



BPI Test Center 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.

The primary contact will receive all direct communications from BPI, unless otherwise specified.

General Information

Legal Business Name *		EIN # *	
DBA (if applicable – please include documentation with Test Center Application)			
Primary Contact Name *			
Job Title *		Email *	
Main Phone *	Ext	Other Phone	Ext
Fax	Ext	Website	

Mailing Information

Street Address *		
City *	State *	Zip *
Country (if other than USA)		

Authorized Signer Information

Authorized Contact Name (the person who has authorization to sign the BPI Test Center Agreement) *

Job Title *		Email *	
Phone *	Ext	Fax	Ext

Invoicing Information

Invoicing Contact Name *			
Job Title *		Email *	
Street Address *			
City *	State *	Zip *	
Country (if other than USA)			
Phone *	Ext	Fax	Ext
Cell Phone		Website	

Web Information

(This is the information that will appear on the BPI website for candidates to contact you about testing)

Contact Name *			
Job Title *		Email *	
Street Address *			
City *	State *	Zip *	
Country (if other than USA)			
Phone *	Ext	Fax	Ext
Cell Phone		Website	

Please check and include a copy of all the documents listed to fulfill these requirements:

- I certify that the insurance proof submitted with the Test Center application provides coverage for all areas where this BPI Test Center will conduct BPI Certification Exams. (Please provide a signed statement on your organization’s letterhead with the submission of this application.)
- Test Center has General Liability Insurance in the amount of 1 million dollars. BPI Inc., 63 Putnam Street, Suite 202, Saratoga Springs, NY 12866 must be listed as a Certificate Holder.
Expiration Date: _____
- Test Center has Workers Compensation Insurance. BPI Inc., 63 Putnam Street, Suite 202, Saratoga Springs, NY 12866 must be listed as a Certificate Holder.
Expiration Date: _____
- Check here if your Test Center is not required to carry Workers Compensation Insurance.

*****If your insurance document provided at the time of this application expires before your annual renewal date, you will need to submit the most current document to keep your BPI Test Center active. If proof of continuous insurance is not provided, your Test Center will deactivate as of the date the insurance expires. Updated proof of insurance must be submitted to TestCenter@bpi.org at least 30 days prior to expiration.*****

Please list the initials of the state(s) or regions where you will be administering BPI Exams:

Your organization will be performing: Online Exams Field Exams

Is your organization IREC Accredited? Yes No
(Please include proof of IREC Accreditation with Test Center Application)

Do you have IREC Certified Trainers? Yes No
(Please include proof of Certified Trainers with Test Center Application)

Does your organization fall into one of the following categories? Yes No

If yes, which one(s)?

- Community College University Gov’t Agency Not for Profit Sole Proprietor
Weatherization Assistance Program (WAP) Center

Please list the names of all BPI approved proctor(s) you will be using once this agreement is finalized: (You may add proctors at a later date or list those who are in process.)

*****Please be aware that your organization will *not* be listed on the BPI website until you have active BPI approved Proctors that can administer the BPI Certification Exams*****

Select which BPI Certifications the field proctors(s) 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

Separation of Training and Exam Activities: *The BPI Test Center shall demonstrate to BPI and candidates how any training it provides is independent of the evaluation and certification of the candidates that are being trained, if the BPI Test Center carries out written testing and field evaluation activities on behalf of that BPI certification. This is to ensure that confidentiality and impartiality are not compromised so that BPI, as the certification body, can conform to the requirements of ISO-17024: [ISO/IEC 17024:2012(E), Section 5.2].”*


BPI shall not provide training to candidates in preparation for certification, to maintain a clear separation of training and examination activities in accordance with ISO-17204 requirements.

I have read and acknowledge the above statement and agree to abide by these requirements in order to maintain my organization’s status as a BPI Test Center.

I understand the application fee is non-refundable. I have read the Policies and Procedures for BPI Test Centers and agree to all of the terms and conditions set forth in this document to be found at www.bpi.org. I certify that all information included in this application and accompanying documentation is true and correct and I am authorized to obligate the organization to this agreement.

