



## ASSOCIATION OF ENERGY ENGINEERS

### CODE OF ETHICS FOR ENERGY AUDITORS

The Energy Auditor/Certified Energy Auditor, 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 Certified Energy Auditor 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 Certified Energy Auditor will have proper regard for the safety, health, and welfare of the public in the performance of professional duties.
3. The Certified Energy Auditor will avoid all conduct or practice likely to discredit the profession or deceive the public.
4. The Certified Energy Auditor will endeavor to extend public knowledge, appreciation of engineering and its achievements in order to protect the profession from misrepresentation and misunderstanding.
5. The Certified Energy Auditor will express an opinion on an engineering subject only when founded on adequate knowledge and honest conviction.

6. The Certified Energy Auditor will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without consent.
7. The Certified Energy Auditor 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 Certified Energy Auditor will uphold the principle of appropriate and adequate compensation for those engaged in engineering work.
9. The Certified Energy Auditor 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

The continuing education of Energy Auditors is essential to cope with the rapidly changing field of energy auditing. A CEA must accumulate ten professional credits every three years and submit a completed Renewal Form to the Certification Director to remain certified. CEA renewal notices are mailed in the 3<sup>rd</sup> year of recertification six months prior to the expiration date, which falls on December 31st of that year.

Professional credits for recertification can be accumulated at any time, within the three year period. *For example, Energy Auditors receiving a CEA certification in 2009, must file a record of ten professional credits with the Certification Director by December 31, 2012 to receive a CEA certificate for another 3-year period.*

If a CEA is for any reason rendered unable to perform the duties required of them as a CEA, they will notify the CEA Director immediately.

***Credits are not maintained by AEE during the three year period. It is the responsibility of the individual to maintain a record and submit this information at the time of renewal.***

#### **Activities for CEA Renewal Credits**

Continued employment in energy auditing/energy engineering activities:

**1 credit per year**

Continuing education (CEU's) / professional activities (seminars or conferences):

**2 credits** per CEU, college credit hour or 10 contact hours for seminar

Awards presented and/or papers published involving energy auditing/engineering:

**2 credits each**

## **SUSPENSION OR REVOCATION OF CERTIFICATION**

**Continuing Education Requirements.** If a Certified Energy Auditor does not accumulate the required professional credits, certification shall terminate, unless in the judgment of the Certification Board, extenuating circumstances exist and the deficiency can be readily overcome. CEA suspension or revocation may also be invoked for failure to pay CEA exam/application, renewal, or training fees.

**The Complaint Process.** Any CEA professional who violates the CEA Code of Ethics will have his/her Certification revoked. Any AEE member or Company or individual who witnesses a breach in the CEA Code of Ethics is encouraged to file a complaint with the CEA Board. The CEA Board is responsible for having the witness substantiate the violation and conducting a hearing to determine said breach.

The CEA Board has the responsibility to investigate any and all alleged violations of the Energy Engineer/Certified Energy Auditor Code of Conduct. In addition, the CEA Board shall have the responsibility and authority to review the work product of a CEA, when deficiencies in quality and potential error(s) in analysis and calculations are alleged.

Once an alleged violation of either Ethics or Competence is filed with the CEA Board, the board shall first acquire all possible information of the occurrence for internal review. Should the Board determine that the potential of a violation exists, the Board will interview both the witness as well as the CEA responsible.

The CEA in question will have the opportunity to refute the claim and provide evidence to the contrary. The CEA shall have ample opportunity to provide appropriate evidence, additional information, the opinions of other Energy Engineers/CEA's, as well as further data to attempt to refute the allegations.

The CEA Board shall conduct an independent and impartial hearing. Any Board member having a personal relationship with the CEA being investigated shall be excluded from participation.

The initial objective of such a hearing shall be to provide a venue for the accusing party and the accused CEA to explain and gain mutual understanding of the issues involved in the dispute and resolve them in an amicable manner. Should such mutual understanding not be reached then the Board may move forward with further procedures up to and including Suspension or Revocation of the CEA's Certification.

**Suspension and Revocation.** The CEA Board, upon finding a violation of either the Ethical Standards or the Competence of a Certified Energy Auditor, shall, by means of a vote having a 2/3 majority, decide to Suspend or Revoke the Certification of a CEA.

Suspension may be issued for violations deemed less serious, and where the CEA in question has demonstrated the ability and desire to take the corrective actions required to remedy the violation(s).

Suspension for Competence violations will be continued until the CEA in question receives additional remedial training as may be indicated by the Board and until such time as the Board reviews the Mandatory re-testing of the CEA involved. A CEA who has his or her Certification Suspended shall not be reinstated until such time as the additional training and testing has been completed and approved by the CEA Board.

Revocation of the Certification of a CEA is a very serious matter and is usually permanent. If the CEA Board revokes the Certification of a CEA for cause, as has been determined by a finding of all the facts in the hearing, then the individual shall be barred from holding Certification as a CEA. Notice of Revocation of this Certification shall also be furnished to the Chair of each Certification Board within the AEE for possible revocation of other AEE Certifications.

**Reinstatement.** A CEA who has had his or her Certification Suspended or Revoked may apply for reinstatement conditioned upon a sufficient change in circumstances that would warrant the Board's consideration.

A CEA may be reinstated after demonstrating such remedial training and testing as may be determined by the Board. A CEA who is applying for reinstatement will usually be required to work under the supervision of an Energy Engineer or CEA for a period of six months to demonstrate competence and compliance with standards.