

HANDBOOK

# CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER

Application &  
Study Guide



[iibec.org/credentials](https://iibec.org/credentials)





# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

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](http://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.

Sincerely,

Alec Jeffries  
Vice President of Membership & Credentials



**International Institute of Building Enclosure Consultants**  
434 Fayetteville Street, Ste. 2400 • Raleigh, NC 27601  
(T) 919-859-0742 or 800-828-1902 • (F) 919-859-1328  
[www.iibec.org](http://www.iibec.org)





# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## TABLE OF CONTENTS

Please review the enclosed packet to verify that you have the following items:

Accreditation .....	i-xi
---------------------	------

### APPLICATION

Section 1: Profile Information .....	2
Section 2: Business Information .....	2
Section 3: Education .....	3
Section 4: Professional Employment History .....	4
Section 5: Project Experience .....	4
Section 6: Summary of Points .....	4
Section 7: Continuing Education Hours .....	4
Section 8: Affidavit Registration, Authorization, and Release .....	4

### ATTACHMENTS

Attachment Sheet 1: Professional Employment History .....	5
Supplemental Sheet A: Description of Project Categories .....	6–7
Attachment Sheet 2: Project Experience .....	8
Attachment Sheet 3: Summary of Points .....	9–10
Attachment Sheet 4: Continuing Educational Hours .....	11
Attachment Sheet 5: Affidavit Registration, Authorization, and Release Form .....	12
Attachment Sheet 6: ADA: Request for Special Needs Accommodation(s) Form .....	13
Attachment Sheet 7: ADA: Professional Evaluation Form .....	14
Attachment Sheet 8: Certification Program – Appeal Form .....	15
Attachment Sheet 9: Certification Program – Complaint Form .....	16
Attachment Sheet 10: Certification Payment Form .....	17
Attachment Sheet 11: Application Attestation and Agreement .....	18
Attachment Sheet 12: Recertification Application – CBECxP .....	19
Attachment Sheet 13: Recertification Payment Form .....	20
Attachment Sheet 14: Recertification Application Attestation and Agreement .....	21
Attachment Sheet 15: Checklist .....	22

### STUDY GUIDE

Exam Study Guide .....	23
------------------------	----



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## ACCREDITATION

### ACCREDITATION OVERVIEW

The Certified Building Enclosure Commissioning Provider (CBECxP) certification program is accredited by the ANSI National Accreditation Board (ANAB) under the international standard ISO/IEC 17024.

The ANSI National Accreditation Board (ANAB) is the largest multi-discipline accreditation body in North America. ANAB provides accreditation services to organizations that demonstrate conformance to international standards and requirements established by the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC).

This accreditation demonstrates that the CBECxP certification program has undergone rigorous evaluation and meets internationally recognized requirements for impartiality, fairness, and competence-based personnel certification. Accreditation provides assurance to candidates, certificants, employers, and the public that the CBECxP program operates with integrity and in accordance with the highest standards in personnel certification.

### SCOPE OF ACCREDITATION

ANAB accreditation applies only to the CBECxP certification program administered by the International Institute of Building Enclosure Consultants (IIBEC). Other IIBEC credentials (e.g., RRC®, RRO®, REWC®, RBEC®, RWC®) are not accredited under ISO/IEC 17024 at this time.

The scope of accreditation covers all functions and processes of the CBECxP certification program, including:

- » Candidate eligibility and application review
- » Examination development and administration
- » Certification decision processes
- » Recertification and ongoing competence verification
- » Management of complaints and appeal

*The IIBEC Certified Building Enclosure Commissioning Provider (CBECxP) certification program is accredited by the ANSI National Accreditation Board (ANAB) under ISO/IEC 17024: Conformity Assessment — General Requirements for Bodies Operating Certification of Persons. Accreditation applies only to the CBECxP certification program and does not extend to other credentials offered by IIBEC.*





# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## VALUE OF ACCREDITATION

### Credibility and Recognition

- » Demonstrates that the CBECxP certification meets internationally recognized ISO/IEC 17024 standards.
- » Builds confidence among employers, clients, and the public in the integrity of the credential.
- » Reinforces IIBEC's reputation as a trusted certification body within the building enclosure industry.

### Quality and Integrity

- » Confirms that certification decisions are impartial, consistent, and competence-based.
- » Ensures transparent, well-defined processes for eligibility, examination, and recertification.
- » Promotes continuous improvement through regular internal and external audits.

### Professional and Market Value

- » Distinguishes CBECxP certificants from holders of non-accredited credentials.
- » Increases recognition by owners, contractors, and agencies that specify accredited qualifications.
- » Helps certificants demonstrate verified expertise in competitive professional environments.

### Alignment and Sustainability

- » Aligns IIBEC with global best practices in credentialing and peer professional organizations.
- » Provides a compliance-driven foundation for long-term program growth and reliability.
- » Supports the continued evolution of high standards in building enclosure commissioning.

For additional information on ANAB accreditation and ISO/IEC 17024, visit [www.anab.org](http://www.anab.org).





# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## 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.
- » **Prerequisite:** 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.



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## CODE OF ETHICS

PAGE 1 OF 3

### International Institute of Building Enclosure Consultants

Adopted July 17, 2001 / Revised March 28, 2006 / Revised September 19, 2015 / Revised September 24, 2022

#### 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:

- 1 Hold paramount the safety, health, and welfare of the public.
- 2 Conduct themselves in a professional and respectful manner and recognize the contributions of the project team engaged in consulting, design, and construction.
- 3 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.



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## CODE OF ETHICS

PAGE 2 OF 3

### Rules of Practice

#### 1 Safety, Health, and Welfare of Public Responsibilities:

- a Adhere to applicable laws and regulations.
- b When necessary, rely on the advice of other competent and qualified persons as to the intent and meaning of such applicable laws and regulations.
- c Be honest in conduct, and promote effective use of resources through transparent, and impartial service with fidelity to the public, employers, associates, and clients;
- d 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;
- e 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.
- f 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;
- g 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:
  - i Advise an employer and/or client about the decision,
  - ii Refuse to consent to the decision, and
  - iii Notify the appropriate Authority Having Jurisdiction charged with the enforcement of the applicable laws or regulations.

