



CBECxP HANDBOOK

CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP)

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INTRODUCTION

Dear CBECxP Applicant:

The Certified Building Enclosure Commissioning Provider (CBECxP) credential is offered by the International Institute for Building Enclosure Consultants (IIBEC). A building enclosure commissioning provider is an individual who may have direct advisory contact with owners, design professionals, contractors, installers, inspectors/auditors, or other persons seeking guidance on building enclosure design and construction. Often, persons responsible for building enclosure commissioning are architects, engineers, or construction managers.

The governance body for the IIBEC Certification Program, including the CBECxP, is the IIBEC Certification Council (ICC). The ICC is a balanced group of stakeholders (volunteers) representing various sectors within the building enclosure commissioning community, including individuals holding one or more professional licenses issued by a state jurisdiction or industry-related credentials issued by a variety of organizations. IIBEC manages conflicts of interest and understands the importance of impartiality and objectivity in the conduct of certification activities.

To become a Certified Building Enclosure Commissioning Provider (CBECxP) and per the certification scheme, an applicant must meet specific requirements including verifiable experience and education, as well as a passing score on the CBECxP exam. Details regarding these requirements are contained in this document. Membership in IIBEC is not required for certification. For the certified person, the value of the CBECxP credential can be found in enhanced career/professional development opportunities, demonstrated knowledge mastery, and greater recognition in the building enclosure commissioning industry. To maintain certification as a CBECxP, recertification must occur annually in accordance with an individual's certification expiration date. Details for recertification are contained in this document.

All applicants are encouraged to use the online process at iibec.org to complete the CBECxP application and annual recertification requirements.

IIBEC's receipt of a complete CBECxP application qualifies an applicant for exam eligibility. Once eligible, the candidate will be emailed by IIBEC's testing vendor to schedule the online exam for either in-person testing at a test center or remote testing using the applicant's computer. Candidates who do not pass an exam will have the option to re-test every four (4) months. Payment of the exam fee is required for each exam attempt. ***An applicant has (2) years from the date the complete application is approved by IIBEC to obtain a passing score on the exam. If a passing exam score has not been obtained by the close of the two (2) year deadline, the application expires and all application materials are destroyed. Upon expiration, an applicant may re-apply at any time by filing a new application, paying the application fee, and submitting all required documentation.***

IIBEC thanks you for your interest and looks forward to receiving your application for the CBECxP credential.

CBECxP CERTIFICATION SCHEME, INCLUDING CERTIFICATION SCOPE

For this certification, the certification scheme encompasses the following elements:

Certification scope - “A CBECxP acts as the technical and administrative director of the building enclosure commissioning process that extends from the pre-design stage to the occupancy & operations stage.”

Job tasks descriptions – a job task analysis was completed by IIBEC in collaboration with certification advisors whereby tasks related to the building enclosure commissioning role were identified.

Required competency – a high school diploma or general equivalency diploma (GED); four (4) years of employment experience in building enclosure commissioning; and ten (10) completed projects involving building enclosure commissioning.

Prerequisites – see “application requirements” section of this *Handbook*

Code of conduct – certified individuals are expected to adhere to the IIBEC Code of Ethics

For this certification, the certification scheme also includes:

*Criteria for certification and recertification as detailed in the application for certification and the application for recertification.

*Assessment of knowledge, via multiple-choice exam; assessment of building enclosure commissioning employment experience; assessment of building enclosure commissioning project experience. (Note: no exam is administered for recertification; completion of twelve (12) building enclosure commissioning-related continuing education hours (CEH) in the twelve (12) months preceding submission of the recertification application is mandated; assessment of the CEH is achieved through verification information supplied by the recertifying individual.)

*Suspension or withdrawal of certification for just cause; such action can be related to a code of conduct violation, the suspension or termination of a professional license related to the practice of building enclosure commissioning arising from a third-party disciplinary action, or a criminal conviction in a court of law.

Code of Conduct

The *IIBEC Code of Ethics* is recognized as the code of conduct for the IIBEC Certification Program.

Introduction

The International Institute of Building Enclosure Consultants (IIBEC) is dedicated to the highest standards of professionalism, integrity, and competence. The standards contained in this Code of Ethics (Code) are statements of ethical principles by which the professional conduct and obligations of all IIBEC members and registrants shall be guided.

Under the IIBEC Bylaws, all IIBEC members and registrants are required to comply with the Code of Ethics and to report any observed violations. Adherence to this Code must be above reproach and beyond the influence of competing interests. Even the appearance of a conflict of interest shall be avoided.

The standards contained in this Code of Ethics are statements of ethical principles having broad applicability to members and registrants of IIBEC. Members and registrants of IIBEC shall recognize that their profession and their practice may be governed by various laws (federal, state, provincial, local, or otherwise) and regulations regarding professional registration and the conduct of trade. It is their responsibility, therefore, to be familiar with those laws and regulations and to conduct themselves accordingly.

Standard of Care Statement

This Code is not intended to define the Standard of Care a member or registrant is required to meet and shall not be used as a reference or part of a civil action against a member or registrant.

General Obligations

Members and registrants shall maintain and further their knowledge of the profession in which they practice and shall maintain the utmost standard of professional judgment and conduct. Members and registrants shall conduct themselves and their practice honestly and impartially, serving with integrity the organization (IIBEC), other members, their clients, employers, and the public.

IIBEC does not tolerate harassment, discrimination, racism, violence, retaliation, and other disrespectful or inappropriate behavior. Members and registrants shall conduct themselves with integrity, in a professional manner and treat everyone with respect and dignity, including those with differences including but not limited to gender, gender identity, race, color, age, disability, sexual orientation, ethnic origin, veteran status, religion, or other legally protected characteristics.

IIBEC members and registrants are committed to diversity and inclusion and shall value and embrace diversity in the profession and participation in IIBEC programs and activities.

Fundamental Canons

Members and registrants of IIBEC, in the performance of their duties, shall:

-Hold paramount the safety, health, and welfare of the public.

-Conduct themselves in a professional and respectful manner and recognize the contributions of the project team engaged in consulting, design, and construction.

-Value, and treat with respect and dignity all individuals, regardless of gender, gender identity, race, color, age, disability, sexual orientation, ethnic origin, veteran status, religion, or other legally protected characteristics.

Rules of Practice

Safety, Health, and Welfare of Public Responsibilities:

-Adhere to applicable laws and regulations.

-When necessary, rely on the advice of other competent and qualified persons as to the intent and meaning of such applicable laws and regulations.

-Be honest in conduct, and promote effective use of resources through transparent, and impartial service with fidelity to the public, employers, associates, and clients.

