



Associate
Commissioning
Professional

Candidate Handbook for the
Associate Commissioning Professional (ACP)
New and Recertifying Applicants



Certification by the Building Commissioning Certification Board | 2018



Candidate Handbook

This Candidate Handbook provides comprehensive information concerning the Associate Commissioning Professional Credentialing Program, offered by the Building Commissioning Certification Board.

Please direct communications to:

Building Commissioning Certification Board

ATTN: Certification Manager
1600 NE Compton Drive, Suite 200
Hillsboro, OR 97006

844.881.8601 MAIN
503.747.2903 FAX
certification@bcxa.org

www.bccbonline.org

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

ACP_Handbook-V2.0-03.2018

Table Of Contents

Introduction	5
The Building Commissioning Certification Board	5
Becoming a Certified Commissioning Professional	6
Eligibility Requirements	6
Applying for the ACP Credential	7
Denial of Application	8
Verification of Candidate Eligibility by the BCCB	8
Special Testing Accommodations	9
Examination Registration	9
Rescheduling an Examination Registration	10
Retesting	11
Fees	11
Use of the ACP Mark	11
Non-Discrimination Policy	12
Privacy/Confidentiality Policy	13
Preparing for the Examination	14
Examination Design, Scoring and Reporting	14
Suggested References	15
Additional Opportunities for Study and Examination Preparation	15
Acronyms Used on the ACP Examination	16
Examination Administration Rules and Regulations	17
BCCB Policy on Fraud	18
Examination Appeals and Disciplinary Actions	19
Grounds for Examination Appeal	19
Procedures for Examination Appeals	19
Grounds for Certification Revocation	20
Procedures for Disciplinary Action	21
Disciplinary Decisions Options	21

TABLE OF CONTENTS

ACP Recertification22
Expiration Date and Renewal	22
Mandatory Recertification Requirements	22
Other Qualifying Recertification Requirements	23
Verification of Certificant Documentation by the BCCB	23
Noncompliance with Recertification Requirements24
Submission of Recertification Documentation	24
Certification of Accuracy, Agreement and Release Authorization	25
Deficiency Notice	25
Denial of Recertification	25
Reinstatement and Late Fees	26
Fee Schedule	26
Extension of Recertification for Special Circumstances	26
Appendix A: ACP Examination Content Outline27
Appendix B: Sample Questions29
Appendix C: ACP Code of Ethics30
Appendix D: BCxA Essential Attributes31



Introduction

The Associate Commissioning Professional (ACP) is an individual who understands the new construction commissioning process and has the base knowledge to perform all tasks. The program has been completely updated to provide a tangible career marker for any building professional or commissioning provider who wants to show their dedication to this growing and vital profession. This Candidate Handbook details the policies and procedures supporting the ACP credentialing program. To seek the ACP credential applicants must meet outlined requirements and agree to a series of questions concerning any professional or regulatory reprimands and related background information. Applicants must also agree to abide by the Code of Ethics, and to practice according to the Building Commissioning Association (BCxA) Essential Attributes of Building Commissioning. To earn the ACP credential, the candidate must take and pass the ACP written examination. To maintain the credential, ACPs must remain in good standing and meet recertification requirements.

THE BUILDING COMMISSIONING CERTIFICATION BOARD

The Building Commissioning Certification Board (BCCB) was formed in 2004 as an autonomous Board of Directors by the Building Commissioning Association (BCxA) for recognizing building commissioning practitioners who demonstrate an established level of competence in the field, satisfy rigorous educational, training and experience requirements, and take and pass the Associate Commissioning Professional (ACP™) certification examination. In 2012, the BCCB established the Associate Commissioning Professional (ACP™) designation. The BCCB also recertifies certificants who demonstrate evidence of continued professional competence every three years for both certifications. The BCCB is responsible for all aspects of the ACP Credential. This recognition is supported by the ACP Registry, providing a central source for the public, consumers, employers and government to confirm ACP credentialing.

Statement of Impartiality

The Building Commissioning Certification Board (BCCB) provides an objective and balanced certification awarding service. We adhere to transparent procedures based on ANSI/ISO 17024:2013, which contains built-in checks to ensure the objectivity of certification activities.

Becoming an Associate Commissioning Professional

To be considered for candidacy in the ACP program, applicants must:

- Assert and document a minimum education and experience requirement as detailed in the eligibility requirement matrix (commensurate experience may be recognized in lieu of education and vice versa).
- Complete the online ACP application form, including providing acceptable responses to the Ethics Certification and Attestation; Privacy Policy opt-in/out questions; the Certification of Accuracy; and Agreement and Release Authorization.
- Attesting to the assertions regarding professional experience; education and training; and confirming a commitment to abide by the Code of Ethics and the BCxA Essential Attributes of Building Commissioning.
- Submit the application fee.

To qualify for the ACP credential, you must take the exam within six (6) months of application being accepted. Applicants must take and pass the ACP examination with a score of 80% or better.

ELIGIBILITY REQUIREMENTS

Education and Experience Requirement Matrix:

Recognizing a combination of education and experience, where completion of higher education requirements is accepted in lieu of experience and higher levels of experience are accepted in lieu of greater education, applicants must meet a minimum of education and experience as outlined in the table below:

Education	Experience
Licensed Architect or Professional Engineer	1 year building industry-experience**
Bachelor's Degree in the building sciences*	2 years building industry-experience**
Associate/Technical/Vocational 2-year degree, non-building related Bachelors of Science Degree, or equivalent military training/service	3 years building industry experience** or 2 full years in providing building commissioning.
High School Diploma or GED	7 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.

APPLYING FOR THE ACP CREDENTIAL

The ACP application is available online to download (see below). It is an interactive document designed to be downloaded and completed on the applicant's computer and submitted online or via postal service as shown below.

