the event that a Proctor’s password is involuntarily compromised, the Proctor will immediately notify BPI.
5. **Confidentiality** – Each Proctor shall maintain as confidential each candidate’s personal documentation and exam results. Candidate names and contact information may not be distributed to outside vendors or agencies without the express written permission of the candidate. Each Proctor shall uphold the confidentiality of all BPI exam materials and Field Evaluation Forms,
6. **Fair Dealing** – Each Proctor shall deal fairly with all exam candidates as well as his or her clients and customers, contractors, competitors, vendors, employer, and employees. No Proctor shall take unfair

advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.

7. **Continuing Education** – Each Proctor shall remain knowledgeable in the subject material of his or her designation by taking courses and seminars, reading industry periodicals, and consulting and sharing information within the industry network in the individual’s area. Proctors shall maintain current BPI certification in the job areas in which they perform work.
8. **Compliance with Laws** – Each Proctor shall comply with all national, state and provincial, and local (municipal) laws and regulations, as well as any human rights statutes (if applicable) concerning the proctoring of exams.

Proctor Code of Ethics Agreement

I have received a copy of the BPI Proctors Code of Ethics and have fully reviewed the articles contained therein. Furthermore, I have read all associated Proctor documents and I understand and agree to comply as appropriate. I agree to comply with the requirements set forth in the BPI Proctors Code of Ethics when engaging in BPI related certification activities.

Print Name

Signature

Date


Test Center Organization(s) you will be associated to:

Proctor Application Checklist

Please use the following to ensure that you have completed all of the necessary items to become a BPI Proctor.

- Completed Proctor application and Code of Ethics
- Completed Proctor-Trainer Agreement (from the Appendix section of the *Proctor Policies and Procedures*)
- Completed Acknowledgement Page (from the Appendix section of the *Proctor Policies and Procedures*)
- Brief Biography or Resume
- Notice of Association from the Test Center you will be providing services for
- JPEG photograph for Proctor ID Badge
- Payment of Proctor Fee

****Make sure to save a copy of the application prior to selecting a “Buy Now” button, if paying via PayPal.**

BPI Proctor Application Fees can be remitted via one of the following methods: **please ensure your BPI ID # is entered in PayPal under the Shipping Address section on the pay now screen** ***Application Fees are NON-REFUNDABLE***		
Check via Standard US Mail: Building Performance Institute, Inc. Attn: Test Center Development 63 Putnam Street, Suite 202 Saratoga Springs, NY 12866	Credit Card Payment via phone: (877) 274-1274 Extension 292	**PayPal: <div style="text-align: center; margin: 10px 0;">  </div> PayPal Receipt No (16-digits): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>