



**ENERGY MANAGEMENT
ASSOCIATION**



Energy Management Professional (EMP) Candidate Handbook

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Introduction

Mission Statement

Established in 2013, the Energy Management Association (EMA) is a non-profit association dedicated to the advancement of the energy management industry. EMA strives to promote a better understanding of the energy management process through education, training and certification.

EMA's Energy Management Professional (EMP) certification program recognizes competence and promotes continual professional development among energy management professionals. This program is operated under the authority of EMA.

Objective

EMA's objective is to operate the EMP certification program in conformance with ISO/IEC 17024: 2012(E), *Conformity assessment – General requirements for bodies operating certification of persons*. EMA is committed to operating the EMP program based on qualifications guidelines for Energy Management Professionals, as sponsored and recognized by the U.S. Department of Energy.

Energy Management Professional (EMP) Scope

The EMP program serves the industry by recognizing energy management professionals who demonstrate the technical, management, and communication skills required for competent performance. The scope of the EMP program was developed by the U.S. Department of Energy with broad input from industry, and then adopted by EMA at its sole discretion.

EMA's EMP certification is available to industry professionals who are responsible for managing and continually improving energy performance in commercial buildings by establishing and maintaining an energy program management system that supports the mission and goals of the organization. EMP certificants:

- Plan effective energy management
- Manage energy information
- Implement energy management programs
- Manage budgets and finances
- Implement energy efficient projects
- Manage energy communications

The scope of the EMP program is consistent with the Energy Management Professional consensus qualifications guidelines sponsored by the U.S. Department of Energy, and shall be re-evaluated every few years and revised if warranted due to industry changes.

Statement of Impartiality

EMA understands the importance of impartiality in carrying out its EMP certification activities, manages conflicts of interest, and acts to ensure the objectivity of its EMP certification activities.

EMA is committed to acting impartially in relation to its applicants, candidates and certificants. EMP certification decisions are made in accordance with policies and procedures established under the authority of EMA. Policies and procedures affecting applicants, candidates and EMP certificants are made public and fairly and accurately convey information about the EMP certification program.

EMA understands threats to impartiality that include, but are not limited to, self-interest, activities from related bodies, relationships of personnel, financial interests, favoritism, conflict of interest, familiarity, and intimidation. EMA periodically conducts a threat analysis to determine the potential, both real and perceived, of an individual or an organization to influence certification.

The eligibility requirements have been established to recognize individuals who have demonstrated the experience, knowledge, and skills necessary to provide energy management services. Applicants must demonstrate proficiency in energy management by passing the EMP examination, as specified and administered by EMA. Eligibility requirements for the EMP Certification Program can be found in the EMP Candidate Handbook. To earn EMP certification, applicants must meet all of the eligibility requirements and pass the EMP certification examination.

EMA serves the industry by providing education and training designed to help industry professionals understand the job of energy managers. However, completion of EMA's education or training is not a prerequisite or component of the EMP certification program. Candidates are free to select any training they wish, and completion of EMA's training will not provide any advantage over completion of any other quality training program.

Better Buildings Workforce Guidelines (BBWG) Certification Scheme

The EMP certification program is based on the BBWG certification scheme developed by the National Institute of Building Sciences (NIBS) Commercial Workforce Credentialing Council (CWCC). The CWCC was established to provide a forum and governing structure for the commercial buildings industry to develop guidelines for high quality workforce credentialing programs in a neutral, collaborative environment. The purpose of the BBWG Certification Scheme is to assist certification programs, workers, employers, building owners and managers, energy efficiency program administrators, and government officials, in developing and identifying a more consistent and comparable workforce in the field of energy management.

The BBWG effort was initiated and supported by the U.S. Department of Energy (DOE), but was industry-led by the National Institute of Buildings Sciences (the Institute), a Congressionally authorized 501(c)(3) non-profit organization whose mission is to support advances in building science and technology to improve the built environment. The Institute established the CWCC to govern the effort.

EMA Terminology for Certification

Following is a list of terms to facilitate a better understanding of this document.

Applicant: A person who has applied for certification, but has not yet been approved by to participate in the program or attempt the examination.

Candidate: A person who has been approved to take the EMP examination, but has not yet been certified.

Certificant: A person who has met all requirements and is currently certified.

Certificate: A document used by an organization that grants certification to indicate that the named person has met the requirements for certification.

Certification: The process by which an organization grants a time-limited recognition and use of a credential to an individual after verifying that he or she has met pre-determined and standardized criteria.

Certification Scheme: The combination of requirements, processes and activities used by an organization to determine that an individual is worthy of certification. (Certification scope, eligibility criteria, an examination, a code of ethics, application, and recertification are some of the elements of the EMP Certification Scheme.)

Competence: The ability to perform a job safely and effectively.

Job Task Analysis (JTA) Study: A method used to identify the tasks associated with an occupation, as well as the knowledge, skills and abilities required to perform those tasks.

Customer Service

Applicants, candidates and certificant who have questions or feedback regarding the EMP certification program, or require assistance, are asked to contact the EMA Certification Department at (202) 737-1334, or via email at certification@energymgmt.org. Inquiries are acknowledged via email upon receipt (if an email address is provided) and will be responded to promptly – typically within the same business day for routine items.

For customer service complaints, please contact the Director of Accreditation using the same email address and telephone number provided above. Complaints will be acknowledged upon receipt. Resolution time may vary, depending on the nature of the complaint. Periodic progress updates will be provided for issues taking longer than two weeks to resolve.

