

# Frequently Asked Questions

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## Applying for the Certified Energy Efficiency Professional (CEEP) Program

### **What is the CEEP Certification?**

This credential is designed to validate, that the individual being certified possesses the professional expertise and knowledge required to successfully develop an energy efficiency program and to identify, justify and implement energy reduction opportunities.

### **What does the exam cover? What is it like?**

The Certified Energy Efficiency Professional (CEEP) exam is 4 hours long and contains 150 questions. It is presented in an open book, multiple choice format, with approximately 1/3 of question involving calculation type problems. The balance of the questions will be definitions and/or true false questions.

Questions cover strategic topics such as the evolution of energy management, how to develop energy efficiency programs and how to identify and justify energy efficiency projects. In addition, the exam covers a broad range of tactical subjects including how to quantify energy reduction opportunities in various systems including heating, lighting, motors, pumps, fans, building envelopes, maintenance and HVAC. A score of 67% is required to pass.

### **How do I know if I am eligible for the CEEP Certification?**

The following CEEP Certification Eligibility Matrix identifies the education and work experience needed to become a Certified Energy Efficiency Professional.

By registering for the CEEP Exam, the applicant is acknowledging that they meet and/or exceed at least one of the criteria's outlined in the certification matrix. If, during the certification process, it is determined that the applicant does not meet the criteria outlined in the certification matrix, Masters' Academy will not issue a CEEP credential and will not refund any course registration, application or exam fees.

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## CEEP Education and Experience Criteria Matrix

CRITERIA NUMBER	EDUCATION / CREDENTIAL	EXPERIENCE	CEEP EXAM REQUIRED	PREREQUISITES	RECERTIFICATION REQUIREMENTS
<b>1</b>	4-yr degree in engineering, architecture or related field	Minimum 4 yrs of plant or facility experience or 2 years in the energy field	YES	Previous experience in application of various engineering principles	At least 8 CEU's every 3 Years (Includes 1 credit per year of employment as a CEEP)
<b>2</b>	2-yr associate or technical degree in engineering, architecture or related field	Minimum 6 yrs of plant or facility experience or 4 years in the energy field	YES	Previous experience in application of various engineering principles	At least 8 CEU's every 3 Years (Includes 1 credit per year of employment as a CEEP)
<b>3</b>	4-yr Business or related degree	Minimum 6 yrs of plant or facility experience or 4 years in the energy field	YES	N/A	At least 8 CEU's every 3 Years (Includes 1 credit per year of employment as a CEEP)
<b>4</b>	Registered Professional Engineer	Minimum 3 yrs of plant or facility experience or 2 years in the energy field	YES	N/A	At least 8 CEU's every 3 Years (Includes 1 credit per year of employment as a CEEP)
<b>5</b>	Certified Plant Engineer (CPE)	Minimum 3 yrs of plant or facility experience or 2 years in the energy field	YES	N/A	At least 8 CEU's every 3 Years (Includes 1 credit per year of employment as a CEEP)
<b>6</b>	Certified Energy Manager (CEM)	N/A	NO	Complete CEEP application package and submit exam fee.	At least 8 CEU's every 3 Years (Includes 1 credit per year of employment as a CEEP)

### **Do I need to show proof of my employment history?**

Yes. An employment verification form needs to be completed by your employer(s) based on your employment history and eligibility. For example, if you have been with your current employer for eight or more years, one form is required. If you have been with several employers within a four-year period, a form from each employer is required.

### **Is there an application or exam fee?**

Yes. There is an application and exam fee. Please see the [application](#) for pricing. All fees are non-refundable.

### **What happens if I decide not to take the exam after having registered for it?**

Your exam fee will be refunded. However, your application fee is non-refundable.

### **How can I prepare for the exam?**

The best way to prepare for this exam is to take the "Certified Energy Efficiency Training Course". This course is presented in the 4 ½ days prior to the administration of the exam.

### **Is the Energy Efficiency Training Course a pre-requisite to taking the CEEP Exam?**

NO. If you feel that you are capable of taking the exam without taking the course and you meet the eligibility requirement outlined in the above matrix, you can register just for the exam. Exams are given on the last day of a scheduled training course.

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## **How much time do I have to complete the process of becoming certified?**

You must submit your application for becoming a Certified Energy Efficiency Professional within 90 days of your exam date. If you do not meet this schedule, we will assume that you are not interested in pursuing your certification and will close your file.

## **Where is the exam given?**

The exam is available in paper form on the last day of the Energy Efficiency Training Course. You do not have to go to a separate testing facility

## **Is the CEEP exam broken into modules?**

No. The exam consists of 150 questions which are in no specific order. Your exam will be scored based on the first 105 correct answers (70%). Your total score will be e-mailed to you within 30 days of taking the exam.

## **Can I use my computer for the CEEP Exam**

No. However, you are welcome to use your computer during the training course itself.

## **If I already have a Certified Energy Manager (CEM) credential do I need to take the CEEP exam to become a CEEP?**

No. If you have a CEM and have been working in the energy field, you do not need to take the exam. You do have to submit your registration/exam fee to cover the processing of your certification credentials.

## **If I fail, can I take the exam again?**

Yes. However, you are subject to a re-test fee. If you took the Energy Efficiency Training Course prior to taking the exam, you may retake the training course at no charge.

