
CERTIFICATION PROGRAM FOR CERTIFIED MEASUREMENT & VERIFICATION PROFESSIONAL



PRESENTED BY

ASSOCIATION OF ENERGY ENGINEERS®

IN CONJUNCTION WITH

EFFICIENCY VALUATION ORGANIZATION

Information for Applicants

1. OBJECTIVES

To raise the professional standards of those engaged in measurement & verification.

To improve the practice of measurement & verification by encouraging professionals in a continuing education program of professional development.

To identify persons with acceptable knowledge of the principles and practices of measurement & verification through completing an examination and fulfilling prescribed standards of performance and conduct.

To award special recognition to those professionals who have demonstrated a high level of competence and ethical fitness for measurement & verification.

2. ELIGIBILITY

The candidate must have:

- Graduate with a four-year degree from an accredited university or college in science, engineering, architecture, business, law, finance, or related field, or be a registered Professional Engineer (P.E.) or Registered Architect (R.A.). The applicant must have at least three years of experience in energy management or facility management or measurement & verification.

or

- Graduate with a two-year technical degree, with five years experience in energy management or facility management or measurement & verification.

or

- Ten years of experience in energy management or facility management or measurement & verification.

or

- The current status of Certified Energy Manager (CEM®).

3. THE REQUIRED BODY OF KNOWLEDGE

The effective practice of measurement & verification requires in-depth knowledge of a wide variety of subjects. However, the candidate need only demonstrate to the satisfaction of the certification board the knowledge and ability to apply the essentials of measurement & verification.

4. TRAINING

AEE in conjunction with EVO offers the Fundamentals of Measurement & Verification Seminar as an optional three-day comprehensive training course to prepare you for the exam.

5. THE CMVP EXAMINATION

To be awarded the CMVP designation, candidates must achieve a pass rate of 70% on the examination. Examination scores are kept on file by the certification director for a period of three years. Applicants that do not receive certification status can request that their applications be resubmitted to the CMVP Board, if during that three-year period their education or experience level changes.

The examination will be administered by the Association of Energy Engineers.

The applicant must complete the written exam. The applicant is given four hours to complete the exam. Dates and locations are determined by the CMVP Board. Candidates are notified of this information by the CMVP Director. The examination questions are based on concepts and experiences basic to measurement & verification on recognized tests, and on supplemental reading. **The exam is open book!**

An examination administrator will proctor the examination. This administrator may be an AEE executive, an educator, a testing expert or agency, or whomever the certification board deems appropriate. The questions will be multiple choice and true/false.

Grading is accomplished by the M&V Director. Examinations are identified by number rather than by the candidate name to assure confidentiality and objective grading.

The written M&V examination deals with such subjects as:

- Standards
 - IPMVP
 - ASHRAE Standard 14
 - FEMP M&V Guidelines
- Approaches for Assessing Savings – Options A, B, C, D
- M&V Plans
- Choosing Normalization Variables
- Cost Factors
- Sampling, Modeling and Monitoring, Uncertainty
- Instrumentation
- Compliance/Adherence with Protocol and Contracts

6. MAINTAINING CERTIFICATION

The continued education of professionals is essential to enable them to cope with rapidly changing conditions. Therefore, to remain certified as a Certified Measurement & Verification Professional, you must accumulate eight professional credits every three years and submit a completed recertification form to the certification director. Each CMVP reaches recertification date on the fourth January 1st following the date appearing on the certificate attesting to certification. Professional credits for recertification, can be accumulated any time from the date certification is received to the October immediately preceding the recertification date. Example: Professionals certified by examination and receiving a certification during 2000, file a record of eight professional points with the certification director by October 31, 2003. These professionals all reach recertification on January 1, 2004.

Activities for CMVP Credits

Continued employment in a measurement & verification position:

4 credits for 3 years

Membership in a professional engineering society:

3 credits

Continuing education in measurement & verification, performance contracting, energy services and energy management:

2 credits
per CEU (continuing education unit)
or 10 contact hours for seminars

7. LIFETIME CERTIFICATION

A CMVP, upon retiring and reaching the age of sixty-two is certified for life. No further reporting is necessary except to notify the certification director of meeting the age requirement by sending a copy of driver's license.

