



Instructions
for Participating in
ASHRAE's
**Building Energy Assessment
Professional (BEAP)**
Certification
Program



Effective date: 1/27/2011

About ASHRAE

The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) is an international membership society committed to the advancement of the arts and sciences of heating, ventilation, air conditioning and refrigeration to serve humanity and promote a sustainable world. In support of this mission, ASHRAE offers many products and services, including the Building Energy Assessment Professional (BEAP) certification program, which is designed to meet educational needs of the HVAC&R industry.

ASHRAE does not discriminate on the basis of race, color, sex, religion, disability, or national or ethnic origin in its policies, procedures, or eligibility requirements for its programs.

About the Guide

The purpose of this guide is to provide information about ASHRAE's BEAP certification program. No information or material in this guide creates a contract between ASHRAE and an individual customer or organization. ASHRAE will do its best to apply the principles and provisions contained within this guide as written, but reserves the right to change those principles and provisions without actual notice. Nevertheless, ASHRAE will make reasonable efforts to notify customers of any changes.

Purpose of the BEAP Certification

The purpose of this program is to certify individuals' ability to audit and analyze residential, commercial, and industrial buildings including determining project scope, collecting data, analyzing building performance, interpreting results, evaluating alternatives, submitting recommendations for energy conservation measures, and assisting with the implementation of these recommendations.

Disclaimer of Warranty

ASHRAE does not warrant that this program or its examination certifies a candidate's technical competence or technical ability to design any part of the HVAC&R system. Furthermore, nothing about this program or its examination is intended to replace, override, or conflict with licensing requirements for design engineers, architects, or other building professionals.

Who Can Participate

Participation in ASHRAE's BEAP program requires that a candidate meet eligibility requirements and successfully complete the program's examination. **Membership in ASHRAE is not a prerequisite to participate in the program.**

Eligibility Requirements

Any individual who meets one of the following combinations of academic and work experience requirements will be eligible to take the examination for the Building Energy Assessment Professional certification.

- Government-issued or government-recognized license as a professional engineer, architect, or building contractor, and a minimum of two (2) years' building energy assessment experience
- Minimum of Bachelor's degree in engineering or a related field (e.g., building science, architecture, physics, or mathematics) from an accredited institution of higher learning and a minimum of three (3) years' energy-related HVAC, architecture, lighting, envelope, or renewable energy experience, including a minimum of two (2) years' building energy assessment experience
- Associate's degree or Technical degree or certificate in design, construction, or a related field from an accredited institution of higher learning and a minimum of five (5) years' energy-related HVAC, architecture, lighting, envelope, or renewable energy experience, including a minimum of two (2) years' building energy assessment experience
- High School diploma or equivalent and a minimum of eight (8) years' energy-related HVAC, architecture, lighting, envelope, or renewable energy experience, including a minimum of two (2) years' building energy assessment experience.

Testing Requirements

Candidates who have completed and submitted the BEAP application and who have received approval thereof from ASHRAE can enroll for the Building Energy Assessment Professional examination. To earn the Building Energy Assessment Professional certification, the candidate must successfully pass the examination in full; no partial credit for this examination will be given.

Completing and Submitting the Application

To participate in ASHRAE's Building Energy Assessment Professional program, a candidate must complete and submit an application. Within a reasonable time after receiving a candidate's application, ASHRAE will notify the candidate either of ASHRAE's acceptance and approval of the application or of ASHRAE's denial of approval and the reasons therefore.

(ASHRAE has a process in place if a candidate's application is denied and the candidate wants to reapply. Please contact certification@ashrae.org to request information on this process.)

If an application is declined by ASHRAE or cancelled by the applicant, the amount of the fee, less \$50 to cover administrative costs, will be refunded to the applicant.

About the Examination

The examination for the BEAP program is a proctored, closed book/closed notes, 2.5-hour, 115-item multiple-choice test. A candidate's score is based on 100 of the items; the other 15 items, which are interspersed throughout the examination, are included for "trial" or "pre-test" purposes.