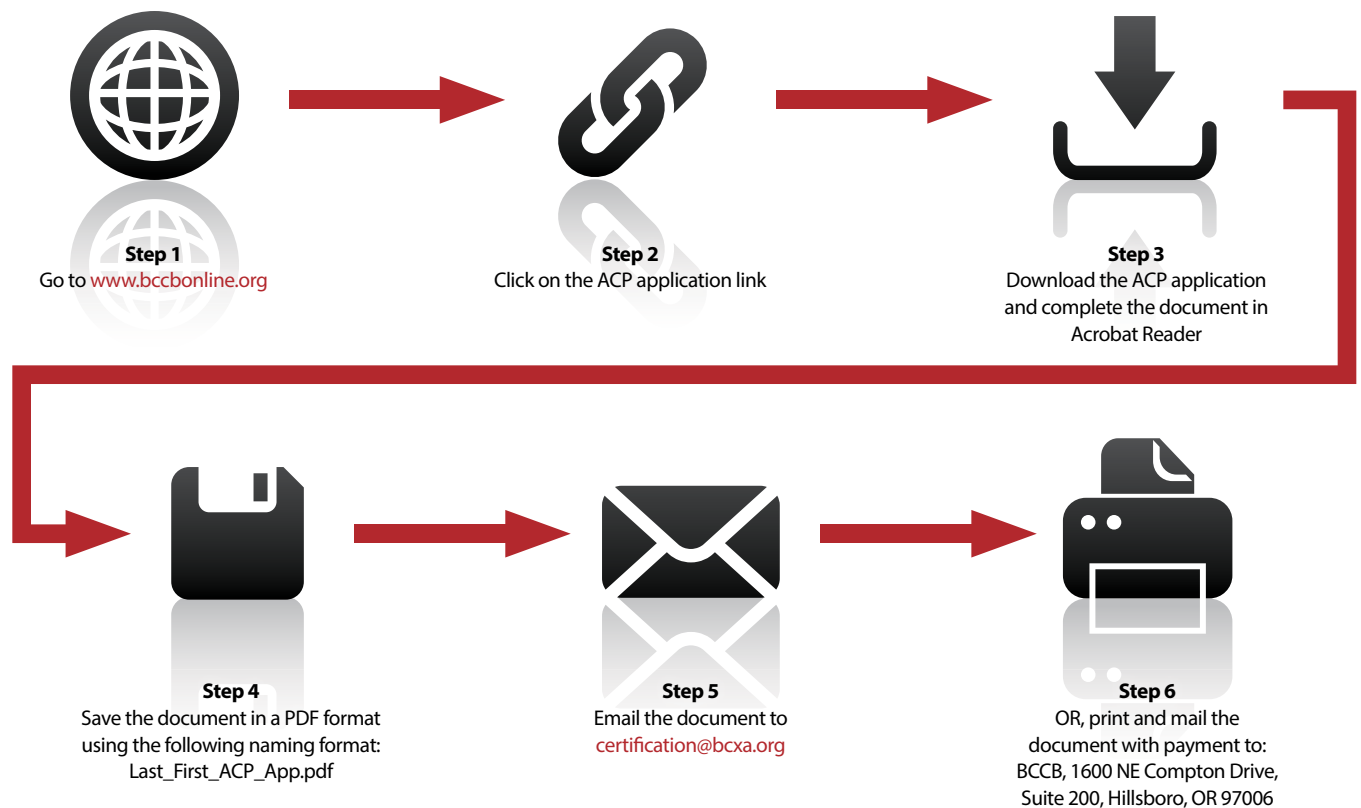
The ACP application must be filled out in its entirety and must include either a physical or electronic signature, both of which are considered binding. Applications will not be accepted without payment information.

Please see the application for complete fee information. All ACP related correspondence, scores, and certificates will be mailed to the candidate's preferred address, or sent via email, as indicated on the application.

The application process is as follows:

Applications will be processed within fifteen (15) business days of receipt. If an application is approved, applicants will receive email instructions concerning examination registration procedures and testing options.

THE APPLICATION PROCESS



Application Information Changes

If the name, mailing address, email address, and/or telephone number entered on the ACP application changes during the application process, applicants must notify the BCCB in writing no later than six (6) days after such change of information. Applicants are responsible for reporting changes, as important correspondence is sent throughout the process, and an application or examination registration may be forfeited in case of contact errors. Also, applicants must notify the BCCB in writing, in case of a legal name change: Please note that the name on the identification documents presented at the test site must match the name on file at the BCCB.

Certification of Accuracy, Agreement and Release Authorization

Applicants are required to attest and certify the veracity and accuracy of the application, and to agree to abide by the Code of Ethics and BCxA Essential Attributes of Building Commissioning, both of which are included in this document as Appendix C and D, respectively. Any misrepresentation or misconduct related to the application or examination may result in disqualification or revocation of certification. By applying for the ACP credential, applicants agree to the terms set forth in the application and this Candidate Handbook regarding certification requirements and the examination.

DENIAL OF APPLICATION

Applicants submitting incomplete applications will be notified in writing of the deficiencies, and provided thirty (30) days to address issues as described. If the applicant does not complete the application in the 30 day window the applicant will be notified the application is denied and it will result in a forfeiture of 50% of the fee. Applicants choosing to withdraw from consideration for ACP candidacy will receive a refund of 50% of the fee. Withdrawal requests must be put forth in writing within ten (10) days of the date postmarked/date of submittal of the application. Applicants suspecting that they may not meet ACP eligibility requirements are strongly encouraged to contact the ACP Certification Manager prior to submitting an application. Failure to respond to the BCCB during the thirty (30) day period will result in forfeiture of 50% of the fee. A new application and full fee must be submitted should the applicant wish to apply for ACP candidacy at another time.

If an application is denied at the end of the deficiency/correction review cycle, applicants may appeal the decision. The applicant must request a final application review in writing to the BCCB Appeal and Discipline Committee. This request must describe in detail, including supporting evidence, why the denial was made in error. The Committee will review the application and make a final decision—relayed to the applicant in writing—within sixty (60) days of receipt of the appeal.

VERIFICATION OF APPLICANT ELIGIBILITY BY THE BCCB

The BCCB reserves the right to verify the experience and education attested to by the applicant. This may be accomplished by a phone interview with employers and/or client references, or through verification of education/training transcripts or certificates. Additional documentation may be requested to support the application attestations.

SPECIAL TESTING ACCOMMODATIONS

The BCCB grants reasonable accommodations for applicants with documented disabilities in compliance with the Americans with Disabilities Act. If special assistance or arrangements are required, the following protocol must be followed:

- A request for accommodations must be made by the candidate when the ACP application is submitted. This request must include a complete description of the requested accommodation.
- Documentation of the disability, as diagnosed by a qualified health care professional, must accompany the accommodation request.
- Applicants requesting accommodations may be contacted by the BCCB to discuss the disability and requested accommodation. In conference with a psychometrician, with consideration of examination security and examination administration guidelines, a reasonable accommodation will be made. Applicants will be notified in writing of the accommodations to be offered.