## **What happens if I pass the exam?**

Masters' Academy will notify you of via e-mail your successful passing of the exam. We also can share your success with your boss, to let him or her know of your achievement. Upon receipt of your CEEP application package, the CEEP Certification Board will review your work and educational qualifications. If everything is in order, The Board will award your Certified Energy Efficiency Professional credentials and issue you a CEEP certificate.

## **Is my certification good for life or does it expire?**

Your certification expires every three years. You must earn at least eight recertification credits every three years. Three of those credits come simply from being continuously employed in the plant/facilities/energy field. The other credits will come from professional development seminars, workshops, etc. When it is time to recertify, we will send you the CEEP recertification guidelines along with the recertification application. Masters' Academy is committed to assisting you achieve your certification goals.



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## What is the procedure for becoming a Certified Energy Efficiency Professional (CEEP)

1. Review the Eligibility Matrix below and determine if you meet at least one of the criteria.
2. Register for the Energy Efficiency Training Course.
3. Register for the CEEP Exam (optional).
4. Complete 5-day Energy Efficiency Training Program.
5. Pass the CEEP Exam, which is offered on the last day of the Energy Efficiency Training Program.
6. Complete the CEEP application and submit it to Masters' Academy within 90 days of your exam date.

The CEEP Certification Board will review your application, which includes confirming your educational and employment background information, and CEEP exam scores. You will then be issued a signed certificate demonstrating to all current and potential employers, clients, customers and agencies, both private and public, that you have met all of the necessary criteria established by Masters' Academy and that you are authorized to present yourself and your services as a Certified Energy Efficiency Professional.

**Please note:** Anyone registering for the CEEP Exam, is acknowledging that they meet and/or exceed at least one of the criteria's outlined in the above CEEP Education and Experience Matrix. If, during the certification process, it is determined by Masters' Academy that the applicant does not meet at least one of the criteria outlined in the certification matrix, we will not issue a CEEP credential and will not refund any course registration, application or exam fees. If you still have questions about your eligibility please contact us for further clarification.

## What topics does this course cover?

**Fundamentals of Energy Efficiency** is the key course for planning and developing comprehensive sustainable energy efficiency programs in industrial, commercial, government, and consulting organizations. By attending this course you'll gain from our 60+ years of experience in the field of energy efficiency and the development of sustainable energy efficiency programs. This course was developed by a team of energy efficiency professionals who have "been there and done that". These instructors bring a balanced blend of experience, practicality, and "how to get it done" mentality to the course and are experts at engaging students using a combination of class discussions, problem solving scenarios, personal experiences and homework assignments

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## Strategic topics include :

- major challenges and road blocks when developing energy efficiency programs
- identifying, prioritizing and implementing energy reductions opportunities
- techniques for “getting buy in” and approval for energy projects and programs
- addressing internal project management and financial resource issues
- identifying types and sources of financial incentives
- applying new energy reduction technologies
- understanding energy cost drivers
- allocating energy costs to the end user
- developing an energy efficiency culture
- integration of energy efficiency into new buildings and manufacturing systems

## Tactical Topics includes:

### Improving your Energy Efficiency skill sets:

Your energy efficiency skill sets will be further enhanced by a comprehensive review of critical energy efficiency topics such as:

- 1.0 The Evolution of Energy Management
- 2.0 Implementing a Strategic Energy Efficiency Program
- 3.0 Energy Efficiency Programs – Road Blocks to Success
- 4.0 Justifying, Selling and Funding Energy Efficiency Programs
- 5.0 Procurement and Energy Bill Analysis
- 6.0 Energy Audits and Instrumentation
- 7.0 Building Envelope
- 8.0 Electrical Systems
- 9.0 Heating Ventilating and Air Conditioning Systems (HVAC)
- 10.0 Lighting
- 11.0 Motors and Drives
- 12.0 Boilers and Steam
- 13.0 Fans and Pumps
- 14.0 Green Buildings (LEED, Energy Star)
- 15.0 Compressed Air
- 16.0 Building Automation and Control
- 17.0 Thermal Energy Storage and Heat Recovery Systems
- 18.0 Maintenance
- 19.0 Building and Retro Commissioning
- 20.0 Developing a Master Energy Efficiency Plan  
...Bringing it all together

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## **What types of professionals typically take this course ?**

- Energy Managers / Directors
- Students, interns and individuals considering a career in energy efficiency / management
- Plant Engineers
- Maintenance Engineers and Managers
- Business owners, managers, senior staff
- Facilities and building managers
- Facility designers
- Energy and Facility Consultants
- Contractors
- Lean Six Sigma team leaders and members
- Strategic planning professionals involved in the development of new facilities, the consolidations of manufacturing facilities and/or mergers and acquisitions
- LEED Certified Professionals

## **Can I consult with the instructors regarding issues we are having with our energy efficiency programs?**

We invite you to bring to our attention any current or past energy management issues or problems you have experienced. These promote excellent class discussions sessions, allow students to benefit from your experience and can help point the way towards potential solutions.

## **Will I need a calculator for the class? Is there homework involved?**

Please bring a calculator for use during the class problem solving sessions. There will also be homework assignments which will be reviewed each morning at the beginning of class.

## **What type of reference books or materials do I need to bring with me?**

You will receive a comprehensive Study Guide covering the individual modules for the course. In addition, this Study Guide contains:

- A complete set of in-class problems, answer key and full solutions
- A complete set of homework problems, answer key and full solutions
- A complete set of tables containing all pertinent reference information and formulas needed for the course
- Listing of energy efficiency related web-sites containing additional reference materials and sources of information