A detailed content outline for the BEAP examination is provided on page 6. This outline identifies the following aspects of the examination:

- The four major content areas, as well as tasks within each area, that the examination covers
- The number of examination items devoted to each major content area
- The number of items at each cognitive level that a candidate is likely to use in responding to items in each major content area

The three cognitive levels tested on the BEAP examination are:

1. **Recall:** The ability to remember or recognize specific information
2. **Application:** The ability to comprehend, relate, or apply knowledge to new or changing situations
3. **Analysis:** The ability to synthesize information – sometimes from a variety of sources, determine solutions, and/or evaluate the usefulness of a solution

Scheduling an Examination

After receiving notification that your application has been approved, you may schedule an examination appointment by one of the following methods. Be prepared to confirm a date, time, and location for testing and to provide your ASHRAE identification number.

1. Schedule Online: The candidate may schedule an examination appointment online at any time by using the Online Scheduling service at www.goAMP.com. To use this service, follow these easy steps:

- Go to www.goAMP.com and select "Candidates."
- Follow the simple, step-by-step instructions to choose your examination program and schedule the examination.

2. Telephone Scheduling: Call AMP at 888-519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 5:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

If special accommodations are being requested, please submit a Request for Special Examination Accommodations form prior to contacting AMP at 888-519-9901 to schedule your examination.

The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below for scheduling information.

If you contact AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled as early as...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

When the appointment is made, the applicant will be given a time to report to the Assessment Center. Please make a note of this time because an admission letter will not be sent. The candidate will be allowed to take only the examination for which the appointment has been made. No changes in examination type will be made at the Assessment Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Assessment Center.

Assessment Center Locations

Examinations are administered by computer at over 150 AMP Assessment Centers geographically distributed throughout the United States. Assessment Centers are typically located in H&R Block offices. Assessment Center locations, detailed maps and directions are available on AMP's website, www.goAMP.com. Specific address information will be provided when a candidate schedules an examination appointment.

Holidays

The examinations are not offered on the following holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day (and the following Friday)
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day (July 4)	New Year's Eve Day
Labor Day	

Special Arrangements for Candidates with Disabilities

ASHRAE complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call AMP, ASHRAE's exam vendor, at 888-519-9901.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary.

2. Candidates with visual, sensory, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to AMP at least 45 calendar days prior to the desired examination date. Please inform AMP of the need for special accommodations when scheduling the examination.

Telecommunication Devices for the Deaf

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday through Friday at 913-895-4637. This TDD phone option is for individuals who have compatible TDD machinery.

Examination Appointment Changes/Failure to Report or to Schedule an Examination

1. A candidate may reschedule an appointment for an examination by calling AMP at 888-519-9901 at least two business days prior to the scheduled testing session. (See following table.)

If the examination is scheduled on . . .	AMP must be contacted by 3:00 p.m. Central Time to reschedule the examination by the previous . . .
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

The first reschedule or deadline extension with a two-day notice will be free; any additional reschedules or extensions will be at **full price**. Similarly, a candidate can extend the 90-day deadline for registering for and taking an exam by emailing certification@ashrae.org at least two business days prior to the 90-day deadline. ASHRAE will provide an extension of up to 45 days.

2. A candidate who wishes to reschedule his/her examination appointment, but fails to contact AMP at least two business days prior to the scheduled testing session, **will forfeit the examination fee and must reschedule the examination.**

Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination usually will not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to an Assessment Center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's Weather Hotline at 800-380-5416 (24 hours/day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

On the Day of Your Examination

On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. After you enter the office, look for the signs indicating AMP Assessment Center check-in. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED. To gain admission to the Assessment Center, a candidate needs to present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of identification include a current:

1. Driver's license with photograph
2. State identification card with photograph
3. Passport
4. Military identification card with photograph
5. Social security card (secondary form)

Employment ID cards, student ID cards, and any type of temporary identification are NOT acceptable as primary identification. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the testing room.

Security

ASHRAE and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary.
- No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers, or cellular phones are allowed in the testing room.
- You are encouraged to bring a non-programmable scientific calculator for the BEAP examination. Only silent, non-programmable calculators are permitted, but they will not be provided for you.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons are allowed in the testing room. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in other areas.

Examination Restrictions

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in. Use of a cellular phone or other electronic device is strictly prohibited and will result in dismissal from the examination.
- You will be provided with scratch paper to use during the examination. You must sign and return the scratch paper to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room. If you need a second piece of scratch paper, you need to ask the test proctor for another piece of paper and turn in the one you used before.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking, or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

Individuals who engage in any of the following types of conduct, either in the testing room or during a break, may be dismissed from the examination, their scores will not be reported, and their examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or is otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, or PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books, or other aids.