-Approve and/or issue only those documents that they prepare or review and that are determined to be safe for public health and welfare, in conformity with accepted industry standards and applicable laws.

-Neither offer to nor make payments or gifts to public officials, private clients, or industry representatives with the intent of influencing that person's judgment or decision in connection with an existing or prospective project in which the

member/registrant is interested.

-Do not mislead about the results that can be achieved through the use of the members' or registrants' services or products, nor shall the members or registrants state that they can achieve results by means that violate applicable laws.

-If a member's or registrant's judgment is overruled under circumstances that, in the opinion and best professional judgment of the member or registrant, may endanger life, may cause substantial damage to property, or is not compliant with applicable laws and regulations, the member or registrant shall:

- Advise an employer and/or client about the decision,*
- Refuse to consent to the decision, and*
- Notify the appropriate Authority Having Jurisdiction charged with the enforcement of the applicable laws or regulations.*

Professional Responsibility:

- a) Be respectful and considerate to others in obtaining work and employment, and while participating in IIBEC events.*
- b) Exercise unprejudiced and unbiased judgment and conduct when performing Services.*
- c) Make accurate, truthful, and appropriate statements or claims about their qualifications, experiences, or performance.*
- d) Perform services in areas of professional and personal competence.*
- e) Undertake assignments only when qualified by education and experience in the specific technical fields involved.*
- f) Further knowledge of technical and non-technical capabilities including, but not limited to, the science, principles, and ethics of the profession and community.*
- g) Evaluate and decline activity or employment, financial or other interest, and refuse contribution if it reasonably appears that such involvement could compromise judgment and the best interests of the clients or employers. Provide full disclosure to the client or employer and obtain consent thereto.*
- h) Restrict the use of their names or firms nor associate in business ventures with persons or firms that they have reason to believe are engaged in fraudulent or dishonest business or professional practices.*
- i) Similar to statement c. above engage only in accurate, appropriate, and truthful promotion of their practice.*
- j) Be objective and truthful in reports, statements, testimony, and on social media.*
- k) Maintain client and employer confidentiality when applicable.*
- l) Comply with obligations relating to confidential information and applicable data privacy laws in relation to its use, processing, and storage of professional and personal data.*
- m) Refrain from making false statements about the work of others and shall not*

maliciously injure or attempt to injure the prospects, practice, or employment position of others.

n) Develop and disseminate accurate information related to consultation, design, and construction of building enclosure systems.

o) Do not accept compensation – financial or otherwise – from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed.

p) Members and registrants having substantial information leading to a reasonable belief that another member or registrant has committed a violation of this Code that raises a serious question as to the honesty, trustworthiness, or fitness of the other member or registrant are encouraged to initiate a complaint with the IIBEC Ethics Committee and/or applicable Authority Having Jurisdiction.

Enforcement and Amendment

Enforcement of the Code of Ethics is administered through the IIBEC Ethics Committee, appointed by the IIBEC Board of Directors, and the Board of Directors as set forth in the IIBEC Ethics Administrative Procedures. The IIBEC Code of Ethics may be amended by the IIBEC Board of Directors upon a two-thirds vote of the Board. (End - IIBEC Code of Ethics.)

DISCLAIMER

The International Institute of Building Enclosure Consultants (IIBEC) will continue to make the latest versions of public documents for the CBECxP certification available on the IIBEC website (iibec.org). It is the individual's responsibility to email CBECxP@iibec.org and/or check the IIBEC website when considering a CBECxP application, to ensure the most current documents, guidance, and information are utilized. CBECxP processes and procedures, including fees, are subject to change.

CBECxP documents, guidance, and information provided by IIBEC are made available on an "as is" basis without provision of warranties of any kind whether expressed or implied. IIBEC and its officers, directors, agents, authorized representatives, and affiliates specifically disclaim and deny, to the fullest extent by law, any and all liability and/or responsibility for any claims, actions, liabilities, losses, damages, expenses, or injuries of any kind or nature, (including without limitation, direct, indirect, incidental, consequential, special, exemplary, or lost profits) arising directly or indirectly or resulting from the use of or reliance upon such documents or information provided by this Handbook, in general or specifically.

The practice and profession of building enclosure commissioning may be governed by various local, regional, state, provincial, or federal laws, regulations, and ordinances regarding professional registration, business practices, and the conduct of trade. Each CBECxP candidate should be familiar with applicable laws, regulations, and ordinances and conduct business accordingly. IIBEC currently has no local, state, provincial, or federal jurisdiction, sanction, or authority. While IIBEC is based in the U.S., it welcomes applicants from international locations. However, applicants are advised that many of the industry best practices materials upon which the exam is based were developed in the U.S.

Note: Prospective CBECxP applicants, including those who are recertifying, are hereby notified that IIBEC plans to apply for third-party accreditation for its CBECxP credential. Therefore, CBECxP requirements, procedures, and/or processes, including those for applicants pursuing certification or recertification, may be modified to achieve accreditation. Those modifications may render the current non-accredited CBECxP credential granted to individuals as transient and time-limited; IIBEC will notify certified persons holding the CBECxP credential, as well as persons with pending applications for CBECxP certification or recertification of material changes.

ADA SPECIAL NEEDS MODIFICATION REQUESTS

IIBEC complies with the requirements of The Americans With Disabilities Act (ADA). Individuals requiring special needs modification(s) for completion of any application-related activity, including the CBECxP exam, should contact the IIBEC Certification Program Staff: 434 Fayetteville Street, Suite 2400, Raleigh, NC 27601, CBECxP@iibec.org, (800) 828-1902. A completed form containing all required signatures is needed; that form is available in this *Handbook*.

APPEALS

All appeals related to the IIBEC Certification Program, including reconsideration of adverse decisions, are received by the IIBEC Certification Council (ICC). The appeal handling process shall be included in the application form for certification and recertification; a blank appeals form shall be included as part of the application form, also. Individuals submitting an appeal should use the appeal form.

Appeals shall be submitted via email to the ICC at CBECxP@iibec.org. Within thirty (30) days of IIBEC's receipt of the complete appeal form **and** the \$(US)50 appeal fee payment, confirmation shall be emailed to the appellant. Progress notices shall be emailed to the appellant, as available. A final, binding determination shall be emailed to the submitter within ninety (90) days of IIBEC's receipt of the complete appeal form **and** appeal fee payment, unless an alternative timeframe for resolving the appeal is agreed upon by both the appellant and IIBEC. The final decision shall be made by an IIBEC designee who was not involved in the decision being appealed; the ICC and/or its appointee shall provide that designee with applicable records and other required documentation to enable a fair, impartial, and non-discriminatory final appeal determination.

