



ASSOCIATION OF ENERGY ENGINEERS

CODE OF ETHICS FOR CERTIFIED BUILDING COMMISSIONING PROFESSIONALS (CBCP) AND CERTIFIED BUILDING COMMISSIONING FIRMS (CBCF)

The CBCP/CBCF, to uphold and advance the honor and dignity of the profession and in keeping with high standards of ethical conduct:

PRINCIPLES

- *Will be honest and impartial, and will serve the public, employers, and clients, with professionalism and devotion;*
- *Will strive to increase the competence and prestige of the profession;*
- *Will use his or her knowledge and skill for the advancement of human welfare.*

CODES OF PRACTICE

1. The CBCP/CBCF will be guided in all professional relations by the highest standards of integrity, and will act in professional matters for each client or employer as a faithful agent or trustee.
2. The CBCP/CBCF will have proper regard for the safety, health, and welfare of the public in the performance of professional duties.
3. The CBCP/CBCF will avoid all conduct or practice likely to discredit the profession or deceive the public.
4. The CBCP/CBCF will endeavor to extend public knowledge, appreciation of engineering and its achievements in order to protect the profession from misrepresentation and misunderstanding.
5. The CBCP/CBCF will express an opinion on an engineering subject only when founded on adequate knowledge and honest conviction.

6. The CBCP/CBCF will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without consent.

7. The CBCP/CBCF will endeavor to avoid conflicts of interest with his employer or client, but when unavoidable, he or she shall fully disclose the circumstances to employer or client.

8. The CBCP/CBCF will uphold the principle of appropriate and adequate compensation for those engaged in engineering work.

9. The CBCP/CBCF will cooperate in extending the effectiveness of the profession by exchanging information and experience with other engineers and students, and will endeavor to provide opportunity for the professional development and advancement of engineers under his or her supervision.

MAINTAINING CERTIFICATION

CBCF

The applicant firm must apply every two (2) years to continue certification and must meet initial requirements and be working on or have completed two (2) additional commissioning projects verified by building owners. The firm must also remit a renewal fee of \$1,500 to AEE.

CBCP

The continued education of professionals is essential to enable them to cope with rapidly changing conditions. Therefore, to remain certified as a Certified Building Commissioning Professional, you must accumulate **(10) ten professional credits** every three years and submit a completed recertification form to the certification director. Each CBCP 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 certification is received to the October immediately preceding the recertification date. Example: Professionals certified by examination and receiving a certification during 2010, file a record of eight professional points with the certification director by October 31, 2013. These professionals all reach recertification on January 1, 2014.

Continued employment in a commissioning professional position:

3 credits for 3 years

Membership in a professional architectural or engineering society:

1 credit

Continuing education in energy management, indoor environmental quality, building commissioning, project management ,HVAC or process engineering , architecture, lighting, building envelope technology, testing and balancing, or measurement and verification:

2 credits

per CEU (continuing education unit)

or 10 contact hours for seminars

1 credit LEED Accredited Professional

SUSPENSION or REVOCATION OF CERTIFICATION

CBCP certification will be terminated for professionals who do not accumulate the required professional credits, unless, in the judgment of the certification board, extenuating circumstances exist and the deficiency can be readily overcome. The certification board reserves the right to revoke certification due to professional ethical violations.

CBCF certification will be terminated for firms who do not meet the maintaining certification requirements, unless, in the judgment of the certification board, extenuating circumstances exist and the deficiency can be readily overcome. The certification board reserves the right to revoke certification due to professional ethical violations.

REINSTATEMENT OF CBCF AND/OR CBCP

Firms who do not acquire sufficient CBCF maintenance requirements to be recertified on recertification date will be notified in writing of suspension from using the CBCF designation and will no longer be listed as a CBCF in any AEE publication until such time that the firm:

- Resubmits to the certification process and successfully meets the criteria for recertification by performing necessary projects

Professionals who do not acquire sufficient CBCP maintenance points to be recertified on recertification date will be notified in writing of suspension from using the CBCP designation and will no longer be listed as a CBCP in any AEE publication until such time that the 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 3.5 per year for every year since original date of certification.