#### 2 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;





# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## CODE OF ETHICS

PAGE 3 OF 3

- 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

- 1 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.
- 2 The IIBEC Code of Ethics may be amended by the IIBEC Board of Directors upon a two-thirds vote of the Board.

For more information, please visit  
[IIBEC.org/membership/code-of-ethics/](https://IIBEC.org/membership/code-of-ethics/).



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## 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](http://iibec.org)). It is the individual's responsibility to email [CBECxP@iibec.org](mailto: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.

## 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](mailto: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](mailto: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.



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## 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](mailto: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](mailto: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.



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## 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](mailto: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.



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## Point System Explanation

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

**The following maximum number of points shall apply for education:**

Associate Degree	=	20 points (industry-related*)	16 points (general)
Bachelor's Degree	=	40 points (industry-related*)	32 points (general)
5 Year Bachelor's Degree	=	50 points (industry-related*)	40 points (general)
Graduate Degree	=	10 points (industry-related*)	8 points (general)
Doctorate Degree	=	10 points (industry-related*)	8 points (general)
Attended College, No Degree	=	10 points per completed year (industry-related*)	8 points per completed year (general)

---

**FOR APPLICANT USE: My Education Points** =

---

**The maximum number of points for education is 50 points.**

*\*Architecture, engineering, construction, building science, or building technology*

**The following maximum number of points shall 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 maximum number of points shall 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](mailto:CBECxP@iibec.org).

---

**FOR APPLICANT USE: My Professional Credentials Points** =

---





# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

*The following maximum number of points shall apply for these Professional Credentials:*

BECP	=	5 points	CET	=	5 points	CABS	=	5 points
CxA+BE	=	5 points	LEED AP	=	5 points	RRO	=	5 points
BCxP	=	5 points	LEED BD+C	=	5 points	REWO	=	5 points
CCP	=	5 points	CDT	=	5 points	RBEC	=	10 points
BSSO	=	5 points	CCCA	=	5 points	RRC	=	10 points
HERS	=	5 points	CCS	=	5 points	RWC	=	10 points
OBEC	=	5 points	CIT	=	5 points	REWC	=	10 points
CxA	=	5 points						

---

**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.



# APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

## 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. 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.



**Begin Your Journey**  
Earn Your IIBEC  
Certification

## APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

This application is provided for read-only purposes.

Please use the IIBEC Portal to fill out and submit your application online.

### SECTION 1: PROFILE INFORMATION

Full Name:

Last First Middle Nickname

Home Address:

Number and Street Apt. Box Road/Rural Route

City County State & Zip Code Phone Email

Birth:

Date City State Citizenship

Have you ever applied for IIBEC CBECxP credential before?

☐ Yes

☐ No

If yes, please give date of application:

Are you a Licensed Architect?

☐ Yes

☐ No

License Date:

State/Province:

#:

Expiration:

Are you a Professional Engineer?

☐ Yes

☐ No

License Date:

State/Province:

#:

Expiration:

Are you a contractor or employed by one?

☐ Yes

☐ No

Type: ( ) General ( ) Roofing

State and license number for each:

#### Americans With Disabilities Act ADA Special Needs Modifications 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 Handbook.

### SECTION 2: BUSINESS INFORMATION

Employer Business Type: ☐ Other:

☐ Consulting

☐ Architectural

☐ Engineering

☐ Contractor

☐ Manufacturer

☐ Distributor

Name of business:

Business address:

Number and Street City State Zip

Business contact:

Phone

Fax

Organization:

☐ Individual

☐ Individual Proprietorship

☐ Partnership

☐ Corporation

☐ Other [please specify]:

## APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

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

Date: \_\_\_\_\_

This application is provided for READ-ONLY PURPOSES.

Please use the IIBEC Portal to fill out and submit your application online.

### SECTION 3: EDUCATION

State in chronological order the name and location of each high or preparatory 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 Attach additional sheets as 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](mailto:CBECxP@iibec.org).

**CIRCLE LAST YEAR COMPLETED:** Grade School: 1 2 3 4 5 6 7 8 High School: 9 10 11 12 College: 1 2 3 4 5 6 7 8

School	Name and Address of Institution	Dates Attended MO/YR to MO/YR	Did you Graduate?	Semesters Completed	Major	Degree
High School						
Junior College						
College						
Other						
Other						

Record Educational Points on **Attachment Sheet 3**



## SECTION 4: PROFESSIONAL EMPLOYMENT HISTORY

---

On **Attachment Sheet 1**, provide information regarding your personal work history, background, and experience directly related to roofing. Do not include employment in nonrelated fields.

## SECTION 5: PROJECT EXPERIENCE

---

On **Attachment Sheet 2**, list projects for which building enclosure commissioning-related project experience is claimed. A minimum of 10 projects from three separate service categories must include a project contact and telephone number. Additional project/project contact information may be requested during the application approval process. The categories listed below refer to services rendered or tasks performed by the applicant, not by someone under the direction of the applicant. The experience of the applicant as a roof consultant is being evaluated, not the applicant's management ability or the experience of the applicant's employer or subordinates. See Supplement Sheet A for additional information regarding the categories listed below.

## SECTION 6: SUMMARY OF POINTS

---

On **Attachment Sheet 3**, calculate your total points by summing the points attained for each category: Education, Project Experience, and Professional Licenses/Credentials.

## SECTION 7: CONTINUING EDUCATION HOURS

---

On **Attachment Sheet 4**, document your continuing educational hours earned. A minimum of seventy (70) CEHs is required. CEHs can be no older than ten (10) years.

## SECTION 8: AFFIDAVIT REGISTRATION, AUTHORIZATION, AND RELEASE

---

Please complete **Attachment Sheet 5** in the presence of a notary public. Submit the notarized form electronically with your application to [CBECxP@iibec.org](mailto:CBECxP@iibec.org).

The IIBEC Standards of Ethical Practice, as defined in the IIBEC Code of Ethics (pages iv-vi of this handbook and online at <https://iibec.org/membership/code-of-ethics/>), outline the obligations of the consultant to the public, the client, the employer, the profession, and the building industry.

All CBECxP applicants must agree to subscribe to and conform to these Standards of Ethical Practice, as affirmed by signing the Affidavit in this section (Section 6).