Appeals shall be considered confidential. Appeals shall be tracked and recorded in writing, including steps taken to resolve appeals, so that appropriate corrective actions and/or corrections can be undertaken. The appeals form is in this *Handbook*.

COMPLAINTS

Complaints shall be related to the IIBEC Certification Program; complaints are confirmed by the IIBEC Certification Council (ICC) to be related to certification activities for which IIBEC is responsible. If a complaint is unrelated to such activities, the complainant will be informed so the complaint may be redirected, if possible, to the most appropriate IIBEC designee. The complaint handling process shall be included in the application form for certification and recertification; a blank complaint form shall be included as part of the application form, also. Individuals submitting a complaint should use the complaint form.

Complaints shall be submitted via email to the ICC at CBECxP@iibec.org. Within thirty (30) days of IIBEC's receipt of the complete complaint form, confirmation shall be emailed to the complainant. Progress notices shall be emailed to the complainant, if applicable. A complaint involving a certified person shall require notification to that certified individual at the appropriate time. A final, binding determination shall be emailed to the complainant within ninety (90) days of IIBEC's receipt of the complete complaint form. The final decision shall be made by an IIBEC designee who was not involved in the subject of the complaint; the ICC and/or its appointee shall provide the designee with applicable records and other required documentation to enable a fair, impartial, and non-discriminatory final determination regarding the complaint.

Complaints shall be considered confidential. Complaints shall be tracked and recorded in writing, including steps taken to resolve complaints, so that appropriate corrective actions and/or corrections can be undertaken. The complaint form is in this *Handbook*.

CONFLICT OF INTEREST, FAIRNESS, AND NON-DISCRIMINATION

IIBEC recognizes the importance of avoiding conflict of interest in business matters. IIBEC defines conflict of interest as any activity or employment having any significant financial benefit or other interest, or acceptance of any contribution if it would reasonably appear that such activity, employment, interest, or contribution could compromise professional and objective judgment as a building enclosure commissioning provider or prevent the provider from serving the best interest of his/her client. Also, IIBEC is committed to fairness and non-discrimination in the conduct of the Certification Program; concerns involving these matters may be submitted in writing via email to the IIBEC Certification Council at CBECxP@iibec.org.

IIBEC IMPARTIALITY STATEMENT

The International Institute of Building Enclosure Consultants (IIBEC) and its management are committed to ensuring that all certification activities are conducted impartially, objectively, and fairly. IIBEC applies its policies, procedures, and decisions consistently to all individuals seeking certification. The IIBEC Certification Council (ICC) provides independent oversight of the CBECxP certification program and is responsible for ensuring that certification decisions are made impartially and based solely on objective evidence.

IIBEC actively identifies and manages potential conflicts of interest to ensure that its certification processes and decisions remain free from undue influence or external pressure. A clear separation is maintained between IIBEC's certification activities and its other organizational functions, including education and training. All certification decisions are made independently and are based solely on established criteria and verifiable evidence, without bias, favoritism, or prejudice.

Participation in IIBEC educational offerings, including training, is not required for certification and does not provide a special advantage to the applicant at any stage of the certification process. Additionally, participation in such offerings does not guarantee successful performance on any examination.

CERTIFICATION, APPLICATION SUMMARY

To achieve the CBECxP credential, IIBEC membership is not required. The successful applicant must:

- 1 Meet all application requirements and provide supporting documentation.
- 2 Submit the notarized affidavit.
- 3 Attain one hundred (100) points from education, projects, licenses, and other credentials.

- 4 Sign and submit the application; pay the application fee.
- 5 Pay the exam fee, take the exam, and obtain a passing score.

RECERTIFICATION, APPLICATION SUMMARY

To maintain the CBECxP credential, IIBEC membership is not required. The successful recertification applicant must:

- 1 Meet all requirements, including the continuing education requirement; provide supporting documentation.
- 2 Sign and submit the recertification application; pay the recertification application fee(s).

CERTIFICATION, APPLICATION REQUIREMENTS

Application Form

The initial certification application form must be completed and signed; it is contained in this *Handbook*. Upon submission, an applicant has up to one (1) year to provide all materials per the application. If all materials are not received by IIBEC by the one (1) year deadline, the application expires and all application materials are destroyed. Upon expiration, an applicant may re-apply at any time by filing a new application, paying the application fee, and submitting all required documentation.

Education Requirement

A digital photo (JPEG, PDF, or GIF) of the High School Diploma/General Equivalency Diploma (GED) or college/university degree(s) if applicable, is required. Contact CBECxP@iibec.org to determine an appropriate verification document if a diploma is unavailable or if the applicant claims college/university credits without completion of a degree.

The applicant's education background must be detailed in the application. Note: The applicant must submit education verification documentation for the CBECxP application regardless of documents previously submitted by the applicant to IIBEC or other organizations for attainment of other credentials or for any other purposes. For a CBECxP application to be considered complete, supporting documentation must be provided by the applicant specifically for the CBECxP application process.

Employment Experience Requirement

The applicant must have at least four (4) years of building enclosure commissioning employment experience. Information regarding an applicant's employment history is required. See Attachment Sheet 1 – Employment History Form.

Project Experience Requirement

A minimum of ten (10) projects from three (3) separate building enclosure commissioning project experience categories is required. These categories are listed in Supplement Sheet A, Descriptions of Project Experience Categories. A contact name and phone number must be provided for each project listed on Attachment Sheet 2 – Project Experience Form.

Continuing Education Hour (CEH) Requirements

Completion of a minimum of three (3) building enclosure commissioning-related CEH activities is required and complete verification documentation must be provided. CEH must be technical in nature and not sales or product oriented. Online CEH programs are acceptable. CEH verification documentation should be in the form of a certificate or letter from the sponsoring organization stating the name of the individual, the name of the CEH activity and sponsoring organization, the date of the activity, and the number of hours awarded. A minimum of seventy (70) CEHs is required. CEHs can be no older than ten (10) years.

Point System Explanation

A total of one hundred (100) points must be tallied from Education, Project Experience, and Professional Licenses/Credentials.

The following points apply for **Education**:

High School Diploma or General Equivalency Diploma (GED) = zero (0) points.

Associate = twenty (20) points, industry-related*; sixteen (16) points, general.

Four-Year Bachelor = forty (40) points, industry-related*; thirty-two (32) points, general.

Five-Year Bachelor = fifty (50) points, industry-related*; forty (40) points, general.

Master = ten (10) points, industry-related*; eight (8) points, general.

Doctorate = ten (10) points, industry-related*; eight (8) points, general.

Each year of college/university completion, without degree = ten (10) points, industry-related*; eight (8) points, general.

(*Industry-related = architecture, engineering, construction, building science, or building technology.)

