



Certified
Commissioning
Firm

Candidate Handbook for the Certified Commissioning Firm (CCF) Program



Certification by the Building Commissioning Certification Board | 2019



Candidate Handbook

This Candidate Handbook provides comprehensive information concerning the Certified Commissioning Firm 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

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Introduction

What is a Certified Commissioning Firm (CCF)? A CCF is an organization that has been committed to adhering to the industry's best practices and provides the highest quality of service to their clients. The CCF Handbook details the policies and procedures supporting the CCF credentialing program. Applicants must meet mandatory project experience, have one full-time Certified Commissioning Professional (CCP) on staff and to practice according to the Building Commissioning Association (BCxA) Best Practices. To maintain the credential, CCFs 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). It exists to serve the public and the profession of building commissioning through the establishment and maintenance of criteria and procedures for the certification of professional building commissioning service providers. The BCCB shall, in all its actions, strive to serve the needs of the certification program stakeholders, represented by the certificants, the public, employers, and regulators. Members of the Board are required to be CCPs.

CCF PROGRAM DEVELOPMENT

In 2013, the BCCB established the Certified Commissioning Firm (CCF) designation in response to industry requests for recognition of commissioning expertise on a Firm level. The Firm certification demonstrates the highest standards for professional commissioning organizations. Firms 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.

THE CCF CREDENTIAL PHILOSOPHY

The designation of CCF is meant to assure stakeholders (the public, employers, consumers and regulators) that the credentialed commissioning Firm has demonstrated an established level of competence in the field.

The purposes of the CCF certification program are to:

- Establish nationally recognized standards of knowledge and experience for building commissioning firms
- Recognize firms who meet the requirements set by the BCCB and adhere to the BCxA Essential Attributes and Best Practices
- Serve building owners and the public by encouraging high quality building commissioning services
- Provide a registry of CCFs, serving the stakeholder need to identify Certified Commissioning Firms

CCF BENEFITS

Building commissioning firms who achieve CCF certification experience verification of their expertise by an independent organization and a way to prove that they have the skills needed for the job. Additional benefits include:

- Enhanced professional credibility
- Greater project opportunities

Finally, the 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

Fees

All fees can be found on the CCF application, which is located on the website.

Should the 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.

Eligibility Requirements 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. Adhere to the BCxA Best Practices;
3. Provided commissioning services for a minimum of 12 months; and
4. Performed, to completion, three (3) qualifying commissioning projects totaling more than 150,000 sq. ft. with client references

MANDATORY PROJECT EXPERIENCE REQUIREMENT

To be considered for CCF certification approval 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.

For each project submitted the firm must have performed each of the eight work scope activities:

Essential Work Scope Activities:

1. Develop an Owner's Project Requirements (OPR) / Current Facility Requirements (CFR);
2. Develop commissioning plan;
3. Review of a design;
4. Perform field verification;
5. Oversee performance testing;
6. Correction of deficiencies;
7. Training; and
8. Prepare commissioning report

BECOMING A CERTIFIED COMMISSIONING FIRM

Projects Submitted by the 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 means a physical change to the building's HVAC, lighting, envelope or other energy related systems which extends the useful life of the building, HVAC and lighting systems.

APPLYING FOR THE CCF CREDENTIAL

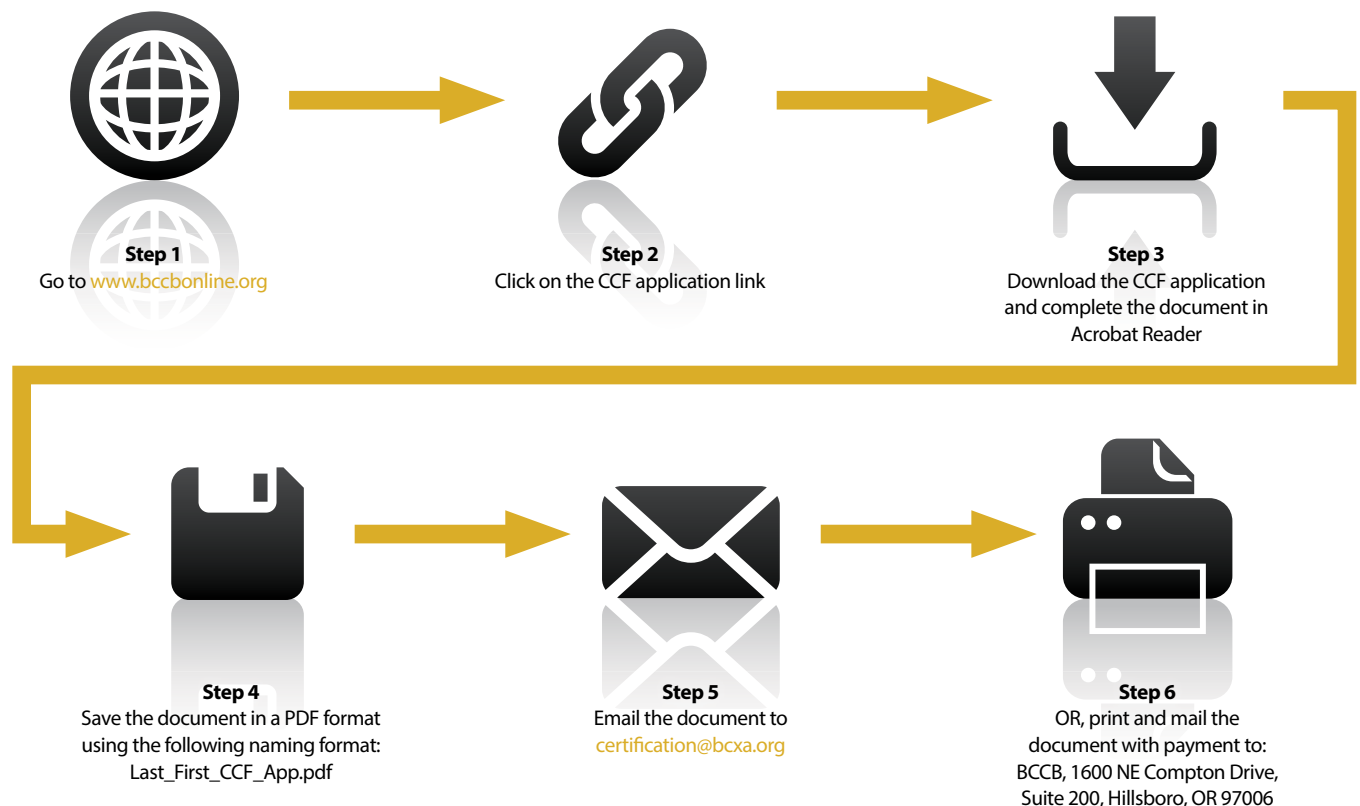
A downloadable CCF application is available online. It is an interactive document meant to be downloaded, completed on the applicant's computer and then submitted/uploaded online or mailed via a postal service (as indicated below).