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

BPI Test Center Application Fees can be remitted via one of the following methods: **Please ensure your Test Center Name 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. 63 Putnam Street, Suite 202 Saratoga Springs, NY 12866 Attn: Test Center Development	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%; background-color: #ffffcc; margin-top: 5px;"></div>



BPI Test Center Application Checklist

Please initial, date and submit this checklist with completed documents.

REQUIRED READING PRIOR TO SUBMISSION:

INITIALS

- _____ 1. READ EMAIL OUTLINING TEST CENTER PROCESS
- _____ 2. READ TEST CENTER POLICIES AND PROCEDURES
- _____ 3. READ PROCTOR POLICIES AND PROCEDURES

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- _____ 1. Do you understand all of the Test Center services and duties required by BPI?
 _____ YES _____ NO
- _____ 2. Have you received/reviewed the procedures for **online** exams?
 _____ YES _____ NO
- _____ 3. Will you offer BPI **online** exams?
 _____ YES _____ NO
- _____ 4. Do you have internal staff (existing proctor) approved by BPI to conduct **online** exams?
 _____ YES _____ NO
 If no, do you have a designee that will be oriented?
 _____ YES _____ NO
- _____ 5. Have you received/reviewed the procedures for **field** exams?
 _____ YES _____ NO
- _____ 6. Will you offer BPI **field** exams?
 _____ YES _____ NO
- _____ 7. Do you have internal staff approved by BPI (existing proctor) to conduct **field** exams?
 _____ YES _____ NO
 If no, have you scheduled an exam or an orientation through BPI or other BPI approved proctor mentor?
 _____ YES _____ NO
- _____ 8. Do you want your Test Center information listing on the BPI website with a link to your scheduled exam dates?
 _____ YES _____ NO
- _____ 9. Do you have access to online exam facilities per Test Center Agreement/Policies and Procedures?
 _____ YES _____ NO
- _____ 10. Do you have access to field/lab facilities per Test Center Agreement/Policies and Procedures?
 _____ YES _____ NO
- _____ 11. Do you have access to building performance test equipment per Test Center Agreement/Policies and Procedures?
 _____ YES _____ NO

**DOCUMENTS/PAYMENT REQUIRED WITH APPLICATION SUBMISSION:
PLEASE REFER TO THE APPENDICES IN THE *Test Center Policies and Procedures***

1. CHECK LIST FOR DOCUMENT SUBMISSION – **Appendix B** – (This is not the Test Center Application) – needs to be initialed, signed and dated
2. [TEST CENTER APPLICATION](#); INCLUDING DBA IF APPLICABLE
3. TEST CENTER FEE PAYMENT OF \$500.00 (NON-REFUNDABLE)
4. LIABILITY INSURANCE PROOF AS OUTLINED IN LETTER – **Appendix C**
5. WORKERS' COMPENSATION INSURANCE PROOF AS OUTLINED IN LETTER *or* STATEMENT ON LETTERHEAD THE WC IS NOT REQUIRED
6. LETTER CONFIRMING THAT INSURANCE PROVIDES COVERAGE FOR ALL AREAS WHERE BPI TESTING WILL BE HELD – **Appendix D**
7. DISCLOSURE FORM AND DISPUTE RESOLUTION POLICY – **Appendix E**
8. [PROCTOR APPLICATIONS AND CODES OF ETHICS](#), IF SUBMITTING WITH TEST CENTER APPLICATION – See *Proctor Policies and Procedures* – depending on the designation that the proctor will conduct exams for – please include all appropriate appendices.
9. PROCTOR FEE OF \$360.00 PER PROCTOR (NON-REFUNDABLE)
10. PROCTOR BIOGRAPHY OR RESUME
11. PROCTOR JPEG PHOTO renamed with proctor's name SUBMITTED

REVIEWED PRIOR TO SUBMISSION BY: _____

SUBMISSION DATE: _____

NOTES: _____

Please make sure to check your file sizes when submitting application pieces via email! If the file exceeds 10MB, you will need to zip the file to see if you can make it smaller, break up lengthy PDF files, or send several emails with fewer attachments on them. Always try to request a read receipt or follow up with a separate email to make sure that your application was transmitted successfully.