The maximum total number of points that may be awarded for Education is fifty (50) points.

[For Applicant Use: My Education Points = _____]

The following points apply for **Project Experience**:

For each project, one (1) point is awarded in specified project experience categories related to building enclosure commissioning. A list of categories is found in Supplement Sheet A - Description of Project Experience Categories. Points may be earned from multiple categories for a single project.

For example: on a single project, an applicant performed an infrared moisture survey (category #1); gave deposition for litigation (category #7); and wrote a building enclosure commissioning article which was published in a magazine (category #9). In this example, three (3) points are earned, with one (1) point attained for each project experience category: #1, #7, and #9.

The Project Experience Form - Attachment Sheet 2 must be completed with information for each project, including the name and phone number of a contact person. A minimum of ten (10) projects is required. The applicant may attach additional copies of the Project Experience Form, as needed.

[For Applicant Use: My Project Experience Points = _____]

The following points apply for these **Professional Licenses**:

Twenty (20) points are awarded to licensed architects (RA) or licensed professional engineers (PE). Persons with dual licensure (RA and PE) or multiple licenses from various states or provinces receive a maximum of twenty (20) points. A digital photo (JPEG, PDF, or GIF) of each license for which points are claimed, with expiration date visible on each license, must be emailed to CBECxP@iibec.org.

[For Applicant Use: My Professional Licenses Points = _____]

The following points apply for these **Professional Credentials**:

BECxP = five (5), CxA+BE = five (5), BCxP = five (5), CCP = five (5), BSSO = five (5), HERS = five (5), OBEC = five (5), CxA = five (5), CET = five (5), LEED AP = five (5), LEED BD+C = five (5), CDT = five (5), CCCA = five (5), CCS = five (5), CIT = five (5), CABS = five (5), RRO = five (5), REWO = five (5), RBEC = ten (10), RRC = ten (10), RWC = ten (10), REWC = ten (10).

[For Applicant Use: My Professional Credentials Points = _____]

Calculating an Applicant's Total Points

An applicant's total points are calculated by summing the points attained for each category: Education, Project Experience, and Professional Licenses/Credentials.

[For Applicant Use: My Total Points = _____]

Exam

Achievement of a passing score on the CBECxP exam is required for certification. Details regarding the exam are contained in the CBECxP Exam Guide in this *Handbook*.

Fees, Certification Application

For any IIBEC Certification Program credential, all fees are non-refundable. See the payment form included in the certification application form in this *Handbook*.

Maintenance of Certification

Once certified, individuals maintain certification by annually filing a recertification application, paying the recertification fee(s), and submitting application-related documentation to verify continuing education requirements. Further details and the recertification application form are contained in this *Handbook*.

RECERTIFICATION, APPLICATION REQUIREMENTS

Application Form

The recertification application form must be completed and signed; it is contained in this *Handbook*. Sixty (60) days prior to the certificant's date of certification expiration, IIBEC will provide a recertification notice via email and postal mail. To maintain certification, a recertification applicant has ninety (90) days from the date of certification expiration within which to complete the recertification process. A late fee shall be paid by an applicant who completes the recertification process subsequent to his/her certification expiration date. (See recertification application in this *Handbook*.)

Continuing Education Hours (CEH) Requirement

For recertification, twelve (12) continuing education hours (CEH) completed within the preceding twelve (12) months prior to recertification application submittal, must be achieved. CEH verification documentation should be in the form of a certificate or letter from the sponsoring organization stating the name of the individual, the name of the CEH activity and sponsoring organization, the date of the activity, and the number of hours awarded.

Fees, Recertification Application

For any IIBEC Certification Program, all fees are non-refundable. See the payment schedule included in the recertification application form in this *Handbook*.

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APPLICATION FOR CBECxP
CERTIFIED BUILDING ENCLOSURE COMMISSIONING



434 Fayetteville St., Suite 2400
 Raleigh, NC 27601
 (800) 828-1902 or (919) 859-0742
www.iibec.org
 CBECxP@iibec.org

Date _____

Type or Print Legibly Using Black Ink

SECTION 1: APPLICANT PROFILE, CERTIFICATION APPLICATION - CBECxP

Name	Last	First	Middle
Address	Number and Street:		
	City:	State/Province:	Zip/Postal Code: Country:
	Email: Phone:		
Have you previously applied for the IIBEC CBECxP credential? () Yes () No If yes, please give date of previous application:			
Are you a Licensed Architect? () Yes () No License Date: State/Province: License #: Expiration:			
Are you a Licensed Professional Engineer? () Yes () No License Date: State/Province: License #: Expiration:			
Americans With Disabilities Act (ADA) Special Needs Modification(s) Request			
In connection with this application for the IIBEC CBECxP credential, do you require accommodations per the Americans With Disabilities Act (ADA)? () Yes () No Please see form in this <i>Handbook</i> .			

SECTION 2: EMPLOYER PROFILE, CERTIFICATION APPLICATION - CBECxP

Employer Business: () Consulting () Architectural () Engineering () Contractor () Manufacturer () Distributor () Other, please specify:			
Employer Name/Street Address:			
City:	State/Province:	Zip/Postal Code:	Country:
Phone:			
Employer Organization Type: () Individual () Partnership () Corporation () Other, please specify:			

SECTION 3: EDUCATION AND CONTINUING EDUCATION, CERTIFICATION APPLICATION - CBECxP

In chronological order, list the type, name, and address of each high school, college, university, or technical school attended. For college or university credit-bearing education for which no degree was conferred, indicate the number of semesters completed. This sheet may be photocopied if additional sheets are required.

Verification of CEH is required and consists of these components: a certificate or letter from the sponsoring organization stating the name of the individual, the name of the CEH activity and sponsoring organization, the date of the activity, and the number of hours awarded. Verification information can be entered via the applicant's online IIBEC profile account or emailed to CBECxP@iibec.org.

GED Diploma(yes/no)_____ High School Diploma: (yes/no)_____ College (Years Completed): _____

Type of School	Name and Address of Institution	Dates Attended Mo/Yr to Mo/Yr	Did you Graduate?	Semesters Completed	Major	Degree

SECTION 4: EMPLOYMENT HISTORY, CERTIFICATION APPLICATION - CBECxP

On Attachment Sheet 1, Employment History Form, provide information regarding your employment history directly related to building enclosure commissioning. ***Do not include employment in positions unrelated to building enclosure commissioning.***

SECTION 5: PROJECT EXPERIENCE, CERTIFICATION APPLICATION - CBECxP

On Attachment Sheet 2, Project Experience Form, list entries for which building enclosure commissioning-related project experience is claimed. A minimum of ten (10) projects from three (3) project experience categories must be entered. A contact name and phone number must be included for each project. See Supplement Sheet A, Descriptions of Project Experience Categories.