The CCF 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.

The application process is as follows: Applications will be processed within fifteen (15) business days of receipt.

Please read the application instructions carefully to be sure that you have complied with all application requirements.

THE APPLICATION PROCESS



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 Information Changes: If the name, mailing address, email address, and/or telephone number entered on the CCF application changes during the application process, applicants must notify the BCCB in writing no later than six (6) days after such change of information. Important information is exchanged throughout the application process; Applicants are responsible for reporting information changes. Failing to do so may result in an application or exam registration being forfeited. Also, applicants must notify the BCCB in writing, in case of a legal name change.

Application Review and Approval by BCCB

When all materials have been received and the minimum qualifications have been met, the 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 Firm directly to ask for clarification or additional information as required.

If the BCCB approves the application the Firm will be notified and sent a certificate and information on how to maintain the certification. If the BCCB denies the application the candidate Firm 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.

USE OF THE CCF MARK

The CCF certification mark and logo are the property of BCCB. Permission to use the certification mark or logo is granted to certified Firms (CCFs) at the discretion of the BCCB, for permissible uses only. A Firm who is approved for certification will receive a certificate suitable for framing and will have the right to claim the mark of a Certified Commissioning Firm (CCF) according to the following policy:

Persons Authorized to Use the Marks

Use of the CCF mark and logo is limited to those firms who have been granted the CCF designation by the BCCB and who satisfy all maintenance and recertification requirements established by the BCCB.

Use of the mark and logo by Firms 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 CCF mark.

Non-assignability and Non-transferability

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

Mark and Logo Use

Firms who have been granted permission to use the certification mark and logo shall do so pursuant to the rules and guidelines established by BCCB. Firms 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 CCF 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, website, social media, and similar documents on which the name of the certified Firm 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 Firm'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 Firm'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 Firm is misusing the certification mark or logo, the BCCB will provide the Firm 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 Firm 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 Firm continue to use the CCF 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 CCF 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 CCF candidate and certificant privacy. The policy applies to all aspects of the CCF credential including the secure handling and storage of application materials, documents and candidate and certificant records. The BCCB and its agents shall keep confidential all applicants' and certified firm's information (including name, address, telephone numbers, and other confidential records) unless authorized for release by the applicant, or certified Firm.

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 CCF 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: Appealing Decisions on Special Accommodations:

- 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.

CCF Registry and Publication of Status:

- The BCCB maintains a Registry of CCFs in good standing on the website. CCF 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 CCF in good standing. No other information will be provided.

CERTIFICATION RENEWAL

Initial Certified Commissioning Firm (CCF) certification remains valid for a period of one (1) year from the date printed on the CCF certificate. Renewal of CCF certification involves completing a recertification application annually and being approved for recertification by the Building Commissioning Certification Board (BCCB) and the Recertification Committee. To be recertified, CCFs must show evidence of continued competence, demonstrated by continued work experience and other related professional development activities. The BCCB will communicate with the CCF three (3) months prior to the end of the certification period, with information about submission of the recertification documentation.

GROUNDINGS 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 CCF has:

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

APPENDIX A – BCXA BEST PRACTICES

The BCxA Best Practices for New Construction and Existing Buildings have been adopted by the BCCB, and as a condition of candidacy and certification as a CCF, the CCF candidate must affirm their willingness to abide by the BCxA Best Practices.

BCxA

The BCxA is committed to defining Best Practices in the delivery of building commissioning. The term Best Practice generally refers to the best possible methodology, taking the most successful elements from many different sources and combining them to create the ultimate process or approach. This document details these elements, helping readers to understand and discuss why they are Best Practices for continuous quality improvement across the commissioning industry.

To meet our commitment to be the advocate and trusted authority for the commissioning profession, the BCxA has implemented a strategy to ensure appropriate and effective evaluation and recommendations for all commissioning standards and guidelines at all levels. Recognizing that each project may require a different approach depending on circumstances, the BCxA emphasizes that Best Practice procedures show the way, but should not be considered mandates.

New Construction Building Commissioning Best Practices :

<https://www.bcxa.org/wp-content/uploads/2018/11/BCA-New-Const-Best-Practices-2018-05-14-V2.0.pdf>

Existing Building Commissioning Best Practices

<https://www.bcxa.org/wp-content/pdf/BCA-Best-Practices-Commissioning-Existing-Construction.pdf>



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