

# CCP™ Exam FAQs

## General Questions about the Exam

### How does computer-based testing work?

Once your candidacy is approved, you will be sent a link to register through ISO-Quality Testing. This company has testing locations in most major metropolitan cities as well as cities abroad. After registering for the exam, you will be given the opportunity to register at whatever testing center you'd like.

### Can I take a paper exam?

Sorry, all CCP exams are now computer based.

### Can I select my exam date?

Yes. You may select a time and date based on your schedule.

### I haven't applied to take the exam yet. Can I do that when I schedule my test?

No. The path to CCP Certification has two separate parts. The first step is the application process. You can only schedule your examination *after* you have been approved for candidacy.

### How long does the application process take?

It varies. Once your project references and transcripts (if applicable) are received, your application is forwarded to the Board for approval. On average, it takes about four weeks from the time we receive the application until you receive a decision about your candidacy.

### How long do I have to take the test after I'm approved?

You will have a period of six months after approval to schedule and take the exam.

### What should I study to prepare for the exam?

The exam is based on: ASHRAE Guideline 0; the BCA's Best Practices and Essential Attributes and USGBC's LEED® 3.0. The BCA's Building Commissioning Handbook is also a good resource.

### Do you have a prep course for the exam?

The BCA doesn't offer a prep course like one would take for the SATs or GREs. However, the joint BCA/University of Wisconsin five-day training is a good choice for preparation. Details are available here: [www.tinyurl.com/ybun8yz](http://www.tinyurl.com/ybun8yz)

### What if I don't pass the exam?

If you don't pass the exam, you may reapply to take the exam within 24 months. You do not need to resubmit the application, but the exam fee of \$150.00 must be paid again. After 24 months, you will need to resubmit your entire application and pay all applicable fees.

## Questions about the Application

### **I am new to commissioning and want to get certified so I can start bidding on projects. Can I apply?**

No. The CCP certification is specifically for those who have commissioning experience. It is not a training program, but rather a certification for those who meet the minimum requirements of experience and years in the commissioning industry. The BCA is currently working with other industry leaders to develop a training program, but until that is complete it is recommended that you look at the University of Wisconsin's building commissioning courses. It is possible that your local community college may have an introductory level class.

### **I don't have three commissioning projects to submit. Can I still apply?**

If you don't have three projects, you can still apply if you have two projects that meet all the requirements and you have a certificate of completion from the joint BCA/University of Wisconsin five-day training. Details can be found here: [www.tinyurl.com/ybun8yz](http://www.tinyurl.com/ybun8yz)

### **Not all of my projects meet all eight essential work scope items. Can I still apply?**

Yes. You may pair together two projects of smaller scope to meet the requirement. However, when the two smaller projects are combined, they must meet all eight essential scope items in order to be counted as one project.

### **My three projects do not total the minimum \$30 million on construction value or minimum square footage of 150,000 square feet. What do I do?**

The projects can only qualify if those minimums are met. You may pair a smaller project with another project to help meet that minimum, as described in the question above.

### **My project reference isn't submitting his/her Client Reference form (form B). What do I do?**

All client reference forms must be submitted for the application to be considered complete. If you are having difficulties, you may want to look at another reference or submit another project with a reference that will submit the form in a timely manner.

### **A few of my projects are Existing Building (a.k.a. retro-commissioning). Can I still apply?**

Yes. As long as the project meets all eight essential work scope items or is paired with another project that meets the work scope items requirement.

Have a question that you don't see listed here? Call the BCA Hotline at (877) 666-BCXA (2292) or send an email to [certification@bcxa.org](mailto:certification@bcxa.org).