Section 1: Applying for Certification

Eligibility Criteria

Applicants for EMP certification must meet and submit the [EMP Application Form](#) with documentation of the following eligibility requirements before being approved to attempt the EMP examination:

1. Energy Management Education and Experience
2. Management Experience
3. A Completed Application (including all agreements and attestations)

1. Education and Experience Requirements

Minimum education and experience requirements, as outlined in the table below, must be met by all applicants:

Education	Experience
Licensed Architect or Professional Engineer	2 years' energy-related project experience*
Licensed Architect or Professional Engineer	3 years' energy management experience*
Four year degree in engineering, architecture of facility management	4 years' energy management experience*
Four year degree in environmental science, physics of earth science management	5 years' energy management experience*
Four year degree in business or related field such as accounting or finance	4 years' energy management experience*
Two year energy management Associate's Degree	5 years' energy management experience*
Two year technical degree in building systems or valid mechanical/electrical contracting license; or equivalent military training/experience	10 years' energy management experience*
High school diploma or GED	2 years' energy-related project experience*

* Energy management experience is defined as participating in an energy-related project. An energy-related project is a project implemented to optimize energy use or cost.

** Degrees must be accredited by an organization recognized by the US Department of Education, the Council on Higher Education Accreditation (CHEA), Accrediting Commission of Career Schools and Colleges (ACCSC), or specialized accreditation bodies in engineering such as Accreditation Board in Engineering Technology (ABET) or architecture such as the National Architectural Accrediting Board (NAAB).

2. Management Experience Requirements

Applicants must also meet one of the following management experience requirements:

Track	Management Experience
A	Three years management experience, defined as oversight/supervision of a team of personnel with responsibility for training, team outcomes, outcome communications.
B	Current certification from an ANSI accredited management certification.
C-1	Master's degree in management/business administration.
C-2	Bachelor's degree in management/business administration with 1 year mgt. experience.
C-3	Associate's degree in management/business administration with 2 years mgt. experience.

3. Completed Application (including all agreements and attestations)

Submittal of a signed copy of the Energy Management Professional (EMP) application form, including all provisions, agreements and attestations, is required for participation in the EMP certification program. Individuals who fail to submit a complete application and agree to all provisions of the program will be ineligible to participate.

Application Instructions and Requirements

Applicants will receive a confirmation email once the application has been received by the EMA Certification Department. EMA reserves the right to verify any and all information submitted on the application and to request further information or documentation from the applicant as needed.

Submitting the Application

The completed [EMP Application Form](#) and all supporting documentation must be submitted with payment in full. In addition to meeting and documenting the eligibility requirements outlined in [Section 1](#) of this handbook, applicants must also submit the following documents:

- Signed and dated EMP Code of Ethics and Confidentiality Agreement statements
- A copy of current certificates showing licenses and/or other certifications (if applicable)

The application may be submitted via email (certification@energymgmt.org) or via paper copy to the EMA Certification Department, 1518 K Street, NW, Suite 503, Washington, DC 20005.

Individuals who submit incomplete applications will be notified that their applications will not be processed until all required information has been received.

Membership

EMP certification is open to all individuals who provide energy management services.

Application Fees

The fee for EMP certification is \$250, which includes application processing and one exam administration. The EMP application form must be submitted with the required fee, which is non-refundable.

Application Due Dates

Applications may be submitted at any time, but must be received by the EMA Certification Department at least 14 days in advance of the exam administration date. If requesting an accommodation ([see Accommodations for Candidates with Disabilities](#)) the application must be received by EMA at least 30 days in advance of testing.

EMP Candidate Status

Applicants who have been approved to take the EMP examination are considered EMP Candidates. EMP certification candidates have 18 months from their initial application date to pass the EMP exam.

Eligibility Appeals/Requests for Reconsideration

EMA is committed to a fair appeals process for any applicant, candidate, or certification holder with any adverse outcome of a decision. Applicants who have submitted a completed application and who are notified that they do not meet the eligibility requirements may appeal this decision in accordance with the process outlined in [Section 8: Other Policies & Procedures](#), under the policy for [Appeals/Requests for Reconsideration](#).

EMP Examination

Once all eligibility requirements have been met and approved via the application process, an applicant becomes a candidate, eligible to sit for the EMP certification examination. Successful completion of the certification examination is a requirement for EMP certification.

The competency requirements assessed in the exam are outlined in [Section 2: Preparing for the Exam](#).

Exam Scheduling

Examination Dates and Locations

Starting in April 2017, the EMP examination will be available on-demand at approximately 900 local testing centers (subject to change) through EMA's testing vendor. Candidates who want to take the EMP examination at a local testing center are encouraged to review the currently available test centers at <http://www.kryteriononline.com/Locate-Test-Center>.

The EMP examination is also administered, periodically, at selected EMA events, such as in conjunction with the CxEnergy conference or an EMP training seminar. Interested candidates can refer to the EMA website for more information on these dates (www.energymgmt.org).

Scheduling the Exam

EMP Applicants are required to indicate on the application form whether they intend to take the EMP exam at a local computer-based testing center, or in conjunction with an EMA event.

Once authorized for testing, candidates who have indicated a preference to take the EMP examination at a computer-based testing center will receive a login and password that can be used to log in and self-schedule the exam through Webassessor, EMA's online registration system. Candidates will select the test center location, date, and time of exam administration appointment.

After scheduling the examination, the Candidate will receive an automated email confirming the appointment details (date, time and location of the test center). The message will include test center check-in and identification requirements as well as information regarding materials permitted in the test center. The confirmation email includes a unique Test Taker Authorization Code. Candidates must bring a copy of the confirmation message to the test center on the day of the exam.

