



Certified Commissioning Professional Application

Congratulations! You are starting the process of becoming a Certified Commissioning Professional (CCP). The CCP is an individual who leads, plans, coordinates and manages a commissioning team to implement commissioning processes in new and existing buildings.

Before completing this application, please go to our website and download the Candidate Handbook. This Handbook provides a comprehensive explanation of the application process, eligibility requirements, examination content, development information and much more.

Applicants **MUST** review the CCP Candidate Handbook in order to complete this application properly. The application contains six sections:

Section I. Applicant Information

Section II. Education and Experience History

Section III. Project Experience and References

Section IV. Code of Ethics and Building Commissioning Association (BCA) Essential Attributes

Section V. Certification of Accuracy and Affirmations

Section VI. Payment Information

Please ensure all sections of your application are complete. Please call 877.666.2292 with questions.

The application information is held in strict confidence according to the BCCB Privacy/ Confidentiality Policy as stated in the Candidate Handbook.



The BCCB does not discriminate in the participation in the CCP Certification Program and prohibits discrimination against its applicants, candidates, certified persons, employees, and volunteers on the bases of race, color, national origin, age, disability, sex, gender identity, religion, and where applicable, political beliefs, marital status, or sexual orientation.

Application Instructions

Applicants for the CCP must meet the minimum eligibility requirements described in Section II. CCP candidates must also meet the minimum education/experience combination described in Section III.

Please list your legal name on the application. The name you enter on the application is the name that will be submitted to the testing center. **Your name must match the name on the government-issued photo identification you present at the test center in order to be admitted to take the certification examination.**

The address and contact information you provide on this application will be used for all BCCB correspondence, including provision of the CCP certificate. This may be either your personal address or your business address.

The instructions and requirements on this application should be read in their entirety prior to submittal. Applicants will be notified in writing one time of deficiencies in their application and will have 30 days from the date to fix any deficiencies. Failure to provide all required information may result in a rejection of the application. If an application is denied, you will receive a refund of 50% of your application fee. Applicants requesting Special Testing Accommodations must provide documentation of the disability and a description of the requested accommodation. Please see the CCP Candidate Handbook for complete information.

Completed applications should be saved in a PDF format, using the following naming convention: [Last_First_CCP_App.pdf](#).

Completed Applications may be submitted via email to certification@bcxa.org, or by mail to the BCCB offices by a traceable source. Applicants are responsible for saving a completed copy of the application.

Please direct communications to:

Building Commissioning Certification Board

ATTN: Certification Manager

1600 NW Compton Drive, Suite 200

Beaverton, OR 97006

877.666.BCXA (2292) MAIN

503.747.2903 FAX

Certification@bcxa.org

www.bcxa.org/certification

This is a controlled document. If this document is printed it is uncontrolled and may not be the latest active version.

09/2015 REV 7.3 - #F104

SECTION I: Applicant Information

APPLICANT INFORMATION

Date of application submission: _____

Legal Name: _____

How you would like your name printed on your CCP certificate: _____

Former Legal Name (if applicable): _____

Mailing Address: _____

Daytime Phone Number: _____

E-mail: _____

In addition to the electronic copy of your certification would you like us to mail you a printed copy?

Yes No

SECTION II: Education and Experience History

EDUCATION AND EXPERIENCE HISTORY

Recognizing both your education and experience, please indicate your highest degree obtained and confirm that you have the required minimum experience associated with that education level by selecting one of the following four categories.

Check One	Education	Experience
<input type="checkbox"/>	Licensed Architect or Professional Engineer	3 years' commissioning experience
<input type="checkbox"/>	Bachelor's Degree in the building sciences* or equivalent military training/service	5 years' commissioning experience
<input type="checkbox"/>	Associate/Technical/Vocational 2-year degree, non-building related Bachelors of Science Degree, or equivalent military training/service	8 years' building industry experience** with at least 5 of those years spent working in building commissioning.
<input type="checkbox"/>	High School Diploma, or GED	10 years' building industry experience** with at least 5 of those years spent working in building commissioning.

