



Air Leakage Control Installer (ALC) Certification

PROCTOR POLICIES AND PROCEDURES



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Acknowledgements

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Disclaimer

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1. Introduction

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 American National Standards Institute, Inc. (ANSI) as a developer of American National Standards. BPI is also accredited as a certifying body for personnel credentials by the ANSI National Accreditation Board (ANAB). 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 3 programs ([BPI GoldStar Contractor](#) for companies, [Rating Program](#) for raters, and [BPI Product Listing](#) for manufacturers) and 3 certificates ([Building Science Principles](#), [Healthy Housing Principles](#), and [the Site Supervisor Certificate](#)). BPI Certified Professionals hold over 15,000 active certifications supported by over 100 BPI Test Centers and 250 Proctors. 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 retrofit industry. BPI is headquartered in Saratoga Springs, NY.

The *BPI Proctor Policies and Procedures for ALC* defines the criteria for approved proctors to properly administer and evaluate exam performance to BPI certification candidates. It also provides the guidelines to ensure that all certification sessions are conducted within the guidelines of the ANSI National Accreditation Board (ANAB) and the International Organization for Standardization (ISO) 17024.

2. General References

2.1. Standards & Guidelines

BPI proctors must reference and adhere to all BPI national standards, plus state requirements and federal standards, codes and regulations for the following organizations:

- National Fire Protection Association (NFPA)
- Environmental Protection Agency (EPA)
- Occupational Safety and Health Administration (OSHA)

2.2. Codes and Regulations

The *BPI Proctor Policies and Procedures for ALC* will not supersede existing applicable codes and regulations. All evaluations will be administered in accordance with existing applicable federal, state and local codes and regulations.

3. ALC Proctor Qualifications

The following list represents the qualifications a potential proctor must complete in order to be permitted to offer the ALC certification exam and maintain their proctor status. (There are no educational or other experience prerequisites to becoming an approved proctor).

1. Each Proctor must complete and sign a [Proctor Application and Code of Ethics](#) for each BPI Test Center for which they will proctor exams.
2. Each proctor must sign and submit the *Acknowledgement and Signature Page* of the *BPI Proctor Policies and Procedures for ALC (Appendix L)*.
3. Each proctor must submit a brief biography or resume.
4. Each proctor must submit the proctor application fee at the current rate when applying for proctor status.
5. Each proctor must submit the proctor annual renewal fee at the current rate payable at the beginning of each calendar year following the initial application (Proctors will be invoiced directly in November of each year following their initial application fee).
6. Each proctor must submit any requested documentation to BPI in the timeframe specified in order to maintain active proctor status.
7. Each proctor must hold an active BPI certification for the ALC designation.
8. Each proctor must participate in the orientation for online exam administration. (If a proctor has not administered an online exam in six months or more, they will be required to attend an additional orientation to make sure they are familiar with the current testing system.)
9. Each field proctor must successfully complete a field exam orientation session with a BPI approved representative.
10. Each proctor must check their Proctor Account on a monthly basis at a minimum and when notified of specific updates by BPI.
11. Each proctor must submit the video recording of the first three field exam sessions to BPI for review.

At no time may an exam be administered without these items completed. Proctors must receive email confirmation of proctor status prior to conducting any BPI certification exams.

4. Competency

By earning the ALC Certification and through orientation with BPI the proctor will display the following:

- Familiarity with the relevant certification scheme
- A thorough knowledge of the relevant examination method and examination documents
- Appropriate competence in the field to be examined

5. Proctor Material

Upon becoming an approved proctor for ALC BPI will send material necessary for the completion of the examination including, but not limited to:

- Material Listings and Occupant and Worker Safety Document
- ALC Field Evaluation Form
- ALC Scheme Handbook
- ALC Field Exam Instructions
- Field Exam Script

6. Testing Props

ALC abilities will be performed on BPI approved test props. Blueprints are available to approved BPI Test Centers. These test props may not be modified without prior written approval by BPI. Please send an email to TestCenter@bpi.org to request the blueprints.

7. Field Testing Environment

In order to ensure fairness in testing, field examinations must be conducted at a site that incorporates the minimum criteria listed below and provides the environment for performing all tasks. Field examinations conducted at a site that does not meet these minimum criteria will be void. The Test Center will be responsible for testing fees incurred and the proctor subject to disciplinary action as outlined in Section 23 (Proctor Corrective Action) of this document. Proctors must attest that the site meets the minimum criteria for the exam on the appropriate field evaluation form.

7.1. Minimum Test Site Criteria

This minimum test site criteria and process is to ensure that all candidates will have the same opportunity to prove knowledge in the same manner on all testable material.

Test Centers or proctors must submit photo or video evidence that the test site contains each component of the minimum criteria listed below. Field exams may only be performed with props that have been preapproved by the certification body and meets the minimum criteria. Submit materials, photos, or videos to TestCenter@bpi.org.

Test Centers with multiple sites must seek pre-approval for each site independently and receive approval for each site prior to use.

Required for all test sites where the ALC examination is to be performed

1. Airsealing Base Module
2. Multiple Insert Module
3. Large Opening
4. Large Opening with Heat Source

5. Foam at Gaps and over Backer
6. Recessed Can Light
7. Ducts outside Conditioned Space
8. Pipes into Attic
9. Fan Vented into Attic
10. Side Attic Access
11. Attic prep Roof Ceiling Module
12. Density Test Box
13. Mock-up Drill, Probe, and Find Cavities
14. Fill Prop

7.2. Proctor Assistants

Proctors may use an assistant during the exams. Please note on the field form that an assistant was present as well as on the video recording that an assistant is present. If a candidate is uncomfortable with the assistant at any time they must leave immediately.

Assistants for ALC proctoring sessions:

- Must sign and submit to BPI a Non-Disclosure and Conflict of Interest Agreement (*Appendix K*) prior to the test session
- Prior to start of the exam session, assistant must identify who they are on camera

Assistants are permitted to:

- Act as a general helper (e.g., run the camera, clean props, prep diagnostic equipment, etc.)
- May help with logging people into the test system but may NOT be around when the questions are live (Proctors – do not share your ID and Password)

Assistants are NOT permitted to:

- Interact with the candidate
- Be involved with any aspect of the scoring process
- Discuss testing with the proctor

8. Security

Proctors have an important responsibility and must abide by stringent rules in order to maintain security of exam materials and ensure that exam conditions correlate with BPI's requirements.