*Note: The term "Standards of Ethical Practice," as used in the Affidavit, refers to the principles contained in the IIBEC Code of Ethics.*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION 4: PROFESSIONAL EMPLOYMENT HISTORY**

**PAGE \_\_\_\_ OF \_\_\_\_**

☐ New      ☐ Update      ☐ Continuation Sheet

.....  
List in chronological order, beginning with the first employer, applicant's work history directly related to roofing.  
Do not include employment in nonrelated fields or employment. Add additional sheets as necessary.

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

\*Type "Present" in this column to indicate current employer.

## **SECTION 5: PROJECT EXPERIENCE**

### **DESCRIPTION OF PROJECT 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 (Drawing, Specifications, 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.

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

Date: \_\_\_\_\_

**SECTION 5: PROJECT EXPERIENCE**

PAGE \_\_\_\_ OF \_\_\_\_

(Check multiple categories per project, if applicable. See pages 7 and 8 for descriptions.)

Project Register*	1	2	3	4	5	6	7	8	9	10	11	12
Project Name:												
Project Location:												
Project Contact:												
Project Contact Telephone #:												
Project Date:**												
Project Name:												
Project Location:												
Project Contact:												
Project Contact Telephone #:												
Project Date:**												
Project Name:												
Project Location:												
Project Contact:												
Project Contact Telephone #:												
Project Date:**												
Project Name:												
Project Location:												
Project Contact:												
Project Contact Telephone #:												
Project Date:**												
Project Name:												
Project Location:												
Project Contact:												
Project Contact Telephone #:												
Project Date:**												
Total for Each Column:												

\*A minimum of ten (10) projects from three (3) separate service categories must include a project contact and telephone number.

\*\*Include month(s) and year(s) of each project. Additional projects and/or contact information may be requested.

Duplicate sheet as needed.



**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## SECTION 6: SUMMARY OF POINTS

### PROJECT EXPERIENCE POINTS

Category	Services Rendered or Task Performed	Max. # of points	Points/ Project	Number of Projects	Total Points
1	Building Enclosure Surveys or Audits	25	1		
2	Preparation or Independent Design Review of Contract Documents (Drawings, Specs, et)	35	1		
3	Develop and Execute a Building Enclosure Commissioning Plan/Program	25	1		
4	Building Enclosure Commissioning Observation/Quality Assurance	30	1		
5	Building Enclosure Forensic Investigations, Depositions, Expert Testimony	35	1		
6	Building Enclosure Moisture Investigations (Infrared, Nuclear, and/or Capacitance)	30	1		
7	Building Enclosure Testing: Physical/Quantitative Analyses	30	1		
8	Research Directly Related to the Building Enclosure	30	1		
9	Publications Related to Building Enclosure Commissioning (Articles, Books, Theses)	15	1		
10	Lectures Presented Related to Building Enclosure Commissioning (Emphasizing Education)	15	1		
11	Act as the Building Enclosure Commissioning Provider	50	1		
12	Professional Association Active Participation (IIBEC, CSI, ASTM, etc.)	10	1		
13	Participation in the Building Enclosure Commissioning Process	25	1		
<b>Total Number of Points Claimed for Project Experience (Max = 100)</b>					

### EDUCATIONAL POINTS

Services Rendered or Task Performed	Industry-Related*	General	Total
Associate Degree	20	16	
Bachelor's Degree	40	32	
5 Year Bachelor's Degree	50	40	
Graduate Degree	10	8	
Doctorate Degree	10	8	
Attended College, No Degree	10/year completed	8/year completed	
<b>Total Number of Credits Claimed for Education (Max. 50)</b>			

*\*Industry-related degrees include architecture, engineering, construction, chemistry, roof consulting, or roof technology.*

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION 6: SUMMARY OF POINTS (CONTINUED)**

**PROFESSIONAL REGISTRATION POINTS**

<b>Professional Registrations</b>	<b>Credits</b>	<b>Total</b>
Registered Architect	20	
Registered Engineer	20	
Registered Roof Consultant	20	
Registered Waterproofing Consultant	10	
Registered Exterior Wall Consultant	10	
Registered Roof Observer	5	
Registered Exterior Wall Observer	5	
Other: (Includes: BECxP, Cx+BE, BCxP, CCP, CxA, BSSO, OBEC, CxA, CET, LEED AP BD+C, CDT, CCCA, CCS, CIT, CABS).	5	
<b>Total Number of Point Claimed for Registration (Max. 20)</b>		
<b>GRAND TOTAL NUMBER OF POINTS CLAIMED</b>		

**NOTES:**

1. Applicant must have points in a minimum of three categories.
2. A project register must be completed for each project. Some may include more than one service category.
3. A minimum of ten projects from three separate service categories must include a contact and phone number.
4. Refer to Page III for point limitations placed on multiple building projects.
5. Maximum number of points for education is 50.
6. Official transcript or diploma must accompany application to substantiate all education points.
7. Maximum number of points for professional registration is 20.
8. \*Provide Copy of current license or registration certificate, which indicates current expiration date.
9. # Current license or registration must be recognized by a government agency or jurisdiction and require a minimum of a twoyear industry-related degree from an accredited institution, and successful completion of an examination.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION 7: CONTINUING EDUCATIONAL HOURS EARNED PAGE \_\_\_\_ OF \_\_\_\_

☐ New ☐ Update ☐ Continuation Sheet

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.

A minimum of 70 credit hours is required.  
Please list your continuing educational courses in chronological order!

Course Name	Presented by	Dates	Hours
Total #			

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

Date: \_\_\_\_\_

**SECTION 8: AFFIDAVIT REGISTRATION, AUTHORIZATION, AND RELEASE (TO BE NOTARIZED)**

.....  
State (Province) of \_\_\_\_\_

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 Standards of Ethical Practice for the International Institute of Building Enclosure Consultants (IIBEC). 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 roof consultant 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 Registered Roof Consultant that 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)

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

Date: \_\_\_\_\_

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

.....  
**Full Name:**

\_\_\_\_\_  
Last First Middle Nickname

**Home Address:**

\_\_\_\_\_  
Number and Street Apt. Box Road/Rural Route

\_\_\_\_\_  
Ciry County State & Zip Code Phone Email

.....  
**Certification Credential Involved in This Request:**

.....  
**Describe specific special needs accommodation(s) requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Applicant Name (Printed)



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

Date: \_\_\_\_\_

### AMERICANS WITH DISABILITIES ACT (ADA): PROFESSIONAL EVALUATION FORM

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

Applicant Name (Printed)

.....  
Evaluator Name (printed):

First

Last

.....  
**Professional License**

License Date:

State/Province:

#:

Expiration:

.....  
**Address:**

Number and Street

Apt.