Candidates who have indicated a preference to take the EMP examination in conjunction with an EMA event will receive a confirmation message from EMA confirming the date, time, and location of the examination. This communication will also include identification requirements the candidate must follow to confirm his/her identity when checking in to take the exam and the materials permitted in the testing room. (See **Section 3: Taking the EMP Exam.**)

Cancellations and Rescheduling

There is a 72-hour cancellation policy. Cancellations may be made for exams scheduled at a local test center by following the instructions in the exam confirmation message. Cancellations for exams scheduled in conjunction at an EMA event may be made by contacting the EMA Certification Department, at (202) 737-1334.

Individuals who cancel at least 72 hours in advance may re-schedule by contacting the EMA Certification Department, at (202) 737-1334. Individuals who fail to cancel their exam at least 72 hours (three days) in advance shall forfeit the examination fee and will not be eligible to re-schedule the exam until new fees are paid.

Section 2: Exam Preparation

Exam Content Outline

The competency requirements assessed in the EMP exam are outlined below.

DUTIES & TASKS			WEIGHT
A		Planning Effective Energy Management	29%
	1	Identify the energy management scope	
	2	Develop energy management policies and objectives	
	3	Assess energy usage	
	4	Identify energy performance baselines	
	5	Planning Energy Audits	
	6	Identify energy opportunities	
	7	Prioritize energy opportunities	
	8	Consult on capital (non-energy) projects	
	9	Coordinate with other departments/divisions	
B		Managing Energy Information	11%
	1	Gather energy management data (utility, weather, etc.)	
	2	Analyze energy management data	
	3	Complete reports (internal and external)	
C		Implementing the Energy Management Program	20%
	1	Implement the energy program managerial activities	
	2	Coordinate team resources	
	3	Evaluate results of managerial initiatives	
	4	Manage ongoing commissioning	
D		Managing Budgets and Finance	13%
	1	Audit utility invoices	
	2	Forecast energy savings	
	3	Procure cost effective energy sources	
	4	Monitor project performance	
E		Implementing Energy Efficient Projects	22%
	1	Plan project implementation	
	2	Implement energy projects	
	3	Conduct project close-out activities	
	4	Monitor project performance	
F		Managing Energy Communications	5%
	1	Advocate for energy conservation	
	2	Communicate energy information to senior management	
	3	Coordinate energy program with external parties	
	TOTAL		100%

EMP Exam Reference List

Following is a list of references that were used during development of the EMP certification examination. This list is made available to individuals who are pursuing EMP certification and want to enhance their ability to apply concepts and analyze issues related to energy management. This is not intended as a comprehensive list of all materials available to EMP candidates.

- *ACG Commissioning Guideline, 2nd Edition*
- ASHRAE Standard 90.1-2016 – *Energy Standard for Buildings Except Low-Rise Residential Buildings*
- ASHRAE Standard 62.1-2016 – *Ventilation for Acceptable Indoor Air Quality*
- ASHRAE Standard 62.2-2016 – *Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings*
- ASHRAE Standard 100-2015 – *Energy Efficiency in Existing Buildings*
- ASHRAE Standard 55-2013 – *Thermal Environmental Conditions for Human Occupancy*
- ASHRAE Std. 105-2014 - *Methods of Determining, Expressing, and Comparing Building Energy Performance and Greenhouse Gas Emissions*
- ASHRAE Standard 189.1-2014 – *Standard for the Design of High Performance Green Buildings*
- *ASHRAE Energy Efficiency Guides for Existing Commercial Buildings – Technical Implementation Guidance and the Business Case for Building Owners and Managers*
- *ASHRAE Procedures for Commercial Building Energy Audits, Second Edition*
- *EMA Energy Management Guideline*

EMA Education & Training

EMA offers a variety of education and training opportunities for individuals who are interested in professional development. Courses, workshops, webinars, and other such programs offered by EMA are not a requirement for EMA certification.

EMP Acronym List

EMP candidates are expected to be familiar with the following list of acronyms:

A & E – Architects and Engineers	BAS – building automation system
ACG – AABC Commissioning Group	CBECs – Commercial Building Energy Consumption Survey
AHU – Air Handling Unit	CFR – Current Facility Requirements
AHJ – Authority Having Jurisdiction	CMMA – Computerized Maintenance Management Software
ASHRAE – American Society of Heating, Refrigerating and Air Conditioning Engineers	Cx - Commissioning

CxA – Commissioning Authority	MBCx – Monitor-based Cx
DDC – Direct Digital Controls	NREL – National Renewable Energy Laboratory
DOE – U.S. Department of Energy	O&M – Operation and Maintenance
EBCx – Existing Building Commissioning	OA – Outside Air
ECM – Energy Conservation Measure	OCx or OGCx – Ongoing Commissioning
EEM – Energy Efficiency Measure	OPR – Owner’s Project Requirements
EIA – Energy Information Administration	PC – Performance Contractor
EIS – Energy Information System	PEA – Preliminary Energy Analysis
EMA – Energy Management Association	PPA – Power Purchasing Agreement
EMCS – Energy Management Control System	PPE – Personal Protective Equipment
EnPI – Energy Performance Indicators	PR – Public Relations
ESCO – Energy Services Coordinator	PM – Preventative Maintenance
EUI – Energy Utilization Index	PUC – Public Utilities Commission
FIM – Facility Improvement Measure	RFP – Request for Proposal
FPT – Functional Performance Tests	ROI – Return on Investment
HVAC – Heating, Ventilating and Air Conditioning	SD – Standard Deviation
IAQ – Indoor Air Quality	SE – Standard Error of the Mean
IEQ – Indoor Environmental Quality	SVC – Systems Verification Check
IPMVP – International Performance Measurement and Verification Protocol	TAB – Testing, Adjusting, and Balancing or Test and Balance
ISO – International Organization for Standardization	USGBC – U.S. Green Building Council
kBtu 1,000 Btu	VAV – Variable Air Volume
LEED – Leadership in Energy and Environmental Design	VFD – Variable Frequency Drive
M & V – Measurement and Verification	