The proctor will not copy, duplicate, photograph, reproduce, or otherwise capture any exam content.

Proctors must comply with the following policies when administering field exams:

Require that each candidate provide a government issued photo ID to properly verify the identity of each candidate. The candidate must use the exact name from their government issued photo ID when creating their BPI candidate profile.

Proctors *will*:

- Allow only one candidate to be present per prop station
- Ensure that each prop is separated by a privacy screen
- Set up video recording session and ensure recording equipment is operating properly
- Read the *Proctor Exam Script for ALC (Appendix F)* aloud to candidates while exam session is being video recorded
- Remain in the room where the exam is taking place during the entire exam session

Proctors *will not*:

- Allow candidates to view the field evaluation forms
- Provide any exam related technical assistance to a candidate, before, during or after an exam
- Permit any talking during an exam; talking between candidates during the exam will result in the voiding of any exams of any candidates participating in conversation
- Take pictures or other electronic duplication of any BPI exam prop, exam station, etc. while candidates are taking the exam (other than the required video recording as outlined below)

Deliberate viewing of another candidate's exam is not permitted and will void their exam.

9. Exam Recording Requirements

All candidate exam sessions must be audio and video recorded. No exceptions. If a candidate declines, the exam cannot take place. If the exam proceeds unrecorded, it will be invalidated.

Video media will be allowed to be retained by BPI Test Centers unless it falls under the category of required and/or requested submission to BPI. Original exam video must be maintained for a six month period.

If a candidate appeals exam results, that exam video could be requested by BPI. The Proctor and/or Test Center will be required to produce the exam video delivered to BPI within five business days of the request, via traceable means (e.g. FedEx, UPS).

. The subsequent exam video to be requested and submitted for QA purposes will be based on random date ranges. The Proctor and/or Test Center will be required to produce the exam video delivered to BPI within five business days of the request, via traceable means (e.g. FedEx, UPS).

All videos submitted must be in one of the following acceptable formats: AVI, WMV, MPEG/MPG, or MOV. Due to file sizes and the ability to transfer files in a cost-effective manner, please use the lowest resolution setting available on your recording equipment. Do not

use your cell phone for video of exams. Raw video is to be submitted. No movie/title/chapter editing is to be submitted.

USB drives or SD cards are the preferred media as they have proven to be low cost, especially when bought in bulk. Exams may also be burned to a DVD or BluRay. Reusable external storage devices, (Flash Drive, SD cards) will not be returned and will become permanent property of BPI.

All video submissions must be clearly marked with the date of the exam, proctor name and candidate name(s):

Proctor Last Name, First Name
Candidate Last Name, First Name
Exam Designation (e.g. ALC –Field)
Date of Exam
Test Center Name

Mail to:
Building Performance Institute, Inc
Attn: Exam Video QA
63 Putnam Street, Suite 202
Saratoga Springs, NY 12866

Recording Requirements

- Any time there is interaction between the proctor and candidate it must be recorded in such a way that the conversation is 100% audible
- Any diagnostic testing must be captured in a way sufficient to read the output of any electronic equipment (e.g. need to see manometer readings, CO numbers, etc.)
- Ensure that all aspects (each line item) on the field performance sheet are captured

Please make sure to adjust the camera resolution settings prior to recording at exam time

10. Candidate Photographs

Proctors must take a digital photo of each candidate prior to beginning an exam. All candidate photos must be submitted electronically to BPI within 48 hours and must be formatted as a JPEG file, with the candidate's legal name clearly marked. For example, use 'John Smith.jpg' as the filename. Photos may be uploaded via the testing system before selecting a candidate's online or field exam. You may also submit photos to certification@bpi.org. Please make sure the candidate's full face is visible and not cut off, eyes closed, blurry, etc.

11. Communications

General Communication

Communication updates will be provided by BPI through an individual's Proctor Account.

11.1. Field Exam Communication

Proctors will ensure that the *Field Exam Script* provided to them by BPI are either read out loud or played audibly to each candidate prior to beginning an exam session (*Appendix F*)

Prior to administering and during a field exam, Proctors will answer only non-technical questions.

Proctors will ensure the exam process is understood by each candidate. Proctors will take notes, as they evaluate the candidate's performance.

12. Time Limits

The time limit for this certification exam is seven hours. The seven hour time allotment for this exam is to be completed in one day and is not to be spread out over multiple days.

Proctors *will*:

- Ensure the exam time limits are adhered to
- Announce exam start and stop times

If candidate(s) agree(s), proctors may alert at 45-, 30- & 15-minute intervals of exam time remaining.

Time limits will not include the portion of the exam period dedicated to registration and/or taking photos of candidates.

If a candidate does not complete the exam tasks within the time limits, the proctor must inform the candidate the session is over and score the field evaluation form by marking any remaining tasks as '0'. Blank scores will not be accepted. Make notes in the section below each line item when a score of '0' has been indicated or an 'N/A' has been marked. Use the extra note section at the end of the score form for additional comments; confirm and submit your exam score sheet.

13. Exam Retake Policy

A candidate may take the exam (field) up to six times in one year period, beginning after the first attempt. There is a cost for each attempt.

If a candidate was unsuccessful, they may attempt to retake the exam at any time; there is no waiting period.

14. Distractions

Distractions due to electronic devices must be eliminated during field exams.

Proctors *will*:

- Ensure that the exam site is free from distraction and is a safe environment in which to conduct exams.
- Ensure all cell phones are turned off while exams are being administered
- Ensure candidates do not have access to unapproved electronic devices while exams are being administered

15. Field Evaluation

Guidelines for the exam are as follows:

Proctors *will*:

- Ensure each prop station is set up properly with all equipment and materials necessary for the exam task (*Appendix I for Equipment and Appendix J for Materials*)
- Remain present at all times and verify a candidate is performing exam tasks
- Enable candidates to set their own pace
- Not rush a candidate to complete an exam under the allowed time limit
- Only provide prompts for clarification of a candidate's action
- Only ask questions to the candidate that pertains to the section of the exam they are working on at that time; proctor will not ask questions that are not pertinent to the actual exam

Proctors *will not*:

- Allow food, beverages, bags (including pocketbooks and purses) or electronic devices to be present during the field exam
- Allow the use of any notes, other manuals or materials during the field exam
- Rush a candidate to complete an exam under the allowed time limit

Please note: If a prompt is required, it must be limited to redirection of a candidate or for clarification of a candidate's action and be recorded in the notes section on the ALC Field Evaluation Form for submission.