Copyrighted Examination Questions

All examination questions are the copyrighted property of ASHRAE. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Practice Examination

Upon signing in, after your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen. The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower right-hand corner of the screen or select the "Time" key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The time feature may be turned off during the examination. Only one examination question is presented at a time. The question number appears in the lower right hand corner of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left hand of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If all questions have not been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination ques-

tion before ending the examination. There is no penalty for guessing.

Candidate Comments

During the examination, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the "Time" button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, candidates are asked to complete a short evaluation of their examination experience. Then, candidates are instructed to report to the examination proctor to receive their examination completion report. Scores are reported as either "Pass" or "Fail" and are provided in written form only by U.S. mail. Scores are not reported over the telephone, by electronic mail, or by facsimile.

Scores Cancelled by ASHRAE or AMP

ASHRAE and AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences such as misconduct by a candidate may cause a score to be suspect. ASHRAE and AMP reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

Confidentiality

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

By participating in the BEAP program, each person who earns and maintains this certification agrees to be listed on ASHRAE's public website. Only those individuals who are active BEAP certificants will be listed on the site. Upon request, ASHRAE will provide a link to your company's website.

Duplicate Score Report

Candidates may purchase additional copies of their results at a cost of \$25 per copy. Requests must be submitted to ASHRAE, in writing. The request must include the candidate's name, identification number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to ASHRAE in the form of a check, money order or cashier's check. Duplicate score reports will be mailed within approximately two weeks after receipt of the request and fee.

Candidate Responsibilities

Each candidate for ASHRAE's Building Energy Assessment Professional certification is responsible for:

- Submitting a completed, signed application form and the application fee.
- Enrolling for the examination.
- Paying a reschedule or cancellation fee if the candidate chooses to cancel or reschedule an enrollment.
- Complying with the rules for examination.
- Immediately notifying ASHRAE of any suspected violations of the rules for examination.

Available Resources to Help Candidates Prepare for the BEAP Examination

Neither participating in a preparatory activity nor purchasing a publication is a requirement for participating in the BEAP program or for enrolling to take the BEAP examination. However, candidates who choose to participate in preparatory activities or to purchase publications are responsible for ensuring that the timing of the activity or purchase aligns with the timing of the examination session for which the candidate has enrolled.

Resources available to help prepare for the BEAP examination include, but are not limited to, the following:


- ASHRAE's Procedures for Commercial Building Energy Audits
- Standard 90.1-2007
- Standard 90.2-2007
- Standard 55
- Standard 62.1-2007
- IES Lighting Handbook 9th Edition
- 2007 ASHRAE Handbook of Applications, chapters 35 and 40


ASHRAE does not warrant that participation in or use of any listed resources will guarantee successful completion of the examination. Nor does ASHRAE warrant that all information presented in all of the resources is non-contradictory. However, ASHRAE will do its best to avoid testing contradictory, out-of-date, or inaccurate information.


Renewal/Recertification Requirements


The BEAP certification is renewable every three years. To retain certification, each certificant must earn 45 PDHs during the three year period following initial certification or the last renewal.


More information about acceptable renewal activities and the continuing education hours applicable to them is provided on page 14.


 American Society of Heating, Refrigerating and Air-Conditioning Engineers Building Energy Assessment Professional Examination Detailed Content Outline* <small>Open cells show an examination could include items from indicated cognitive levels. Shaded cells prevent appearance of items on examinations.</small>	Items			
	Cognitive Level			Totals
	Recall	Application	Analysis	
I. ASSESSMENT PREPARATION AND MANAGEMENT	4	7	1	12
A. Development of Objectives	2	2	1	5
1. Define the purpose, scope, and assessment deliverables				
2. Identify the data, information, and resources needed to complete the assessment				
3. Determine the current facility requirements				
4. Decide on the path of analysis to meet defined purpose and scope e.g., <ul style="list-style-type: none"> • applicable programs • net zero energy • labelling and rating systems • indoor environmental quality 				
B. Assessment Management	1	2	0	3
1. Define roles and responsibilities of stakeholders				
2. Manage assessment schedule and scope				
3. Ensure deliverables meet goals and objectives				
C. Data Acquisition, Tools, and Baseline Information	1	3	0	4
1. Identify appropriate assessment forms and sources e.g., <ul style="list-style-type: none"> • ASHRAE Level 1, 2, 3 Energy Audit Guidelines • Other energy and environmental sources of data • Energy usage/intensity database 				
2. Identify data collection tools, methods, and resources e.g., <ul style="list-style-type: none"> • Building data from the BAS or EMCS • measurements from sensors, meters, and hand-held devices • customer records and utility data 				
3. Determine appropriate analytical tools e.g., <ul style="list-style-type: none"> • simulation/modeling/energy analysis software • spreadsheets 				
4. Develop additional forms and tools as required				