SECTION 6: IIBEC CODE OF ETHICS, CERTIFICATION APPLICATION - CBECxP

The IIBEC Code of Ethics, available at <https://iibec.org/membership/code-of-ethics/>, outlines the obligations of the building enclosure commissioning provider to the public, the client, the employer, the profession, and the building industry. The CBECxP applicant must agree to promote and conform to this code of ethics. See the Affidavit in Section 8.

SECTION 7: AFFIDAVIT , CERTIFICATON APPLICATION - CBECxP

Complete Attachment Sheet 4 - Affidavit and submit the notarized document to IIBEC at CBECxP@iibec.org.

SECTION 8: PAYMENT FORM, CERTIFICATION APPLICATION - CBECxP



434 Fayetteville St., Suite 2400
Raleigh, NC 27601
(800) 828-1902 or (919) 859-0742
www.iibec.org

Pay by check or credit card: a complete and signed recertification application must also be submitted via the IIBEC online user portal, or as a PDF emailed to CBECxP@iibec.org.

If paying by check (\$US) payable to "IBEC", mail to:
434 Fayetteville Street, Suite 2400, Raleigh, NC 27601.

[] \$425.00 certification application fee.

If paying by credit card via your online IIBEC profile account, select card type:

Charge my: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

☐ \$425.00 certification application fee.

Name on credit card _____ Telephone _____

Account Number _____ Expiration Date _____

3-Digit or 4-Digit Verification Value/Code _____ Signature _____ Date _____

Credit card billing address: (If different from address provided on CBECxP application)

Address: _____

City: _____ State/Province: _____ Zip/Postal code: _____

Country: _____

SECTION 9: SIGNATURE OF APPLICANT, CERTIFICATION APPLICATION - CBECxP



434 Fayetteville St., Suite 2400
Raleigh, NC 27601
(800) 828-1902 or (919) 859-0742
www.iibec.org

I hereby attest that:

I am submitting my application for the IIBEC Certified Building Enclosure Commissioning Provider (CBECxP) credential with the following scope: "a CBECxP acts as the technical and administrative director of the building enclosure commissioning process that extends from the pre-design stage to the occupancy & operations stage." I understand that certification is contingent upon satisfying all requirements and supplying application-related documentation for the CBECxP certification credential; if I do not submit all required application documentation within one (1) year of application submission, my application will expire.

In addition, I understand that I must take the CBECxP exam and obtain a passing score within two (2) years of my application approval by IIBEC or my application will expire. I agree to keep confidential and not disclose any CBECxP exam-related content without the approval of IIBEC.

Upon expiration of an application for any reason, all application materials will be destroyed by IIBEC. I may re-apply at any time by submitting a new application with required documentation and payment of the application fee.

I hereby subscribe to and agree to conform to the IIBEC Code of Ethics. I shall endeavor never to place myself in a conflict of interest or permit myself to be placed in a position that would allow for a potential conflict of interest. Conflict of interest shall be defined as any activity or employment having any significant financial benefit or other interest, or acceptance of any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise my professional and objective judgment as a building enclosure commissioning provider or prevent me from serving the best interest of my client.

I understand if CBECxP certification is granted, I shall agree to use of the CBECxP certificate and the CBECxP mark appropriately.

I understand if CBECxP certification is granted, my name, place of employment, the geographic location of my employer, and the date of my certification may be publicly disseminated in an IIBEC press release.

I understand that my name, certification status, and scope of certification shall be public information. Such information shall be made publicly available by IIBEC, upon request, except where the release of such information is prohibited by law.

Applicant Signature _____ **Date** _____

Applicant Name (Printed) _____

Thank you for your application submission. Each applicant is encouraged to retain a copy of the completed application.

RECERTIFICATION APPLICATION - CBECxP**CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER**

434 Fayetteville St., Suite 2400
 Raleigh, NC 27601
 (800) 828-1902 or (919) 859-0742
www.iibec.org

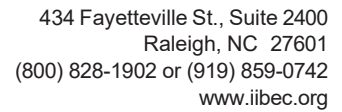
Date _____

SECTION 1: APPLICANT PROFILE, RECERTIFICATION APPLICATION - CBECxP

Applicant Name	Last	First	Middle
Home Address	Number and Street:		
	City:	State/Province:	Zip/Postal Code: Country:
	Email:		Phone:
Employer (Name of Organization):			
Employer Address:			
Employer Phone:			
Americans With Disabilities Act (ADA) Special Needs Modification(s) Request			
In connection with this application for recertification for the IIBEC CBECxP credential, do you require accommodations per the Americans With Disabilities Act (ADA)? () Yes () No			

SECTION 2: CONTINUING EDUCATION, RECERTIFICATION APPLICATION - CBECxP

For recertification, the applicant must provide verification of twelve (12) building enclosure commissioning-related continuing education hours (CEH) attained in the twelve (12) months prior to filing the recertification application. CEH must be technical in nature and not sales/product-oriented. Verification of CEH is required and consists of these elements: a certificate or letter from the sponsoring organization stating the name of the individual, the name of the CEH activity and the sponsoring organization, the date of the activity, and the number of hours awarded. Verification information can be entered via the applicant's online IIBEC account or emailed to CBECxP@iibec.org.



434 Fayetteville Street,
Suite 2400, Raleigh, NC 27601

[] \$150.00 additional recertification application LATE fee if submitting after certification expiration date, but within ninety (90) days of that date, i.e., during the grace period. (If more than ninety (90) days have elapsed since the certification expiration date, a new application for certification must be submitted and this form cannot be used.)

Charge my: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

[] \$150.00 additional recertification application LATE fee if submitting after certification expiration date, but within ninety (90) days of that date, i.e., during the grace period. (If more than ninety (90) days have elapsed since the certification expiration date, a new application for certification must be submitted and this form cannot be used.)

Name on credit card _____
Account Number _____
Expiration Date _____

3-Digit or 4-Digit Verification Value/Code _____ Signature _____

Date _____

Credit card billing address: (If different from address provided on application)

Address:

City: _____ State/Province: _____ Zip/Postal code: _____

Country: _____

SECTION 4: SIGNATURE OF APPLICANT, RECERTIFICATION APPLICATION - CBECxP



I hereby attest that:

I am submitting my application for recertification for the IIBEC Certified Building Enclosure Commissioning Provider (CBECxP) credential with the following scope: “a CBECxP acts as the technical and administrative director of the building enclosure commissioning process that extends from the pre-design stage to the occupancy & operations stage.” I understand that recertification is contingent upon satisfying all requirements and supplying application-related documentation for recertification for the CBECxP credential. Recertification for the CBECxP credential requires payment of fees and is contingent upon these conditions:

Twelve (12) continuing education hours (CEH) related to building enclosure commissioning must be completed within the preceding twelve (12) months of this recertification application's date of submission. CEH must be technical in nature and not sales/product-oriented. CEH verification documentation consists of a certificate or letter from the sponsoring organization stating the name of the individual, the name of the CEH activity and the sponsoring organization, the date of the activity, and the number of hours awarded. Verification of the twelve (12) CEH is required. Verification information is emailed to CBECxP@iibec.org or entered via the applicant's online IIBEC profile account.