* Building science education is defined as mechanical engineering, electrical engineering, construction science, construction management, architecture and other majors/fields of study designed to train people for careers in the building industry.

** Building industry experience is defined as design, construction, testing and commissioning, code enforcement and operations.

EDUCATION HISTORY DESCRIPTION

Please enter the following information for the education claimed in the Eligibility section of this application. Include only the school from which you received your highest degree/diploma.

School	City/ State	Major/ Field of Study	Years Attended	Building Related Degree	Degree/ Diploma Earned*

SECTION II: EDUCATION AND EXPERIENCE HISTORY

EMPLOYMENT HISTORY DESCRIPTION

Starting with your current employer, document the work experience you are claiming as part of your eligibility. For example, if you claim an Associates Degree in a recognized subject, you must document a minimum of 8 years' experience in the building industry, with five of those years spent working directly in the field of building commissioning. If you have been self-employed during any period of your employment history, please so indicate.

Current Employer: _____

Address: _____

Telephone #: _____

Dates Employed From: _____ To: _____

Duties Performed: _____

Previous Employer: _____

Address: _____

Telephone #: _____

Dates Employed From: _____ To: _____

Duties Performed: _____

Previous Employer: _____

Address: _____

Telephone #: _____

Dates Employed From: _____ To: _____

Duties Performed: _____

Previous Employer: _____

Address: _____

Telephone #: _____

Dates Employed From: _____ To: _____

Duties Performed: _____

SECTION III: Project Experience and References

PROJECT EXPERIENCE AND REFERENCES

To be considered for CCP candidacy you must have participated in a minimum of three commissioning projects. The projects may not include one- and two-family residential buildings. Over the scope of services provided on the projects, you must have participated in a minimum of six of the following eight activities.

Mandatory Activities:

1. Developed an Owner's Project Requirements/Current Facility Requirements(OPR/CFR)
2. Developed the commissioning plan
3. Reviewed a building design document
4. Performed field verification
5. Oversight of performance testing
6. Corrected deficiencies
7. Trained facility operators
8. Prepared commissioning report

PROJECT EXPERIENCE OVERVIEW

Note: you must provide complete contact information for project references—if references cannot be contacted, or will not confirm the declared experience, you will not be allowed to claim the project as a component of eligibility to sit for the CCP.

Project #1

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Essential Work Scope Activities performed during project (check all that apply):

Activity	
<input type="checkbox"/> Developed an OPR/CFR	<input type="checkbox"/> Oversight of performance testing
<input type="checkbox"/> Developed the commissioning plan	<input type="checkbox"/> Corrected deficiencies
<input type="checkbox"/> Reviewed building design document	<input type="checkbox"/> Trained facility operators
<input type="checkbox"/> Performed field verification	<input type="checkbox"/> Prepared commissioning report

SECTION III: PROJECT EXPERIENCE AND REFERENCES**Project #2**

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Essential Work Scope Activities performed during project (check all that apply):

Activity			
<input type="checkbox"/>	Developed an OPR/CFR	<input type="checkbox"/>	Oversight of performance testing
<input type="checkbox"/>	Developed the commissioning plan	<input type="checkbox"/>	Corrected deficiencies
<input type="checkbox"/>	Reviewed building design document	<input type="checkbox"/>	Trained facility operators
<input type="checkbox"/>	Performed field verification	<input type="checkbox"/>	Prepared commissioning report

Project #3

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Essential Work Scope Activities performed during project (check all that apply):

Activity			
<input type="checkbox"/>	Developed an OPR/CFR	<input type="checkbox"/>	Oversight of performance testing
<input type="checkbox"/>	Developed the commissioning plan	<input type="checkbox"/>	Corrected deficiencies
<input type="checkbox"/>	Reviewed building design document	<input type="checkbox"/>	Trained facility operators
<input type="checkbox"/>	Performed field verification	<input type="checkbox"/>	Prepared commissioning report