 American Society of Heating, Refrigerating and Air-Conditioning Engineers Building Energy Assessment Professional Examination Detailed Content Outline*	Items			
	Cognitive Level			Totals
	Recall	Application	Analysis	
II. PRELIMINARY ANALYSIS OF BUILDING PERFORMANCE DATA	6	6	3	15
A. Engineering and Architectural Document Review	2	2	1	5
1. Review available documents for comparison and analysis				
2. Identify potential building deficiencies e.g., <ul style="list-style-type: none"> • insulation • thermal breaks • air leakage • penetrations • moisture intrusion • lighting 				
3. Identify missing and conflicting information for site verification				
4. Transfer building information into analysis tools				
B. Geographic and Climatic Review	1	1	0	2
1. Select the most appropriate data types and sources for the site e.g., <ul style="list-style-type: none"> • local weather station • local utility • government energy office • weather service 				
2. Identify consequences of using selected information				
C. Energy Details	3	3	2	8
1. Analyze metered data e.g., <ul style="list-style-type: none"> • electric energy • gas and oil • district energy • water and sewage 				
2. Analyze utility bills and rate structures e.g., <ul style="list-style-type: none"> • block (declining, inverted) • demand (demand charges, demand ratchet) • time of use (on-peak, off-peak, partial-peak) • flat • promotional • interruptible • seasonal • real-time pricing 				
3. Identify available incentives e.g., <ul style="list-style-type: none"> • financing options • rebates • tax benefits 				
4. Analyze onsite renewable energy sources				
5. Perform a preliminary energy use analysis				
6. Identify likely sources of energy waste for site verification				
7. Establish benchmarks				

 American Society of Heating, Refrigerating and Air-Conditioning Engineers Building Energy Assessment Professional Examination Detailed Content Outline*	Items			
	Cognitive Level			Totals
	Recall	Application	Analysis	
<p>Open cells show an examination could include items from indicated cognitive levels. Shaded cells prevent appearance of items on examinations.</p> III. ON-SITE BUILDING ASSESSMENT	13	20	8	41
A. Occupants and Operations	2	3	0	5
1. Interview occupants, facilities personnel, and maintenance staff regarding building operations, pending projects, and problems				
2. Verify use, operational schedule, and purpose				
3. Resolve missing and conflicting information from document review				
4. Recognize opportunities for energy conservation measures				
B. Building Envelope and Features	1	1	1	3
1. Evaluate the building envelope e.g., <ul style="list-style-type: none"> • vapor barriers • glazing • insulation • air-tightness 				
2. Recognize opportunities for energy conservation measures				
C. Electrical Systems	1	2	1	4
1. Evaluate the electrical system e.g., <ul style="list-style-type: none"> • power quality • emergency back-up systems • load analysis 				
2. Evaluate miscellaneous plug loads				
3. Recognize opportunities for energy conservation measures				
D. Automation Systems	2	2	1	5
1. Evaluate automated control systems e.g., <ul style="list-style-type: none"> • lighting • process • HVAC&R 				
2. Evaluate operational performance and response				
3. Recognize opportunities for energy conservation measures				
E. HVAC&R Systems	2	4	3	9
1. Evaluate annual hours of use, condition, and energy ratings or efficiencies of energy consuming equipment				
2. Evaluate system performance and response				
a. air distribution systems e.g., <ul style="list-style-type: none"> • air leakage • insulation • pressure drop • stack losses 				