8. SUSPENSION or REVOCATION OF CERTIFICATION

Certification will be terminated for professionals who do not accumulate the required professional credits, unless, in the judgement of the certification board, extenuating circumstances exist and the deficiency can be readily overcome. The certification board reserves the right to revoke certification due to professional unethics.

9. REINSTATEMENT OF CMVP

Professionals who do not acquire sufficient CMVP maintenance points to be recertified on recertification date will be notified in writing of suspension from using the CMVP designation and will no longer be listed as a CMVP in any AEE publication until such time that the professional:

- Resubmits to the certification process and successfully meets the criteria for certification by personal data information and examination or,
- Acquires make-up points at a cumulative total, equal to 3.5 per year for every year since original date of certification.

10. FEES

Application Fee

A fee of \$400.00 (USD) is payable with the filing of the application. (If you registered for course and examination through CIET, you do not have to repay this fee as it is already included in your registration fee and CIET will transfer this portion to the AEE directly). This includes the CMVP application (\$200.00) and the first-time CMVP examination fee (\$200.00). Should an applicant decide not to sit for the examination, a \$100.00 refund will be given.

Renewal Fee

For each three-year renewal, the fee will be \$300.00 (USD). The reinstatement fee will also be \$300.00. No refunds allowed.

11. USE OF CMVP DESIGNATION

A Certified Measurement & Verification Professional (CMVP) may use the designation with name on organization letterhead, business cards, and all forms of address.

Certification is for individuals only. The CMVP designation may not be used to imply that an organization or firm is certified.

EXAM SITE: _____ DATE: _____



**OFFICIAL APPLICATION
For
Certified Measurement &
Verification Professional (CMVP)**

ASSOCIATION OF ENERGY ENGINEERS®
in conjunction with
EFFICIENCY VALUATION ORGANIZATION

The following information is to be filled out as completely as possible. Please read the "Policy Book" very carefully, and also follow instructions for completing and forwarding forms. It is important that the AEE Certification Board have substantiating data for each criteria indicated in the application. Please type or print data except where signature is required.

NOTE: ALL APPLICATIONS MUST BE COMPLETE.

Mail application to:
AEE – CMVP Certification
3168 Mercer University Drive, Atlanta, GA 30341, USA
Or e-mail to:
Ms. Michelle Zakin at: mzakin@aeecenter.org

<p>File Data (Do not complete)</p> <p>File Number: _____</p> <p>Date: _____</p>
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Personal Data (Complete in Full – Please Print or Type)

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security No.: _____ Job Title: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Residence Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Address Requested for Correspondence: Business Residence

DIVISION I – EDUCATION

List in chronological order the name and location of each college or university attended; also list graduate and research work and other appropriate training.

Name & Location of Institution	Years From - To	Date Graduated	Degree Received	Field in Which Degree Was Issued

DIVISION II – PROFESSIONAL REGISTRATION

2.1 Registration

- A. Certified Energy Manager (CEM) Yes CEM No. _____ No
- B. Registered Professional Engineer Yes No
- C. Registered Architect Yes No

If Registered Engineer, please complete the following:

State	Registration No.	Date	Now in Force
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicants must enclose one copy of the Certificate of Registration for at least one state where registration is now in force; card must indicate that license is currently in force.

Have any states revoked or suspended your registration? Yes No

If yes, please explain: _____

DIVISION III – EXPERIENCE RECORD

Applicant should forward one copy of the Employment Verification Form to each employer for those periods which apply to certification eligibility requirement. Forms may be addressed to either immediate superiors or to personnel offices.

Please complete the following in chronological order. Include a description of energy or building or facility or measurement & verification job functions held in for each employment period. This form may be duplicated if additional space is needed.

Date	Employer Name & Address	Concise Statement of Employment Experience Please Give Energy-Related Job Functions
From:		
To:		
Title or Position		
Date	Employer Name & Address	Concise Statement of Employment Experience Please Give Energy-Related Job Functions
From:		
To:		
Title or Position		
Date	Employer Name & Address	Concise Statement of Employment Experience Please Give Energy-Related Job Functions
From:		
To:		
Title or Position		
Date	Employer Name & Address	Concise Statement of Employment Experience Please Give Energy-Related Job Functions
From:		
To:		
Title or Position		

OBLIGATION

I _____ (Signature), having completed the above to the best of my ability, do hereby apply for AEE Certified Measurement & Verification Professional and wish to take the CMVP examination.