SECTION IV: Code of Ethics and BCA Essential Attributes

CODE OF ETHICS

As a condition of earning and maintaining certification, applicants for the CCP certification must agree to uphold and abide by the Code of Ethics, the tenets of which are set forth as follows:

1. Exercise a reasonable industry standard of care in the performance of professional duties.
2. Perform professional duties with trust, integrity, and honesty.
3. Hold paramount the health and safety of the public in the performance of professional duties.
4. Work in a manner consistent with all applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.
5. Act with integrity in any relationship that involves an employer or client and disclose fully to an affected employer or client any conflicts-of-interest resulting from business affiliations or personal interests.
6. Represent qualifications accurately and honestly.
7. Offer products and services only in areas where competence and expertise will satisfy the client and public need.
8. Agree to comply with and uphold all policies, procedures, guidelines, and requirements of the certification program; only use the designation as authorized in the approved manner; acknowledge the certificate and marks are the property of the BCCB; and return the certificate and discontinue use of the designation and marks when required to do so.
9. Accept responsibility for maintaining the credential through recertification and continuously uphold the Code of Ethics.
10. Voluntarily and immediately report any felony convictions or other legal dispositions that would constitute violations of this Code of Ethics that have not already been disclosed, regardless of when they occurred, and report any conditions that prohibit fulfillment of duties as set forth in the competence requirements.

Below are the Essential Attributes of the Building Commissioning Association (BCA). These Attributes have been adopted by the BCCB, and as a condition of candidacy and certification as a CCP you must affirm your willingness to abide by the BCA Essential Attribute tenets.

ESSENTIAL ATTRIBUTES OF BUILDING COMMISSIONING

(as adopted by the BCA Board of Directors, 1999)

It is BCA's premise that, "The basic purpose of building commissioning is to provide documented confirmation that building systems function in compliance with criteria set forth in the Project Documents to satisfy the owner's operational needs. Commissioning of existing systems may require the development of new functional criteria in order to address the owner's current systems performance requirements."

BCA considers the following attributes to be so fundamental to effective building commissioning that all members agree in writing to adhere to them whenever they serve as a project's Commissioning Authority:

1. **The Commissioning Authority (CA) is in charge of the commissioning process and makes the final recommendations to the owner regarding functional performance of the commissioned building systems.**
2. **The CA is an objective, independent advocate of the Owner. If the CA's firm has other project responsibilities, or is not under direct contract to the Owner, a conflict of interest exists. Wherever this occurs, the CA discloses, in writing, the nature of the conflict and the means by which the conflict shall be managed.**
3. **In addition to having good written and verbal communication skills, the CA has current engineering knowledge, and extensive and recent hands-on field experience regarding:**
 - A. Building systems commissioning,
 - B. The physical principles of building systems performance and interaction,
 - C. Building systems start-up, balancing, testing and troubleshooting,
 - D. Operation and maintenance procedures, and
 - E. The building design and construction process.
4. **For each project, the commissioning purpose and scope are clearly defined in the CA contract.**
5. **The CA recommends the commissioning roles and scope for all members of the design and construction teams be clearly defined in:**
 - A. Each design consultant's contract,
 - B. The construction manager's contract,
 - C. General Conditions of the Specifications,
 - D. Each division of the specifications covering work to be commissioned, and
 - E. The specifications for each system and component for which the suppliers' support is required.