 American Society of Heating, Refrigerating and Air-Conditioning Engineers Building Energy Assessment Professional Examination Detailed Content Outline*	Items			
	Cognitive Level			Totals
	Recall	Application	Analysis	
b. hydronic / steam systems e.g., <ul style="list-style-type: none"> • insulation • steam leaks • heat trace • variable water volume controls • traps 				
c. primary and secondary equipment e.g., <ul style="list-style-type: none"> • chiller • boiler • cooling tower • dry coolers 				
d. district energy systems				
e. system interactions				
3. Evaluate operation methods and procedures, e.g., <ul style="list-style-type: none"> • economizer operation • system design pressures • humidification and dehumidification practice • simultaneous heating and cooling • variable flow designs • condensate return 				
4. Recognize opportunities for energy conservation measures				
F. Lighting Systems	2	3	1	6
1. Evaluate annual hours of use, condition, power, and equipment e.g., <ul style="list-style-type: none"> • interior luminaires • exterior luminaires 				
2. Evaluate daylight availability and suitability				
3. Measure illuminance levels				
4. Evaluate lighting control types and methods				
5. Recognize opportunities for energy conservation measures				
G. Domestic Water Systems	1	1	0	2
1. Evaluate use, condition, ratings, and efficiencies of systems e.g., <ul style="list-style-type: none"> • equipment • distribution • end uses 				
2. Recognize opportunities for energy conservation measures				
H. Process Equipment Support Systems	1	1	0	2
1. Evaluate annual hours of use, condition, power or efficiency e.g., <ul style="list-style-type: none"> • compressed air • refrigeration • process heating and cooling 				
2. Recognize opportunities for energy conservation measures				

 American Society of Heating, Refrigerating and Air-Conditioning Engineers Building Energy Assessment Professional Examination Detailed Content Outline*	Items			
	Cognitive Level			Totals
	Recall	Application	Analysis	
I. Indoor Environmental Quality	1	3	1	5
1. Compare ventilation within a building to applicable standards and code requirements				
2. Compare thermal comfort within a building to applicable standards and code requirements				
3. Compare humidity within a building to applicable standards and code requirements				
4. Compare lighting quantity and quality within a building to applicable standards, practices, and code requirements				
IV. ANALYSIS AND PRIORITIZATION	8	9	7	24
A. Analysis Preparation	2	2	1	5
1. Evaluate field data that has been entered into a tool for errors and completeness				
2. Identify problems that cause systems to under-perform				
3. Evaluate commissioning opportunities				
4. Identify missing information to be collected				
B. Energy Conservation Measure (ECM) Development	2	3	3	8
1. Develop a list of potential ECMs				
2. Adjust the analysis strategy as appropriate e.g., <ul style="list-style-type: none"> • energy modeling • bin analysis • spreadsheet • daylight study 				
3. Analyze assessment and related data e.g., <ul style="list-style-type: none"> • sample measurements and monthly/hourly data • energy model results • occupancy and operation schedule discrepancies • ECM and O&M savings 				
4. Compare the relative costs of available energy sources				
5. Reevaluate the rate structure based on implementation of the ECMs				
6. Standardize energy use measurements by system / equipment				
7. Evaluate the potential application of renewable energy systems				

 American Society of Heating, Refrigerating and Air-Conditioning Engineers Building Energy Assessment Professional Examination Detailed Content Outline*	Items			
	Cognitive Level			Totals
	Recall	Application	Analysis	
Open cells show an examination could include items from indicated cognitive levels. Shaded cells prevent appearance of items on examinations.				
C. Economics	2	2	0	4
1. Identify potential incentives and funding for ECMs				
2. Calculate the value of ECMs using engineering economics e.g., <ul style="list-style-type: none"> • Simple Payback • Salvage Value • Cash Flow Diagram • Present Worth • Annual Worth 				
D. Prioritization of Options	2	2	3	7
1. Compare predicted energy savings to project goals				
2. Predict the cost-benefit of ECMs after implementation				
3. Base prioritization on the client's criteria, e.g., <ul style="list-style-type: none"> • economic goals • pollutant emissions • indoor environmental quality • environmental programs • requirements of incentive and grant programs • net zero energy building 				
4. Consider technical issues that impact prioritization, e.g., <ul style="list-style-type: none"> • scheduling issues • order of implementation • interactions among upgrade options • health, safety, and durability • planned infrastructure upgrades 				
V. COMPLETION ACTIVITIES	4	3	1	8
A. Report Production and Delivery	2	1	1	4
1. Summarize the assessment methodology				
2. Document data sources, assumptions, and client objectives and criteria				
3. Describe assessment results				
4. Compare existing and projected energy performance to peer buildings				
5. Include ECM descriptions and supporting materials				
6. Describe funding strategies				
7. Present recommendations to the client				

