

Candidate Handbook

Information for Applicants

Version 1.0 effective March 2, 2020

CERTIFIED LIGHTING EFFICIENCY PROFESSIONAL (CLEP®)

Please read thru the following important information before submitting your **CLEP® Application**

1. CLEP® OBJECTIVES

- To raise the professional standards of those engaged in lighting efficiency management.
- To improve the practice and quality of lighting efficiency projects by encouraging professionals in a continuing education program of professional development.
- To identify persons with acceptable knowledge of the principles and practices of lighting efficiency/management through completing an examination and fulfilling prescribed standards of performance and conduct.
- To award special recognition to those lighting professionals who have demonstrated a high level of competence and ethical fitness for lighting management.

2. ELIGIBILITY

Professionals with the following prerequisite may apply:

- An engineering graduate, and/or P.E., and/or R.A., and/or CEM with at least three years experience in lighting efficiency.
- OR
- A four-year degree in business or related degree with at least five years' experience in lighting efficiency.
- OR
- A two-year technical degree with eight years experience in lighting efficiency.
- OR
- Ten years or more verified experience in lighting efficiency.

In addition, applicants must have 4 completed lighting projects in the last 10 years. ***Feasibility studies and projects not yet completed are ineligible.***

3. THE REQUIRED BODY OF KNOWLEDGE

The effective practice of lighting efficiency requires in-depth knowledge of a wide variety of subjects. For certification purposes, however, the candidate need only demonstrate to the satisfaction of the Certification Board the knowledge and ability to apply the essentials of lighting management.

4. PROCEDURES

The first step in the CLEP application process is to complete the application. Since certification is based on education, experience and passing the examination, it is important that the applicant understands the eligibility requirements and has attained the prerequisite to qualify for certification. The application must be received four weeks prior to the CLEP exam if the applicant feels confident he/she has the necessary prerequisite for certification.

The CLEP Board must have a clear understanding of the applicant's lighting experience. Therefore, it is very important that all applicants give clear, complete details.

5. THE APPLICATION

The Application Form provides an organized method for documenting professional and educational background. The Personal Data Form is divided into the following four parts:

- Contact Information – business/personal email, address and phone number
- Education and Professional Registration - name and location of each college or university from which you have earned a degree and any professional registrations (i.e. PE or RA)
- Experience/Employment in lighting efficiency – list of employers including a description of job functions held for those periods of employment which qualify you for CLEP
- Lighting Project Experience – list details of lighting projects completed and your role on the project

In addition to a completed, to be awarded the CLEP designation, candidates must achieve a minimum of 700 points earned from the CLEP examination.

If a candidate has failed to acquire sufficient points recommended for CLEP, the candidate may be re-examined at a subsequent examination period and/or resubmit an update application form. Examination scores will be kept on file by the Certification Director for a period of three years. A score can be resubmitted if the candidate so requests.

It is essential that candidates devote considerable time and effort to completing the application form since judgment by the Certification Board can be based only on the information provided. Inaccurate and/or incomplete data will only be a liability for the applicant.

6. THE CLEP EXAMINATION

The applicant must complete a four-hour exam. Live Training dates and locations are available on our [website](#). Applicants must register separately to attend the associated live training. An Examination Administrator will proctor the examination. This Administrator may be an Association associate, an educator, an approved testing expert or agency, or whomever the Certification Director deems appropriate based on pre-approval. The examination questions are based on the [Body of Knowledge](#). **The exam is Open Book!** Because of the diversity of background and experience of lighting efficiency professionals, the examination has 10 different subject sections, all of which are mandatory. The exam consists of multiple choice questions. You must bring a hand held non-internet accessible calculator to the exam since the CLEP exam does not allow computers, tablets, or cell phones to be used during the test. Grading is accomplished by members of the Certification Department and the CLEP Board. Candidates are notified of exam results by email within 30 days of the exam date.

Remote Testing Information:

Your application along with exam fee should be approved by AEE prior to sitting for the exam. You will receive a letter once AEE has approved your application. At that time, you may log in to the testing center website to begin the exam scheduling process. Please do not contact the testing center regarding the status of your application. Once the application is complete and exam is passed, all applications are sent to the CLEP Board for final approval. Only after this approval is certification granted. For more information on Remote Testing Center Procedures and locations, visit <https://www.aeecenter.org/remote-testing-center-procedures-locations>

The written CLEP Examination deals with such subjects as:

- **Codes and Standards**
- **Lighting Evaluation and Economics**
- **Lighting Controls**
- **Lighting System Maintenance**
- **Quantity and Quality of Illumination**
- **Environmental Safety**
- **DSM and Lighting Efficiency**
- **Lighting Fundamentals**
- **Design Basics**
- **Lamps and Ballasts**