16. Field Evaluation Forms

The field evaluation form will be provided to the proctor in an electronic format. The proctor will deliver the field evaluation orally, as appropriate, and through the verification of the skills. The results from each task must be recorded by the proctor on the field evaluation form and submitted to BPI electronically.

Guidelines for the Field Evaluation Form are as follows:

Proctors *will*:

- Ensure all areas of the Field Evaluation Form are complete

- Ensure all required information is included
- Score each task as: 0, 1, N/A
- Make notes in the appropriate area when a score of '0' or an 'N/A' has been indicated
- Mark the number of attempts made by the candidate. Candidates are allowed a maximum of two attempts.
- Submit all Field Evaluation Forms within 48 hours of the exam via the Testing and CEU Portal

17. Knowledge and Skills Assessment

Before a candidate tests on a prop, the proctor must ensure the test prop is in good working order and allows for ample air leakage.

The candidate will be provided with all of the equipment and materials required to complete the task on each of the air leakage prop stations. (*Appendices I & J*)

The candidate *will*:

- Select the material(s)
- Install the material(s)
- Allow the Proctor to inspect the installation(s)

The candidate must install air leakage control measures on each location and then the proctor will test the prop at a negative 75 Pa pressure difference (depressurize the prop) to confirm no air leakage with smoke. If there is evidence of air leakage, the candidate must be allowed to make corrections to the installed measures and re-test one more time [total of two times allowed]. If there is still evidence of air leakage on the second attempt, the section for that specific air leakage location must be marked as "0" (unsuccessful).

18. Recording of Examination

The proctor will observe, test and record each candidate's performance and provide the results to BPI. Decisions on certification of the candidate are made by solely BPI.

The proctor can terminate the examination if at any time one or more of the following conditions exist:

- Health and safety of anyone is being jeopardized
- The structure or props are being damaged or put at risk of fire
- The candidate will not cooperate with examination instructions / requests of the proctor

19. Material Confidentiality

All material supplied by BPI is considered confidential. Any unauthorized reproduction is strictly prohibited. The proctor will not copy, duplicate, photograph, reproduce, or otherwise capture any exam content. No material may be shared with anyone at any time.

20. Health and Safety

The proctor will ensure that health and safety issues, which may jeopardize the occupants within the test site, have not occurred during the exam session.

All exam personnel conducting exam activities will be equipped with all necessary Personal Protective Equipment (PPE) as appropriate and as required by Occupational Safety and Health Administration (OSHA). Required safety equipment may include, but is not limited to:

- Fitted respirators with canister filters
- Dust masks
- Gloves
- Protective clothing
- Safety glasses
- Hard hats
- Material Safety Data Sheets (MSDS) must be available whenever products used require them.

21. Notification of Exam Results

The proctor will not inform the candidate of their exam results. However, proctors may state to candidates: "Once your exam has been processed by BPI, you will receive email notification that your portal has been updated. BPI will not give results by phone."

22. Material Listing

Please see Appendix J

23. Quality Assurance

BPI will perform Quality Assurance (QA) to ensure the proctors are in compliance with the BPI standards and the *BPI Proctor Policies and Procedures for ALC*.

- BPI performs Quality Assurance reviews on proctors to ensure that they adhere to BPI exam policies and procedures
- BPI conducts online surveys with candidates that have either completed online exams, field exams or both
- BPI conducts unannounced Quality Assurance reviews of online and field exam sessions
- BPI conducts Quality Assurance reviews with either BPI employees or an approved third-party QA provider
- BPI will inform the proctor, in writing, via email or other traceable methods, of any non-conformance with the BPI Proctor Policies and Procedures for Air Leakage Control Installer (ALC) Certifications

Proctors agree to submit to BPI's quality assurance and quality control processes as they will be monitored for purposes of demonstrating competency.

A new field proctor's first three field exam video sessions must be submitted to BPI for review.

QA will be conducted randomly and without notice to the Proctors and Proctors may or may not be notified when their services and performance as a Proctor are being monitored.

24. Proctor Corrective Action

If a proctor does not comply with the guidelines set forth in this Policy and Procedures document, corrective action will be implemented. Please note that depending on the severity of the item in question, corrective action may not always follow the order of the listing below.

Items that may need corrective action (this list is not inclusive of all scenarios):

- Breach of Code of Ethics and/or actions that result in possibly placing individuals in potentially harmful situations can result in immediate suspension and/or termination
- Failure to submit the first three video recorded field exam sessions as outlined in the Policy
- Failure to respond to QA requests for video submission

24.1. Corrective Action

First Offense - Warning

- Proctor will receive an email stating what parameters have not been met
- If parameters are set and they are not met within 10 business days, Proctor will be placed on probation
- If further video review indicates repeat of warning items, Proctor will be placed on Probation

Second Offense - Probation

- Proctor will receive a Letter of Probation electronically
- Proctor will be placed on probation for a period of time to be determined by BPI
- While on Probation, the Proctor must comply with requirements set forth in the initial Warning Letter, if any, and will be required to correct issues set forth in the probationary letter
- If the probation issues or additional corrective action items are raised while on probation, proctor will immediately be placed on suspension
- Failure to comply will result in suspension

Third Offense - Suspension

- Proctor will receive a Letter of Suspension electronically

- Access to the Proctor Account and Testing and CEU Portal will be removed for a minimum of 30 days
- In order to be reactivated, a proctor must reapply
- Proctor Application and Code of Ethics must be resubmitted
- Notice of Association must be resubmitted
- All associated fees must be resubmitted

Fourth Offense - Termination

- Proctor will receive a Letter of Termination electronically and via USPS
- Access to the Proctor Account and Testing and CEU Portal will be removed for a minimum of one year
- In order to be reactivated, proctor must apply as new
- All new documentation must be submitted
- All associated fees must be paid
- All associated orientations must be completed

Appendix A – BPI Proctor Exam Responsibilities

The purpose of the Proctor Responsibilities table is to prepare the proctor for BPI's Quality Assurance (QA) and Quality Control (QC) processes. The table lists the proctor tasks necessary for administering the ALC exam according to the *BPI Proctor Policies and Procedures for ALC*. They also list resulting actions that will occur if a task is not adequately completed and/or if the proctor has not adhered to the *BPI Proctor Policies and Procedures for ALC*.

