



ASSOCIATION OF ENERGY ENGINEERS

CODE OF ETHICS FOR CERTIFIED PRACTITIONERS IN ENERGY MANAGEMENT SYSTEMS (CP EnMS)

The Cp EnMS, 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 CP EnMS 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 CpEnMS will have proper regard for the safety, health, and welfare of the public in the performance of professional duties.
3. The Cp EnMS will avoid all conduct or practice likely to discredit the profession or deceive the public.
4. The CP EnMS will endeavor to extend public knowledge, appreciation of engineering and its achievements in order to protect the profession from misrepresentation and misunderstanding.
5. The CP EnMS will express an opinion on an engineering subject only when founded on adequate knowledge and honest conviction.
6. The CP EnMS will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without consent.
7. The CP EnMS 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 CP EnMS will uphold the principle of appropriate and adequate compensation for those engaged in engineering work.

9. The CP EnMS 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.

10. The CP EnMS will notify AEE immediately should he or she become fully or partially disabled and unable to carry out the full responsibilities of a CP EnMS. Subsequently, he or she will advertise and contract to undertake only those capabilities as a CP EnMS which he or she is able to completely fulfill.

MAINTAINING CERTIFICATION

The continuing education of Certified Practitioners in Energy Management Systems is essential to cope with the rapidly changing field of energy management. A CP EnMS must accumulate 350 hours of related employment and 30 professional development hours every three years and submit a completed Renewal Form to the Certification Director to remain certified. CP EnMS renewal notices are emailed in the 3rd year of recertification six months prior to the expiration date, which falls on December 31st of that year.

Professional development hours for recertification can be accumulated at any time, within the three year period. *For example, individuals receiving a CP EnMS certification in 2019, must file a record of 350 employment hours and 30 professional development hours with the Certification Director by December 31, 2022 to receive a CP EnMS certificate for another 3-year period.*

If a CP EnMS is for any reason rendered unable to perform the duties required of them as a CP EnMS, they will notify the Certification 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.

Training Activities for applicable for CP EnMS Renewal include:

Energy Fundamentals, Energy Sources and Demand Characteristics, ISO 50001 Energy Management System Concepts, Operating Characteristics of Key Energy Using Systems, Fundamentals of System Optimization, Renewables, Fundamentals of Energy Project Management – for Developing Action Plans, Data Collection and Use, Fundamentals of Business Decision Making, Energy, Management Systems, Internal Audit, Models, Regulatory Requirements, Instrumentation & Controls, Statistics.

SUSPENSION OR REVOCATION OF CERTIFICATION

Continuing Education Requirements. If a CP EnMS does not accumulate the required professional development hours, certification shall terminate, unless in the judgment of the Certification Board, extenuating circumstances exist and the deficiency can be readily overcome.

CP EnMS suspension or revocation may also be invoked for failure to pay CP EnMS exam/application or renewal fees.

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

The CP EnMS Board has the responsibility to investigate any and all alleged violations of the Energy Engineer/Certified Practitioner in Energy Management Systems Code of Conduct. In addition, the CP EnMS Board shall have the responsibility and authority to review the work product of a CP EnMS, 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 CP EnMS 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 CP EnMS responsible.

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

The CP EnMS Board shall conduct an independent and impartial hearing. Any Board member having a personal relationship with the CP EnMS 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 CP EnMS 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 CP EnMS's Certification.

Suspension and Revocation. The CP EnMS Board, upon finding a violation of either the Ethical Standards or the Competence of a Certified Practitioner in Energy Management Systems, shall, by means of a vote having a 2/3 majority, decide to Suspend or Revoke the Certification of a CP EnMS.

Suspension may be issued for violations deemed less serious, and where the CP EnMS 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 CP EnMS 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 CP EnMS involved. A CP EnMS 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 CP EnMS Board.

Revocation of the Certification of a CP EnMS is a very serious matter and is usually permanent. If the CP EnMS Board revokes the Certification of a CP EnMS 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 CP EnMS. 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 CP EnMS 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 CP EnMS may be reinstated after demonstrating such remedial training and testing as may be determined by the Board. A CP EnMS who is applying for reinstatement will usually be required to work under the supervision of an Energy Engineer or CP EnMS for a period of six months to demonstrate competence and compliance with standards.