

Candidate Handbook
Certified Commissioning Firm (CCF) Program



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History and Background

The Building Commissioning Certification Board

The Building Commissioning Certification Board (BCCB) was formed in 2004 and eventually as a legally separate non-profit organization from the Building Commissioning Association (BCA) for the purpose of recognizing building commissioning professionals who meet the standards of the BCA. The BCCB offers certification to individuals and firms who satisfy high-caliber commissioning requirements.

The BCCB maintains three certification programs the Certified Commissioning Professional (CCP), the Associate Commissioning Professional (ACP) and the Certified Commissioning Firm (CCF). The CCP is granted to individuals who demonstrate rigorous education and/or commissioning experience and pass an examination. See the CCP Candidate Handbook for additional information.

The BCCB also recertifies certified persons and organizations who demonstrate evidence of continued professional competence.

CCF Program Development

The CCF certification program was launched in 2013 in response to industry requests for recognition of commissioning expertise on a firm level in addition to an individual level. This firm certification demonstrates the highest standards for professional commissioning firms. Organizations that hold the CCF designation will stand out among their competitors for the desire and ability to provide the highest quality product to potential clients and the commitment to the advancement of the commissioning industry.

In order to maintain the high caliber of certificate holders the CCF requires that a minimum of one CCP be a full time employee of the firm seeking certification. This requirement is maintained through an annual recertification process.

Certification Program Purpose

The purposes of the CCF certification program are to:

- Establish nationally recognized standards of knowledge and experience for building commissioning firms
- Recognize formally firms who meet the requirements set by the BCCB
- Serve building owners and the public by encouraging high quality building commissioning services

The BCCB, with the assistance and advice of many practitioners in building commissioning, has attempted to develop a credential that will recognize expertise in the profession with the goal of improving professional standards in building commissioning. However, no certification program can guarantee professional competence. The BCCB welcomes constructive comments and suggestions from building owners, the public and the profession.

CCF Benefits

Building commissioning firms who achieve CCF certification can experience one or more of the following benefits:

- Verification of their expertise by an independent organization—a way to prove that they have the skills needed for the job
- Enhanced professional credibility
- Greater project opportunities

Finally, the potential benefits of the certification program for building owners and managers include:

- Greater ease in identifying a qualified building commissioning firm
- More confidence in the quality of building commissioning services provided
- Consistency for comparing service providers

CCF Process and Eligibility

Certification is a two-step process:

1. The firm must submit a completed CCF application and pay the required application fee.
2. The BCCB must approve the application for admission into the certification program. You will find out more about each of these steps in the next section of this Candidate Bulletin.

Certification Cost

- Application Fee for BCA Corporate Members: \$1,000 USD
- Application Fee for non-BCA Corporate Members: \$1,250 USD

Payment must be made by credit card, banker's check, money order, or check made payable to the BCCB. **NO OTHER FORM OF PAYMENT—INCLUDING CASH—WILL BE ACCEPTED.** Failure to submit the full fee in one of the acceptable formats will result in the rejection of the application. We do not accept American Express.

The application fee is due upon receipt of the application by the BCCB. However, the application will be returned and the fee refunded, less a \$150.00 nonrefundable processing fee, if the firm fails to meet the basic eligibility requirements at the time of application.

CCF Eligibility

Below are the minimum qualifications that must be met for a candidate to be eligible to achieve CCF certification.

1. Employ at least one (1) full time Certified Commissioning Professional (CCP)
2. Provided commissioning services for a minimum of 24 months with no current bankruptcy filings or commissioning contract terminations for cause.
3. Performed three (3) qualifying commissioning projects totaling more than 150,000 sq. ft. with client references
4. Adhere to the BCA Essential Attributes.

Qualifying Project Experience Work Scope

Select at least three (3) projects for new construction, existing building, or major renovations on which the firm served as the lead commissioning firm. The projects may not include one and two family residential buildings. Across all three projects the firm must have performed each activity from the Essential Work Scope Activities at least once.

Essential Work Scope Activities:

1. development of an OPR/CFR
2. develop commissioning plan
3. review of a design
4. perform field verification
5. oversee performance testing

6. correction of deficiencies
7. training
8. prepare commissioning report.

Projects Submitted by CCP: If the CCP on-staff submitted projects and references while employed at the applying firm, those projects and references may be used to complete this application requirement. A minimum of one project must have been completed within the last 24 months. For example if the CCP was certified more than two years ago two of the projects from that application can be used and one recent project completed within the last two years must be submitted. CCP materials need not be resubmitted.