Quality Assurance reviews will be conducted by BPI QA providers based on the *BPI Proctor Policies and Procedures for ALC* and the proctor guidelines. *Proctors should thoroughly familiarize themselves with the information contained in these policies, procedures and Proctor Responsibilities table and may reference the documents at any time.*

Proctors must comply with each line of the Proctor Responsibilities table. Please see the Action Levels for Noncompliance section for details on failure to comply.

Description of the Proctor Responsibilities table:

Type column: Please see QA and QC definitions located in Terms and Definitions section of this document.

- QA will be conducted on a random sampling of exams.
- QC will be conducted on 100% of all submitted exams

Section Reference column: This section points the supporting section in the document.

Proctor Responsibilities			
Type	Section A	<i>As an authorized BPI Proctor:</i>	Section Reference
QA	1.	<i>I have read the 'Proctor Script' to all candidates prior to administering field exams.</i>	10
QA	2.	<i>I have provided access to appropriate environments for testing all relevant tasks while administering field exams.</i>	12
QA	3.	<i>I have ensured an environment free from disruptions or other avoidable distractions prior to administering field exams.</i>	12
QA	4.	<i>I have ensured that candidates have appropriate working equipment for each field exam.</i>	13
QA	5.	<i>I have explained the field exam process to each candidate.</i>	10
QA	6.	<i>I have ensured the test prop is in good working order and allows for ample air leakage.</i>	13
QA	7.	<i>I have provided the candidate(s) with all of the equipment and materials required to complete the task on each of the air leakage props stations.</i>	13
QA	8.	<i>I have ensured that each prop is separated by a privacy screen.</i>	7
QA	9.	<i>I have not provided inappropriate prompts to candidates.</i>	16
QA	10.	<i>I have been present at all times while the candidate is performing an exam task.</i>	16
QA	11.	<i>I have allowed the candidate the allotted time allowance per certification designation to complete the field exam.</i>	11
QC	12.	<i>I have indicated where 1 or 2 attempts have been made by the candidate.</i>	14
QC	13.	<i>I have marked each task as 0, 1 or N/A on the field evaluation form.</i>	14
QC	14.	<i>I have made notes for any line item marked as a 0 or N/A on the field evaluation form.</i>	14
QA	15.	<i>I have not allowed candidate(s) to view the field evaluation forms.</i>	7
QC	16.	<i>I have submitted all field evaluation forms to BPI via the Testing and CEU Portal within 48 hours of conducting the field exam.</i>	14
QA	17.	<i>I have not allowed technicians to perform certification exam activities without all necessary Personal Protective Equipment (PPE) required by OSHA. Required Personal Protective Equipment (PPE) may include, but is not limited to: Fitted respirators with canister filters, dust masks, gloves, protective clothing, safety glasses, and hard hats, as required.</i>	18

Proctor Responsibilities			
Type	Section A	<i>As an authorized BPI Proctor:</i>	Section Reference
QA	18.	<i>I have not</i> allowed myself to administer certification exam activities without all necessary Personal Protective Equipment (PPE) required by OSHA. Required Personal Protective Equipment (PPE) may include, but is not limited to: Fitted respirators with canister filters, dust masks, gloves, protective clothing, safety glasses, and hard hats, as required.	18
QA	19.	<i>I have</i> informed candidate(s) of exam start and stop times.	11
QA	20.	<i>I have</i> conducted exams of candidates in a manner as outlined in <i>BPI's Proctor Code of Ethics</i> .	3
QA	21.	<i>I have</i> checked government issued photo identification of each candidate to verify their identity.	7
QA	22.	<i>I have</i> announced that all electronic devices must be turned off or in silent mode while in an exam environment.	12
QA	23.	<i>I have</i> ensured my own cell phone is turned off while exams are being administered.	12
QA	24.	<i>I have</i> informed candidates that they may ask non-technical questions prior to administering an exam.	10
QC	25.	<i>I have</i> taken and submitted a candidate named JPEG format digital photograph of all certification candidates.	9
QA	26.	<i>I have</i> adhered to field exam time limit, per BPI policies.	11
QA	27.	<i>I have</i> ensured that health and safety issues did not occur during the exam session which may jeopardize the occupants within the test site area.	18
QA	28.	<i>I have</i> ensured that only one candidate was present at a prop station while exam were being administered.	7
QA	29.	<i>I have not</i> allowed the use of any notes, other manuals or materials during the field exam other than material provided by BPI.	16
QA	30.	<i>I have not</i> allowed candidate(s) to continue with the exam after the allotted time limit had expired.	11
QA	31.	<i>I have not</i> provided technical assistance to a candidate during an exam.	7
QC	32.	<i>I have not</i> distributed candidate(s) exam results to any party without written consent from the candidate.	19

Proctor Responsibilities			
Type	Section A	<i>As an authorized BPI Proctor:</i>	Section Reference
QC	33.	<i>I have videotaped all exam sessions and have adhered to all submission requirements.</i>	8
	34.		

Appendix B – Appeals Handling

- If BPI determines disciplinary action is appropriate for any violation, the proctor will receive online notification, specifying the noncompliance issue(s)
- If a proctor feels the disciplinary action was not warranted, the individual may submit in writing to BPI, a letter requesting a review of the non-compliance issue(s), including specific supporting documentation that substantiates the reason BPI should reconsider
- BPI will review the matter internally and respond to the individual with a formal written response within 30 days
- Proctors who disagree with the final decision made by BPI may choose to utilize arbitration at their own expense

All appeals can be submitted to:

Building Performance Institute, Inc
Attn: Quality Assurance
63 Putnam Street, Suite 202
Saratoga Springs, NY 12866

or emailed to complaints@bpi.org

Appendix C – BPI Video Review of Test Center In-House Staff Exam(s)

Test Centers that have staff or potential certification candidates with which they have a contractual relationship or have any potential candidate where a perceived conflict of interest could exist, whether for new certification(s) or renewal of current certifications, are able to submit the candidate's name(s) to BPI as notice of the session to take place, and move forward with the administration of the exam(s). 100% of the video with audio of these sessions is required to be submitted to BPI for review and there is a fee to cover BPI's review of these videos. All exam policy does apply, including the proctor not having trained the potential candidate within the last two years in the exam designation. Please refer to the *BPI Test Center Fee Schedule* for applicable fees. Keep in mind that these fees are *in addition to the exam fee that the Test Center pays BPI*.

