



# Application for BPI Retrofit Installer Technician Certification

*Please fill in all information.* Candidate and employment information is required. Your application cannot be considered unless all information is completed, signed, and dated. An **email address is requested** in order to send up-to-date information in a timely and effective manner. **Candidates requiring testing accommodations should contact BPI for the proper forms prior to scheduling your exams.**

**Candidate Information**

Name:		BPI ID:
Address:		
City:	State:	Zip:
Phone:		
Email:		

**Employer Information (\*If self-employed, this section still needs to be completed.)**

Business Name:		
Business Address:		
City:	State:	Zip:
Phone:		
Email:		
Website:		

***In order to sit for the exam(s) the following prerequisites must be met and proof submitted:***

Mandatory Requirements	Yes	No
GED/high school diploma <b>OR</b> equivalent education from another country <b>OR</b> state career readiness certificate (with a minimum score of 3 in each work key) <b>OR</b> additional points explained below ( <b>proof must be submitted with application</b> )		
If you have a GED/high school diploma or equivalent from another country <b>OR</b> a state career readiness certificate, you must obtain a minimum of <b>35 points</b> from any combination of activities below		
If you do not have a GED/high school diploma or equivalent from another country <b>OR</b> a state career readiness certificate, you must obtain a minimum of <b>50 points</b> from any combination of activities below		
Activity	Point Amount	Point Total
Industry specific experience (in energy efficiency & renewable energy) (installing windows, doors, heating systems, insulation, air sealing, etc); <b>maximum of 30 points</b>	<b>10 points</b> for 500 hours	
Building experience (framing, roofing, drywall, siding, etc) <b>maximum of 10 points</b>	<b>5 Points</b> for each 1,000 hours	
Training from industry specific training center (training whose content can be matched against and lines up with the content of the job task analysis for the certification); <b>maximum of 10 points</b>	<b>5 points</b> for every 16 hours	
Industry certifications (RESNET, BPI, NATE, EPA). Other certifications also considered; <b>maximum of 10 points</b>	<b>5 points</b> per certification	
<b>Proof must be submitted with application</b>	Total	

**\*\*Sample letters are attached with this application\*\***

Certain information may be released to (please indicate each item applicable below):

Authorization To Release Information			
	Indicate Name of Each	Yes	No
Employer on Application:			
Test Center:			
Program Implementer:			
Training Provider:			
*Consumer Public:	N/A	√	N/A

\*Authorized with Certification (As Detailed Below)

By earning a BPI credential, I consent to give BPI permission to respond to consumer public queries about my certification status and make available, via a search tool on [www.bpi.org](http://www.bpi.org), certain information including: Full Name, City/State of Employment, Certification Number, Expiration Dates, and Designations earned. By completing the additional Authorization sections above, I authorize the Building Performance Institute, Inc. to release certain additional information only to those specifically indicated above (not including the consumer public): Pass/Fail Results, Notices of Certification Renewal, and Accumulated Continuing Education Units.

**❑ OPT OUT: Certified Professionals will have their company name, city, state, telephone number, and email address listed on the BPI website unless this box is checked. If you do not complete the Employer Information section on the front page of this application, your listing will not appear.**

I understand that BPI may, at its discretion, post or remove the consumer public information on [www.bpi.org](http://www.bpi.org). BPI is not authorized to post or disseminate any other information beyond that stated, such as employer, home address, or telephone number.

The consumer public authorization shall remain in effect as long as BPI maintains records about certification. The special authorization shall remain in effect until BPI receives and acknowledges written notification withdrawing the authorization. The special authorization is completely voluntary and may be withdrawn. BPI does not condition award of your certification on receiving this special authorization. However, some programs may require release of this information in order to process or receive incentives, or for participation in their programs. This is not a BPI requirement.

**Credential holders who change their address or employment are responsible for notifying BPI of these changes and verifying the changes have been updated after notice. BPI reserves the right to suspend an individual's certification credential when the holder does not notify BPI of changes.**

The proctor for your field exam may be subject to a Quality Assurance visit by either a BPI staff member onsite or a video recorded exam session to ensure BPI policies and ANSI/ISO requirements are met and testing remains equitable. This evaluation is of the proctor, not the test taker, and will not interfere with your exam. BPI conducts these visits to the benefit of both the test taker and the proctor.

**Consent to Use Name and Likeness in Videotapes for Proctor Training Purposes**

I grant the Building Performance Institute, Inc. ("BPI"), its agents and representatives permission to videotape me, audio record my conversations, and take photographs of me in connection with BPI written and field testing (the "Content").

\* For proctor training, I grant BPI, its agents, representatives, transferees, assigns and licensees a royalty-free, non-exclusive, perpetual, worldwide right to use, copy, display, exhibit, publish, distribute, reproduce, adapt, modify, edit, create derivative works, re-use, re-publish, re-distribute or otherwise make any use of the Content and my first name for any lawful purpose, including but not limited to use as a training material, advertising, marketing, and promotional materials, and in any manner, form, format or media now known or later developed, including but not limited to, the Internet, television, radio, print media, phone-based services and digital-based services.

\* I understand and agree that I will not be paid for any use of my first name, the Content, or for any of the rights granted in this document.