Box

Road/Rural Route

City

County

State & Zip Code

Phone

Email

*\*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.*

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

Date: \_\_\_\_\_

### 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.

.....  
Full Name:

_____	_____	_____	_____
Last	First	Middle	Nickname

Address:

_____	_____	_____	_____
Number and Street	Apt.	Box	Road/Rural Route

_____	_____	_____	_____	_____
City	County	State & Zip Code	Phone	Email

.....

Certification Credential Involved in Appeal:

.....  
Type of Appeal:

- |   |  |
|---|--|
| <input type="checkbox"/> Certification Denial   | <input type="checkbox"/> Examination Results Appeal (date of examination: _____) |
| <input type="checkbox"/> Recertification Denial | <input type="checkbox"/> Special Accommodations ADA Denial                       |
- .....

Please provide details of your appeal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit completed form to: [CBECxP@iibec.org](mailto:CBECxP@iibec.org)

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

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

Date: \_\_\_\_\_

## 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.

.....  
**Full Name:**

_____	_____	_____	_____
Last	First	Middle	Nickname

**Address:**

_____	_____	_____	_____
Number and Street	Apt.	Box	Road/Rural Route

_____	_____	_____	_____	_____
City	County	State & Zip Code	Phone	Email

.....  
**Certification Credential Involved in Complaint:**

.....  
**Please provide details of your appeal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit completed form to: [CBECxP@iibec.org](mailto:CBECxP@iibec.org)



## APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

# Certification Payment Form

Enclosed is a check in the amount of: ☐ \$425.00 certification application fee

Charge the following to my: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover  
☐ \$425.00 certification application fee

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
3-or 4-Digit Verification Value Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Cell Phone

Bill to Address: (If different from what is listed on page 1 of the application):

\_\_\_\_\_  
Number and Street Apt. Box Road/Rural Route

\_\_\_\_\_  
City State Zip



**International Institute of Building Enclosure Consultants**  
 434 Fayetteville Street, Ste. 2400 • Raleigh, NC 27601  
 (T) 919-859-0742 or 800-828-1902 • (F) 919-859-1328  
 Email: [CBECxP@iibec.org](mailto:CBECxP@iibec.org)





# Application Attestation and Agreement

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.

Signature

Date

Applicant Name (Printed)

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



**International Institute of Building Enclosure Consultants**  
 434 Fayetteville Street, Ste. 2400 • Raleigh, NC 27601  
 (T) 919-859-0742 or 800-828-1902 • (F) 919-859-1328  
 Email: [CBECxP@iibec.org](mailto:CBECxP@iibec.org)



This application is provided for read-only purposes.  
Please use the IIBEC Portal to fill out and submit your application online.

## RECERTIFICATION APPLICATION – CBECXP CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER

### SECTION 1: PROFILE INFORMATION

Full Name:

Last	First	Middle	Nickname
------	-------	--------	----------

Home Address:

Number and Street	Apt.	Box	Road/Rural Route
-------------------	------	-----	------------------

City	County	State & Zip Code	Phone	Email
------	--------	------------------	-------	-------

### SECTION 2: BUSINESS INFORMATION

Employer Business Type: ☐ Other:

☐ Consulting ☐ Architectural ☐ Engineering ☐ Contractor ☐ Manufacturer ☐ Distributor

Employer business name:

Employer address:

Number and Street	City	State	Zip
-------------------	------	-------	-----

Employer contact:

Phone	Fax
-------	-----

#### Americans With Disabilities Act ADA Special Needs Modifications Request

In connection with this application for the IIBEC CBECxP credential,  
do you require accommodations per the Americans With Disabilities Act (ADA)? ☐ Yes ☐ No

### SECTION 3: CONTINUING EDUCATION VERIFICATION

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](mailto:CBECxP@iibec.org).



## APPLICATION FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)

# Recertification Payment Form

Enclosed is a check in the amount of:

☐ \$250.00 recertification application fee

☐ A \$150.00 late recertification fee will be applied if the recertification is submitted after the 90-day grace period following the certification expiration date. If more than ninety (90) days have elapsed since the certification expired, a new application for certification must be submitted, and this form may not be used.

Charge the following to my: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

☐ \$250.00 recertification application fee

☐ \$150.00 late recertification application fee

Name on Card

Expiration Date

Account Number

3-or 4-Digit Verification Value Code

Signature

Date

Telephone

Cell Phone

Bill to Address: (If different from what is listed on page 1 of the application):

Number and Street

Apt.

Box

Road/Rural Route

City

State

Zip



**International Institute of Building Enclosure Consultants**  
434 Fayetteville Street, Ste. 2400 • Raleigh, NC 27601  
(T) 919-859-0742 or 800-828-1902 • (F) 919-859-1328  
Email: [CBECxP@iibec.org](mailto:CBECxP@iibec.org)





# Recertification Application Attestation and Agreement

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](mailto: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.