Affidavit

I hereby accept sole responsibility for accumulating and delivering the required supporting documentation as outlined in order to be considered for Certification. The AEE, its employees, officers, instructors, staff, proctors, and Certification Board members are hereby held harmless for all acts of commission or omission of any and all kind which may adversely affect me in any way whatsoever, including but not limited to, loss of employment or promotion, inability to obtain a position which requires any of the AEE Certifications, dismissal from any position, or any other thing or action which my adversely affect me.

I hereby also agree (a) to be bound by the terms and provisions of the Certificate of Incorporation of the Association of Energy Engineers, its by-laws and such other regulations as may from time to time be in force, so far as they may affect me; (b) to indemnify and hold harmless each and all of your members, Board of Directors, Certification Board, employees, officers, instructors, examiners, and agents from and

against any liability whatsoever in respect to any act or omission by you or them or any of them in connection with this application, the examination, the grades given upon such examination, and/or the granting or issuance of or failure to grant or issue a certificate to me; (c) that any prescribed fee paid by me is not refundable; and (d) that any certificate granted or issued me shall remain property of the Association.

I certify that all information contained in this application is correct to the best of my knowledge.

I hereby further pledge myself to the highest ethical standards in the practice of measurement & verification.

Signature in Full

Date _____ 20____

**Certification Board
(Do not complete)**

The AEE Certification board, acting at its regular meeting on _____ 20____ has
 approved disapproved this application as presented for certification classification.

Secretary, AEE Certification Board

Date



REQUEST FOR VERIFICATION OF EMPLOYMENT
Certified Measurement & Verification Professional

To:

Date:

Dear

I am applying to the Association of Energy Engineers for certification as a Measurement & Verification Professional. In this regard, I hereby authorize your release of the requested information enclosed which verifies my employment and duties from the period _____ to _____.

Please furnish the requested information as completely as possible and return to the AEE Certification Board.

The receipt of replies will be reported by AEE, but under no circumstances will the information be divulged to me, or used for any purpose except to validate my application for Certified Measurement & Verification Professional.

Applicant Signature

NOTE: IF SELF-EMPLOYED, FURNISH 3 CLIENT VERIFICATIONS

APPLICANT FILL IN (type or print)

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

LETTER OF EMPLOYMENT VERIFICATION

The following information verifies the employment and duties of the above applicant for AEE Certification.

Company: _____

Telephone: _____

Address: _____

City: _____

State: _____

Zip: _____

The above named applicant was (has been) employed by our company from _____
to _____ He/she has held the following positions:

Dates: _____

Dates: _____

Dates: _____

Dates: _____

Please describe in full the responsibilities of the applicant. Attach descriptions if necessary to answer fully. Please include measurement & verification related details.

To the best of my knowledge, I hereby attest that the above information is true and correct.

Name of person supplying information: _____
(please type or print)

Official Title of Respondent: _____

Signature: _____ Date: _____

Return to: AEE Certification Board – CMVP
3168 Mercer University Drive
Atlanta, GA 30341, USA



REQUEST FOR VERIFICATION OF ENGAGEMENT
Certified Measurement & Verification Professional

To:

Date:

Dear

I am applying to the Association of Energy Engineers for certification as a Measurement & Verification Professional. In this regard, I hereby authorize your release of the requested information enclosed which verifies my engagement and duties from the period _____ to _____.

Please furnish the requested information as completely as possible and return to the AEE Certification Board.

The receipt of replies will be reported by AEE, but under no circumstances will the information be divulged to me, or used for any purpose except to validate my application for Certified Measurement & Verification Professional.

Applicant Signature

APPLICANT FILL IN (type or print)

Name:

Address:

City:

State:

Zip:

LETTER OF CLIENT VERIFICATION

The following information verifies the Contractor/Consultant and duties of the above applicant for AEE Certification.

Client:

Telephone:

Company:

Address:

City:

State:

Zip:

The above contractor/consultant has provided service(s) to our company from:

Please describe fully the responsibilities of the applicant. Attach descriptions if necessary to answer fully. Please include measurement & verification related details.

To the best of my knowledge, I hereby attest that the above information is true and correct.

Name of person supplying information: _____
(please type or print)

Official Title of Respondent: _____

Signature: _____ Date: _____

Return to: AEE Certification Board – CMVP
3168 Mercer University Drive
Atlanta, GA 30341, USA