Section 3: Taking the EMP Exam

What to Expect on Exam Day

A new EMP certification exam consisting of approximately 120 multiple choice questions will be used starting in April 2017. A total of four hours is allowed for the exam. (Candidates are allowed short breaks but will not be allowed to leave the building or access personal items during breaks.) The exam is closed book. No notes or study materials are permitted. Candidates should bring their own scientific, non-programmable calculator for use during the exam. (NOTE: mobile phones will NOT be allowed in the testing area.) Remember, candidates are required to bring a copy of the exam confirmation message to the test location on the day the exam is administered.

Taking the Exam

Identification

Candidates are required to present a valid, government issued, photo identification to gain admission to the examination site. Acceptable identification is an unexpired government-issued photo ID with a signature (examples include driver's license, passport, citizenship card, age of majority card, and military ID card). The name on the ID must match the applicant name and the photo on the ID must validate the applicant's identity. Candidates without acceptable ID will not be admitted.

Examination Rules

The following rules will be enforced on exam day:

- Candidates must arrive at least 15 minutes prior to the scheduled start of the exam. Late arrivals may not be accommodated. Fees are not refunded for missed exam appointments.
- Candidates must present acceptable identification. Please see the "Identification" section above.
- No study materials, documents, books, or notes of any sort are to be taken into the examination area. No materials may be removed from the examination area.
- Candidates will be observed at all times during testing and should be aware that security procedures are in place and will be enforced.
- Other than non-programmable calculators, candidates may not bring any electronic devices, or any devices capable of recording, into the examination area. Phones, backpacks, purses, and other personal items are NOT permitted. Candidates are encouraged to leave these items at home when possible. Items brought to the test

center will be placed in a secure area that is not accessible to the candidate during the examination session.

- No questions concerning the content of the examination may be asked in the examination area before, during, or after the exam. Proctors are not permitted to answer any questions about the content of the examination. Proctors may answer questions about processes (e.g. time limit), but cannot interpret or explain any information on the exam.
- All candidates are expected to answer the exam questions independently. There is to be no sharing of information, teamwork, or any other collaborative relationship with another candidate during the exam. Any violation of this policy is considered to be cheating. Any candidate engaged in this behavior may be subject to score cancellation and may not be allowed to sit for future administrations of the exam. See the disciplinary policy for additional information.
- No exam questions are to be discussed during or after the exam administration. Any infraction of these terms is considered to be a violation of your ethical responsibilities and subject to the disciplinary policy. It is also a violation of copyright law and exam security.
- Candidates should dress comfortably. While all test sites strive to ensure the exam is given in a room that is neither too hot nor too cold, candidates should be prepared with appropriate layered attire.
- No food or beverage is permitted in the examination area.
- Candidates may not communicate with anyone except the proctor during the exam.
- Candidates are not permitted to bring guests, including children, to the testing site.
- Candidates should complete their exams quietly, without disturbing others.

Any attempts to reproduce all or part of the EMP exam are prohibited. Such attempts may include, but are not limited to: removing materials from the testing room; aiding others by any means in reconstructing any portion of the exam; posting content on any discussion forum or website; and selling, distributing, receiving, or having unauthorized possession of any portion of the exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should be noted that examination scores might become invalid in the event of this type of suspected breach. Permanent revocation of certification may occur if allegations are substantiated. See the Disciplinary Policy for further information.

Accommodations for Candidates with Disabilities

EMA will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request accommodation at least 30 days in advance of testing and demonstrate the need for accommodation.

ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. Documentation is required to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to exam functions for all examinees.

Accommodation Requests

Candidates requesting an accommodation must submit a completed [Request for Accommodations](#) form and required supporting documentation with their exam application.

Accommodations requests must include documentation of need provided by an appropriate, licensed medical doctor, healthcare practitioner or other relevant professional on the professional's letterhead. The documentation must include the candidate's name and address as well as the diagnosis of the disability, history of previous accommodations, and specific request(s) for accommodations.

Once the request for an accommodation is received and reviewed, the applicant may be contacted to obtain additional information. EMA will determine the feasibility of any accommodation, including the specific accommodation requested by the applicant/participant, taking into account all relevant circumstances including, but not limited to: the nature of the documented disability; the nature of the accommodation; and the accommodation's impact on the certification examination. The applicant will receive correspondence via email regarding the accommodation decision.

Reasonable examination accommodations will be made at no extra charge to individuals with documented disabilities.

Accommodations Appeals

EMA is committed to a fair appeals process for any applicant, candidate, or certification holder with any adverse outcome of a decision. Applicants who have submitted a completed Request for Accommodation and who are notified that this request was denied may appeal this decision in accordance with the process outlined in [Section 8: Other Policies & Procedures](#), under the policy for [Appeals/Requests for Reconsideration](#).

Section 4: After the Exam

Exam Results

For exams taken in April and May 2017, exam results will be sent to candidates approximately four to six weeks after administration of the exam. Starting June 2017, exam results will be displayed at the conclusion of the exam session for Candidates who take the exam at a local test center. The score report will also be sent to the Candidate and to EMA via email.