Signature

Date

Applicant Name (Printed)

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



**International Institute of Building Enclosure Consultants**  
434 Fayetteville Street, Ste. 2400 • Raleigh, NC 27601  
(T) 919-859-0742 or 800-828-1902 • (F) 919-859-1328  
Email: [CBECxP@iibec.org](mailto:CBECxP@iibec.org)

**CBECxP®**



**CHECKLIST TO ACCOMPANY APPLICATION FOR CERTIFIED  
BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxP®)**

**Attachment Sheet 15**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Check or initial in the block at the right indicates that you have completed that requirement of the application.**

- 1 Application fee enclosed (\$425.00 certification application fee)..... ☐
- 2 Completed Sections 1 and 2 of the application..... ☐
- 3 Section 3 of application
  - a. High school or college diploma submitted..... ☐
  - b. College transcript(s) have been submitted, if applicable..... ☐
- 4 Section 4 of application – Attachment Sheet 1: Professional Employment History
  - a. All dates are listed ..... ☐
  - b. All employers' names and addresses are listed..... ☐
  - c. Brief description of experience under each employer is listed ..... ☐
- 5 Section 5 of application – Attachment Sheet 2: Project Experience
  - a. Each project for which experience is included on Attachment Sheet 2..... ☐
  - b. At least 10 contact names and phone numbers are listed from three separate categories..... ☐
  - c. All names, locations, and dates of projects are listed..... ☐
  - d. All projects registered represent my experience (not someone under my direction)..... ☐
  - e. All projects claimed truly reflect worthy experience under the appropriate heading..... ☐
- 6 Section 6 of application – Attachment Sheet 3: Summary of Points
  - a. All points claimed are summarized by category ..... ☐
  - b. Education points are substantiated by a transcript or copy of my diploma..... ☐
  - c. Points have been attained in a minimum of three categories ..... ☐
  - d. Points claimed for professional registration are substantiated by a copy of my registration certificate or license..... ☐
- 7 Section 7 of application – Attachment Sheet 4: Continuing Education Hours
  - a. All course names, sponsoring organization, dates, documentation, and credit hours claimed are listed ... ☐
  - b. I have attended a minimum of three separate industry related programs (70 hours) ..... ☐
- 8 Section 8: of application – Attachment Sheet 6
  - a. I have read and agree to abide by the Standards of Ethical Practice (Code of Ethics) for IIBEC. .... ☐
  - b. Affidavit has been executed and notarized ..... ☐
- 9 Once an application has been submitted to IIBEC the time limit to provide all outstanding information is one year. .... ☐

Online applications submittal preferred. Allow 75 days for processing.

This is to certify that I have completed the application as required by the association, I have checked all details and entries, and herewith submit said application for registration. I understand that registration is contingent upon meeting the requirements of IIBEC and successful completion of the required examinations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Exam Study Guide

Prepared under the oversight of the  
IIBEC Certification Council (ICC)



[iibec.org/credentials](http://iibec.org/credentials)





# STUDY GUIDE FOR CERTIFIED BUILDING ENCLOSURE COMMISSIONING PROVIDER (CBECxp®) EXAM

## TABLE OF CONTENTS

Introduction .....	20
References .....	21
Test Domains .....	22
Sample Exam Questions .....	23
Sample Exhibits .....	28
Answers for Sample Exam Questions .....	33

# STUDY GUIDE FOR CBECxP® EXAM

## INTRODUCTION

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 100 multiple-choice items, including 10 unscored field-test items. Field-test items do not contribute to a candidate's score and are used to evaluate items for possible inclusion on future exam forms, helping ensure consistency across exam versions. Field-test items are distributed randomly throughout the exam, and candidates cannot distinguish between scored and unscored items. 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.

## EXAM RULES & EXPECTATIONS

IIBEC partners with Meazure Learning to deliver its certification exams securely and fairly. IIBEC's exam rules and expectations, as outlined in this Handbook, are the authoritative requirements for all candidates. These rules take precedence over any vendor-supplied guidance.

For additional logistical and technical information about your exam session, candidates should carefully review the notifications they receive directly from Meazure Learning, including:

- » Notice to Schedule (NTS) – provides instructions for scheduling, eligibility period, and account access.
- » Scheduling Confirmation Notice – confirms your exam appointment details, admission requirements, and test center or remote proctoring procedures.
- » Live Remote Proctoring (LRP) Confirmation – provides technical requirements, system checks, and exam-day steps if testing remotely.

Candidates are responsible for reviewing and following the instructions in these notices in addition to the rules in this Handbook.

## 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.

## IDENTIFICATION & CHECK-IN

You must have a current (non-expired), government-issued photo identification with signature (driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card). The first and last name on your identification must exactly match the name in your exam scheduling record; nicknames and mismatches will not be accepted. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees. Original documents are required.

# STUDY GUIDE FOR CBECxP® EXAM

Name-change documentation (e.g., marriage license, divorce decree, or court order) will not be accepted at the test site.

Any updates to candidate records must be submitted to IIBEC and Measure Learning at least one (1) week prior to your appointment.

Arrive or log in 15 minutes before your scheduled time to complete check-in. Remote candidates will complete a 360° room scan; the room must be private, free of distractions, and subject to proctor verification, including a 360° scan of the workspace and monitor using a reflective surface. On-site candidates must store belongings in lockers as directed.

## REMOTE PROCTORING & RECORDING

For candidates testing remotely, all exam sessions are delivered through a locked-down browser and are continuously monitored by live proctors via audio and video. Before the exam begins, candidates must present a current (non-expired), government-issued photo identification with signature (see details above- Identification & Check-In), and complete a 360° room scan to verify that the workspace is free of unauthorized materials.

At the conclusion of the exam, candidates must remain connected until formally dismissed by the proctor. Disconnecting before dismissal may result in a report to IIBEC and Measure Learning and could affect exam validity.

All remote exam sessions are recorded and securely retained by the exam vendor. IIBEC Staff conduct regular spot checks of recorded sessions to ensure compliance with exam rules and security protocols. Any security incidents identified during or after the exam will be investigated, and appropriate action will be taken, which may include invalidation of results or disciplinary measures. All remote sessions are recorded and securely retained. Recordings will be retained for up to one (1) year and reviewed by IIBEC and Measure Learning for quality assurance and security purposes.

## EXAM ENVIRONMENT

Testing is continuously monitored by audio, video, and live proctors.

For remote exams, live proctors monitor in real time, and your environment must remain private and interruption-free.

Candidates must test on a compatible device with full administrative privileges. PC computers are recommended, though Macs are acceptable. Chromebooks, tablets, iPads, projectors, and dual or multiple monitors are not permitted. All unnecessary programs, including VPNs and remote access software, must be closed before the exam begins.

## BREAKS

You may take one 10-minute restroom break during the exam. The exam timer will continue to run during the break, and you will need to complete a room scan upon returning to the computer, if testing remotely. No additional time will be added to the exam for time spent during the break or room scan.

