



Building Performance Institute, Inc.
BPI Policies and Procedures

BPI Certification Renewal Policy



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Acknowledgements

The Building Performance Institute, Inc. would like to thank those who support the BPI national expansion and all of the dedicated professionals who have participated in the development of this document.

Disclaimer

BPI will keep the most up to date version of this document posted at www.bpi.org. Prior to participating in any available service through BPI, check to ensure that you have based your decision to proceed on the most up-to-date information available. BPI reserves the right to modify documents prior to accepting any application.

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1. Introduction

BPI's certification renewal policy recognizes the work experience of BPI certified professionals. The policy reduces or eliminates exam requirements in certain circumstances according to verified work experience and amount of continuing education obtained. This policy will benefit and apply only to certified professionals who maintain continuous certification and remain active in home performance roles.

This policy applies to the following certifications:

- Building Analyst Professional
- Envelope Professional
- Heating Professional
- Air Conditioning & Heat Pump Professional
- Manufactured Housing Professional
- Multifamily Building Analyst
- Multifamily Building Operator
- Residential Whole House Air Leakage Control Installer (RBE-WHALCI)

This policy does NOT apply in the following scenarios:

- Individuals whose certification has expired
- Individuals who were unsuccessful on the written and/or field examinations towards renewal; renewal exams are only allowed one (1) attempt

In either scenario, individuals are NOT eligible for this renewal policy and must start as a new candidate by taking the relevant written and field examinations for each certification.

2. Application and Supporting Documentation

Your application will not be considered unless all information is completed, signed, proof of experience is attached and dated. Please submit your application at least 30 days prior to certification expiration date.

Click here to fill out the [Application for BPI Certification Renewal](#).

Any CEUs that are counted toward your recertification must be submitted to BPI no less than thirty (30) days prior to your expiration date. CEUs submitted less than 30 days prior may not be applied to your record by the certification expiration date.

If CEUs are submitted less than 30 days from the date of expiration and your current certification expires prior to the CEUs being applied to your record you will not qualify under this policy.

Certification renewal fees will not be refunded if the attempt toward recertification is unsuccessful.

3. Field Exam Requirements

3.1. Individuals renewing their certification for the first or second time (Time certified: 3 to 6 years)

- BPI will waive the field exam requirement* for individuals meeting the criteria specified in either section A or B, below.
- Individuals that do not meet the criteria in either A or B must take and pass the field exam for each designation they are renewing.

***Note:** The field exam waived for the Multifamily Building Analyst certification is the 50 question picture-based exam.

As there is no written exam for the Residential Building Envelope Whole House Air Leakage Control Installer (RBE-WHALCI) certification. Candidates for this certification, who have the required work experience, pay only the "Renewal Fee – No exams needed" as shown in the table below (candidates who do not meet the work experience requirement will be required to retake the entire exam; only testing fees apply).

A. Practitioners

Practitioners must have proof of experience*: minimum of 3,000 hours of relevant experience within the past three (3) years related to the designation being renewed.

For example:

- Building Analyst / Envelope Professional: energy audits, diagnostic measurement(s), work scopes, installation oversight, QA test in/test out
- Heating / AC & Heat Pump / Manufactured Housing Professional: work scopes, diagnostic measurement(s), installation oversight, QA test in/test out
- Multifamily Building Analyst: energy audits, diagnostic measurement(s), work scopes, installation oversight, QA test in/test out

***Note on Acceptable Proof:** BPI accepts a signed letter on company letterhead from current and/or past employers documenting work experience. For the applicant's convenience, a standard template letter is included with the Application for BPI Certification Renewal. Simply print the template out on company letterhead, fill out the requested information and have it signed by a supervisor.

For individuals that are self employed, proof of a minimum of 3,000 hours of relevant experience must be provided as well as a letter containing all of the following:

- An Employer Identification Number (EIN) or other documentation showing how long your company has been in business.
- Number of jobs completed over the last year, including customer contact information and a brief description of each job (i.e., energy audit, air sealing and insulation). BPI will randomly contact customers to verify information given.
- For those documenting energy audits completed, include documentation showing us a purchase order of blower door and pictures of equipment, along with some completed examples of the reports issued to the customer for the energy audit.

B. Trainers

For individuals whose primary function involves training with content relevant to the house-as-a system: need 10 points over three years to bypass the field exam.

- Two points earned for every 20 hours of training.*

***Note:** BPI accepts a signed letter on company letterhead from current and/or past employers documenting training experience. For the applicant's convenience, a standard template letter is included with the Application for BPI Certification Renewal. Simply print the template out on company letterhead, fill out the requested information and have it signed by a supervisor.

3.2. Individuals renewing certifications for the third time or anytime thereafter

(Time certified: 9 years)

No field exam is required for individuals attempting to renew their certification after the ninth (9th) consecutive year of being certified in a particular designation.

3.3. Recognized Industry Experts

Recognized Industry Experts that can demonstrate experience and knowledge in the home performance industry will not be required to take a written or field exam to renew their certification. All candidates to be considered Industry Experts must be approved by BPI's Certification Management Board upon completion of a review of the candidate's curriculum vitae. Typically, this category would be for individuals with twenty (20) or more years of experience in the industry, who have published books on home performance, regularly speak publicly at industry conferences, serve on committees, panels or working groups to advance the goals of the industry and are recognized by others in the industry as experts in the field. Candidates should submit BPI's [Application for Certification Renewal](#) together with their CV prior to their certification expiring.

4. Written Exam Requirements

All individuals must use this policy to determine if a written exam is required for recertification.

Written Exam Requirements	
Number of CEUs	Requirement
30 or more	No written exam required.
10 – 29	Need to take and pass a 50-question online exam for each designation.
0 – 9	Need to take and pass a 100-question online exam for the first designation and a 50-question online exam for each additional designation.

5. Certification Renewal Fees

Certification renewal fees will not be refunded if the attempt toward recertification is unsuccessful.

Certification Renewal Fees*			
	Renewal Fee No exams needed ¹	Renewal Fee Written exam needed ²	Both written and field exams needed ³ – no renewal fee
One Certification	\$300	\$300 plus written exam fee	written and field exam fees only
Two Certifications	\$400	\$400 plus written exam fee	written and field exam fees only
Three or more Certifications	\$500	\$500 plus written exam fee	written and field exam fees only

* If renewing more than one certification, applications must be submitted at one time to obtain pricing listed.

¹ Written exam waived due to full CEUs earned; field exam waived due to work experience proven.

² Individuals who need to take the written exam(s) will pay the written exam fees charged by their local BPI Test Center.

³ Individuals who need to take the written and field exam(s) will pay the exam fees charged by their local BPI Test Center.

Note: These fees do not apply to proctors. Proctors should consult the '*Certification Renewal Policy for Proctors*' document in their BPI portals for a schedule of applicable fees.