



**\*PROVIDERS RETAIN THIS FORM FOR 5 YEARS\***

**CANDIDATE ELIGIBILITY FORM**

Please **PRINT** all information clearly. This is how your name will appear on your Associate Certificate. **Name:** In the boxes below enter your name exactly as it appears on your Government Issued Photo ID.

NOTE: If the name does not match your Photo ID you will not be admitted to the Exam.

<b>FirstName</b>		<b>LastName</b>		<b>MI</b>	
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A unique E-mail Address is required in order to receive communications from NABCEP about the Associate Exam. The email will not be used for any other purpose. NOTE: your eligibility cannot be processed without a unique email

<b>E-mail</b>		<b>Date of Birth: MONTH/DAY/YEAR</b>	
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**Mailing Address:**

<b>Street 1</b>			
<b>Street 2</b>		<b>City</b>	
<b>State</b>		<b>Postal Code</b>	<b>Country</b>

Check the box next to the format of the Exam that you plan to take:	<input type="checkbox"/> <b>Paper &amp; Pencil with my Provider (U.S./Canada option only)</b>	
	<input type="checkbox"/> <b>Computer-Based (CBT or LRP)</b>	

**Special Accommodations** are available for individuals who can document a physical, mental, or learning disability that qualifies under the Americans with Disability Act. Initial the box to the right if you plan on requesting special accommodations for the NABCEP Associate Exam. A Special Accommodation Request form must be submitted to NABCEP along with supporting documentation.

**Release of Scores:** NABCEP releases the individual score results directly to the Candidate's *myNABCEP Account*. If you agree to share your score with your Training Provider, *Opt-In* by initialing the box to the right.

**EXAM PROVIDER USE ONLY**

<b>Provider Institution Name</b>		<b>Circle Technology:</b>
		PVA; SHA; SWA

By the authority invested in me by NABCEP, I confirm that the above named Candidate successfully completed coursework that qualifies them to sit for the NABCEP Associate Exam.

**Course Completion Date:** (candidate remains eligible for 2 years from this date) \_\_\_\_\_

<b>Instructor Name</b>		<b>Instructor Signature</b>		<b>Date</b>	
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**IMPORTANT:** AFTER A PAPER AND PENCIL EXAM ADMINISTRATION THE PRE-PRINTED "IDENTIFICATION NUMBER" MUST BE TRANSFERRED TO THIS FORM FROM THE ANSWER SHEET. NO SCORES WILL BE PROCESSED WITHOUT IT!  
**ENTER 9 DIGIT CANDIDATE ID # HERE:** \_\_\_\_\_

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## CANDIDATE ATTESTATION, AGREEMENT AND RELEASE

NABCEP expects all Associate Credential Holders to act in an appropriate manner, which promotes the integrity of, and reflects positively on, the practitioner, NABCEP, and the renewable energy profession, consistent with accepted professional, moral, ethical, and legal standards. Click here to review the NABCEP [Code of Ethics and Standard of Conduct](#) (or go to [www.nabcep.org/About Us/Ethics&Standards](http://www.nabcep.org/About Us/Ethics&Standards)).

**By signing below, I accept and agree** to the following terms, conditions, and releases related to my participation in NABCEP programs and activities, including NABCEP credentialing programs.