Candidates requiring accommodated breaks must follow the ADA request process described in the ADA Special Needs Modification Requests section of this Handbook.

## PROHIBITED ITEMS

The following are **strictly prohibited** in the testing area or during online exams:

- » Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials.
- » Notes, books, dictionaries, or language dictionaries (except as expressly permitted by the exam sponsor, see the Additional Examination Specific Information in your confirmation notice email if applicable).
- » Bookbags or luggage.
- » Purses or handbags.
- » iPods, mp3 players, tablets, headphones, or pagers.
- » Calculators, computers, PDAs, or other electronic devices with one or more memories.
- » Personal writing utensils such as pencils, pens, and highlighters.
- » Google and smart glasses (any glasses with electronics).
- » Watches, smart devices, and other jewelry except wedding or engagement rings.
- » Weapons.
- » Medicine, including cough drops (except as expressly permitted in advance),
- » Food and beverages; and
- » Coats and jackets.

# STUDY GUIDE FOR CBECxP® EXAM

- » Hats, hoods, or other headwear are not permitted in the examination room unless required for religious purposes. All items are subject to inspection by the proctor if suspicious behavior is detected.
- » Please note that sweaters and sweatshirts without pockets or hoods are permitted to be worn.
- » Leaving the testing area for any reason other than the approved restroom break is prohibited and will result in exam termination.

## EXAM CONDUCT

- » You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing, or receiving any examination content, including even partial questions, by written, electronic, oral, or other form of communication.
- » Unauthorized aids or assistance are prohibited.
- » All candidates must sign the Candidate Attestation acknowledging understanding of these rules.
- » Violations will be reported immediately to IIBEC and may result in exam invalidation and/or disciplinary action.
- » 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.

## CONFIDENTIALITY

Candidates agree to maintain the confidentiality of all examination content. Exam questions, in whole or in part, may not be copied, reproduced, shared, or disclosed in any form, either during or after the exam session.

## SECURITY OF EXAM MATERIALS

Exams are delivered through a secure, locked-down browser (remote) or locked-down workstation (test center). Content is encrypted, restricted to your exam session, and removed from the system immediately upon completion.

Proctors are trained to identify suspicious behavior and respond promptly. Any suspected breach will trigger incident documentation and possible remediation actions by IIBEC.

## CANDIDATE AGREEMENT

Before beginning the exam, candidates are required to complete an electronic attestation through

Meazure Learning. By signing this attestation, candidates confirm that they have read and understood the rules in this Handbook, agree to abide by IIBEC's exam security protocols, and acknowledge that any violations may result in termination of the exam, invalidation of results, or other disciplinary action.

## RESCHEDULING & NO-SHOWS

Candidates must follow the scheduling, rescheduling, and cancellation policies outlined in their confirmation email from Meazure Learning. Failure to appear for a scheduled exam appointment without proper rescheduling will be considered a no-show, and exam fees will be forfeited.

## 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.

## RECORD RETENTION

IIBEC maintains candidate application, eligibility, exam, and certification records in accordance with its established record retention policy. At a minimum, records are retained for the duration of the active certification cycle plus one additional cycle, or longer if required by law or accreditation standards.

## 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

Candidates have the right to appeal certain exam-related decisions, including denial of eligibility, exam administration irregularities, exam results, or disciplinary actions. Appeals must be submitted using the official Appeals Form and process described in the Appeals section of this Handbook.



# STUDY GUIDE FOR CBECxP® EXAM

## ADDITIONAL RESOURCES/EXAM PREPARATION GUIDANCE

IIBEC exam rules provided in this Handbook are the authoritative requirements for all candidates. These rules take precedence over any vendor-supplied 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.

### Exam expectations

Source: Meazure Learning

What You're Allowed and Not Allowed to do During Your Exam

(<https://support.proctoru.com/hc/en-us/articles/360043127892-What-am-I-allowed-and-not-allowed-to-do-during-my-exam>)

### System requirements

Source: Meazure Learning

System Requirements

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

### What to expect on exam day

Source: Meazure Learning

What to Expect on Exam Day

(<https://support.proctoru.com/hc/en-us/articles/9951434736525-What-to-Expect-on-Exam-Day>)

### What to expect during your remote proctored exam

Source: Meazure Learning

What To Expect During Your Remote Proctored Exam

(<https://meazurelearning.wistia.com/medias/x8sicg86fm>)

### Meazure learning's in-person test center experience

Source: Meazure Learning

Meazure Learning's In-Person Test Center Experience

(<https://meazurelearning.wistia.com/medias/ja4lhxr9il>)

### Guardian browser information

Source: Meazure Learning

Download the Guardian Browser

(<https://guardian.meazurelearning.com/>)

Guardian Browser Support Resources

(<https://support.proctoru.com/hc/en-us/sections/9979847689229-Guardian-Proctoring-Browser-Resources>)

### Help center link

Source: Meazure Learning

ProctorU Help Center

(<https://support.proctoru.com/hc/en-us/categories/115001818507>)

### Test center locations

Source: Meazure Learning

Test Center Sites

(<https://www.meazurelearning.com/candidate-services>)

### 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/>

# STUDY GUIDE FOR CBECxP® EXAM

## REFERENCES

	Title	Author	Pub. Date
1	ANSI/ASHRAE/IES Standard 202, Commissioning Process for Buildings and Systems, Section 3, Definitions	ASHRAE	2018
2	ASHRAE Guideline 0, The Commissioning Process, Section 4, Definitions	ASHRAE	2019
3	ASTM C1153-10, Standard Practice for Location of Wet Insulation in Roofing Systems Using Infrared Imaging	ASTM International	2015
4	ASTM C1060-11a, Standard Practice for Thermographic Inspection of Insulated Installations in Envelope Cavities of Frame Buildings	ASTM International	2015
5	<i>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</i>	ASTM International	2015
6	<i>ASTM E631, Terminology of Building Constructions</i>	ASTM International	2015
7	<i>ASTM E2947, Standard Guide for Building Enclosure Commissioning</i>	ASTM International	2016
8	<i>ASTM C1193-16, Standard Guide for Use of Joint Sealants</i>	ASTM International	2016
9	<i>ASTM E2813, Standard Practice for Building Enclosure Commissioning</i>	ASTM International	2018
10	<i>ASTM E329-21, Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection</i>	ASTM International	2021
11	<i>CSA Z320-11, Building Commissioning Standard</i>	CSA America, Inc.	2011
12	<i>CSAZ5000-18, Building Commissioning for Energy Using Systems</i>	CSA America, Inc.	2018
13	<i>CSA S478-2019, Guideline on Durability in Buildings</i>	CSA America, Inc.	2019
14	<i>IIBEC Code of Ethics</i> <a href="https://iibec.org/membership/code-of-ethics/">https://iibec.org/membership/code-of-ethics/</a>	IIBEC	2022
15	<i>ISO 21105-1 Performance of Buildings – Building Enclosure Thermal Performance Verification and Commissioning - Part 1 General Requirements</i>	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.



