



Accreditation Application Guide

Energy Master Continuous Commissioning Specialist

This Energy Master Accreditation is suitable for professionals who are involved in the maintenance, operation and/or commissioning of commercial buildings such as HVAC engineers, installation, maintenance and service technicians, BMS and Controls specialists and technicians, energy auditors and consultants.

Requirements for Accreditation

To achieve Accreditation as an Energy Master Continuous Commissioning Specialist, candidates are required to:

1. Attend and complete the CEP Continuous Commissioning Specialist Training Course – 2 and half days.
2. Complete and pass the 3 hour CCS Exam. The Exam is 'open book' with the use of the CCS Training Course materials. The pass mark required is 70% of the total marks possible.
3. Meet one of the following Energy Master Continuous Commissioning Specialist eligibility requirements for qualifications and experience:
 - a. Have a 3 year or 4 year degree from an accredited university or college in science, engineering or a related field, plus 5 years of verified experience in commercial building or facilities management involving the installation, testing/adjusting/balancing and commissioning, maintenance or servicing of HVAC or building management systems or control systems; OR
 - b. Have a 2-3 year trade certificate from an accredited university or college or a certified apprenticeship involving engineering or electrical or air conditioning disciplines, plus 7 years of verified experience in commercial building or facilities management involving the installation, testing/adjusting/balancing and commissioning, maintenance or servicing of HVAC or building management systems or control systems; OR
 - c. Have 10 years of verified experience in commercial building or facilities management involving the installation, testing/adjusting/balancing and commissioning, maintenance or servicing of HVAC or building management systems or control systems.

The eligibility of your qualifications and experience is assessed based on your application form, which you are required to complete, sign and submit to CEP.

Your accreditation application will be reviewed by CEP Assessors.

Accreditation Confirmation

1. If you complete the CCS Training Course, pass the Exam and meet the Energy Master CCS eligibility requirements, you will be awarded the designation Energy Master Continuous Commissioning Specialist.
2. If you complete the CCS Training Course, pass the exam but do not meet the Energy Master CCS eligibility requirements, you may be awarded the 'Provisional' designation Energy Master Continuous Commissioning Specialist – Provisional until such time that you have gained the required qualifications and/or experience outlined above. You have five years from the date of attending the CCS Training Course to meet the requirements. After this time, you must complete the CCS Training Course again and retake the Exam to be eligible to become an Accredited Energy Master Continuous Commissioning Specialist.



3. If you complete the CCS Training Course, do not pass the exam, but meet the Energy Master CCS eligibility requirements, you must retake and pass the exam to be awarded the designation Energy Master Continuous Commissioning Specialist. You have five years from the date of attending the CCS Training Course to meet the requirements. After this time you must complete the CCS Training Course again and retake the Exam to be eligible to become an Accredited Energy Master Continuous Commissioning Specialist.

There will be a fee to retake the Training Course and/or Exam in line with the costs of processing and marking the paper.

Reaccreditation

Your Energy Master Continuous Commissioning Specialist Accreditation is valid for five years.

For reaccreditation you are required to provide evidence of continued work experience/involvement in commercial building or facilities management involving the installation, test/adjust/balancing and commissioning, maintenance or servicing of HVAC or building management systems or control systems.

You need to show involvement for a period of at least 6 months for every year following the initial Accreditation. You should apply for reaccreditation prior to the five year period lapsing.

Investment (prices exclude GST)	CEP/IRHACE Member	Non Member
CCS Training Course & Exam (3 days - includes accreditation fees)	\$2,610	\$2900
CCS Training Course Only (2.5 days)	\$1,935	\$2,150
CCS Exam & Accreditation	\$700	\$800

Annual Energy Master Membership \$320 (excluding GST).

Reaccreditation fee \$250 (excluding GST) every 5 years (allows for CEP Assessors to review ongoing experience requirements and confirm reaccreditation.)