6. Each project is commissioned in accordance with a written commissioning plan that is updated as the project progresses. The commissioning plan:
 - A. Identifies the systems to be commissioned,
 - B. Defines the scope of the commissioning process,
 - C. Defines commissioning roles and lines of communications for each member of the project team, and
 - D. Estimates the commissioning schedule.
7. On new building commissioning projects, the CA reviews systems installation for commissioning related issues throughout the construction period.
8. All commissioning activities and findings are documented as they occur. These reports are distributed as they are generated, and included in the final report.
9. The functional testing program objectively verifies that the building systems perform interactively in accordance with the Project Documents. Written, repeatable test procedures, prepared specifically for each project, are used to functionally test components and systems in all modes of operating conditions specified for testing. These tests are documented to clearly describe the individual systematic test procedures, the expected systems response or acceptance criteria for each procedure, the actual response or findings, and any pertinent discussion.
10. The commissioning authority provides constructive input for the resolution of system deficiencies.
11. Every commissioning project is documented with a commissioning report that includes:
 - A. An evaluation of the operating condition of the systems at the time of functional test completion,
 - B. Deficiencies that were discovered and the measures taken to correct them,
 - C. Uncorrected operational deficiencies that were accepted by the owner,
 - D. Functional test procedures and results,
 - E. Reports that document all commissioning field activities as they progress, and
 - F. A description and estimated schedule of required deferred testing.

SECTION V: Certification of Accuracy and Affirmations

CERTIFICATION OF ACCURACY AND AFFIRMATIONS

To qualify for the CCP examination you must respond to the following questions by checking the boxes and signing the Certification of Accuracy and Affirmations in this section.

1. **Have you received a regulatory reprimand?** Yes No

If Yes, please provide details concerning the facts related to the reprimand.

2. **I hereby attest to, and certify that, the following statements are true, correct, and accurate to the best of my knowledge, and I further agree to fulfill the obligations set forth as follows:**

Y N Having read the CCP Code of Ethics, I agree to act and conduct my practice in accordance with the currently adopted Code and Policies.

Y N Having read BCA Essential Attributes of Building Commissioning, I agree to act and conduct my practice in accordance with the currently adopted Essential Attributes.

Y N I understand and agree that I am obligated to report, in writing, in a timely manner any changes concerning my responses to this application to the BCCB. Including any notice of address change.

Y N I have never been the subject of any professional or occupational credentialing, license, certification or registration, ethics or other disciplinary matter(s) or proceeding(s).

Y N I understand that any intentional or unintentional failure to provide true and complete responses to this application may result in sanctions by the BCCB.

If you answer "NO" to any statement(s) above, please provide a written explanation on a separate page. Attach the page to this application.

3. **I am requesting special testing accommodations.** Yes No

If yes, please attach required documentation as outlined in the CCP Candidate Handbook.

COMMUNICATION AND CCP REGISTRY POLICY

I understand that a condition of certification is acceptance from the BCCB of all “official correspondence.” I understand that refusal to accept “official correspondence” of candidacy or certification status or issuance of a demand to have my personal information removed from the BCCB data base will cause revocation of certification status. I further understand that a benefit of CCP Certification is that limited information concerning CCP Certificants is posted on the CCP Registry and that information concerning my certification status will be shared with outside agents. I have indicated my willingness/unwillingness to be included in the database, the published registry and to receive additional information related to the profession as indicated below:

- I give my permission for the BCCB to include my information in the BCCB internal database and to send me all official communication.
- I give my permission for the BCCB to include my name in the CCP public Registry, indicating that I am a CCP in good standing. I understand this Registry is available to stakeholders, and the BCCB staff may release this information as requested.

AFFIRMATIONS

Read each of the following statements carefully. By signing and dating below, you are affirming that each statement is true. If you cannot truthfully attest to all of the statements, you are not eligible to be certified. Please note that, should the BCCB determine that you have falsified any attestation, your application may be rejected, your examination scores may be canceled, and/or your certification may be revoked.