 American Society of Heating, Refrigerating and Air-Conditioning Engineers Building Energy Assessment Professional Examination Detailed Content Outline* <small>Open cells show an examination could include items from indicated cognitive levels. Shaded cells prevent appearance of items on examinations.</small>	Items			
	Cognitive Level			Totals
	Recall	Application	Analysis	
8. Assist client with development of an action plan to implement recommendations e.g., <ul style="list-style-type: none"> • post-implementation review period • required resources • scope of work • skill sets • verification strategies 				
9. Educate the owner on strategies for optimizing the energy performance of building systems				
B. ECM Implementation	1	1	0	2
1. Review ECMs with the implementation team				
2. Compare projected to post-implementation building energy performance				
3. Report on verification of results				
C. Optional Periodic Reassessment	1	1	0	2
1. Propose future dates for the next energy assessment				
2. Recommend ongoing commissioning activities				
3. Establish new goals for energy performance based on third-party recognition, codes, and standards				
Totals	35	45	20	100

* Each new test form will include two 15-item pretests (e.g., 1A, 1B).

Renewal Requirements for ASHRAE Certification Programs

Each Certificant is required to renew his/her certification every three years. The renewal process includes submittal of a renewal fee (\$125 for members, \$195 for non-members) and evidence of earning 45 ASHRAE Continuing Education (ACE) units during each three-year renewal period.*

The three-year renewal period starts on December 31 of the year in which the Certificant earns the certification. For example, a Certificant who earns the certification anytime in 2008 will have a renewal deadline of December 31, 2011.

Individuals who fail to submit renewal fees and evidence of the required ACEs by the December 31 deadline will be considered as "non-renewing," notified accordingly, and advised to cease using the specific certification designation after their names. The names of non-renewing Certificants will be removed from the list of Certificants on ASHRAE's website.

To be reinstated, non-renewing Certificants must submit the renewal fee, a reinstatement fee (\$60), and evidence of the required ACEs by December 31 of the year following their active status. After that date, non-renewing Certificants must follow the same process as that for the initial application. Extenuating circumstances will be reviewed on a case-by-case basis by the Committee.

Acceptable Methods of Obtaining ACE credits

Type	Credits
Successful completion of a course in a related field from an accredited institution of higher learning Note: To qualify for this credit, a course must be offered regularly and must conclude with a test that sets a passing grade.	15 ACEs per credit hour (semester system) OR 10 ACEs (quarter system)
Patent Note: Credit can be claimed after a patent is issued and the inventor submits details to the board. The invention must be related to engineering.	10 ACEs
Publication of article/paper/book in recognized peer reviewed journal in relevant field (max. 3 per year). Note: A "news" article in a technical or professional bulletin is not considered a published paper.	10 ACEs per published item
Active participation in a professional or technical society relevant to the field Note: The certificant must serve as an officer and/or must actively participate in a committee of the organization. PDH credits are earned at the end of each year of service.	2 ACEs per year per organization
Writing ASHRAE certification exam items in relevant field	5 ACEs per exam
Accreditation Visit Evaluator (or ASHRAE approved equivalent)	3 ACEs per year
Professional awards	2 ACEs per award
Teaching of approved courses and workshops in relevant field Note: Teaching credit is valid for teaching a course or seminar for the first time only. It does not apply to faculty performing regular duties.	ACEs are determined by multiplying by two (2) the total number of course hours (for preparation time).
Attendance at meetings and conferences (e.g. National, Annual, Regional) or special conferences relevant to the field	Qualifying seminars and workshops will be based on one ACE unit for each hour of attendance.
Attendance and completion of approved short courses and other continued education activities in relevant field	Qualifying seminars and workshops will be based on one ACE unit for each hour of attendance.

*Certificants are not required to submit a report of Professional Development activities as part of certification renewal. A percentage of Certificants are randomly chosen for audit each year. If audited, a report of continuing professional development with documentation must be submitted to the Certification Coordinator for review.

Activities that qualify for ASHRAE's Continuing Education units **might** also qualify for continuing education credits (e.g., PDHs, CEUs, or LUs) from other credentialing bodies or organizations. The individual is responsible for contacting the relevant governing body to determine whether an activity qualifies for that body's continuing education credit.

For questions about any of the information about ASHRAE's certification renewal requirements, including clarification of acceptable and reportable qualifying activities, please contact ASHRAE's Certification Coordinator at certification@ASHRAE.org.