1. I understand and accept all NABCEP policies, procedures, and other requirements (NABCEP policies). By accepting this Agreement, I agree to satisfy, and conduct myself in accordance with all such current and future NABCEP Policies.
2. I have had the opportunity to review the NABCEP Code of Ethics and Standard of Conduct and I agree to abide by the conditions and requirements stated in these policies.
3. I understand and agree that it is my responsibility to provide NABCEP with accurate, complete, and current information without exception, including the information in my online myNABCEP profile.
4. I understand and agree that: my NABCEP credential does not represent an authorization to provide related services or to conduct related business activities; and, my NABCEP credential does not serve as a government license or registration to provide related services.
5. I understand and agree to hold all contents of NABCEP examinations, examination information, and related test materials in strict confidence; I understand that the NABCEP Board of Directors retains ownership interests in such examination information and materials. I understand and agree that my possession and receipt of any NABCEP test and examination-related information is for the sole purpose of taking the examination, and that no other person, group, corporation, organization, or other entity will have any license or permission to view, receive, or use any test and examination related information. I agree not to disclose, discuss, share, distribute, reproduce in any manner, or otherwise disclose the content of NABCEP test questions, answers, and examination-related information and materials.
6. I understand and agree that, consistent with applicable NABCEP policies, procedures, or instructions, NABCEP reserves the following exclusive rights: to suspend, condition, limit, revoke, or otherwise terminate my certification or credential, certification or credential eligibility, and any rights or privileges related to the certification or credentialing process; and, suspend or terminate my examination administration, and my examination score(s). I have had the opportunity to review the NABCEP Certification Compliance Monitoring Policy (attached here and available for download at <https://www.nabcep.org/about-us/ethics-policy/>), and I agree to abide by the conditions and requirements stated in that policy. I understand and agree that it is my responsibility to promptly notify NABCEP by email at [Ethics@NABCEP.org](mailto:Ethics@NABCEP.org) of any legal, governmental agency, or organizational matters in which I am a named party, including, but not limited to: lawsuits; administrative agency actions; professional disciplinary or ethics matters; malpractice claims; complaints relating to my professional or business activities; and, matters or proceedings involving criminal charges, lesser offenses, or similar matters. I will fully report and disclose any such future matters to NABCEP within sixty (60) days of becoming aware or receiving notice of such matter(s). I further understand and agree that such disclosure requires the submission of all related non-confidential documents and materials related to the matter, and all materials required by NABCEP. I understand that any failure to satisfy these and other related requirements may result

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in ineligibility for certification, or credentialing, credential discipline, and/or other appropriate action(s), consistent with NABCEP policies and procedures.

7. I agree that NABCEP has the right to communicate with any person, government agency, or organization to review or confirm the information in this Application, or any other information related to my Application. Further, I authorize the release of any information required by NABCEP related to the review of my Application.

8. I agree that all materials that I submit to NABCEP will become the property of NABCEP, and that NABCEP is not required to return any of these materials to me.

9. I agree that all disputes relating in any way to my Application, my credential(s), and any NABCEP examination will be resolved solely and exclusively by means of NABCEP policies, procedures, and rules, including the NABCEP Appeals Policy. I understand and agree that NABCEP retains the sole and exclusive rights and discretion to issue and enforce certification and credential actions and decisions.

10. I represent and agree that the information I have provided with respect to this Application is accurate, complete, and current in all respects. I understand and agree that my submission to NABCEP of any false, misleading, inaccurate, or incomplete information can result in discipline or sanctions related to my Application, certification or credential, including ineligibility, suspension, or revocation.

11. By accepting this Agreement and applying for a NABCEP certification or credential, I release, discharge, and indemnify NABCEP, its directors, officers, examiners, employees, attorneys, representatives, and agents from any and all actions, suits, obligations, damages, claims, or demands arising out of, or related to, this Application, my professional and business activities related to a NABCEP credential, NABCEP examination programs and activities, any action taken by NABCEP concerning me, or that may arise out of, or be related to, my personal business, and related activities.

**By signing this Agreement, I agree to the terms above and confirm that I am at least 18 years old. Furthermore, I acknowledge that I understand that the NABCEP Associate Exam is intended to test basic knowledge, that the Associate Program is not equivalent to NABCEP Professional Certification, and that passing this exam does not confer or imply any permission or license to work in any field or position.**

<b>Signature of Applicant (Digital signatures accepted)</b>		<b>Date</b>	
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## Certification Compliance Monitoring Policy

The NABCEP Board of Directors adopts the following Certification Compliance Monitoring Policy (Policy) to establish an appropriate process to monitor Certificant and Credential holder compliance with the NABCEP certification maintenance requirements. Specifically, this Policy explains the conditions to be satisfied for continuing certification, and the process for reviewing compliance with these conditions in an appropriate and impartial manner. A Certificant or Credential holder must submit information confirming that he/she possesses the occupational knowledge and skills necessary to perform competently as a certified practitioner in the field of renewable and sustainable energy. This Policy also is designed to confirm continuing satisfactory work activities.