The In-House video review fees are:

- \$135 per person (not designation) for **field exam(s)**
- \$135 per **online exam session** (an online exam session can contain one BPI approved proctor and from one to 25 candidates, as that is the ratio allowed for an online exam session)

Payment for the review of these sessions may be made in the following ways:

- Check enclosed with submission of video(s) to be reviewed
- Payment over the phone with a credit card – contact QualityAssurance@bpi.org or (877) 274-1274, extension 292

As a reminder, a field exam session is always one BPI approved field proctor and one candidate. All field exam scoring forms must be submitted to BPI within (48 hours of exam completion. The video with audio recording of these sessions must be submitted to BPI within five business days. All video submissions must be clearly marked with the date of the exam, proctor name and candidate name(s):

Proctor Name (Last, First)
 Candidate Name (Last, First)
 Exam Designation (e.g. ALC - Field)
 Date of Exam
 Test Center Name

Mail to:
 BPI, Inc.,
 Attn: In-House Exams QA
 63 Putnam Street, Suite 202
 Saratoga Springs, NY 12866

Appendix D – BPI Field Testing Login Instructions

At no time should the proctor share his/her ID and password with anyone.

Go to the [Testing and CEU Portal](#) via www.bpi.org
(you may want to save this address in your Favorites)

1. Select **Proctor Portal** tab at the top OR the **BPI Proctor Login** button and enter your BPI ID and Password (same credentials you use to login to your [Proctor Account](#))
2. Select the **Field Testing** sub tab
*If you would like to print a copy of the score sheet, select **Available Exams** from the left side menu. You will be given a listing of the field exams you are currently approved for.*
3. Select **Create Field Testing Session**
 - a. Enter the date by either typing in MM/DD/YYYY format or by clicking the date from the calendar icon on the right of the Date field
 - b. (Please remember: the date entered should be the date the exam was given, NOT the date you are entering the exam into the system)
 - c. Choose the **Test Center Name** from the dropdown list
 - d. Click **Create**

At this point you will see how many exams you have available for you to use

4. Verify information entered and click **Activate** then click **OK**
5. Scroll down and select **Add Result**
Do NOT click Close; this will close the session and a new one will need to be created

For **existing** candidates (anyone who has challenged a BPI exam in the past):

- a. Enter either the BPI ID (if candidate knows their BPI ID) **OR**
- b. Enter candidate information into **one or more** of the other four fields (you do NOT need to enter information into all fields to search):
 - i. First Name
 - ii. Last Name
 - iii. Email

This information does not need to be exact, you can enter the first couple of letters for a name and still search. Example: ‘Smi’ for ‘Smith’

If a candidate’s name has a period in it, enter only the first part of the name. Example: ‘St.’ for ‘St. Lawrence’

- c. Click **Lookup**
- d. Find the correct candidate and click **Select**

If a candidate’s contact information has changed, do NOT create a new record! The candidate will be able to login to their [Candidate Account](#) after the exam and update their information.

For **new** candidates:

- a. Select **Register New Candidate** at the bottom of the page
 - b. **Have the candidate fill out the form** using their legal first and last name; when finished proctor reviews and then clicks **Register**
 - c. Click **Select**
6. Choose which field exam you will be entering for that candidate and click **Select**
 7. Proctor must re-enter the date of the exam and select the **I confirm that I want to enter result** checkbox before clicking **Enter Result**

Note: By clicking Enter Result, the field exam score sheet will pop up and you will not be able to go back to make any changes. Please make sure that all information up to that point is accurate. Your Test Center will be billed once Enter Result is selected.

8. Enter scoring (0, 1, or N/A)
 - a. If scoring a candidate with (0 or N/A), use the space directly below that line item to enter a notation as to why the candidate was scored in that manner
 - b. A green check mark will appear next to the score entered notating that your information has been saved
 - c. Any general information that you would like to include can be added at the bottom in the **Notes** section
9. Proctor must select the I confirm that I want to submit the field test result checkbox before clicking Submit
10. Click **OK**
11. If entering another Field Exam, repeat **steps 5 – 9**
12. If done, click **Close** and then click **OK**

If you have problems logging into the testing site, please contact:

Test Center Department – testcenter@bpi.org
 Certification Department – certification@bpi.org
 or call (877) 274-1274 ext 292

If you have feedback regarding the testing process, please contact:

Certification Development Department – certdev@bpi.org

If referencing a question on the exam, please only use the number above the exam question (Vxxxx).

All material supplied by BPI is considered confidential. Any unauthorized reproduction is strictly prohibited. No material may be shared with anyone at any time.

Appendix E – Instructions for Proctors Administering ALC Field Exams

Field proctors are responsible for adhering to all exam procedures as outlined in the BPI Proctor Policies and Procedures for ALC Certification. You must familiarize yourself with this document before administering any field exams.

Testing Policies

You may not proctor any candidate that you have provided training for.

Candidates are NOT permitted to have any material at the time of exam.

- The only items that examinees may review during the practicum evaluation are materials provided by BPI. Use of any notes, other manuals or materials during the practicum evaluation is strictly prohibited as noted in the *Residential Building Envelope Whole House Air Leakage Control Installer Certification Scheme Handbook (ALC)*, page 4 and 5 in relation to each portion of the exam (Oral and Field).
- The candidates must use BPI approved props.

Time Limit:

- Seven hours (exam cannot be completed over multiple days)
- There must be separation between candidates

Video Recording:

Proctors are responsible for recording each exam session with audio

1. Each exam session must be video recorded by using a camera on tripod and/or carried by the proctor.
2. Proctor will need to zoom in on any diagnostic readings and capture any smoke testing.
3. Video recordings of exam sessions should be kept on file at your organization for six months Submit video recordings when requested by BPI Certification QA.

100% of the exam video for BPI field exams that are administered to Test Center employees, relatives, Test Center sub-contractors or any scenario that presents a conflict of interest are required to be submitted to BPI within five business days of the exam date. All exam video and exam documents are to be kept in a confidential and secure location by the Test Center or Proctor for a period of six months.

Candidate Photos:

1. A digital photograph must be taken of each candidate prior to the exam.
2. Candidate will hold paper that has their legal first and last name as it appears on their validated photo ID and BPI ID at chest level.
3. Please make sure the candidate's full face is visible and not cut off, eyes closed, blurry, etc.
4. Must be in JPEG file format and renamed to the candidate's legal first and last name as it appears on their validated photo ID.
5. Must be submitted to BPI via the Testing & CEU system within 48 hours of exam session.