Starting June 2017, candidates who take paper-based EMP exams at an EMA event will receive exam results via email approximately three weeks after the exam session. Candidates will also receive a score breakdown by content domain (see [Section 2: Preparing for the Exam](#)).

Understanding Your Exam Result

A criterion-referenced standard setting process is used to establish the passing point for the exam (see the “How the Exam was Developed” section of this Handbook).

You do not have to pass a certain number of content domain areas in order to pass the exam. Pass/fail status is determined by the total number of questions answered correctly. Candidates are provided feedback on their performance in each content area. For candidates who do not pass the exam, this information may be helpful in identifying areas for improvement before choosing to retake the exam.

Retaking the Exam

Candidates who do not pass the EMP examination may contact EMA staff to schedule another exam attempt within 18 months of the original application submission date. The fee for each exam re-take is \$250. There is a mandatory 30-day waiting period between exam attempts. Further, unsuccessful candidates are not allowed to take the examination more than three (3) times in a 12-month period.

Exam Appeals

EMA is committed to a fair appeals process for any applicant, candidate, or certificant with any adverse outcome of a decision. Candidates who fail the exam and believe irregular testing conditions were a contributing factor may file an appeal (see [Section 8: Other Policies & Procedures, “Appeals/Requests for Reconsideration”](#)).

Certificates

Candidates who pass the EMP exam and are granted certification will receive a certificate including the certificant’s name and the expiration date of the certification, along with other information.

Section 5: Ethics Complaints/Disciplinary Actions

In order to maintain and enhance the credibility of the EMP certification program, EMA has adopted these Administrative Procedures to allow clients and others to bring complaints concerning EMP program participants' ethical conduct to EMA.

The EMP Code of Ethics (see [Section 7](#)) requires certified persons and those seeking certification to uphold the rules and requirements of the certification scheme that allow for the proper discharge of their responsibilities to those served, protect the integrity of the credential, and safeguard the public's trust. EMP program participants are required to agree to uphold and abide by the Code of Ethics by returning a signed copy as a condition of applying for initial certification and recertification. Implicit in this agreement is an obligation not only to comply with the mandates and requirements of all applicable laws and regulations, but to act in an ethical manner in all professional services and activities.

Certificants, candidates and applicants who fail to comply with the EMP Code of Ethics are subject to disciplinary procedures which may result in sanctions. The EMP Code of Ethics is not set forth to determine behaviors resulting in criminal or civil liability, nor are they intended to resolve matters of market competition or contractual disputes.

Complaints

Any individual may file a complaint against an applicant, candidate or certified person. All complaints must be submitted to EMA in writing, must allege a violation of the EMP Code of Ethics, and shall be investigated and adjudicated according to EMA's rules and procedures.

Complaint Handling and Disciplinary Measures

Review of Complaints

Upon receipt of a complaint, the President, with assistance as needed, shall review the submitted complaint and any documentation and determine whether the allegations are valid and warrant review by the entire Board of Directors. Complaints determined to contain unreliable or insufficient information, to be frivolous, or to involve matters not covered by the EMP Code of Ethics (such as contractual disputes), may be dismissed by the President with written notice.

If a review is deemed warranted, written notice will be sent to the individual who is the subject of the complaint, who shall be given the opportunity to respond to the complaint. The individual submitting the complaint shall also receive notice that the complaint is being reviewed by the Board of Directors.

The Board of Directors, with assistance of staff, shall conduct an investigation into the complaint and determine if any actual violations of the EMP Code of Ethics took place, and if any sanctions are warranted. The grounds for sanctions under these Procedures are as follows:

1. Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, energy management.
2. Gross negligence or willful misconduct in the performance of professional services, or other unethical or unprofessional conduct based on demonstrable and serious violations of the EMP Code of Ethics.
3. Fraud or misrepresentation in the application or maintenance of EMA membership, professional certification, or other professional recognition or credential.

The President exercises general supervision over all investigations. The timeline for the investigation and ruling shall be established by the Board of Directors.

Sanctions

If the Board of Directors determines that a violation of the EMP Code of Ethics or of other substantive requirements of the certification process by an EMP program participant has occurred, the Board of Directors may impose one or more sanctions. Sanctions shall be based on the severity of the violation, and may include, but not be limited to: cease and desist, written reprimand, written reprimand with remediation, censure, suspension, revocation, permanent revocation.

Appeal

Within 30 days from receipt of notice of a determination by the Board of Directors that an EMP program participant violated the EMP Code of Ethics, the affected individual may submit to the Board in writing a request for an appeal. No current members of the EMA Board of Directors may serve on the Appeal Committee. Further, no one with any personal involvement or conflict of interest may serve on the Appeal Committee.

The Appeal Committee will conduct and complete the appeal within 90 days after receipt of the request for an appeal. The decision of the Appeal Committee will either affirm or overrule the determination of the Board of Directors, but will not address a sanction imposed by the Board. The decision of the Appeal Committee is binding upon the Board of Directors, the individual who is subject to the sanction(s), and all other persons.

Section 6: Maintaining Your Certification

EMA has instituted a recertification program to promote continued competence as the industry and the EMP's employment change over time. The following elements of this program have been established to define the standards of an EMP certificant in good standing:

1. Base Recertification Requirements
2. Scope Expansion Measures (if applicable)
3. Annual Certification Fee

Base Recertification Requirements

As part of maintaining certification, EMPs are responsible for meeting the established requirements to recertify every three years.

Purpose and Rationale

EMA's goals for recertification are to ensure that EMP certificants remain current with best practices, broaden their understanding of the industry, and continue to be recognized as the leading providers of quality energy management for new and existing buildings. EMA has adopted a three-year recertification cycle based on the rate of change for the energy management industry, including the standards and guidelines upon which it relies.