# STUDY GUIDE FOR CBECxP® EXAM

As part of the exam revision process, the committee of subject matter experts systematically compiled a list of domains that relate to the responsibilities, knowledge, and skills associated with acceptable performance within the building enclosure commissioning. This list provided the organizational framework for the exam and is included below. The percentage of questions on the exam from each section is indicated.

(Note: BECx acronym = building enclosure commissioning)

Sections	Section/Domain Title	Percentage of questions from section on exam
<b>SECTION 1</b>	<b>BECX CORE COMPETENCIES</b>	<b>18.8%</b>
Domain 1.1	Demonstrate knowledge of building enclosure systems and material science.	
Domain 1.2	Demonstrate knowledge of procurement and project delivery.	
Domain 1.3	Demonstrate knowledge of contract documents and construction administration.	
<b>SECTION 2</b>	<b>BECX PRE-DESIGN</b>	<b>21.2%</b>
Domain 2.1	Determine and communicate basic owner project requirements (OPR) related to the building enclosure.	
Domain 2.2	Relate basis of design (BOD) to building enclosure requirements.	
Domain 2.3	Create building enclosure commissioning (BECx) plan.	
<b>SECTION 3</b>	<b>BECX DESIGN</b>	<b>20%</b>
Domain 3.1	Evaluate design and construction alternatives against OPR.	
Domain 3.2	Facilitate communication plan related to OPR, BOD, and BECx plan.	
Domain 3.3	Evaluate BECx team.	
<b>SECTION 4</b>	<b>BECX BIDDING AND NEGOTIATION</b>	<b>9.4%</b>
Domain 4.1	Demonstrate knowledge of contract documents and submittals.	
Domain 4.2	Develop testing and observation schedule.	
<b>SECTION 5</b>	<b>BECX CONSTRUCTION</b>	<b>21.2%</b>
Domain 5.1	Observe workmanship versus contract documents and mock-ups.	
Domain 5.2	Compare contractor's QA and QC to contract documents.	
Domain 5.5	Explain scope, purpose, and intent of testing; evaluate testing firms and laboratories.	
<b>SECTION 6</b>	<b>BECX OCCUPANCY &amp; OPERATIONS</b>	<b>9.4%</b>
Domain 6.1	Compile maintenance and system manual.	
Domain 6.2	Develop closeout documentation.	
	<b>TOTAL PERCENTAGE</b>	<b>100%</b>

# CBECxP® SAMPLE EXAM QUESTIONS

The following sample questions are provided solely to illustrate the style and format of the CBECxP exam. They have never appeared on an actual exam and will not be used on future exams. These examples are for practice only and are not intended to represent the full scope of exam content.

## BECX CORE COMPETENCIES

1. The owner of a data center in climate zone 2 is considering eliminating the vapor retarder in the roof assembly as part of value engineering. The facility will be operated with 50% relative humidity (RH) at 70°F (21.1°C). Under which conditions should the owner accept this option?
  - A. If the building houses equipment and the project is on-budget
  - B. If vapor retarders are not necessary for water tightness of a roof assembly
  - C. If the project is over budget and there are other means for controlling diffusion
  - D. If the selection and placement of the remaining environmental control layers will effectively control vapor diffusion
2. What is AAMA/WDMA/CSA 101/I.S.2/A440 NAFS?
  - A. North American Façade Standard
  - B. National Aluminum Façade Standard
  - C. National Aluminum Fenestration Standard
  - D. North American Fenestration Standard/ Specification
3. What organization is represented by the acronym AAMA?
  - A. American Asbestos Manufacturers Association
  - B. American Air-Barrier Manufacturers Association
  - C. American Architectural Manufacturers Association
  - D. Architectural Assemblies Manufacturers Association

## BECX PRE-DESIGN

4. What is the **BEST** definition of Building Enclosure Commissioning (BECx)?
  - A. A process to plan, test and ensure watertight delivery of a structure
  - B. A process to complete drawings and specifications to ensure watertight delivery of a structure
  - C. A quality assurance process from design through occupancy that ensures optimal performance
  - D. A quality assurance process to verify that a structure when delivered meets the Owner's Project Requirements (OPR)
5. To ensure the **MOST** effective Building Enclosure Commissioning (BECx) program for a project, who should retain the Certified Building Enclosure Commissioning Provider (CBECxP)?
  - A. Owner
  - B. Architect
  - C. Design engineer
  - D. Construction manager
6. What is sensible energy?
  - A. Total energy in a given amount of air at one known condition
  - B. Heat loss or gain that causes changes in the air's dry bulb temperature
  - C. Amount of energy a well-designed heating, ventilation, and air conditioning (HVAC) system utilizes due to smart sensors
  - D. Heat associated with a change in phase and is representative of a change in the air's moisture content with no change in dry bulb temperature