### **I. CERTIFICATION COMPLIANCE METHODS AND REQUIREMENTS.**

In order to demonstrate compliance with the NABCEP certification and recertification process, certificants must satisfy the following requirements during each three (3) year Certification Period.

#### **A. Certificant Ethics Reporting Requirements/ Disclosure of Complaint and Regulatory Matters.**

As a condition of NABCEP certification and recertification, the Applicant/Certificant or Credential holder must accept, and act consistent with, the NABCEP Code of Ethics and Ethical Standards of Conduct (Code of Ethics), and related policies. In support of this certification requirement, the Applicant/Certificant or Credential holder must report to NABCEP legal, disciplinary, and similar matters that relate to their competence and ethical behavior.

Specifically, within sixty (60) days of receiving notice, the Applicant/Certificant or Credential holder must disclose the following matters in writing to NABCEP:

1. Any charge, complaint or conviction related to a criminal matter, or other court matter that involves a jail sentence (imprisonment);
2. Any complaint or charge by a government or other regulatory body, professional association, or certifying organization;
3. A violation of any law, regulation, or policy by a government or other regulatory body, professional association, or certifying organization; or,
4. Any other court or governmental matter or proceeding, related to his or her professional practice or business activities.

If the Applicant/Certificant or Credential holder fails to disclose such information to NABCEP in a timely and accurate manner, NABCEP may initiate an ethics disciplinary complaint pursuant to the Ethics Case Procedures. Such ethics complaint may result in the imposition of sanctions, including certification suspension or revocation.

#### **B. Complaint Communications from Interested Parties and Regulatory Authorities.**

Consistent with the NABCEP Code of Ethics, and other certification policies, NABCEP will accept, review, and resolve communications from the public and regulatory authorities alleging improper conduct or incompetent performance by an Applicant, Certificant or Credential holder. Such communications will contain the information necessary to evaluate the Applicant's/ certificant's conduct or performance under the relevant NABCEP policies.

### **II. CERTIFICATION COMPLIANCE AND MONITORING PROCESS.**

#### **A. Certificant Ethics Reporting Review Procedure.**

NABCEP will review all Applicant and Certificant or Credential holder ethics reporting and disclosure documents to determine whether information has been submitted in a timely manner, and whether the reported information may be

subject to review under the Code of Ethics. In the event that the reported information results in the issuance of an ethics complaint by NABCEP, the ethics matter will be processed pursuant to the Ethics Case Procedures.

When NABCEP determines that an Applicant, Certificant or Credential holder has acted contrary to the Code of Ethics, NABCEP may issue any of the following disciplinary or remedial actions: denial and rejection of any certification or recertification application; specific training, supervision, and/or instruction concerning professional activities, or other appropriate conditions; private or public reprimand and censure; certification probation for a period of up to three (3) years; suspension of certification for a period of no less than six (6) months, and no more than three (3) years; and/or, revocation of certification. Ethics Case Procedures, Section E, 8.

**B. Complaint Communications Review Procedure.**

In order to support the Code of Ethics, and to advise the public and regulatory authorities of NABCEP's professional practice standards, NABCEP will publish the current Code of Ethics on its Internet site. NABCEP will review all complaint communications from the public and regulatory authorities alleging improper conduct or incompetent performance by an Applicant, Certificant or Credential holder to determine if the matter is subject to review under the Code of Ethics. In the event that the reported information results in the issuance of an ethics complaint by NABCEP, the ethics matter will be processed pursuant to the Ethics Case Procedures.

If an individual is found to violate the Code of Ethics, NABCEP may issue any of the disciplinary or remedial actions described in the Policy.