Appealing Decisions on Special Accommodations:

It is the BCCB policy to accommodate special needs requests whenever possible. In the unlikely case that the BCCB denies a request for special testing accommodations, the candidate has the right to appeal the decision according to the following policy and procedure:

1. The Candidate must submit a Special Testing Accommodations Form to appeal the decision. The request must include documentation from a qualified health care professional who has diagnosed the disability about why the denial for special accommodations will have a negative impact on the candidate's ability to perform successfully on the examination.
2. The BCCB Appeal and Discipline Committee will review the appeal within thirty (30) days of receipt, and in conference with its testing administrator and psychometric experts will consider the accommodation request in light of operational considerations and the need to maintain the security of the examinations.
3. The Candidate will receive written notice of the Committee's decision.

EXAMINATION REGISTRATION

Once an ACP application is approved, applicants will receive official notification by the BCCB of their right to register to take the examination, and instructions on how to do so. The application approval notification will include a username and password to be used on the Iso-Quality Testing website to register for a testing date. Applicants have a six (6) month window in which to take the exam after approval. The ACP examination is offered at over 250 test sites in the U.S. and Puerto Rico, U.S. Territories, Canada and various sites outside of North America. Test sites operate in all 50 states and most are open Monday-Saturday from 9:00 a.m. - 9:00 p.m., and Sundays from 1:00 p.m. - 6:00 p.m., excluding holidays. These sites are operated by the BCCB testing contractor, Schroeder Measurement Technologies (SMT) and its subsidiary Iso-Quality Testing. Information concerning the city and states where testing centers are located may be found at www.isoqualitytesting.com, by clicking on "Locate a Testing Center." Note, access to more specific information including site addresses, directions and available testing times are provided upon approval of the ACP application.

BECOMING AN ASSOCIATE COMMISSIONING PROFESSIONAL

Once approved to sit for the ACP examination applicants have six (6) months in which to pass the examination. Re-submittal of a new application is required if the accepted candidate does not pass the examination within six (6) months. Applicants will receive correspondence directing them to:

1. Navigate to the testing contractor home page: www.IQTTesting.com
2. Use the option "Examination Registration" and select the organization: BCCB
3. Select the Exam: ACP
4. Enter the provided Username and Password to login: These are:
5. Username: (Your e-mail address)
6. Password: Unique ACP applicant password

After logging in, please follow the on-screen instructions to schedule an appointment. Note: applicants must test within six (6) months of receipt of application approval. For assistance, click on the "Contact Us" tab on the home page and then send a message to the testing company customer service, or call (toll free in USA and Canada) 866.773.1114, or (other countries) +1 727.733.1110.

RESCHEDULING AN EXAMINATION REGISTRATION

IQT Candidate Rescheduling/Cancellation with Approved Excuse

With an approved excuse, rescheduling/cancellation may occur. An approved excuse includes a death of an immediate family member, active military orders, jury duty or an official physician's excuse on medical letterhead. Candidates must provide written documentation to support the excuse.

Greater than five (5) Days Prior

With notice, a candidate wishing to cancel or reschedule a scheduled examination five (5) or more calendar days prior to their scheduled examination date, excluding the date of the examination, will be charged \$25.00. Candidates pay a \$25 rescheduling fee directly to the testing organization.

Less than five (5) Working Days Prior

With notice, changes or rescheduling made within five (5) days in advance of the scheduled administration date will result in the full rescheduling fee. Contact the BCCB office.

Without Notice

Failure to appear at any scheduled examination site without contacting IQT or the BCCB, or failure to reschedule an examination date within the six (6) month examination window, will result in forfeiture of the examination fee included in the application fee. The fee for rescheduling a missed examination administration appointment is shown in the application. Applicants who miss more than one (1) registered examination without rescheduling will have to reapply.

RETESTING

Applicants who fail the ACP exam the first time may retake the exam an additional two (2) times within the six (6) months from their original approval date for candidacy. To retest, candidates must fill out the ACP Exam Retest Form found on the website and pay a \$150 processing fee. Upon receipt of the \$150 fee, candidates will receive an email from the testing center with a new password to schedule a date and time to take the exam. Should a candidate fail all three times, they must wait a minimum of thirty (30) days before re-submitting a new application to be reconsidered for candidacy to the program.

FEES

All fees can be found on the ACP Application, which is located on the website.

Should an application be denied, the application fee will be reimbursed, less a processing fee of 50% of the application fee as stated above. Likewise, applicants requesting a withdrawal from consideration will be refunded the application fee less a 50% processing fee.

ACPs in good standing may request a duplicate copy of their ACP Certificate by submitting a request along with a fee of \$25.00. The duplicate certificate will be noted as such, and may only be displayed according to the rules governing the use of the mark and logo.

USE OF THE ACP MARK

The ACP certification mark and logo are the property of BCCB. Permission to use the certification mark or logo is granted to certified persons (ACPs) at the discretion of the BCCB, for permissible uses only. A candidate who passes the examination will receive a certificate suitable for framing and will have the right to claim the mark of a Associate Commissioning Professional (ACP) according to the following policy:

Persons Authorized to Use the Marks

Use of the ACP marks and logos is limited to those persons who have been granted the ACP designation by the BCCB and who satisfy all maintenance and recertification requirements established by the BCCB.

Use of the mark and logo by individuals who have not been granted and maintained the certification is expressly prohibited: The BCCB will take legal action to protect against the misuse of the ACP mark.

Non-assignability and Non-transferability

Permission to use the certification mark is limited to the certified person, and shall not be transferred to, assigned to, or otherwise used by any other individual, organization, or entity.

Mark and Logo Use

Persons who have been granted permission to use the certification mark and logo shall do so pursuant to the rules and guidelines established by BCCB. Persons granted permission to use the certification mark and logo must familiarize themselves with the established rules and guidelines for use and must execute approved agreements setting forth such rules and guidelines for use.

The ACP program mark and logo may not be revised or altered in any way. They must be displayed in the same form as produced by BCCB and cannot be reproduced unless such reproduction is identical to the mark provided by BCCB.

The mark or logo may be used only on business cards, stationary, letterhead, social media, and similar documents on which the name of the certified individual is prominently displayed.

The mark or logo may not be used in any manner that could bring the BCCB into disrepute or in any way be considered misleading or unauthorized. The mark or logo may not be used in any manner that would imply an invalid connection between the BCCB and the certified person's business. This includes any use of the mark or logo that the public might construe as an endorsement, approval, or sponsorship by the BCCB of a certified person's business or any product or service thereof.