While application and exam fees are nonrefundable, a candidate may reschedule taking a live exam at any time for any reason. Candidates taking the exam at a Remote Testing Center, if you need to reschedule your confirmed exam date or location, please contact AEE prior to rescheduling. **A \$100 rescheduling fee payable to AEE will be assessed for each reschedule of your Remote Testing Center exam.**

7. MAINTAINING CERTIFICATION

The continued education of lighting professionals is essential to enable them to cope with rapidly changing conditions. Therefore, to remain certified, a Lighting Efficiency Professional must accumulate ten (10) professional credits every three years and submit a completed recertification form to the Certification Director. Each CLEP 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 receiving certification to December 31 of the recertification year. For example, Lighting Professionals certified by examination and receiving a certification in 2020, file a record of ten professional points with the certification director by December 31, 2023. These professionals all reach recertification on January 1, 2024.

Activities for CLEP Credits

- Continued employment in lighting activities:
3 credits for 3 years
- Membership in a professional engineering society:
3 credits for 3 years
- Continuing education/professional activities (this includes in-house training involving lighting):
2 credits per CEU, college credits hour or 10 contract hours for seminars
- Awards presented and/or papers published involving lighting:
2 credits each
- Offices held in a professional engineering society:
1 credit per year

8. RETIRED CERTIFICATION

A CLEP upon retiring and reaching the age of sixty-five 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.

9. SUSPENSION OF REVOCATION OF CERTIFICATION

If a Lighting Professional does not accumulate the required professional credits, certification shall terminate, unless in the judgment of the Certification Board, extenuating circumstances exist and deficiency can be readily overcome.

Certification may be revoked for failure to abide by the [Code of Ethics of Certified Professionals](#). The Lighting Professional is offered a hearing by the certification board and notified of the views of the complainant and of the hearing date and location. This notice shall be given in writing at least thirty days in advance of the hearing.

10. REINSTATEMENT OF CLEP

Lighting Professionals who do not acquire sufficient CLEP maintenance points to be recertified on recertification date will be notified in writing of suspension from using the CLEP designation and will no longer be listed as a CLEP in any AEE publication until such time that the Lighting 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 ½ per year for every year since original date of certification.

11. CLEP FEES:

Option A: CLEP Exam held with Live Training

APPLICATION FEE

A fee of \$300.00 dollars is payable with the filing of the application. *No examination fee refunds are allowed.*

Re-Examination Fee: For each re-examination (held with live training), a fee of \$150.00 will be required.

Option B: CLEP Exam at Remote Testing Center

APPLICATION FEE

A fee of \$400.00 dollars is payable with the filing of the application. *No examination fee refunds are allowed.*

Re-Examination Fee (Remote Testing Center Location): For each re-examination, a fee of \$200.00 will be required.

RENEWAL FEE

For each three-year renewal, the fee will be \$300.00 / Reinstatement fee is \$350.00
No refunds allowed.

12. USE OF CLEP DESIGNATION

As a Certified Lighting Efficiency Professional (CLEP®), the Lighting Efficiency Professional may use the designation with his/her name on organization letterheads, business cards, certain internet listings and forms of address.

Certification is for individuals only. The CLEP designation may not be used to imply that an organization, company or firm is certified. AEE does not endorse or recommend any individual CLEP, product or service. Improper usage of CLEP or AEE logo may result in suspension. If you have questions about usage of the CLEP designation, please contact AEE.

Sample Correct Usage (Signature / Business Card):

John A. Smith, P.E., CLEP / Mary Jones, CLEP, CEM

Web Usage:

John A. Smith is an individual member of the Association of Energy Engineers ([AEE](#)) and is a [Certified Lighting Efficiency Professional \(CLEP\)](#)

Incorrect Usage:

ABC Company is Certified by AEE.

Correct Usage:

- ABC Company has many Certified Lighting Efficiency Professional -CLEPs® on its staff.

- ABC Company is looking for a Certified Lighting Efficiency Professional with experience for a position.
- John Smith, President of ABC Company, is an individual member of the Association of Energy Engineers and is a Certified Energy Manager (CEM), Certified Carbon Reduction Professional (CRM) and Certified Lighting Efficiency Professional (CLEP).
- ABC Company is a Corporate Member of the Association of Energy Engineers (AEE) and has five current Certified Lighting Efficiency Professional (CLEP) on staff including.....

John Smith is an individual:



Link to www.aeecenter.org/certification

Corporate Member of:



Link to www.aeecenter.org