ENERGY AUDITOR & QUALITY CONTROL INSPECTOR PILOT PROCESS FOR TEST CENTERS & PROCTORS
TEST CENTERS OFFERING THE EA & QCI ONLINE EXAM(S):

**Step 1**
- Make sure you have a BPI Approved Online Proctor associated to your Test Center

**Step 2**
- Review 2018 Pilot Scheme Handbook(s) with your Proctor(s).

**Step 3**
- Schedule Pilot Exams and make sure the candidate has their 2018 Pilot Approval Letter at time of scheduling.
- If candidate is approved for subsidy, pilot exams must be taken at a *WTC* Test Center
TEST CENTERS OFFERING THE EA PILOT FIELD EXAM:

Step 1
- Test site must be preapproved by BPI
- Submit photos of required items to TestCenter@bpi.org as outlined in Section 9.3 of the Test Center Policies and Procedures
- Add BPI Energy Auditor Certified Approved Proctor(s) to your Test Center

Step 2
- Review 2018 Pilot Scheme Handbook(s) with your Proctor(s).
- Make sure Proctor(s) attend the 2018 Energy Auditor Rubric review so they are prepared for the updated EA Pilot Field Exam

Step 3
- Schedule EA Pilot Exams and make sure the candidate has their 2018 Pilot Approval Letter at time of scheduling
- If candidate is approved for subsidy, pilot exams must be taken at a *WTC* Test Center
PROCTORS – EA FIELD EXAMS

Step 1
- Proctors must be EA certified in order to offer EA field exam
- Must go through HEP orientation and be approved to administer HEP field exams
- Review the 2018 Pilot Scheme Handbook(s) and attend the 2018 Energy Auditor Field Exam Rubric review

Step 2
- Schedule Pilot Exams and make sure the candidate has their 2018 Pilot Approval Letter at time of scheduling.
- If candidate is approved for DOE subsidy, pilot exams must be taken at a *WTC* Test Center

Step 3
- Administer and record Pilot Exams.
- Submit EA field exam results via the Testing Portal.
- Send candidate photos to certification@bpi.org.
- Mail all exam video recordings to BPI
Test Center HEP (EA & QCI) Pilot Checklist

1. Obtain Test Site Approval Number for Energy Auditor Field exams
   a. Forced Air Furnace
   b. Ducted Distribution System
   c. Gas DHW
   d. At least one Natural Drafting Appliance
   e. At least one Exhaust Fan (Bathroom)
   f. Gas Line (Natural Gas or Propane)
   g. Vented Clothes Dryer
   h. At least one Door and Window
   i. Refrigerator
   j. Gas Range
   k. Accessible Attic with at least some form of Attic Ventilation (Gable, Soffit, Ridge, etc.)

2. Have approved Energy Auditor Field Proctor(s) attached to your Test Center account
   a. Field Proctor must hold an active EA Certification
   b. Field Proctor must have successfully completed HEP Field Orientation
      i. Either hands-on, in-person field orientation, OR
      ii. HEP Online Orientation (if already an approved CORE field proctor)
   c. Field Proctor must have successfully completed Pilot EA Field Rubric training via webinar (or
      vimeo)

3. Complete 2018 EA & QCI Pilot Participation Survey (if you have not done so already)

4. Request 2018 EA/QCI Pilot (& Subsidy) Approval Letter from candidates prior to scheduling pilot
   exams

5. Keep track of candidate testing; especially if you are a Weatherization Training Center providing
   DOE subsidy exams*

6. Review Scheme Handbook(s) to familiarize yourself w/ the pilot process, as some items have
   changed (time limits, exam types, etc.)

7. Notify BPI of any in-house exams or potential conflicts of interest to QualityAssurance@bpi.org

8. Exams must be completed through the BPI Testing and CEU Portal; look for “2018 Pilot” exam
   titles

9. ALL exams must be video recorded and submitted to BPI within 48 hours of the testing session