Recertification Schedule

Beginning in 2017, EMP program participants will be required to recertify on a three-year recertification cycle. Individuals who were certified by June 30, 2017 (or earlier) must recertify by December 31, 2019 to remain certified in good standing.

During their initial certification cycle, newly certified EMPs follow a slightly different schedule. If certification is granted on or before June 30 of a given year, that year serves as the first year of the three year cycle, and the credential expires December 31st two years later. If the initial certification is earned on or after July 1 of a given year, then the certification expiration date is December 31st three years later.

Initial Certification Date	Recertification Due
Jan. – June of Year 1	Dec. 31 of Year 3 & every 3-years thereafter
July – Dec. of Year 1	Dec. 31 of Year 4 & every 3-years thereafter

EXAMPLE:

If an individual earns EMP certification in May 2017, recertification is due by December 31, 2019. If certification is earned in July 2017 (or later that year), the first recertification is due by December 31, 2020 to remain certified in good standing. After the initial three-year certification period, the certification will expire and require renewal following the normal three-year recertification cycle.

Base Recertification Requirements

To recertify, EMPs must meet all Recertification Requirements and submit a record of continuing education activities to demonstrate compliance with the requirements by the applicable due date.

To qualify for recertification, by the end of the three-year recertification cycle, an EMP must earn at least 50 total points – with at least 10 of those points coming from the Mandatory Continuing Education category. (See the [Recertification Point Matrix](#) for details) Recertification activities must be related to energy management or building sciences in general to qualify.

EMPs must also agree to the Terms and Conditions for the EMP program, including the Code of Ethics, as part of maintaining EMP certification. EMPs will be asked to update their agreement with these provisions as the Terms are revised from time to time, such as during recertification.

Audits

Recertification submittals will be randomly selected for audit. If selected for audit, the EMP must provide documentation of continuing education activities in order to recertify. NOTE: all recertification activities submitted after the due date are subject to audit.

Scope Expansion

The scope and content of the EMP certification program will change from time to time as industry standards and the role of energy managers are updated. An updated scope was adopted in 2017 and the certification exam has been updated to test new EMPs in accordance with the new scope.

EMPs who were certified before April 2017 may be required to undertake one of the approved scope expansion measures to demonstrate competence under the updated EMP scope. This determination will be made by the end of 2017.

Annual Certification Fee

An invoice for the annual certification fee will be sent to the employer of record in the fall of each year, payable by December 31st. It is the EMP's responsibility to coordinate payment with their employer of record to ensure that the fee is paid by the due date. If the EMP has changed employers, EMA must be notified by the EMP so an invoice for the appropriate certification fee can be issued directly to the EMP. The annual certification fee is \$250.

Failure to Recertify and/or Pay Certification Fee

Failure to pay the annual certification fee by the December 31st due date may result in assessment of a \$100 late fee. If the fees remain unpaid as of April 30th, certification status will be WITHDRAWN.

In the years in which recertification is due, if the individual does not submit documentation and pay the applicable fees by the December 31st due date, a \$100 late fee may be assessed. There is a grace period for recertification, during which time the EMP's status will remain ACTIVE. However, if the recertification process is still incomplete as of April 30th, the individual's status is changed to WITHDRAWN and the certification is no longer valid.

Individuals who wish to restore their certification to ACTIVE status must meet all recertification requirements, provide all documentation, and pay all applicable fees. In addition:

- 1) If more than six (6) months have elapsed since certification was withdrawn, a new application for EMP certification must be submitted.
- 2) If more than two (2) years have elapsed since certification was withdrawn, a new application for EMP certification must be submitted, and the former certificant must retake and pass the EMP examination.

Recertification Appeals

EMA is committed to a fair appeals process for any applicant, candidate, or certificant with any adverse outcome of a decision. Individuals for whom recertification or reapplication are denied may file an appeal to the Council (see **Section 8: Other Policies & Procedures, "Appeals/Requests for Reconsideration"**).

Recertification Point Matrix

This table provides details regarding the ways recertification points are earned

PART 1 – CONTINUING EDUCATION	UNITS	POINTS
Continuing Education (at least 10 points, up to 35 points):		
Webinar Attendee (1 point/hour)		
Educational Session Attendee (1 point/hour)		
Workshop Attendee (1 point/hour)		
College Credit - traditional or online (10 points/credit)		
On-the-job Training Received (1 point/hour, up to 6 points)		
SUB-TOTAL: CONTINUING EDUCATION (MINIMUM 10, MAXIMUM 35 POINTS)		

PART 2 – QUALIFYING RECERTIFICATION OPTIONS	UNITS	POINTS
Professional Energy Management (10 points/year, up to 30 points)		
Training Provider (up to 10 points) as follows:		
Training Delivery (1 point/hour, up to 8 points)		
Training Development (1 point/8 hours, up to 5 points)		
Certification Exam Development (5 points/project, up to 10 points):		
JTA Project (5 points)		
Item Writing Project (5 points)		
Item Review Project (5 points)		
Cut Score Study Project (5 points)		
Regulatory Work (1 point/8 hours of activity, up to 20 points)		
Monitoring Energy Code/Policy Compliance (1 point/hour, up to 10 pts.)		
Participation in Regulatory Work (1 point/hour, up to 10 points)		
Developing Design Standards/Specs (1 point/hour, up to 10 pts.)		
Retest (25 points)		
Publications/Articles (up to 20 points):		
Published Paper/Article (10 points; 5 points if not peer reviewed)		
Energy-related Blog, 300+ Words (1 point/article, up to 5 points)		
Review of Published Paper (1 point/Paper)		
Published Energy Mgmt. Book (20 points/first edition; 10 points/other editions)		
Whitepaper (5 points)		
User’s Manual for Industry Standards (5 points)		
Published Technical Handbook (2 points/chapter)		
Review Published Technical Handbook (1 point/chapter reviewed)		
SUB-TOTAL: QUALIFYING RECERTIFICATION OPTIONS (MINIMUM 15, MAXIMUM 40 POINTS)		
COMBINED TOTAL: MUST BE AT LEAST 50 POINTS, WITHIN RULES		