Suspension or Revocation of Permission to Use Mark or Logo

The BCCB retains the right, at its sole discretion, to suspend or revoke any permission to use its certification mark or logo. In most circumstances, when the BCCB is informed that a person is misusing the certification mark or logo, the BCCB will provide the person notice of the misuse and a reasonable opportunity to comply with BCCB rules and guidelines. However, the BCCB retains the right to suspend or revoke privileges without notice and an opportunity to correct, particularly when the violation is of a gross nature and more immediate action is necessary to stop misuse.

Actions taken by the BCCB to suspend or revoke use of the certification mark shall be communicated in writing to the person whose privileges are being suspended or revoked and to all other persons affected by the decision. The BCCB may also publicize its actions and/or sanctions on its website and any other of its publications. Should any person continue to use the ACP mark or logo after notice of suspension or revocation, the BCCB shall seek full equitable and/or legal remedies through a court of competent jurisdiction.

NON-DISCRIMINATION POLICY

The BCCB does not discriminate in the participation in the ACP Certification Program and prohibits discrimination against its applicants, 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.

PRIVACY/CONFIDENTIALITY POLICY

The BCCB has created and abides by a strict privacy/confidentiality policy demonstrating its firm commitment to ACP candidate and certificant privacy. The policy applies to all aspects of the ACP credential including the secure handling and storage of application materials, examinations, scores and candidate and certificant records. The BCCB and its agents shall keep confidential all applicants' and certified persons' information (including name, address, telephone numbers, examination scores, and other confidential records) unless authorized for release by the applicant, candidate, or certified person.

It is the policy of the BCCB that Non-Disclosure protected information may NOT be released to or shared with:

- Any member of the public unless there is applicable statutory exception or written release from the ACP candidate or certificant.
- Any member of the BCCB unless the recipient has a legitimate interest for the use of that protected information to perform a service (i.e. committee work).

Furthermore, BCCB staff with access to protected information is expected to protect that information from unauthorized disclosure. This includes, as appropriate:

- Computer Systems and Applications Security: Central processing units, peripherals, portable storage devices, operating system, applications software and data.
- Physical Security: The premises occupied by the BCCB or contractors using computer equipment storing or having access to Protected Information.
- Operational Security: Environmental control, power equipment, operational activities related to operations.
- Procedural Security: Established and documented security processes for information technology staff, vendors, management, and individual users of Protected Information.
- Network Security: Communications equipment, transmission paths, switches, terminals and adjacent areas.

ACP Registry and Publication of Status:

- The BCCB maintains a Registry of ACPs in good standing on the website. ACP Applicants have the option of opting-in/out of participation in the Registry. Stakeholders may contact the BCCB either in writing or by phone to ask if a professional is a ACP in good standing. No other information will be provided.



Preparing for the Examination

EXAMINATION DESIGN, SCORING AND REPORTING

The ACP examination is comprised of 100 four-option multiple-choice questions, administered in a computer-based examination format. Applicants are allotted two (2) hours in which to complete the exam. Each multiple-choice question has four answer choices; only one answer choice is correct. The examination may include commissioning scenario-based questions. For each scenario, a set of two or more questions may be asked. The examination is written from the perspective that the applicant is a third-party, independent commissioning authority. Sample questions can be found in Appendix B. It is a closed-book examination. Applicants have access to an on-screen calculator at all times during the examination, and will be provided with scratch paper that will be collected after the test administration. Applicants are encouraged to read the questions carefully, choosing the single best response. Applicants are advised to first answer the questions that they are sure of, returning to the more difficult questions as time allows. Credit is given only for questions that have responses. Questions left blank will be scored as incorrect. There is no penalty for guessing. Candidates may post comments concerning individual test questions during the examination. The time taken to post comments is subtracted from the two (2) hour time limit. No individual response will be given for a comment, but comments are considered during psychometric review and may be reviewed in the case of an examination appeal. At this time the examination is offered in English only.

1. At the end of the testing session, a computer-generated preliminary score report will be issued. This score is provisional, pending statistical verification that will take place within seventy-two (72) hours. If applicants do not hear from the BCCB or its testing provider within that time period, they may assume the score stands as reported. Applicants passing the examination will receive notification of passing, but will not receive a numeric scaled score.
2. Failing applicants will receive a scaled score, along with a diagnostic report indicating content areas of weakness. The report is designed to provide a tool for study preparation for retaking the examination.
3. At certain times within the test development process, scores may be withheld pending test/question statistical review. In that case official scores are sent via USPS from the BCCB home office.
4. Examination scores will be provided only to the candidate, and will NOT be provided over the phone, fax, or internet.
5. The examination score is based upon the total number of correct responses that represent competence. Scores are unrelated to the performance of other applicants taking the examination. If all applicants taking the test are competent, all will pass. If none are competent, none will pass.

SUGGESTED REFERENCES

The BCCB provides a suggested reference list as a resource that may be useful to supplement the education and experience related to competent performance as an ACP. Applicants are encouraged to review resources and information in content areas where skills or knowledge may be weak, keeping in mind that some content areas on the examination are weighted more heavily than others. The BCCB does not recommend that applicants memorize all recommended references. The information tested on the examination pertains to the common body of knowledge which is delineated in the ACP examination Content Outline.

The BCCB does not endorse any particular text or author. This list is not intended to be inclusive, but reflects references used to support the test development process. Use of the references does not guarantee successful performance on the examination.

Suggested reading from the following organizations:

- ANSI/ASHRAE/IES Standard 202-2013
- ASHRAE Guideline 0-2013 The Commissioning Process
- Building Commissioning Handbook, 3rd Edition
- BCxA New Construction Commissioning Best Practices
- Essential Attributes

ADDITIONAL OPPORTUNITIES FOR STUDY AND EXAMINATION PREPARATION

The Building Commissioning Association offers education and training to support the commissioning professional and is independent of the BCCB. The BCCB provides no training nor educational materials, and it is important to note that applicants for the ACP are not required to purchase training or education materials from the BCxA in order to pass the examination.

Attendance at BCxA sponsored courses is not a prerequisite to sitting for the ACP examination. The courses are not designed to serve as examination preparation classes, nor do they serve any ancillary examination-related purposes. More information about educational opportunities may be found at www.bcx.org. Education/training courses are neither designed nor marketed to provide the level of detailed review of technical knowledge required for examination preparation. In addition, many applicants find it helpful to:

1. Review the test content outline in Appendix A and self-assess those tasks and duties, the regular practice of that skill, and the percentage of questions that will be devoted to that area, scaling study efforts to focus on areas of weakness.
2. Review resources; the references listed above may be helpful for reviewing the content areas included in the examination. (The reference list is provided for possible use as a study aid only. The BCCB does not intend the list to imply endorsement of specific documents.)
3. Answer the sample questions in Appendix B to gain familiarity with the type and format of questions that will appear on the examination.

