



## Recertification Application

Congratulations! You have made a decision to recertify for the Associate Commissioning Professional (ACP) credential.

Before completing this recertification application, please go to our website and download the Candidate Handbook. This Handbook provides a comprehensive explanation of the recertification process and eligibility requirements.

Recertification Applicants MUST review the appropriate recertification sections in the ACP Candidate Handbook in order to complete this application properly. The application contains five sections:

**Section I. Applicant Information**

**Section II. Recertification Requirements**

**Section III. Code of Ethics and Building Commissioning Association (BCxA) Essential Attributes**

**Section IV. Certification of Accuracy and Affirmations**

**Section V. Payment Information**

Please ensure all sections of your application are complete. Please call 844.881.8601 with questions.

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



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

# Application Instructions

Applicants for recertification must meet the requirements described in Section II. Please list your legal name on the application.

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

The instructions and requirements on this application should be read in their entirety prior to submittal. Applicants submitting incomplete recertification applications will be notified one time in writing of the deficiencies, and provided 30 days to address issues as described. If the recertification application is not complete within the 30-day window, the BCCB will provide notification that the credential is revoked.

Failure to respond to the BCCB during this 30-day period will result in forfeiture of all recertification application fees and revocation. Please see the ACP Candidate Handbook for complete information.

Completed applications should be saved in a PDF format, using the following naming convention:  
[Last\\_First\\_ACP\\_RECertApp.pdf](#).

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

This application can be used to maintain an existing certification only.

**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](mailto:Certification@bcxa.org)

[www.bccbonline.org](http://www.bccbonline.org)

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ACP\_Recertification-V2.011.2019

## SECTION I: Applicant Information

### APPLICANT INFORMATION

Date of application submission: \_\_\_\_\_

Legal Name: \_\_\_\_\_

How you would like your name printed on your ACP certificate: \_\_\_\_\_

\_\_\_\_\_

Former Legal Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Yes  No

Original Certificate Issue Date: \_\_\_\_\_

## SECTION II: Recertification Requirements

### MANDATORY REQUIREMENTS

Applicants must participate in one commissioning project in three years and earn a total of 50 points over the course of three 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. For more details see the Candidate Handbook.

- 1. The certificant must participate in implementing the commissioning process for a minimum of one project. No points awarded.**

Building Name: \_\_\_\_\_

City/ State/ County of Building Site: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Name/ Title of Reference: \_\_\_\_\_

Reference Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company/ Organization: \_\_\_\_\_

Address/ City/ State/ Zip: \_\_\_\_\_

- 2. Applicant must show 25 CEs from education/training**

Title of Training/ Class	Activity (i.e., webinar)	Delivered by Organization	Date(s)	Number of Hours	Number of Points

- 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

### 3. Applicant must show 25 points from approved list below

Organization	Activity (i.e., webinar)	Title	Date(s)	Number of Hours	Number of Points

- 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.) Please enter information below:

Building Name: \_\_\_\_\_

City/ State/ County of Building Site: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Name/ Title of Reference: \_\_\_\_\_

Reference Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company/ Organization: \_\_\_\_\_

Address/ City/ State/ Zip: \_\_\_\_\_

NOTE: Additional projects can be provided on a separate sheet of paper with all the required information above.

For all other options please enter on chart above.

### 2. Continuing Education (CE):

- 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

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## SECTION II: RECERTIFICATION REQUIREMENTS

3. **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. 1 point awarded for 1 hour of participation – up to 10 points.
5. **Retest:** Meet the current qualifications for and pass the certification exam – 25 points.
6. **Publications:** 5 points per article – up to 10 points.

## SECTION III: Code of Ethics and BCxA Essential Attributes

### 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.

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## SECTION III: CODE OF ETHICS AND BCxA ESSENTIAL ATTRIBUTES

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.**
- 1. 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.**
- 1. 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.



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### SECTION III: CODE OF ETHICS AND BCxA ESSENTIAL ATTRIBUTES

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,
  - A. Defines commissioning roles and lines of communications for each member of the project team, and
  - B. 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.

## SECTION IV: Certification of Accuracy and Affirmations

### CERTIFICATION OF ACCURACY AND AFFIRMATIONS

To Recertify you must respond to the following questions by checking the appropriate boxes and signing the Certification of Accuracy and Affirmations in this Section.

1. **Have you received a regulatory reprimand during the current 3-year certification cycle?**  Yes  No

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

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

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

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

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

Y  N I have not been the subject of any professional or occupational credentialing, license, certification or registration, ethics or other disciplinary matter(s) or proceeding(s) in the past three years.

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

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

## AFFIRMATIONS

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

- A. I certify that the information provided in this application is true, accurate, and verifiable to the best of my knowledge. Further, I agree to notify the BCCB of any material change in the information provided in this application or of the occurrence of any event or development bearing upon my eligibility for certification, including, but not limited to any criminal conviction or disciplinary action by a licensing board or professional organization.
- B. I understand that, once the BCCB processes and approves this application, the fee for this certification program is non-refundable.
- C. I understand that the BCCB reserves the right to verify any or all information on this application and that any incorrect or misleading information may constitute grounds for rejection of my application, revocation of my ACP certification, or other disciplinary action. I authorize the BCCB and its officers, directors, employees, and agents to review my application to determine whether I have met the BCCB's standards for certification; this review may include contacting employers, references or educational institutions to confirm the veracity of statements made on this application.
- D. I indemnify and hold harmless the BCCB and its officers, directors, employees, and agents from the decision made on my application as long as such decision was made in good faith according to all the BCCB policies and procedures, and does not constitute gross negligence by the BCCB or their officers, directors, employees, agents and/or assigned examiners.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION V: Payment Information

### PAYMENT INFORMATION

Please indicate your application fee choice below:

Check One	Category	Fee
<input type="checkbox"/>	Application Fee for BCxA members:	\$300
<input type="checkbox"/>	Application Fee for non-BCxA members	\$450
<b>Late application charges.</b> Note: If the application is received or postmarked after the recertification due date, the appropriate charge will be applied even if not checked here.		
<input type="checkbox"/>	1-3 Months of certificate expiration	\$100
<input type="checkbox"/>	4-6 Months of certificate expiration and an additional 17 CE credits	\$200
<input type="checkbox"/>	Late application received 6 months after certificate expires (121 days or longer) must reapply for certification	N/A
<b>Total Amount</b>		

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

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

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

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

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**SECTION V: PAYMENT INFORMATION**

**Credit Card**

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

Payment Method  Visa  MasterCard

Name as it appears on the card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expires (mm/yyyy): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing City/ State/ Zip: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**Please email your signed application to [certification@bcxa.org](mailto:certification@bcxa.org) or mail to:**

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

## SECTION VI: Recertification Checklist

### RECERTIFICATION CHECKLIST

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

- Completed Section I, providing all requested personal information.
- Completed Section II, providing information documenting my eligibility for recertification.
- Read and answered the information and questions in Section III. Ethics and BCxA Essential Attributes Certification and Attestation.
- Read, answered and signed Section V. Certification of Accuracy and Affirmations.
- Saved a copy of this Application in PDF format with the proper naming protocol.
- Included payment or filled out the information for payment by credit card.