I hereby subscribe to and agree to conform to the IIBEC Code of Ethics. I shall endeavor never to place myself in a conflict of interest or permit myself to be placed in a position that would allow for a potential conflict of interest. Conflict of interest shall be defined as any activity or employment having any significant financial benefit or other interest, or acceptance of any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise my professional and objective judgment as a building enclosure commissioning provider or prevent me from serving the best interest of my client.

My CBECxP certification expires as of the expiration date on my CBECxP certificate. If I have not recertified by that expiration date, I will have ninety (90) days following my certification's expiration date, i.e., the grace period, to complete recertification. If I have not achieved recertification by the close of that grace period, I may certify as a CBECxP *only through completion of the process for certification as a new applicant*. I understand if/when CBECxP recertification is granted, I shall be required to sign an agreement for the use of the CBECxP certificate and the CBECxP mark.

I understand if CBECxP recertification is granted, my name, place of employment, the geographic location of my employer, and the date of my certification may be publicly disseminated in an IIBEC press release.

I understand that my name, certification status, and scope of certification shall be public information. Such information shall be made publicly available by IIBEC, upon request, except where the release of such information is prohibited by law.

Applicant Signature _____ Date _____

Applicant Name (Printed) _____

Thank you! Each applicant is encouraged to retain a copy of the completed application.



EXAM GUIDE

Certified Building Enclosure Commissioning Provider (CBECXP}

OVERVIEW – CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP) EXAM

Applicants who have satisfied all application requirements including the submission of all supplementary documentation, become exam-eligible. Each exam-eligible applicant will be emailed by the testing vendor to schedule a test session. Upon achieving exam eligibility, an applicant has two (2) years within which to take the exam and obtain a passing score. The test fee is \$(US)325. Candidates who do not initially pass the exam will have the option to re-test every four (4) months during the aforementioned two (2)-year timeframe. A test fee must be paid prior to each exam attempt.

If the two (2)-year timeframe has elapsed and a passing score has not been obtained by the applicant, the application will expire. All application materials will be destroyed by IIBEC and a new application, including payment of the application fee, will be required.

The CBECxP exam is online and computer-based. It is administered by a third-party test vendor, (Meazure Learning,) offering conveniently-located test centers and live remotely-proctored testing using the applicant's home or office computer. Conditions and requirements for in-center testing or remote testing including requiring a test-taker to sign a non-disclosure/confidentiality agreement, confirming a test-taker's identity prior to testing, test session proctoring procedures, identification of materials allowed and disallowed during a test session, and processes for monitoring cheating-related activities are communicated to test-takers by Meazure Learning. Cheating is never allowed. A test-taker who engages in cheating is subject to disciplinary action including cancellation of his/her CBECxP application.

The CBECxP exam addresses all phases of the building enclosure commissioning process (pre-design, design, bidding and negotiation, construction, and occupancy and operations). The CBECxP exam is a three (3)-hour test, consisting of ninety (90) multiple-choice items of which five (5) items are unscored and not incorporated into the candidate's final score. As of this Handbook's release date, the passing raw score for the exam is sixty-one (61). A list of reference publications used in the development of the exam, an outline of the exam objectives, and suggestions for exam preparedness are provided on the following pages.

Best Practices Publications Used as Reference Materials in the Development of the CBECxP Exam

Title	Author	Date
ANSI/ASHRAE/IES Standard 202, Commissioning Process for Buildings and Systems, Section 3, Definitions	ASHRAE	2018
ASHRAE Guideline 0, The Commissioning Process, Section 4, Definitions	ASHRAE	2019
ASTM C1153-10, Standard Practice for Location of Wet Insulation in Roofing Systems Using Infrared Imaging	ASTM International	2015
ASTM C1060-11a, Standard Practice for Thermographic Inspection of Insulated Installations in Envelope Cavities of Frame Buildings	ASTM International	2015
ASTM E1105-15, Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors, and Curtain Walls, by Uniform or Cyclic Static Air Pressure Difference	ASTM International	2015
ASTM E631, Terminology of Building Constructions	ASTM International	2015
ASTM E2947, Standard Guide for Building Enclosure Commissioning	ASTM International	2016
ASTM C1193-16, Standard Guide for Use of Joint Sealants	ASTM International	2016
ASTM E2813, Standard Practice for Building Enclosure Commissioning	ASTM International	2018
ASTM E329-21, Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection	ASTM International	2021
CSA Z320-11, Building Commissioning Standard	CSA America, Inc.	2011
CSA Z5000-18, Building Commissioning for Energy Using Systems	CSA America, Inc.	2018
CSA S478-2019, Guideline on Durability in Buildings	CSA America, Inc.	2019
IIBEC Code of Ethics https://iibec.org/membership/code-of-ethics/	IIBEC	2022
ISO 21105-1 Performance of Buildings – Building Enclosure Thermal Performance Verification and Commissioning – Part 1 General Requirements	ISO	2019

This list is representative of best practices publications utilized. Review of these publications is not intended as the sole preparation for the exam. Each applicant should prepare accordingly with training, courses, and/or other publications which may be deemed appropriate for the individual's background, experience, and education.

CBECxP Exam Objectives – During exam development, subject matter experts compiled tasks relating to building enclosure commissioning knowledge and skills. The percentage of exam questions devoted to each objective is listed. (Note: BECx acronym = building enclosure commissioning.)