\* I waive any right to inspect or approve the use of the Content or the use of my first name now or at any time in the future.

\* I acknowledge that BPI may, in its sole discretion, choose to not use, or discontinue its use of, the Content or my first name now or at any time in the future.

\* I am eighteen (18) years of age or older. I am not subject to any restrictions, contractual or otherwise, that would prohibit me from signing this document or preclude BPI from exercising the rights and privileges I have granted to them.

**BPI Certification Agreement**

Retrofit Installer Technician applicants will be required to accept BPI's Candidate Certification Agreement before beginning your 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(s)
  - 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 or certified individual 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 and testing 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 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 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 regards 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:

1. Failure of the multiple choice test instrument.
  2. Failure of field evaluation.
  3. Verification of a complaint by building owner or the owner's representative for failure to meet installation requirements and then not correcting the deficiency.
  4. 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 Card 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 pursuing any other available remedy for unauthorized disclosure or for breach of the confidentiality undertaking in said Agreement.

## 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 Retrofit Installer Technician Certification, you are agreeing to the terms and conditions of BPI's Code of Ethics.

This Code of Ethics for Retrofit Installer 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 Retrofit Installer Technicians to earn fair compensation for their services. BPI's goal is to promote the professionalism of Retrofit Installer Technicians' work products and thereby to enhance their quality.

<b>I. Avoiding Conflicts of Interest</b>
A. Installers shall not participate in professional activities involving a conflict of interest. A conflict of interest occurs when an installer 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. Installers 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. Installers shall not accept any form of compensation for recommending products or services to clients or other parties.
D. When asked for professional recommendations, installers 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.
<b>II. Professionalism and Integrity</b>
A. Installers shall comply with all safety-related regulations, warnings, and instructions set forth by local, state, or federal organizations and other recognized safety organizations.
B. Installers shall report to all appropriate parties any safety and security concerns directly related to any work performed by any previous or other current installers.
C. Installers shall perform work based on best practices and standards in the field, using diagnostic and testing visual inspection within their areas of education, training, and expertise.
D. The installer shall employ building science best practices to improve safety, comfort, durability, indoor air quality, and energy efficiency.
<b>III. Representation of the Installer Profession and Self-Representation</b>
A. Installers shall neither misrepresent nor knowingly deceive others concerning their experience and capabilities.
B. Installers shall neither misrepresent nor misuse their certification.
C. Installers shall not engage in any conduct that is detrimental to the reputation or the best interests of the Retrofit Installer Technician Certification, the profession, or the industry as a whole.
D. Installers shall act professionally at all times and in the best interests of the client and employer. Installers shall not act in any way that denies or impedes competent, timely, and professional service to the client or employer.

E. Installers shall not willfully damage, or by negligence or indifference allow to be damaged, any property belonging to clients or employers. Installers 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. Installers shall not betray the trust that property owners and employers have placed in them by inviting them to work in their homes and businesses.

**IV. Maintaining Confidentiality**

A. Installers 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. Installers shall 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. Installers 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 installer’s certification.

B. Installers have the right to appeal any disciplinary decisions to the certifying body.

Retrofit Installer 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 the Code of Ethics located within the [Retrofit Installer Technician Scheme Handbook](#).

By signing this document, you agree and accept the terms and conditions of the agreement noted above and certify that all information in this application and the accompanying documentation is true and correct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Submit this Request with all supporting documentation required by mail, fax, or email**

Mail to:	Building Performance Institute, Inc. Retrofit Installer Technician Certification Application 107 Hermes Road, Suite 210 Malta, NY 12020	Fax to: (518) 899-1622
		Email to: <a href="mailto:HEPcertification@bpi.org">HEPcertification@bpi.org</a>

**\*\*This letter is not valid unless presented on company letterhead\*\***

Date:

Re: Proof of Industry Installer Specific Experience– Home Energy Professional Exams

To: Retrofit Installer Technician Application at [HEPcertification@bpi.org](mailto:HEPcertification@bpi.org) [submit with application]

This letter is to verify that \_\_\_\_\_ has completed \_\_\_\_\_ hours of industry installer specific experience (in energy efficiency & renewable energy) (installing windows, doors, heating systems, insulation, air sealing, etc.).

By signing this document, you are attesting that the information provided on this form is true and accurate to the best of your knowledge and the stated applicant’s participation in the task(s) or job functions as described above are true and correct.

Supervisor’s Name and title (typed): \_\_\_\_\_

Supervisor’s signature: : \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*This letter is not valid unless presented on company letterhead\*\***

Date:

Re: Proof of Building Experience – Home Energy Professional Exams

To: Retrofit Installer Technician Application at [HEPcertification@bpi.org](mailto:HEPcertification@bpi.org) [submit with application]

This letter is to verify that \_\_\_\_\_ has completed \_\_\_\_\_ hours of building experience (framing, roofing, drywall, siding, etc.).

By signing this document, you are attesting that the information provided on this form is true and accurate to the best of your knowledge and the stated applicant’s participation in the task(s) or job functions as described above are true and correct.

Supervisor’s Name and title (typed): \_\_\_\_\_

Supervisor’s signature: : \_\_\_\_\_ Date: \_\_\_\_\_