Testing Instructions

Prior to Start of the Exam:

1. Proctor will validate candidate(s) with government issued photo ID. (State driver's license, State issued identification card, Military ID, or Passport)
2. Proctor must ensure that candidates are supplied and have the appropriate testing materials.
3. Ensure candidates have been informed of their rights as an exam taker.
4. Proctor must always take a digital photograph of the candidate (see **Candidate Photos:** section above)
5. Proctor must ask if candidates have special accommodation approval notices to review and if so, the proctor must evaluate candidates appropriately.
6. Proctor must read the *Field Exam Script* to all candidates.
7. Proctor and candidate(s) *turn off* any cell phones or other electronic devices that will interfere with the exam.
8. Proctor will inform the candidate(s) of the time limits.
9. Explain to the candidate what steps need to be performed when the task has been completed.
10. Ask the candidates if they have any questions prior to beginning.

Note: *Only procedural questions may be answered.*
Absolutely no technical questions may be answered.

11. Inform the candidate that they will receive their scores in their Candidate Account via www.bpi.org once the exam has been submitted. Field exams must be submitted to BPI within 48 hours. Field proctors should stress that candidates should not be calling BPI to receive exam results.

During the Exam:

Note: *Only procedural questions may be answered.*
Absolutely no technical questions may be answered.

1. If time expires, stop the candidate, explain that time has expired and evaluate accordingly. Any sections of the Field Evaluation Form that were not reached will be evaluated as "0" on the form and appropriate note in the line item notes section.
2. If at any time a potentially serious health and safety violation occurs (for the candidate, proctor, structure, or occupants), immediately stop the evaluation. Make a clear note of the violation on the Field Evaluation Form. The exam, at this point, is over.
3. Make sure all questions are marked with "1" for successful, "0" for unsuccessful or "N/A" for not applicable. The hands-on line items must be marked with the number of attempts. Any questions marked with "0" or "N/A" must have a comment explaining why that mark was selected.
4. The candidate does not need to perform any actions that do not pertain to the Field Evaluation Form.

Upon Completion of the Exam:

Note: *Absolutely no information regarding the exam(s) may be discussed; that includes a candidate's potential success or failure on exam(s). BPI is ultimately responsible for*

reviewing and scoring of all submitted Field Evaluation Form(s). No technical questions regarding the exam(s) may be answered at any time during or after the exam, including any time in the future. Even when the exam(s) are over, you are still representing BPI in an exam environment.

1. Complete all sections of the Field Evaluation Form
 - a. **No paper copies of exams will be accepted!**
2. Reference materials written on by the candidate during the field exam will be collected and destroyed or returned to BPI via traceable method.
3. If a candidate was unsuccessful, they may attempt to retake the exam at any time.

Exam Retake Scenarios:

- Candidate was unsuccessful on any of the three Gated Props (*refer to Field Guide or Rubric*)
- Candidate received less than a 90% on the oral section
- Candidate missed two or more of the non-Gated Props

In any of the above scenarios, the candidate would automatically be unsuccessful. If you have a candidate that you know will not be successful based on the props that they have completed up to that point; **DO NOT STOP THE EXAM!** *Candidates will have the opportunity to retake the props that they missed. They will not need to retake the entire exam.* It is possible that a candidate will fall under only one of the scenarios above; OR a candidate may fall under any combination of the three.

After a candidate has received their results in the Candidate Portal, they may reach out to Certification@bpi.org to determine which items they will need to retake.

- If a candidate receives less than a 90% on the oral section, they will need to retake the entire oral section.
- Candidates may retake either failed portion of the exam up to six times in one year from the date of the original attempt [one initial attempt and five additional attempts].
- Candidates have one year to complete the certification process. After such time the candidate will be required to test again as a new candidate.

Time limits for retake portions will be as follows (up to seven hours total):

- Oral section – one hour
- Missed props(s) –25 minutes per prop

Do not assume anything.

If you have any questions regarding testing, please contact BPI immediately:

Certification Department at Certification@bpi.org
 Test Center Development Department at TestCenter@bpi.org
 or call (877) 274-1274 ext 292

If you have feedback regarding the testing process, please contact:

Certification Development Department – certdev@bpi.org

All material supplied by BPI is considered confidential. Any unauthorized reproduction is strictly prohibited. The proctor will not copy, duplicate, photograph, reproduce, or otherwise capture any exam content. Do not share BPI material with anyone at any time.

Appendix F – Proctor Field Exam Script

PROCTORS – PLEASE NOTE ** Reading of this script and all actions associated with this script must be video/audio recorded as part of the exam**

“My name is _____ and I am the proctor for today’s exam. Please provide me with your photo ID.” (Identity is to be validated by the proctor with a government issued photo ID of the candidate)

“Do you have any special accommodation approval notices?” (The proctor will need to review each notice for approval)

“Electronic devices such as smart phones and tablets may be used during the exam for reference material, calculator, stopwatch, flashlight, etc.; however, they may not be used for any outside communication and must be set to silent or vibrate.”

“Any other electronic devices that may interfere with the exam must be turned off or silenced.”

“I am required to take a digital photo of you while you hold a paper containing your legal first and last name. The paper must be at chest level so that your name is legible and your picture from shoulder level to the top of your head can be used in your BPI ID, should you become BPI certified. Hats or other items covering your face are not permitted to be worn for the ID pictures.”

“You will be allowed seven hours for the ALC to complete the exam.”

“I will be keeping track of the time and will provide updates throughout the exam”

“If the time limit expires, the exam will be stopped and evaluated accordingly.”

“Please be aware that you will be evaluated on your performance, knowledge, and abilities as outlined in the ALC Scheme Handbook.”

“We will walk around together while you are performing the tasks associated with this exam.”

“I will be taking notes about your performance.”

“For the exam you will be performing tasks on various props. You will work alone to prepare each prop and present it to me for testing or review. As the proctor, I will review each prop and in addition, I will depressurize certain props to test the seal or installation with smoke. For the props that are tested, if the smoke is drawn in to the prop, the prop fails the test. If the prop fails the test on your first attempt, you will then have one more attempt to prepare the prop correctly. I will also ask you questions regarding each prop and compare your answer to acceptable responses. This process will repeat for each prop.”

“Please think aloud so that I may have a better understanding of what you are seeing and doing.”

“The only questions that I am permitted to ask you are for clarification purposes only. I will not ask questions above and beyond the need to clarify your statement or actions.”

“I can only answer procedural questions related to the exam process and will be collecting and destroying any material you use to take notes or make calculations on. No technical questions may be answered.”