Objectives	Subjects	Percentage of Exam Questions
Section 1	BECx Core Competencies	20%
Objective 1.1	Demonstrate knowledge of building enclosure systems and material science	
Objective 1.2	Demonstrate knowledge of procurement and project delivery	
Objective 1.3	Demonstrate knowledge of contract documents and construction administration	
Section 2	BECx Pre-design	20%
Objective 2.1	Determine and communicate basic owner project requirements (OPR) related to the building enclosure	
Objective 2.2	Relate basis of design (BOD) to building enclosure requirements	
Objective 2.3	Create building enclosure commissioning (BECx) plan	
Section 3	BECx Design	20%
Objective 3.1	Evaluate design and construction alternatives against OPR	
Objective 3.2	Facilitate communication plan related to OPR, BOD, and BECx plan	
Objective 3.3	Evaluate BECx team	
Section 4	BECx Bidding and Negotiation	10%
Objective 4.1	Demonstrate knowledge of contract documents and submittals	
Objective 4.2	Develop testing and observation schedule	
Section 5	BECx Construction	20%
Objective 5.1	Observe workmanship versus contract documents and mock-ups.	
Objective 5.2	Compare contractor's QA and QC to contract documents	
Objective 5.3	Explain scope, purpose, and intent of testing; evaluate testing firms and laboratories	
Section 6	BECx Occupancy & Operations	10%
Objective 6.1	Compile maintenance and system manual	
Objective 6.2	Develop closeout documentation	
	Total Percentage	100%

ADA Special Needs Modification Requests

IIBEC complies with the requirements of The Americans With Disabilities Act (ADA). Individuals requiring special needs modification(s) for completion of any application-related activity, including the CBECxP exam, should contact the IIBEC Certification Program Staff: 434 Fayetteville Street, Suite 2400, Raleigh, NC 27601, CBECxP@iibec.org, (800) 828-1902. A completed form containing all required signatures is needed; that form is available in this *Handbook*.

Exam Registration and Exam Day Expectations

IIBEC's test vendor, Meazure Learning, provides instructions for exam registration, as well as details regarding exam day expectations.

Exam Preparation Guidance

These weblinks, indicated below, offer webpages with suggestions that CBECxP applicants may find useful when preparing for exam day. Beyond these public sources, many books and articles are available on the topic of exam preparedness. Each applicant should evaluate his/her unique needs and seek information resources best suited to meeting those needs.

RESOURCES

EXAM EXPECTATIONS

Source: Meazure Learning

[What You're Allowed and Not Allowed to do During Your Exam](#)

SYSTEM REQUIREMENTS

Source: Meazure Learning

<https://support.proctoru.com/hc/en-us/articles/24692181239309-Equipment-Requirements>

WHAT TO EXPECT DURING YOUR REMOTE PROCTORED EXAM

Source: Meazure Learning

[What To Expect During Your Remote Proctored Exam](#)

GUARDIAN BROWSER INFORMATION

Source: Meazure Learning

[Download the Guardian Browser](#)

[Guardian Browser Support Resources](#)

HELP CENTER LINK

Source: Meazure Learning

[ProctorU Help Center](#)

LOCATIONS FOR EXAM-TAKING AT A TEST CENTER

Source: Meazure Learning

[Test Center Exam Proctoring](#)

TEST CENTER LOCATIONS

Source: Meazure Learning

[Test Center Sites](#)

PREPARING YOURSELF FOR EXAM DAY

Source: Complete Test Preparation, Inc.

<https://test-preparation.ca/test-tactics-mental-preparation/>

DEALING WITH EXAM ANXIETY

Source: University of St. Andrews

<https://www.st-andrews.ac.uk/guides/exam-anxiety/>

Cheating

Cheating is never allowed on any IIBEC Certification Program exam. Individuals engaging in any kind of cheating behavior or activity will be subject to disciplinary action by IIBEC.

Obtaining Test Results

A report letter with the applicant's exam result is delivered to each test-taker from the test vendor (Meazure Learning). Each certification exam is scored as "pass" or "fail". Each test-taker may access exam results via the vendor's (Meazure Learning) secure, password protected portal for up to one (1) year following the exam date.

Re-testing

Following approval of an applicant's complete application, an applicant has two (2) years to pay the exam fee, take the exam, and obtain a passing exam score. Within that timeframe, if an applicant does not produce a passing score on the initial testing attempt, a re-test can be scheduled every four (4) months until the two (2) years have elapsed. The exam fee shall be paid by the test-taker for each exam session.

Exam Appeals

See "Appeals" on page viii of this Handbook.

Attachment Sheet 1

Page 1 of __



Employment History Form

Name _____

Date _____

Beginning with the current employer, list **positions related to building enclosure commissioning only**.
Photocopy this form and use additional pages, as necessary.

DATE		(1) Company Name (2) Address (3) City, State, Zip (4) Title/Position	Description of position responsibilities. (Briefly, in space provided.)
From	To*		
		(1) (2) (3) (4)	
		(1) (2) (3) (4)	
		(1) (2) (3) (4)	
		(1) (2) (3) (4)	

*Type "Present" to indicate current employer.

Supplement Sheet A**Descriptions of Project Experience Categories****1. Building Enclosure Surveys or Audits**

This category applies to performance of a visual building enclosure condition assessment. The assessment would be performed in general accordance with industry-recognized procedures in which the as-built condition of the building enclosure is observed, identified, and documented as compared with the construction documents and owner's project requirements. Reporting may be through a standard checklist format or through a narrative report. The report may include photographs and/or video documentation. A drawing will generally be prepared to present the layout of the building enclosure penetrations and findings.

2. Preparation or Independent Design Review of Contract Documents (Drawings, Specs, etc.)

This category includes the preparation of a complete set of contract documents—including the bidding documents, general conditions, technical specifications, commissioning plans, sections and details—as specifically related to the building enclosure.

3. Develop and Execute a Building Enclosure Commissioning Plan/Program

This category includes a project in which the applicant was directly in a position of management or supervision for developing and executing a plan or program.

4. Building Enclosure Commissioning Observation/Quality Assurance

This category includes observations performed on-site by the applicant during construction, for the assurance of the quality of another's work. The applicant may provide these services independently or under the direction of a supervisor. Written documentation is prepared in the form of narrative reports or checklist reports.

5. Building Enclosure Forensic Investigations, Depositions, Expert Testimony

This category may include site observations, field tests, laboratory tests and analysis, video and photographic documentation, and other procedures implemented in a standard investigation of a project requiring forensics, depositions, and/or expert testimony. Only one point may be claimed for each project for which any of these services are provided.

6. Building Enclosure Moisture Investigations (Infrared, Nuclear, and/or Capacitance)

This category includes the conduct of non-destructive testing (such as an infrared, nuclear, and/or capacitance survey) of the building envelope related to moisture, airtightness, thermal performance, or other characteristics. Investigations are presented in a written report including information regarding the procedures utilized, the findings, and the conclusions from the observations. Recommendations may be presented but are not mandatory. A drawing generally accompanies the report. Photographic and video documentation may or may not be presented, depending upon the project.

7. Building Enclosure Testing: Physical/Quantitative Analyses

This category refers to testing for physical, qualitative, and/or quantitative analysis of building enclosure materials and systems. This could include hygrothermal analysis, test cut analysis, whole-building air tightness testing, material testing, forensic testing, energy modeling, and other procedures utilizing scientific methods and procedures.