ACRONYMS USED ON THE ACP EXAMINATION

The following table lists all acronyms that appear on the ACP examinations, with their extensions. Candidates are expected to be familiar with the acronyms on this list, as no extensions will be included on the examinations.

ACRONYM	EXPANSION
ACH	Air Exchanges Per Hour
AHU	Air Handling Unit
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
BCxA	Building Commissioning Association
BMS	Building Management System
CxP	Commissioning Professional
EUI	Energy Use Index
FCU	Fan Coil Unit
FPT	Functional Performance Test
HVAC	Heating, Ventilating, and Air Conditioning
IBC	International Building Code
P&ID	Piping and Instrumentation Diagram
M&V	Measurement and Verification
MOP	Method Of Procedure
RFI	Request for Information
TAB	Test, Adjust, and Balance
VAV	Variable air volume
VFD	Variable-Frequency Drive

EXAMINATION ADMINISTRATION RULES AND REGULATIONS

The Examination Administrator or Proctor is the BCCB's designated agent for administering a secure and valid examination. Any individual found by the BCCB or its agent to have engaged in conduct which compromises or attempts to compromise the integrity of the examination process will be subject to disciplinary action as sanctioned by the BCCB and delineated in the Code of Ethics and the BCCB policies and procedures. Examinations are administered according to a strict protocol to ensure the security of the examination and to protect the right of each candidate to a standardized testing experience. In addition to the attestation on the ACP application, as a prerequisite to distribution of examination materials, applicants are required to sign a Security Affidavit agreeing to abide by all rules and regulations, including the following:

- During the registration procedures at the test site, applicants must sign the test roster and provide two forms of government-issued identification, one of which must include a photograph, such as a driver's license or passport.
- No books, papers, texts, references, or calculators are allowed into the examination room. Scratch paper and a pencil will be provided for use during the examination, and will be collected by the test proctor after testing. An on-screen calculator will be available during testing. No electronic devices of any kind are permitted in the testing room. If any are found, the candidate will be disqualified. Personal belongings should not be brought to the testing site. If they are, they will be placed in a secure location, and may not be accessed by the candidate during the examination.
- No food or drink is allowed in the examination site. Applicants with a specific medical condition (e.g., hypoglycemia, pregnancy, diabetes) requiring the consumption of water or food during the examination period must submit a written request to the BCCB for a special accommodation prior to the examination.
- Visitors are not permitted in the examination room.
- At no time during the examination may applicants give or receive help to one another, or communicate in any way. Examination Proctors have the authority to remove a candidate suspected of cheating from the examination room, at which time scores will be cancelled, and disciplinary action will be taken.
- Applicants are expected to follow all instructions from examination proctors, printed in test booklets and answer sheets, and/or displayed in the computer-testing program. Applicants will be provided with the opportunity to ask questions prior to beginning the examination.

The computer-delivered examinations include a detailed five-minute tutorial program designed to give applicants confidence in the use of the program, as well as familiarity with the system prior to beginning the examination. The tutorial questions are for demonstration purposes only, and do not impact examination scores. Applicants are encouraged to take the time to complete the tutorial as it explains the features of the computerized testing system. The candidate name and the name of the examination will be shown at the upper left corner of the screen. If either of these is incorrect, applicants are asked to inform the proctor. A navigation grid is posted on the upper right of the screen, depicting the number of questions on the examination, and the status of those questions (answered, bookmarked for review, or skipped). A digital clock is also posted indicating a countdown of available time. Registered applicants may take a sample test (content is not building commissioning-related) before going to the test site by accessing the testing contractor's website using the following link: <https://www.iqtesting.com/Default.aspx?FunctionSampleExam&Exam=8>

For each examination question, candidates have the opportunity to post comments. These comments are considered during psychometric reviews by subject matter experts. Time taken to post comments counts against the overall examination timing.

Applicants will be provided with access to an on-screen calculator during testing. Applicants may leave the testing room with express permission from the proctor. Applicants must sign out and sign in from the room and must surrender all testing materials when they exit. Exit from the testing room is permitted for washroom and drinking fountain visits only. Applicants may not access cell phones, nor may they leave the building during breaks. Test timing is not paused for these breaks.

PREPARING FOR THE EXAMINATION

Disqualifying behaviors include:

- Creating a disturbance
- Aiding or asking for aid from another candidate
- Any attempt to remove copy, buy, sell, or reproduce testing materials
- Unauthorized possession of test materials
- Impersonation of another candidate
- Use of contraband materials or equipment in the testing site
- Any falsification or misrepresentation of information provided during the ACP application process

BCCB POLICY ON FRAUD

The BCCB maintains strict policies to safeguard the security of the examination through the administration. Any individual who removes, or attempts to remove, examination materials from the testing site, including memorizing examination questions, is subject to prosecution in addition to sanctions that may include removal of certification and restrictions on future access to the examination. Should the BCCB determine evidence of cheating, it reserves the right to invalidate test scores and mandate retesting.

Examination Appeals and Disciplinary Actions

The BCCB is committed to providing a fair process for appeals and disciplinary action for any applicant or certified person. The Appeals and Discipline Committee shall consider all appeals and complaints and take action according to the following rules and regulations.

GROUNDS FOR EXAMINATION APPEAL

Examination applicants have the right to appeal examination results within the following specified criteria established by the Committee.

Applicants may appeal examination results in situations restricted to extraordinary circumstances that were properly reported to the Examination Administrator and the BCCB and:

- Arise coincidentally with the examination administration
- Are outside the control of the applicant
- Made the applicant's experience different from other candidates' (related to the examination administration) AND/OR affected the applicant's ability to receive credit for a test question (related to the examination content)
- Were severe enough to account for examination failure

Unless all of the above circumstances are met, no circumstance will be considered grounds for appeal.

If written documentation of the extraordinary circumstances is not received by the BCCB within five (5) working days of a computer-administered examination, applicants forfeit the right to appeal. Candidates are allowed time and opportunity to comment on individual examination questions, and the overall testing experience. These comments are reviewed and taken into consideration during psychometric reviews of the examinations and their overall reliability and validity. However, to maintain the security of the examinations, candidates are not able to review the examination, nor have access to the examination key or performance information on individual questions.