Definition of Major Renovation: A major renovation may include, but is not limited to, the replacement of the building envelope, lighting system, HVAC system, and other systems that have substantial impact on energy usage. It is a renovation that costs more than 25% of the building's replacement value.

Application Information

The CCF application can be downloaded from the BCA website, www.bccbonline.org. Please read the application instructions carefully to be sure that you have complied with all application requirements. Completed applications can be emailed or mailed as noted below:

Email (preferred method)	Certification@bcxa.org
Mail	Building Commissioning Certification Board 1600 NW Compton Drive, Suite 200 Beaverton, OR 97006

Confidentiality

Application information is held in strictest confidence and will not be released to anyone unless required by law. However, the BCCB reserves the right to use certain data from applications to prepare summary statistical analyses, some of which may be published. In these cases, application data will be consolidated with data from other applicants. Individual data will never be made public.

Application Information Changes

If the name, mailing address, e-mail address, and/or telephone number that was entered on the application changes while the application is pending, you must notify the BCCB in writing immediately, and not later than six (6) days after such change of information.

Application Review and Approval by BCCB

When all materials have been received and the minimum qualifications have been met, your application is deemed complete and is reviewed by the BCCB. The BCCB will perform a detailed review of the project experience, documentation, and client references to determine if the applicant is eligible to hold the CCF certification. The BCCB may contact the candidate directly to ask for clarification or additional information as required.

If the BCCB approves the application the candidate will be notified and sent a certificate and information on how to maintain the certification. If the BCCB denies the application the candidate will be given details about the reason for denial and have the opportunity to submit additional information within 24 months without resubmitting an application in its entirety.

Verification of Applicant Eligibility by BCCB

The BCCB reserves the right to verify the experience attested to by the applicant. This may be accomplished by phone interviews with client references or other means of verification.

CCF Use, Renewal and Revocation

CCF Credential Use Guidelines

Approved firms will receive a certificate suitable for framing and will have the right to refer to themselves as a Certified Commissioning Firm (CCF) as long as they maintain valid certification with BCCB. The “CCF” and “Certified Commissioning Firm” marks are owned by BCCB and BCCB has the sole rights to control the use of these designations. The BCCB, however, grants a worldwide, non-exclusive license to all individuals holding certification from BCCB to use the marks in the following manner:

- Displaying the certificate issued by BCCB granting CCF status
- Stating that the firm is a “Certified Commissioning Firm” or a “CCF”
- Using the marks on business cards and/or stationery
- Using the marks in a directory or advertisements for services as a building commissioning firm
- Using the marks on other promotional materials, provided that such materials are reviewed and approved in advance by BCCB

If you have any questions regarding the proper use of the “CCF” and “Certified Commissioning Firm” marks, submit a sample of the proposed use to BCCB for review. BCCB reserves the right to control the quality of all promotional materials on which these marks are used. These marks may not be used in any manner that implies the certified organization has any relationship with BCCB other than as a certified organization or in any other manner that is in conflict with BCCB philosophy or principles. The BCCB may ask you to provide a sample of stationery, business cards, or other promotional materials to ensure compliance. If you fail to comply with the permitted use of BCCB’s marks, or if you fail to maintain valid certification with BCCB, you will no longer have the right to use these marks in any manner and may not distribute any materials containing the marks. BCCB shall be the final judge as to whether any use of its marks is consistent with BCCB’s standards, policies, and procedures.

BCCB reserves the right to take legal action against the firm for any use of the “CCF” or “Certified Commissioning Firm” marks that are in violation with the terms of this license.

Certification Renewal

The initial certification will be valid for a period of one (1) year from the date printed on the certificate and firms must recertify every one (1) year. Renewal of the certification involves completing a recertification application and being approved for recertification by the BCCB. To be recertified, the firm will have to show evidence of continued competence, as demonstrated by the firm’s additional work experience and other related professional activities. Toward the end of the initial certification period, the BCCB will send a reminder of the need to renew. For this reason, it is required of the certified organization to provide updated contact information to the BCCB to send renewal notifications.

Certification Revocation

Certification will be revoked if the firm fails to meet the renewal criteria and renew the certification. Otherwise, if the firm continues to work professionally in good standing within the field of building commissioning, it is very unlikely that the certification will be revoked. However, the BCCB has the right to revoke the certification if it is substantiated that the firm:

- Falsified information on the application
- Misused or misrepresented the CCF credential

- Were found guilty of violating the law with respect to professional responsibilities by a court, licensing agency, or registration agency
- Engaged in any other behavior that is in violation of the BCCB disciplinary policy