8. Research Directly Related to the Building Enclosure

This category would generally relate to research performed during building commissioning projects in which new technology is developed or utilized.

9. Authorship of a Publication Related to Building Enclosure Commissioning (Articles, Books, Theses)

This category includes articles, books, theses, etc. related to building enclosure commissioning that have been published. These publications cannot be for marketing purposes and must have a fundamental basis that is educational or newsworthy.

10. Presenting a Lecture Related to Building Enclosure Commissioning (for Educational Purposes)

This category includes lectures that primarily offer educational content or training material.

11. Acting as the Building Enclosure Commissioning Provider or Building Enclosure Commissioning Specialist

This category applies to the administration of building enclosure commissioning and may include some or all of the following duties: documenting the owners project requirements (OPR); drafting and communicating the commissioning requirements for inclusion in agreements; developing the commissioning plan; assigning responsibilities to the building enclosure commissioning team; reviewing the basis of design, technical, and commissioning plan requirements at schematic design, design development, and construction document stages; reviewing construction documents and submittals; conducting or authorizing field reviews and mock-ups; performing construction observations and site visits; updating OPRs and commissioning plans; attending pre-construction sub-contractor meetings; conducting building enclosure commissioning team meetings; documenting requirements for substantial completion.

12. Professional Association Participation

This category includes participation in building enclosure commissioning-related professional association activities such as serving on a committee or task force as a volunteer.

13. Participation in the Building Enclosure Commissioning Process

This category applies to an applicant who is not in the role of Building Enclosure Commissioning Provider or Building Enclosure Commissioning Specialist. The applicant is responsible for implementing a portion of the building commissioning. In most cases, the individual would likely be in the role of owner, architect, design sub-consultant, construction manager, general contractor, subcontractor, or manufacturer.

Attachment Sheet 2



Page __ of __

Project Experience Form (See Supplement Sheet A for descriptions of categories represented by numbered columns.)

Name _____ Date _____

		1	2	3	4	5	6	7	8	9	10	11	12	13
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													

Page __ of __

Project Experience Form (See Supplement Sheet A for descriptions of categories represented by numbered columns.)

		1	2	3	4	5	6	7	8	9	10	11	12	13
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													
#_	Project Name: _____ Project Location: _____ Project Contact: _____ Telephone: _____ Project Date _____													

Attachment Sheet 3**Affidavit**

Name _____

Date _____

State/Province _____

County of _____

_____, being first duly sworn, deposes and says:

(Applicant's Name) _____

I, the Applicant named above, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith. I hereby subscribe to and agree to conform to the IIBEC Code of Ethics. I shall endeavor never to place myself in a conflict of interest or permit myself to be placed in a position that would allow for a potential conflict of interest. Conflict of interest shall be defined as any activity or employment having any significant financial benefit or other interest, or acceptance of any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise my professional and objective judgment as a building enclosure commissioning provider or prevent me from serving the best interest of my client.

I also hereby authorize any individual, company or institution with whom I have been associated to furnish IIBEC with any information concerning my qualifications for Certified Building Enclosure Commissioning Provider which they have on record or otherwise, and do hereby release the individual, company or organization and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

Subscribed and sworn to before me this ____ day of _____, 20_______
(Signature of Applicant)

(SEAL)

My Commission expires __________
(Signature of Notary Public)

AMERICANS WITH DISABILITIES ACT (ADA)
REQUEST FOR SPECIAL NEEDS ACCOMODATION(S) FORM

Attachment Sheet 4

Type or Print Legibly Using Black Ink

APPLICANT INFORMATION

Full Name	Last	First	Middle Initial
Home Address	Number and Street		
	City	State/Province	Zip/Postal Code
	Email		Country
	Phone		

SPECIAL NEEDS ACCOMMODATION REQUEST

Certification Credential Involved in This Request: _____

Describe specific special needs accommodation(s) requested:

Signature of Applicant: _____

Printed Applicant Name: _____

Date: _____

Professional evaluation must have been made no earlier than three (3) years prior to submittal of this request. Professional evaluator must be a licensed healthcare provider: physician, physician assistant, nurse practitioner, or psychologist.

Attestation of Professional Evaluator: It is my opinion that due to the requesting individual's disability, the accommodation(s) described on page 1 of this form is/are appropriate per my evaluation of the requesting individual. Documentation of the requester's disability diagnosis is attached to this form. (Documentation should be in the form of a letter on the professional evaluator's letterhead describing the requesting individual's diagnosis and the need for special accommodation(s).)

Signature _____

Date _____

Evaluator Name (Printed) _____

Professional License/State of Issue/License Expiration _____

Address _____ City _____

State/Province _____ Country _____

Email _____

Phone _____

To Requester – submit* both pages of this form to:

International Institute of Building Enclosure Consultants
434 Fayetteville Street
Suite 2400
Raleigh, NC 27601
CBECxP@iibec.org

*If this form requests special needs accommodations related to exam administration and is submitted subsequent to submittal of the CBECxP application form, please allow ninety (90) days for processing of this request in advance of a desired exam date.

Attachment Sheet 5



Certification Program – Appeal Form

To Appellant:

Please indicate the type of certification program-related appeal you are presenting and provide details regarding your appeal submission.

The appeals fee of \$(US)50 must be paid to IIBEC before the appeals submission will be considered. Within thirty (30) days of IIBEC's receipt of a complete appeals form and payment of the appeals fee, a confirmation of receipt of the appeal will be emailed to the appellant.

Name: _____

Address: _____

City and State/Province _____

Zip/Postal Code: _____

Phone: _____

Email: _____

Certification Credential Involved in Appeal: _____

Type of Appeal: (mark an 'X') Certification Denial _____

Examination Results Appeal _____ (Include Date of Examination _____)

Recertification Denial _____

Special Accommodations ADA Denial _____

Please provide details of your appeal:

Signature _____ Date _____

Submit completed form to: CBECxP@iibec.org

Payment \$(US)50 to be mailed to: IIBEC, 434 Fayetteville St., Suite 2400, Raleigh, NC 27601

Attachment Sheet 6



Certification Program – Complaint Form

To Complainant:

Below, please provide details of your certification program-related complaint and your desired outcome, if applicable.

Within thirty (30) days of IIBEC's receipt of this completed form, a confirmation of complaint receipt will be emailed to you.

Name: _____

Address: _____

City and State/Province: _____

Zip/Postal Code: _____

Phone: _____

Email: _____

Certification Credential Involved in Complaint: _____

Please provide details of your complaint:

Please provide details of your desired outcome, if applicable:

Signature _____ Date _____

Submit completed form to CBECxP@iibec.org.