PROCEDURES FOR EXAMINATION APPEALS

An appeal shall be submitted to the Committee within five (5) working days of a computer administered examination. The appeal must be in writing and detail the nature and events of the appeal. Mail or courier the appeal along with a non-refundable \$50 fee to:

Building Commissioning Certification Board

Attn: Certification Manager
Examination Appeal
1600 NE Compton Drive, Suite 200
Hillsboro, OR 97006

A representative of the BCCB staff and a member of the Committee shall determine the validity of the appeal based upon the submitted documentation.

EXAMINATION APPEALS AND DISCIPLINARY ACTIONS

Notification will be sent by mail within ten (10) business days of receipt of the appeal whether the appeal has been accepted or denied. All communication from the Committee will be mailed to the address stated on the submitted appeal. Accepted appeals will be brought to consideration by the Committee.

Only appeals brought forth for consideration by the Committee and BCCB representative will be reviewed. The review will take place within thirty (30) days of receipt of the appeal.

The Committee shall review the following:

- The statement of appeal
- A statement from the BCCB representative concerning the exam process relative to the appeal
- Test Center reports and comments submitted at the time of the examination

The applicant will be notified of the decision by registered mail within fifteen (15) business days of the committee meeting.

No member of the Committee will communicate directly with an applicant. Communication concerning the appeal will be made between the BCCB staff and the applicant.

Examination Appeal Decisions Options

The Committee may put forth the following decisions based upon evidence presented:

- Grant the appeal
- Deny the appeal
- Deny the appeal and grant the applicant an attempt at the examination without additional cost

All decisions of Appeal and Discipline Committee are final.

A passing score is required for award of credentials in all instances. Failure to pass the examination may not be appealed.

GROUNDS FOR CERTIFICATION REVOCATION

The Committee may, at its discretion, suspend or revoke a certificate for cause. When the Committee has evidence that charges against a certification holder are valid, the Committee shall notify the certification holder by certified mail at his or her last known address. The certification holder will have the opportunity to present his or her defense to the Committee in writing according to the terms outlined in the policy. The suspension or revocation shall remain in effect until the board reviews the case. The Committee has the right to revoke certification if it has substantiated that a ACP has:

- Falsified information on the ACP application
- Misappropriated examination questions or materials
- Provided fraudulent information on the certification examination or assisted other applicants with their exam
- Misused or misrepresented the ACP credential
- Violated the Code of Ethics of the ACP
- Failed to recertify
- Violated any of the BCCB's policies, rules or requirements
- Was found guilty of violating the law with respect to professional responsibilities by a court, licensing agency, or registration agency

PROCEDURES FOR DISCIPLINARY ACTION

Anyone may submit a complaint about a certificant. A complaint should be submitted to the Committee as soon as possible but no later than thirty (30) days after the incident. The complaint must be in writing and detail the nature and events of the complaint. Mail or courier the complaint to:

Building Commissioning Certification Board

Attn: Certification Manager
1600 NE Compton Drive, Suite 200
Hillsboro, OR 97006

- A representative of the BCCB staff and a member of the Committee shall determine the validity of the complaint based upon the submitted documentation.
- Notification will be sent by mail within ten (10) business days of receipt of the whether the complaint will go before the whole Committee for a decision. All communication from the Committee will be mailed to the address on file for the ACP.
- Complaints brought forth for consideration by the Committee and the BCCB representative will be reviewed within thirty (30) days.
- The applicant will be notified of the decision by certified mail within fifteen (15) business days of the Committee meeting.
- No member of the Committee will communicate directly with a ACP or the party filing the complaint. All communication concerning the complaint will be made by the BCCB staff.

DISCIPLINARY DECISIONS OPTIONS

The Committee may put forth the following decisions based upon evidence presented:

- Reprimand
- Reprimand with a corrective action plan
- Revocation of certification

All decisions of the Appeal and Discipline Committee are final.



ACP Recertification

Initial Associate Commissioning Professional (ACP) certification remains valid for a period of three (3) years from the date printed on the ACP certificate. Renewal of ACP certification involves completing a recertification application every three (3) years and being approved for recertification by the Building Commissioning Certification Board (BCCB) and the Recertification Committee. To be recertified, ACPs must show evidence of continued competence, demonstrated by continued work experience and other related professional development activities. The BCCB will communicate with the ACP six (6) months prior to the end of the certification period, with information about submission of the recertification documentation.

EXPIRATION DATE AND RENEWAL

The recertification requirements to be met by the end of the three (3) year cycle are effective immediately upon certification. This credential has a rolling effective date unique to each certificant depending on when they pass the ACP Examination. Therefore, the expiration/renewal due date is unique to each certificant as well. It is the last day of the month in which the candidate passed the ACP examination.

Certificants are responsible for submitting completed recertification applications to the BCCB thirty (30) days prior to the expiration date. The recertification fee is non-refundable, and acceptance of a fee payment does not guarantee or imply that an individual's certification will be renewed.

The continuing education of ACPs is essential to maintaining professional competence in the rapidly changing field of building science. Certified persons wishing to recertify must meet the recertification requirements listed below.

MANDATORY RECERTIFICATION REQUIREMENTS

Applicants must participate in one (1) commissioning project in three (3) years and earn a total of 50 points over the course of three (3) years. Of the 50 points 25 of them must be earned from continuing education. The second 25 points can be earned from a variety of options.

1. The certificant must participate in implementing the commissioning process for a minimum of one (1) project. No points awarded.
2. The certificant must complete a minimum of 25 hours of Continuing Education (CEU). Only CEUs that include proof of attendance from a third party qualify. CEU includes education/training received and may be obtained from several sources, including:
 - Webinars - 1 point per hour of attendance
 - Conference Session - 1 point per hour of attendance
 - Workshops - 1 point per hour of attendance
 - College Credit (traditional or online) – 10 points per college credit
 - Training online or in person – 1 point per hour of attendance

OTHER QUALIFYING RECERTIFICATION REQUIREMENTS

In addition to the 25 mandatory points certificants must earn an additional 25 points from the following options, or combination of options.