## CBECxP® SAMPLE EXAM QUESTIONS

7. What is a characteristic of specific humidity?
- A. It is unaffected by barometric pressure
  - B. It is related to humidity at a specific temperature
  - C. It is related to the mass of water vapor compared to dry air in a column of moist air
  - D. It is directly calculated from the rate of water diffusion and column of condensation at a vapor retarder
8. Which is typical of moisture transport by vapor diffusion?
- A. It is significantly lower than moisture transport from air leakage.
  - B. It is equal to moisture transport from air leakage and is not critical.
  - C. It only occurs in cold climates therefore moisture transport is not critical.
  - D. It can be greater by a factor of 50 than moisture transport from air leakage.
11. What are the **MOST** effective strategies for air/moisture removal within a building enclosure, in order of importance?
- A. Diffusion, ventilation, drainage
  - B. Drainage, ventilation, diffusion
  - C. Ventilation, diffusion, drainage
  - D. Ventilation, drainage, diffusion
12. During which phase or sub-phase must the first Initial Design Review (IDR) be performed?
- A. Design phase as directed by the owner
  - B. Schematic design subphase as directed by the architect
  - C. Design development subphase as directed by the owner
  - D. Construction document subphase as directed by the contractor
13. During the design development subphase, which document records the recommended types and frequency of tests, advises of the consequences of failed tests, and outlines inspection protocols?
- A. Updated Basis of Design (BoD)
  - B. Updated Owner's Project Requirements (OPR)
  - C. Updated Building Enclosure Commissioning (BECx) plan
  - D. Subcontractor's quality assurance/quality control (QA/QC) plan

### BECX DESIGN

9. In order to demonstrate the OPR has been met for a building's curtain wall system with regard to water infiltration testing, which field testing option may be specified?
- A. ASTM E1105 and AAMA 501.2
  - B. ASTM E331, ASTM C1601, and AAMA 501.2
  - C. ASTM D5957, ASTM E1105, and AAMA 501.2
  - D. ASTM E1105, ASTM E331, and ASTM E2268
10. What is the order of importance of control layers in a cold climate?
- A. Air control layer, water control layer, vapor control layer
  - B. Radiant barrier, water control layer, vapor control layer
  - C. Water control layer, air control layer, vapor control layer
  - D. Water control layer, vapor control layer, air control layer

# CBECxP® SAMPLE EXAM QUESTIONS

## BECX BIDDING AND NEGOTIATION

14. For a new data center project located in a cold climate, consider this roof assembly as designed from exterior to interior.
- » Single-ply membrane roof
  - » Gypsum roofing cover board
  - » Single 4-inch layer of polyisocyanurate insulation
  - » Cementitious substrate board
  - » Vented steel metal deck
  - » 24-inch mechanical space
  - » Lay-in ceiling tile

Which component of this roof assembly is **BEST** suited, with the italicized revision, to function as the air barrier?

- A. Gypsum roofing cover board with the application of a self-adhered membrane
  - B. Single 4-inch layer of polyisocyanurate insulation increased to 5 inches
  - C. Cementitious substrate board with the application of a self-adhered membrane
  - D. Lay-in ceiling tile installed in an air-tight manner
15. Which IIBEC governing body administers the collection of Fundamental Canons and Rules of Practice outlining a CBECxP's professional duties and responsibilities?
- A. Ethics Committee
  - B. Board of Directors
  - C. Technical Advisory Committee
  - D. Codes and Standards Committee
16. When a Certified Building Enclosure Commissioning Provider (CBECxP) believes a professional colleague has violated acceptable bidding practices by bribing a prospective client, the CBECxP is encouraged to initiate a complaint with which IIBEC governing body?
- A. Ethics Committee
  - B. Board of Directors
  - C. Advocacy Committee
  - D. Codes and Standards Committee

17. Which IIBEC governing body can amend the IIBEC Code of Ethics?

- A. Ethics Committee
- B. Board of Directors
- C. Advocacy Committee
- D. Codes and Standards Committee

18. Per ASTM E2813 – Standard Practice for Building Enclosure Commissioning, which type of testing requirement is in situ field testing for water penetration of all horizontal surfaces?

- A. Optional
- B. Selective
- C. Mandatory
- D. Pre-determined

## BECX CONSTRUCTION

19. Which is **BEST** to use for developing a system installation checklist?

- A. Subcontractor's verbal directions
- B. Construction manager's field notes
- C. Manufacturer's written installation instructions
- D. Verbal advice provided by the installer's field supervisor

20. What is quality assurance?

- A. Finding defective work after it is installed
- B. Full-time project oversight of work in progress
- C. Intermittent reviews of the process of work in progress
- D. Preventing installation of a defective item before it is installed

## CBECxP® SAMPLE EXAM QUESTIONS

21. Who is responsible for documenting that all tests required in ASTM E2813 for compliance with fundamental or enhanced building enclosure commissioning (BECx) have been performed and have satisfied the performance requirements specified for the project?
- A. Architect
  - B. Building enclosure consultant
  - C. Testing agency representative
  - D. Certified Building Enclosure Commissioning Provider (CBECxP)

### BECX OCCUPANCY & OPERATIONS

22. Which document is developed through the Certified Building Enclosure Commissioning Provider (CBECxP) process and outlines a building's upkeep?
- A. Commissioning plan
  - B. Certificate of occupancy
  - C. Quality assurance report
  - D. Operations and maintenance manual
23. What is ASTM E1186?
- A. Air Leakage Site Detection in Window Assemblies
  - B. Water Leakage Site Detection in Building Envelopes and Waterproofing
  - C. Air Leakage Site Detection in Building Envelopes and Air Barrier Systems
  - D. Vapor Diffusion Site Detection in Building Envelopes and Vapor Barrier Systems
24. Which standard test method is used for measuring the Air Leakage Rate of a Large or Multizone Building?
- A. ASTM E779
  - B. ASTM E1258
  - C. ASTM E1827
  - D. ASTM E3158

## CBECxP® SAMPLE EXAM ANSWERS

Note your answers. Review the appropriate document(s) in those areas to better understand the rationale behind the indicated correct answer. Take advantage of the programs provided by IIBEC, including courses on the national and regional levels. IIBEC provides [Recommended Courses](#) for pursuing the CBECxP certification. These courses are available through the IIBEC education storefront, [LearnUpon](#). While IIBEC provides recommended courses to support exam preparation, the successful completion of any course or training activity does not imply or guarantee a passing result on the CBECxP certification exam.

1. D
2. D
3. C
4. D
5. A
6. B
7. C
8. A
9. A
10. C
11. B
12. A
13. C
14. C
15. A
16. A
17. B
18. C
19. C
20. C
21. D
22. D
23. C
24. D



**Visit [iibec.org](http://iibec.org)**