Section 7: EMP Code of Ethics

EMA established the EMP Code of Ethics to promote honesty and integrity among Energy Management Professionals, as well as quality workmanship in accordance with industry standards. Violation of one or more tenets of the EMP Code of Ethics on the part of Applicants, Candidates and EMP certification holders may result in disciplinary procedures and sanctions, including: demands to cease and desist; written reprimand; written reprimand with remediation; censure; suspension, revocation, or permanent revocation of certification; and/or dismissal from EMA committees.

Certification and Recertification applicants are required to uphold and abide by the tenets of the EMP Code of Ethics, as a condition for certification and recertification. Applicants, candidates, and EMP certification holders pledge to:

1. Exercise a reasonable industry standard of care in the performance of professional duties.
2. Perform professional duties with trust, integrity, and honesty.
3. Hold paramount the health and safety of the public in the performance of professional duties.
4. Work in a manner consistent with applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.
5. Act with integrity in any relationship that involves an employer or client and disclose fully, in writing, to an affected employer or client, any conflicts-of-interest resulting from business affiliations or personal interests.
6. Represent qualifications accurately and honestly.
7. Offer products and services only in areas where competence and expertise will satisfy the client and public need.
8. Comply with and uphold all policies, procedures, guidelines, and requirements of the EMP program; use the designation as authorized and only in the approved manner.
9. Accept responsibility for maintaining the EMP credential through recertification and continuously uphold the EMP Code of Ethics.
10. Voluntarily and immediately report to EMA any felony convictions or other legal dispositions that would constitute violations of this Code of Ethics that have not already been disclosed, regardless of when they occurred, and report any conditions that prohibit fulfillment of duties as set forth in the competency requirements.

By agreeing to and signing the EMP Code of Ethics statement, applicants, candidates, and EMP certification holders also acknowledge that the EMP certificate and marks are the property of EMA and agree to return the certificate to EMA and discontinue use of EMA's Energy Management Professional designation and related marks when required to do so.

Compliance

EMA requires adherence to the EMP Code of Ethics by all EMP certified individuals and requires individuals to return a signed copy of the EMP Code of Ethics to the EMA Certification Department as a condition of applying for initial certification and recertification.

Any individual may file a complaint against a certified person and complaints shall be fully investigated and adjudicated by the Council. All complaints must allege a violation of the EMP Code of Ethics and shall be investigated according to EMA's rules and procedures, which allow for due process.

See [Section 5](#) for further information.

Section 8: Other Policies & Procedures

Nondiscrimination

EMA does not discriminate in the participation in the EMP certification program and prohibits discrimination against its applicants, candidates, certification holders, employees, and volunteers on the bases of race, color, national origin, age, disability, sex, gender identity, religion, political beliefs, marital status, or sexual orientation.

Non-Disclosure Agreement and General Terms of Use

The EMP Certification Examination is confidential and proprietary. It is made available to the examinee solely for the purpose of assessing competency in the field of energy management. All candidates are expressly prohibited from recording, copying, disclosing, publishing, reproducing, or transmitting the examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of EMA. Non-compliance may lead to the revocation of certification.

Confidential Applicant & Candidate Information

EMA is committed to protecting confidential and/or proprietary information related to applicants; candidates; certificants; and the examination development, maintenance, and administration process.

Information about applicants/candidates/certificants, their application status, and their examination results is considered confidential. Exam results will be released only to the individual candidate unless a signed release is provided. EMA will not disclose confidential applicant /certificant information unless authorized in writing by the individual, or as required by law. When release of confidential information is required by law, the individual will be notified unless prohibited by law.

Aggregate exam statistics (including the number of exam candidates, pass/fail rates, and total number of certificants) will be publicly available. Aggregate exam statistics, studies and reports concerning applicants/certificants will contain no information identifiable with any applicant, unless authorized in writing by the applicant/certificant.

Verification

The names of certified individuals are not considered confidential and may be published by EMA. The certification status of any individual may be verified by contacting EMA, or by visiting the EMA website (www.energymgmt.org).

Use of Certification Mark

The certification mark and logo are the property of EMA. Permission to use the certification mark or logo is granted to EMP certificants at the discretion of EMA, for permissible uses only.

After receiving notification of certification, the EMP credential may be used only as long as certification remains valid and in good standing. Individuals may not use the EMP designation until they have received specific written notification that they have successfully completed all requirements for EMP certification, including passing the exam. Certificants must comply with all verification and recertification requirements to maintain use of the credential.

Certificants will receive a certificate that includes their name, company, credential awarded, expiration date, and other information. The certificate may only be displayed during the time period for which the credential is valid. Certificates remain the property of EMA and must be promptly returned upon request.

EMP marks and logos may be used only on business cards, stationery, letterhead, and similar documents on which the name of the individual certified is prominently displayed.

EMP marks and logos may not be used in any manner that could bring the EMP program, or EMA, into disrepute or in any way that may be considered misleading or unauthorized.