1. Participate as a team member on a commissioning project of a non-residential new or existing building: 10 points. (This is in addition to the mandatory requirement.)
2. Continuing Education Units (CEU): Only CEUs that include proof of attendance from a **third party qualify**. Up to 25 CEs may be obtained from this option. CEU includes education/training received and education/training given, and may be obtained from several sources, including:
 - Webinars – 1 point per hour of attendance; 2 points per hour as presenter for the first presentation, then 1 point per hour for subsequent equivalent presentation
 - Conference Presentation -1 point per hour of attendance; 2 points per hour as presenter for the first presentation, then 1 point per hour for subsequent equivalent presentations
 - Workshops – 1 point per hour of attendance; 2 points per hour as presenter for the first presentation, then 1 point per hour for subsequent equivalent presentations
 - College Credit (traditional or online) – 10 points per college credit
 - Training online or in person – 1 point per hour of attendance; 2 points per hour as a presenter for the first presentation, then 1 point per hour for subsequent equivalent presentations.
3. ACP Certification Exam Development: Includes contributing to the development of the Associate Commissioning Professional certification examination by participating in the following test development activities: Job Task Analysis study; item writing workshops; item review and/or passing score studies; 2 points awarded for 1 hour of participation— up to 25 points.
4. Regulatory Work: Participation in development or maintenance of regulatory standards. Participation includes providing testimony, official review, and/or appointment as a committee member. Includes regulatory compliance analysis and support lent to legislation/regulation for support of building commissioning professionals (not lobbying); 1 point awarded for 1 hour of participation – up to 10 points.
5. Retest: Take and pass the current ACP Examination: 25 points.
6. Publications: Must be related to the industry, which is defined as design, construction, testing and commissioning, code enforcement and operations; published article in a peer-reviewed industry journal – 5 points per article, up to 10 points.

The BCCB does not maintain a running record of Continuing Education Credits during the three (3) year certification period. ACPs are personally responsible for maintaining a record of credits accrued and must submit this information at the time of renewal.

VERIFICATION OF CERTIFICANT DOCUMENTATION BY THE BCCB

The BCCB reserves the right to verify the experience and/or CEs attested to by the certificant. This may be accomplished by a phone interview with employers and/or client references, or by requesting copies of training transcripts or certificates. Additional documentation may be requested to support the application attestations. Failure to produce supporting documentation when requested may result in revocation of certification.

Noncompliance with Recertification Requirements

SUBMISSION OF RECERTIFICATION DOCUMENTATION

To be considered for Recertification ACPs must submit application attesting to having earned the required 50 CE credits during the three (3) year recertification period.

The ACP Recertification application is available online on the website, at www.bccbonline.org. It is an interactive Microsoft Word document designed to be downloaded and completed on the applicant's computer.

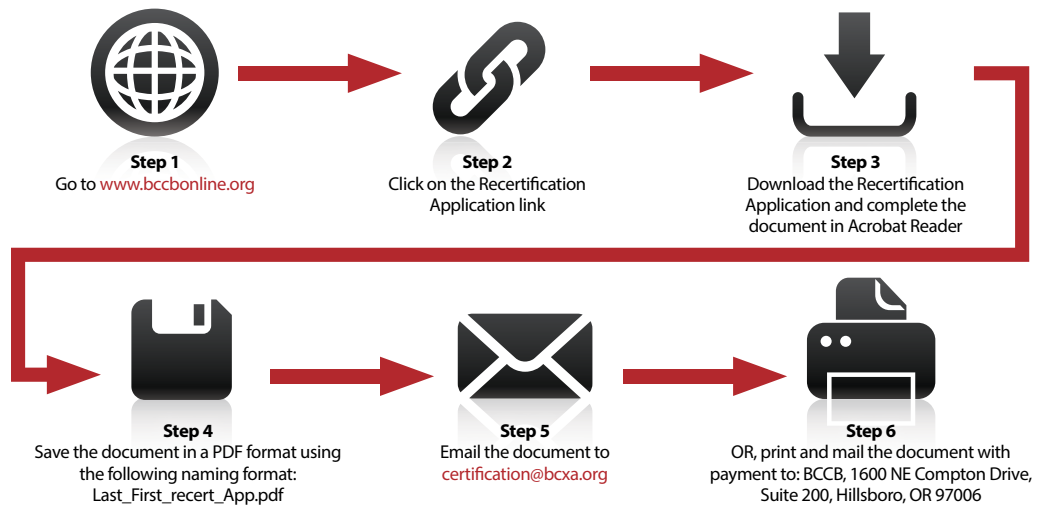
The ACP recertification application must be filled out in its entirety, and must include either a physical or electronic signature, both of which are considered binding. Applications will not be accepted without payment information.

Please see the Fee Section of the recertification application for fees. All ACP related correspondence, scores, and certificates will be mailed to the candidate's preferred address, or sent via email, as indicated on the recertification application.

The application process is as follows:

Recertification application will be processed within thirty (30) days of receipt.

THE APPLICATION PROCESS



CERTIFICATION OF ACCURACY, AGREEMENT AND RELEASE AUTHORIZATION

Applicants are required to attest and certify the veracity and accuracy of the recertification application, and to agree to abide by the Code of Ethics, and BCxA Essential Attributes of Building Commissioning, both which are included in this document as Appendix C and D, respectively. These documents are also available for download from the website. Any misrepresentation or misconduct related to the recertification application may result in disqualification or revocation of certification. By applying for recertification of the ACP credential, applicants agree to the terms set forth in the application and this Handbook regarding recertification requirements.

DEFICIENCY NOTICE

Within five (5) days after the certification has expired, a Notice of Deficiency is sent to individuals who have not submitted a Recertification Application. Such individuals are classified in the Board's records as "not certified" and are no longer a ACP in good standing in the registry and are not authorized to use the ACP marks. The notice advises how the certificant can recertify and that late fees will be assessed. Prompt action should be taken to correct any deficiency. Continued use of the marks in such circumstances is viewed by the Board as unauthorized use. The Board considers unauthorized use an extremely serious matter and is prepared to take necessary steps to protect its certification marks in such cases.

Applicants submitting incomplete recertification applications will be notified in writing of the deficiencies, and provided thirty (30) days to address issues as described. If the recertification application is not complete within the thirty (30) day window, the BCCB will provide notification that the credential is revoked.

Failure to respond to the BCCB during this thirty (30) day period will result in forfeiture of all recertification application fees and revocation.

If an application is denied at the end of the deficiency/correction review cycle, applicants may appeal the decision. The applicant must request a final application review in writing to the BCCB Appeal and Discipline Committee. This request must describe in detail, including supporting evidence, why the denial was made in error. The Committee will review the application and make a final decision—relayed to the applicant in writing—within sixty (60) days of receipt of the appeal.