- A. I certify that the information provided in this application is true, accurate, and verifiable to the best of my knowledge. Further, I agree to notify the BCCB of any material change in the information provided in this application or of the occurrence of any event or development bearing upon my eligibility for certification, including, but not limited to any criminal conviction or disciplinary action by a licensing board or professional organization.
- B. I understand that, once the BCCB processes and approves this application, the fee for this certification program is non-refundable.
- C. I understand that I must take the examination within six (6) months of application approval.
- D. I understand I am personally responsible for maintaining the confidentiality of the examination content and may not discuss or document the exam content in any format except with BCCB staff. I also understand that I have the opportunity to request special accommodation for the examination with appropriate documentation of a disability.
- E. I understand that the BCCB certification is valid for a period of three (3) years. Should I be granted certification, I understand that if I seek recertification, it is my responsibility to demonstrate evidence of my continued competence in the field of building commissioning.

SECTION V: CERTIFICATION OF ACCURACY AND AFFIRMATIONS

- F. I understand that the BCCB reserves the right to verify any or all information on this application and that any incorrect or misleading information may constitute grounds for rejection of my application, revocation of my CCP certification, or other disciplinary action. I authorize the BCCB and its officers, directors, employees, and agents to review my application to determine whether I have met the BCCB's standards for certification; this review may include contacting employers, references or educational institutions to confirm the veracity of statements made on this application.

- G. I understand and agree that the BCCB reserves the right to use my examination score and certain data from my application to prepare summary statistical analyses, some of which may be published, but that my individual data will not be made public.

- H. I indemnify and hold harmless the BCCB and its officers, directors, employees, and agents from the decision made on my application as long as such decision was made in good faith according to all BCCB policies and procedures, and does not constitute gross negligence by the BCCB or their officers, directors, employees, agents and/or assigned examiners.

I acknowledge that I have read this application and the BCCB's certification requirements, policies and procedures, and I understand that it will be my responsibility to remain in compliance with all of the BCCB's certification requirements, policies and procedures.

Signature _____ Date _____

SECTION VI: Payment Information

PAYMENT INFORMATION

Please indicate your application fee choice below:

Check One	Category	Fee
<input type="checkbox"/>	Application Fee for Individual and Corporate BCA members: BCA Member # _____	\$750
<input type="checkbox"/>	Application Fee for non-BCA members	\$950

The application fee includes the cost of the initial examination administration. Applications that do not meet the minimum eligibility requirements after 1 (one) notification of an incomplete application and a 30-day grace period will be returned along with 50% of the application fee.

Failure to submit the full application fee in one of the acceptable formats listed below will result in the rejection of the CCP application.

Payment must be made by credit card, cashier's check, money order, or company check. Please make all types of checks payable to the BCCB (NOT BCA). NO OTHER FORM OF PAYMENT—INCLUDING CASH—WILL BE ACCEPTED. We do not accept American Express and prefer payment by check or credit card.

If you are paying by check or money order, please mail it with this application. **Check Number:** _____

Credit Card

If you wish to pay by credit card, please enter the information below.

Payment Method Visa MasterCard

Name as it appears on the card: _____

Card Number: _____ Expires (mm/yyyy): _____

Billing Address: _____

Billing City/ State/ Zip: _____

Signature of Cardholder: _____ Date: _____

Your handwritten or electronic signature authorizes the BCCB to charge the application fee to your credit card.

Please email your signed application to certification@bcxa.org or mail to:

Building Commissioning Certification Board

ATTN: Certification Manager

1600 NW Compton Drive, Suite 200

Beaverton, OR 97006

SECTION VII: Application Checklist

APPLICATION CHECKLIST

Use this checklist before sending your application to verify that you have completed the required steps and are submitting all required documentation. Include a copy of this completed checklist with your application.

- Completed Section I, providing all requested personal information.
- Completed Section II, providing information documenting my eligibility to sit for the CCP examination, including information concerning the required projects and recommendations.
- Completed Section III documenting my work history (experience).
- Read and answered the information and questions in Section IV. Ethics and BCA Essential Attributes Certification and Attestation.
- Read, answered and signed Section V. Certification of Accuracy and Affirmations.
- Saved a copy of this Application in PDF format with the proper naming protocol.
- Included payment or filled out the information for payment by credit card.