“If at any time a potentially serious health and safety violation occurs, or may occur, that affects you, me, the structure or the occupants, the exam will be immediately stopped and considered unsuccessful regardless of your score.”

“Exam results are determined by BPI after the exam has been submitted for processing. When the exam has been processed you will receive an email notification from BPI with instructions on how to view your scores. You will receive another email from BPI if Certification has been awarded. I cannot give you any feedback regarding your testing session.”

“Do you have any questions at this time? The time is now _____ and you have (restate time limit for exam). You may start the exam.”

Upon completion of the exam:

“It is my understanding that you are finished with the exam; is that correct? The exam session is over at (state end time). Please hand me any exam or other materials used for notes and/or calculations during this exam. Thank you”

End recording.

Appendix G – Candidates Requesting Special Accommodations

In conformance with the Americans with Disabilities Act (ADA), arrangements for persons with disabilities will be provided upon request. Required documentation must be submitted to BPI and/or a BPI Test Center no later than four weeks prior to a scheduled test date.

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:

- has a physical impairment or a mental impairment that substantially limits a major life activity
- has a record of such impairment, or
- is regarded as having such an impairment.

The ADA does not specifically name all of the impairments that are covered. If a candidate has a disability, they 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 examination process without altering the nature of the exam.

If an applicant is 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 examination unless the disability is shown to be lifelong. In cases where it is not, the new request for accommodation will be evaluated to determine if the disability is a current impediment to the candidate. 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 examinations 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 psycho educational 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.

The candidate must submit the following forms to BPI at least 30 days in advance of the scheduled exam.

- [Candidate Application for Special Testing Accommodations](#)
- [Provider Application for Special Testing Accommodations](#)
- Clinical evaluation on official letterhead (letter or detailed report)

Once these forms have been reviewed the applicant will receive notification of approval or denial from BPI. If approved, the candidate must bring the approval notice with them to the Test Center.

All forms can be located at www.bpi.org.

Appendix H – Language Barrier Testing Accommodations

If a candidate has difficulty in comprehending the language of the test, they have the right to inquire in advance of testing whether any accommodations may be available to them. BPI must allow the candidate, at his or her expense, to have an interpreter present at either an 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.

The candidate must submit the following forms to BPI at least 30 days in advance of the scheduled exam.

- [Candidate Application for Language Barrier Testing Accommodations](#)

Once these forms have been reviewed the applicant will receive notification of approval or denial from BPI. If approved, the candidate must bring the approval notice with them to the Test Center.

BPI Standard Testing Accommodations for candidates with a language barrier.

ALC Examinations:

Will be allowed to have up to nine hours

All forms can be located at www.bpi.org.

Appendix I – Occupant and Worker Safety

1. Exhaust ventilation- to prevent emission buildup and move air from adjacent spaces toward work area exhaust, 0.5cfm/sq ft not less than 250cfm.
2. Provide capture- at user discharge in restricted space such as unvented attic or crawlspace. Extend duct like 10" From duct blaster close to foam release area, keep installer's face in clear air but protected.
3. Isolate work site- barrier seal over return ductwork & openings to adjacent spaces so no release. No unprotected people in work area,
4. Confirm PPE- goggles, coverall with hood & booties, gloves; respiratory protection depending on concentration of MDI:
 - For 1-component: voluntary P95 face-piece with charcoal
 - For 2-component low pressure: Fitted facemask w/T100 organic vapor/HE cartridge
 - PAPR w/T100 organic vapor/HE cartridge and hood Supplied air system with hood
 - For 2 component high pressure: Supplied air hood and full body cover
5. Sample MDI concentration- in air at personal breathing zone of installer Personal Breathing Zone, and work area airborne concentration AA with active sampler, Iso Sense for MDI or Scott.
6. Adjust fan(s) to keep under TWA 0.005ppm (10 hr) and below ceiling of 0.02ppm (10 minute) at installer breathing zone and in area.
7. P95 face piece when MDI controlled to low levels.
8. Sample MDI when completed – run ventilation if any MDI found until concentration is below lower limit of detection after fan turned off.

Operate fan as needed during cure period to keep airflow toward work area and concentration below level of detection.

Appendix J – Materials

In the context of this certification scheme, the purpose of air sealing is to assemble an air barrier in an existing accessible attic, side attic, crawlspace or other buffer zone between inside and outside. The goal is a single pressure boundary where it is most field to establish.

Typically several different materials are used to bridge gaps between solid sections of existing construction. The materials, sealants, connections and attachments used in this effort must be:

- continuous on all edges and across all gaps,
- strong enough to support expected loads,
- durable enough to maintain air tightness over time,
- and impermeable to airflow-typically 0.004cfm/sq ft at 75pa for barriers and sealants.

In addition, materials that bridge the clearance distance to heat sources must be non-combustible. Where the air barrier material is not warmed by insulation it must also be permeable to moisture movement.

The Proctor is responsible to follow applicable codes and consult specific ICC ES reports to determine additional conditions for use for specific products. Supplies of rigid barrier materials, noncombustible barriers, foams, sealants, tools and fasteners must be on hand for evaluation.

Sample air impermeable rigid barrier materials and sealants for accessible areas:

1. Barrier materials that are listed for use exposed in attics and crawlspaces include:
 - Foil faced polyisocyanurate (e.g. ESR-1864 TSX8500, NER 681 Thermax)
 - Extruded polystyrene insulation boards (e.g. ESR 2142 Dow Styrofoam)
 - Foil faced bubble wrap (flame spread 25X)
 - Radiator reflector board
 - House wraps when supported (Flame spread 25: ESR 2375 Tyvek)
2. Barrier materials that may be left exposed to interior and to cover chases to interior include:
 - Flame spread 25 faced batts and duct insulation when supported
 - Rigid duct board with Flame spread 25 facing
 - Gypsum board
 - Plywood
 - Oriented strand board (OSB)
3. Non combustible barriers include:
 - Galvanized sheet metal
 - Aluminum flashing on roll
 - Aluminum coil
 - Cement board