DENIAL OF RECERTIFICATION

The BCCB maintains a Recertification Committee to evaluate recertification applicants and denials of recertification. The Recertification Committee is responsible for reviewing denials or unusual circumstances associated with interpreting the recertification requirements, and will notify a ACP in writing, should a recertification application be denied. In case of a denial, a ACP may appeal the decision to the recertification committee in writing, including a description and evidence supporting why the decision was made in error. The committee will consider the appeal within thirty (30) days of receipt, and will review the information provided, The ACP will be provided with written confirmation of the committee decision. All committee decisions are final.

NONCOMPLIANCE WITH RECERTIFICATION REQUIREMENTS

REINSTATEMENT AND LATE FEES

All documentation of applicable recertification requirements must be received by the Board prior to the expiration date. If not, reinstatement/late fees are assessed per the table below. In addition, additional prorated recertification requirements apply as listed below:

1-3 months	8.5 CE units	\$100
4-6 months	17 CE units	\$200

Late recertification applications received six (6) months after certificate expires (121 days or longer) must reapply for certification.

FEE SCHEDULE

See the ACP Recertification Application for the fee schedule.

EXTENSION OF RECERTIFICATION FOR SPECIAL CIRCUMSTANCES

In the case of special circumstances such as illness or military service, ACPs may request a recertification extension. A request for extension must be received in writing by the BCCB Recertification Committee at least thirty (30) days prior to the date of recertification. The Committee will consider the circumstances and will issue an opinion on whether the extension will be granted. The opinion will be provided to the ACP in writing. All decisions of the Committee are final.

While a ACP is under the extension, the use of the ACP mark is prohibited and their name will not be included in the BCCB Registry of ACPs in good standing. ACPs wishing to reinstate their good standing must make up all required CE requirements from the initial three-year recertification period in addition to those credits missed during the period of the extension. Should the extension go beyond a three-month period, ACPs are responsible for earning additional CE units based on the following formula:

6-12 months	17 CE units
13-18 months	25.5 CE units
19-24 months	34 CE units

ACPs under recertification extension for longer than twenty-four (24) months must provide documentation and explain actions taken during the extension to show good standing in the industry and earn a total of 100 CE points, including a mandatory 25 points earned for retaking and passing the ACP examination. Once the recertification application is received and accepted the ACP under recertification extension will receive notice of reinstatement, and permission to being using the ACP mark.

Appendix A

ACP EXAMINATION CONTENT OUTLINE

The following pages include a detailed outline of the content areas and commissioning tasks and skills evaluated in the examination, with an indication of the approximate number and percentage of examination questions devoted to each of the seven major content areas.

Please note that questions from the various content areas will be mixed throughout the examination. The questions will NOT be presented in content area order on the examination.

DUTIES AND TASKS	FINAL ITEMS
A Managing Commissioning Projects Identify the scope of the project Develop a commissioning team Identify commissioning deliverables Review project documents Monitor the construction/project schedule Conduct commissioning meetings Track deficiencies (issues log) Assess pass/fail criteria for functional test results Identify tasks for completion of commissioning processes	29
B Preparing Commissioning Documentation Assist in developing the OPR Create commissioning process tracking matrices Develop the commissioning plan Develop commissioning schedules Create commissioning specifications Write system verification checklists Create FPTs Determine site visit protocols (logistics) Develop issues logs Write commissioning reports Create systems manuals	34
C Conducting Commissioning Activities Plan commissioning construction activities Monitor commissioning construction activities Facilitate the completion of construction checklists Facilitate the acceptance phase	25
D Managing Training Activities Develop training plan Facilitate training activities	5

APPENDIX A

DUTIES AND TASKS		FINAL ITEMS
E	Completing Warranty Phase Activities	5
	Facilitate off-season testing	
	Troubleshoot facility issues	
F	Conducting Ongoing Commissioning	2
	Evaluate building systems performance	
TOTAL		100

Appendix B

SAMPLE QUESTIONS

These questions are examples of the content, form and format of the questions appearing on the examination.

- 1. While performing a routine submittal review, the Commissioning Provider (CxP) discovers that all variable air volume boxes scheduled to ship have omitted the control transformer. The CxP should?**
 - A. Send a written report to the design team and owner/owner's representative.
 - B. Notify the mechanical and electrical contractors and inform them they must furnish a field-mounted transformer.
 - C. Notify the supplier that there is an electrical problem.
 - D. Notify the electrical engineer of the oversight.

- 2. During the 10% verification of the Test, Adjust, and Balance (TAB) report, it is noted that all registers are 5 to 10% low. The next step should be to?**
 - A. Write up the discrepancy in the issues log.
 - B. Reject TAB report.
 - C. Direct the balancer to rebalance the system.
 - D. Notify the engineer of discrepancy.

- 3. When reviewing equipment submittals, one of the Commissioning Provider's (CxP) primary goals is to determine whether**
 - A. Equipment capacity matches drawing requirements.
 - B. Systems are consistent with the Owner's Project Requirements document.
 - C. The equipment supplier is approved for the project.
 - D. The delivery schedule is consistent with commissioning activities.

- 4. Compare a typical Mechanical/Electrical/Plumbing coordination meeting with a typical commissioning meeting. What activity is typically unique to a commissioning meeting?**
 - A. Verification and review of functional performance testing procedures are discussed.
 - B. Current agenda and past meeting minutes are reviewed.
 - C. Conflicts involving construction schedule are discussed and resolved.
 - D. All disciplines come together to discuss common issues.

- 5. Which of the following activities is most likely to be accomplished during seasonal testing?**
 - A. Testing of the emergency mode of operation.
 - B. Testing of the sequence of operation.
 - C. Testing system capacity under peak load conditions.
 - D. Component level testing under varying load conditions.

Answer Key: 1: A, 2: A, 3: B, 4: A, 5: C

Appendix C

CODE OF ETHICS

As a condition of earning and maintaining certification, applicants for the ACP 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.

Appendix D

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

BCxA ESSENTIAL ATTRIBUTES

(REV 12/2015)

BCxA 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 Provider:

1. **The Commissioning Provider (CxP) 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 CxP is an objective, independent advocate of the Owner. If the CxP's firm has other project responsibilities, or is not under direct contract to the Owner, a conflict of interest exists. Wherever this occurs, the CxP 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 CxP 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 CxP contract.**
5. **The CxP 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 CxP 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 provider 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.



Building Commissioning Certification Board

ATTN: Certification Manager

1600 NE Compton Drive, Suite 200

Hillsboro, OR 97006

877.666.BCXA (2292) MAIN

503.747.2903 FAX

certification@bcxa.org

www.bccbonline.org

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

ACP_Handbook-V2.0-03.2018