

# ASSOCIATION OF ENERGY ENGINEERS (AEE)

## EXAMINATIONS

Business Energy Professional (BEP)  
Certified Building Energy Simulation Analyst (BESA)  
Building Commissioning Professional (CBCP)  
Demand Side Manager (CDSM)  
Certified Energy Auditor (CEA)  
Certified Energy Auditor Master Level (CEAM)  
Certified Energy Manager (CEM)  
Certified Energy Manager International (CEMI)  
Energy Procurement Professional (CEP)  
Geothermal Designer (CGD)  
Lighting Efficiency Professional (CLEP)

Measurement & Verification Professional (CMVP)  
Power Quality Professional (CPQ)  
Carbon Reduction Manager (CRM)  
Sustainable Development Professional (CSDP)  
Water Efficiency Professional (CWEP)  
Distributed Generation Professional (DGCP)  
Existing Building Commissioning Professional (EBCP)  
Energy Efficiency Practitioner (EEP)  
Performance Contracting & Funding Professional (PCF)  
Certified Residential Energy Auditor (REA)  
Renewal Energy Professional (REP)

## ELIGIBILITY

All applicants must take a required, approved preparatory seminar before sitting for the exam. Registration for seminars is separate. Once you have been approved, you are responsible for scheduling an appointment to take the examination.

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## TELEPHONE REGISTRATION

To schedule an examination by phone, call 855-579-4642. Live operators are available 24 hours a day, 7 days a week.

## INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates schedule for their exams using the Internet. Candidates may schedule online by accessing PSI's scheduling website at [www.psiexams.com](http://www.psiexams.com). Internet scheduling is available 24 hours-a-day. In order to schedule by Internet, complete the steps below:

- Once eligibilities are received by PSI, candidates will be able to go to [candidate.psiexams.com](http://candidate.psiexams.com) for online scheduling.
- From the website, candidates will be able to select a desired testing date and location.
- After scheduling your examination appointment online, you will receive an email confirmation from [no-reply@psiexams.com](mailto:no-reply@psiexams.com). This will contain the test date, time, site address and directions.

## CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 48 hours before the scheduled examination date.*

**Note: A voice mail message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative.**

## MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 48 hours before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

## REQUIRED IDENTIFICATION AT THE EXAMINATION SITE

Candidates need to provide one (1) valid form of non-expired, government issued identification, bearing photo and signature.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered.

## ACCEPTABLE IDENTIFICATION - Choose One (Must be current)

- Driver's license
- State issued identification card
- Government Issued Passport
- Government Issued Military Identification Card
- US Government Issued Alien Registration Card

Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

## SECURITY PROCEDURES

*The following security procedures will apply during the examination:*

Candidates will receive scratch paper and a pencil at the test site.

Stand-alone, scientific, business/financial, or graphing calculators (i.e. Texas Instruments, Casio, Sharp, etc.) may be used during the exam.

This is an open book exam. Printed seminar PDF documents and notes must be organized in a 3-ring binder. Reference books will be allowed in the exam room.

The following items are strictly prohibited during the exam: calculator with internet capability, cell phones including use of cell phone calculator, laptop computers, tablets, camera devices, any use of internet/email and AEE reference CDs.

- While at an examination site, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. While at the site, you shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.**
- No smoking, eating, or drinking will be allowed at the examination site.
- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.

## TESTING SITES

There are global examination centers. You will be provided with the locations upon scheduling for your examination.

## EXAMINATION RESULTS

A preliminary score report will be issued on site after the exam is completed. Official results will be issued by AEE.