4. Non-combustible sealants include:
 - Furnace cement
 - Fireblock sealant meeting ASTM E 136 (all chimneys)
 - For gas vents only: 600F RTV silicone
5. Duct mastic and sealants include:
 - Water based duct sealant UL 181A-M, UL 181B-M
 - Acrylic sealant meeting ASTM C 834
 - Silicone, urethane, other elastomeric sealants meeting ASTM C-920
6. Sealant foams that meet ICC ES 377 and ASTM C1642-07 include:
 - One component foam
 - Two component sealant foam (kit)
 - Sample materials for use in inaccessible areas include:
7. Cellulose (loose fill), Fiberglass (batt and loose fill) and fiberglass wool include:
 - Cellulose loose fill insulation meeting ASTM C739, 16 CFR 1209, 1404
 - Specific Cellulose ICC ES reports required for fire rated details (e.g. ESR-1996 US Greenfiber, ESR-2217 NuWool)
 - Mineral fiber batt and blanket insulation meeting ASTM 665
 - Mineral fiber loose fill insulation meeting ASTM C764
 - Fiberglass wool engineered for air resistance tested to draft BPI standard using {ASTM E2178, C522 (e.g. JM Spider, Knauf Perimeter Plus) and showing under 3 cfm 50} per square foot leakage
8. Rigid foam boards include:
 - Rigid closed cell foam boards meeting ASTM C578, ICC ES AC12
 - Specific foam board ICC ES reports required for uncovered use (e.g. NER-681 Thermax, ESR 2142 Dow XPS)
 - Rigid Fiberglass faced insulation meeting ASTM C553, C612, and C 1136 for facing.
9. Rigid fiber glass duct board with Flame spread 25 facing include:
 - Gypsum board Plywood
 - Oriented strand board (OSB)
 - “Hardie” board
 - Flame spread 25 faced batts and duct insulation when supported
10. Non combustible barriers include:
 - Galvanized sheet metal
 - Aluminum flashing on roll

- Aluminum coil
- Cement board

11. Non-combustible sealants include:

- Furnace cement
- Fireblock sealant meeting ASTM E 136 (all chimneys)
- For gas vents only: 600F RTV silicone

12. Duct mastic and sealants include:

- Water based duct sealant UL 181A-M, UL 181B-M
- Acrylic sealant meeting ASTM C-834
- Silicone, urethane caulk meeting ASTM C-920

13. Foam sealants that meet ICC ES 377 and ASTM C1642-07 include:

- One component foam
- Two component sealant foam (kit)

14. Air impermeable Insulating foam (bulk, truck mounted) include:

- Two component open cell foam listed for uncovered use in attics and crawlspaces(e.g. ESR 2668 Certaspray open; ESR1826 Icynene)
- Two component closed cell foam listed for uncovered use in attics and crawlspaces(e.g. ESR 2669 Certaspray closed)

With spray or prescriptive ignition barrier ESR-2642 BASF wall spray

Appendix K – Proctor Assistant Non-Disclosure and Conflict of Interest Agreement

I, _____, in consideration of my participation as a Proctor Assistant for <<Insert Candidate’s Name>> BPI’s certification exam(s) agree to the following statements:

1. I will keep confidential any and all information, including, but not limited to, examinations, test questions, test question responses and answers, analyses, and other nonpublic records and information that are disclosed to me as a result of my participation as a BPI Proctor Assistant.
2. I will treat all confidential information as BPI’s sole property and proprietary information and take all steps necessary to ensure its confidentiality.
3. Upon discovery of any unauthorized use or disclosure or suspected unauthorized use or disclosure of confidential information I will promptly inform BPI’s Manager of Client Relations in writing of such unauthorized use of disclosure. I will cooperate in every reasonable way to help regain possession of confidential information and prevent further unauthorized use or disclosure.
4. BPI will own all confidential information, including, but not limited to, test questions, test question responses and answers, related to any BPI certification. I agree that no transfer of any confidential information is granted to or conferred upon me in this agreement, by any disclosure of such confidential information by BPI.
5. Discussions during exam sessions are considered strictly prohibited, unless prior written permission is given to discuss with the candidate being tested. Materials received during the exam sessions should be returned to BPI staff for safeguarding, unless instructed otherwise. Any notes taken that contain potentially proprietary, confidential, and sensitive in nature and or otherwise damaging information should be destroyed after the exam session has ended unless otherwise instructed by BPI.
6. Candidate(s) that I am assisting during their exam session will be treated in a professional and ethical manner. I will avoid conflicts of interest and act at all times in the best interest of the candidate(s) that I am assisting and will disclose any potential conflicts of interest to the Proctor conducting the exam(s) prior to the start of the exam session.

Signed and Agreed to by:

Printed Name	Signature	Date
Building Performance Institute, Inc 63 Putnam Street, Suite 202 Saratoga Springs, New York 12866 Phone: 877-274-1274 Fax: 518-899-1622 www.bpi.org		

Appendix L – Acknowledgement and Signature Page

I have read the *BPI Proctor Policies and Procedures for ALC* and have fully reviewed, understand, and agree to comply with the Terms and Conditions contained therein. I understand and agree that I am subject to disciplinary actions by BPI, as set forth in Appendix B and Appendix C and including but not limited to termination or suspension of my status as a BPI Proctor, if I fail to comply with any Terms and Conditions of the *BPI Proctor Policies and Procedures for ALC*.

Print Name: _____

Signature: _____ Date: _____

BPI ID Number: _____

Terms and Definitions

ANSI – American National Standards Institute.

ANSI/ISO 17024 – General requirements for bodies operating certification of persons.

BPI Certification – A rigorous, credible and defensible paper/online and field exam process administered to individuals by BPI or its affiliates, to prove knowledge, skills and professional competency in the building performance industry designations.

BPI Certified Professional – An individual who demonstrates competence to the certification scheme for certification.

BPI National Standards – The set of technical protocols and procedures that have been developed through an open, transparent, consensus based process and are intended to achieve a high quality of residential building performance. BPI is approved by the American National Standards Institute, Inc. (ANSI) as an accredited developer of American National Standards.

BPI Proctor – An individual approved to administer ALC field exams on behalf of BPI.

BPI Quality Assurance Program for Proctors – A set of internal quality control procedures used to ensure conformance to requirements of the BPI National Standards and the *BPI Proctor Policies and Procedures for ALC*.

Field Exam – A part of an exam process in which a candidate demonstrates their field ability through a series of physical tasks and analysis.

Field Evaluation Form – An approved format in which proctors record field exam results of candidates.

Quality Assurance – The observation techniques and activities used externally by an organization to evaluate the effectiveness of their quality management system and to provide feedback that may result in quality improvements.

Quality Control – The observation techniques and activities used internally by an organization to evaluate the effectiveness of their quality management system and to provide feedback that may result in quality improvements.

ALC – Residential Building Envelope Whole House Air Leakage Control Installer