Use of the mark and logo by individuals who have not been granted and maintained the certification is expressly prohibited. Should any person continue use of the EMP marks or logos after notice of suspension or revocation, EMA shall seek full equitable and/or legal remedies through a court of competent jurisdiction.

Appeals/Requests for Reconsideration

EMA is committed to a fair appeals process for any applicant, candidate, or certificant with any adverse outcome of a decision. EMA's General Appeals process, listed in this section (below), is used for appeals of issues related to:

- Eligibility
- Requests for accommodation
- Exam administration irregularities
- Recertification
- Other non-disciplinary issues

Applicants, candidates and certificants who are notified of an adverse outcome as listed above may appeal the decision by sending a written notice of the appeal to the EMA Director of Accreditation within 30 calendar days of the postmark date on the original letter, or delivery date on email correspondence, of adverse outcome. The appellant shall clearly set forth the reasons he or she believes the decision was improperly decided, including documentation to support such claim. The EMA Director of Accreditation shall confirm receipt of the letter of appeal via email upon receipt.

Appeals that cannot be resolved to the appellant's satisfaction will be forwarded by the EMA Director of Accreditation to an Appeals Committee established by EMA for review, along with any relevant information used in making the initial decision. The Appeals Committee shall establish a schedule, gather evidence in the case, and make a determination.

Once a decision is reached, the Director of Accreditation shall send the appellant a letter, via email, communicating the Appeals Committee's decision. The decision of the Appeals Committee will be final.

Appendix A: Examination Development

How the Exam Was Developed

The EMP exam was developed using the analyzed data and content outline generated from the National Institute of Building Sciences (NIBS) Commercial Workforce Credentialing Council (CWCC) Job Task Analysis for the Better Building Workforce Guidelines (BBWG) Building Energy Manager Certification Scheme.

Job Task Analysis

The CWCC followed national and international best practices for workforce credentialing in developing the scheme requirements, beginning with a job-task analysis study. The CWCC identified a volunteer committee of 10-15 experienced subject-matter-experts from across the industry to develop the Job Task Analysis (JTA) for Building Energy Managers. This JTA was adopted by EMA as the basis for the EMP Certification program.

The JTA outlines the key duties, tasks, knowledge, skills, and attitudes necessary to perform the job at a high level of competence and formed the examination blueprint upon which to base the certification assessments. The National Renewable Energy Laboratory (NREL) facilitated the JTA sessions, using professional psychometricians from Professional Testing, Inc., a company specializing in developing high-quality certification programs. The CWCC then validated the tasks and knowledge areas with input from industry stakeholders and practitioners via survey. The original committee of subject matter experts then reconvened to review industry feedback and produce the final JTA documents, which form the foundation of the certification scheme.

The JTA Reports were finalized in 2014 and approved in March 2015.

Certification Scheme Development

Following approval of the JTA document, the CWCC convened a new committee of subject matter experts from across the energy management industry. This committee was comprised of some of the original participants in the JTA studies and some new subject matter experts, to develop the remaining scheme requirements.

The competency requirements as set forth in the certification scheme were done so in accordance with the accreditation requirements of ISO/IEC 17024 (Requirement 8, Certification Schemes). The certification scheme identifies the components of a certification program, including: the scope of certification; job and task description; required competence; abilities (when applicable); prerequisites, and code of ethics, as agreed upon by experienced industry subject matter experts through a deliberative process.

Together, the JTA Report and the certification scheme comprise the content of the voluntary, industry-developed, and industry and government-recognized Better Buildings Workforce

Guidelines. The advantage to EMA, its members and certificants is that the resulting scheme meets the requirements of ISO/IEC 17024, consistent with the new consensus qualifications guidelines for Building Energy Managers.

EMA chose to use the certification scheme as the basis for updates to the EMP certification program. Once the transition process is completed, the EMP exam and other elements of the program will be aligned with industry and government-recognized guidelines for workforce competency.

- The EMP examination was updated to align with the BBWG content outline
- Prerequisites for participation in the EMP certification program are aligned with the BBWG
- The EMP Code of Ethics is based on the BBWG
- The EMP recertification program is also aligned with the BBWG

New Examination Development

A diverse committee of subject matter experts (SMEs) was assembled to work with EMA Certification staff and Alpine Testing Solutions, a firm that specializes in development of high quality certification exams. The committee met in October 2015 to receive instruction on writing quality test questions and begin writing new questions. In 2017 the committee convened in person and via teleconference to review, edit, finalize and categorize questions in an organized question bank.

Individual questions were then assembled into a test form, consistent with an exam blueprint that specifies the number and percentage of questions for the various content domains that define the scope of the EMP program. This combined form was then reviewed as a whole to ensure the questions performed well when paired with other questions on the exam. A pre-test was conducted as an additional quality assurance measure before the exam was finalized.

Establishing the Passing Score

A criterion-referenced standard setting process will be used to establish the passing point following administration of the new exam in April 2017. This means that each candidate's performance on the exam will be measured against a predetermined standard. Candidates will not be graded on a curve and will not compete against each other or against a quota.

This passing score for the exam will be established using a panel of subject matter experts who carefully review each exam question to determine the basic level of knowledge or skill that is expected. As a result, those taking the exam in April 2017 will not receive a score final until four to six weeks after the exam. The passing score will be based on the panel's established difficulty ratings for each exam question. Under the guidance of our psychometrician, the panel will develop and recommend the passing point, which will be reviewed and approved by EMA. The passing point for the exam will be established to identify individuals with an acceptable level of knowledge and skill. Receiving a higher than passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, will have demonstrated an acceptable level of knowledge.