



(CxA) Certification Transfer Application

A separate application is required for each person that applies for certification as an ACG Commissioning Authority.

Full Name of Applicant

Title Email Address

Company Name

Address

City State/Country Postal Code

Telephone Number Fax Number Years/Months with Company

Company's ACG Membership Status: *(please check one)*

- Current ACG Member Company
- Applying Company *(this CxA application must accompany an ACG Company Membership application to qualify)*

List current licenses, registrations and/or certifications held by applicant:

Required Attachment - Submit a copy of the following with your application:

- Current Personal Resume of Applicant** including all relevant educational and work experience with dates, job titles, and roles and responsibilities. *(Please note: most "corporate" summaries/profiles issued by companies typically do not provide sufficient detail.)*

If accepted and certified by ACG, I agree:

- 1. To provide professional, independent commissioning services on behalf of the building owner.
- 2. To uphold professional and ethical standards of conduct.
- 3. To abide by the ACG bylaws and Policies and Procedures.
- 4. That my ACG certification will only remain valid while working for a current ACG member firm.

Application Submitted by (print name)

Signature

Date

Application Acceptance and Review Process: Once a complete application has been submitted to ACG Headquarters, the ACG Certification Examining Board will review the application in confidentiality. Once a decision has been reached, ACG Headquarters will notify the applicant of whether or not the application has been approved. Please allow 2-3 weeks for the review to be completed. *(This process may take longer during heavy application periods – i.e., prior to a Workshop.)*

CxA Transfer Renewal Fee: A \$100 transfer renewal fee must accompany this application. In the event the application is not approved, ACG will provide a refund of this fee. This fee covers the transfer application and the certification renewal for the current calendar year.

Next Steps for Membership & Certification: Upon approval of this application, CxAs who work for current ACG member companies will be notified of their approval, added to the ACG membership directory, and will receive their new CxA certificate for the current year.

For CxAs with new applying companies, a dues invoice for the current year will be sent from ACG. New member companies are responsible for paying their first full year of \$1,500 in annual dues. (Dues for the second year will be pro-rated accordingly based on the month the company joined in its first year.) Upon receipt of the company's annual dues, ACG will activate the new company membership, re-active the CxA certification for the individual, add the new listings to the ACG membership directory, and send the new company and CxA certificates for the current year.

PAYMENT INFORMATION - \$100

<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express
_____ Card Number		_____ Expiration Date	
_____ Name of Cardholder			
_____ Signature of Cardholder			



Submit complete application and fee to:

By Mail: **ACG Headquarters, 1518 K Street, Suite 503 NW, Washington, DC 20005**

By Email: **info@commissioning.org** • By Fax: **(202) 638-4833**

For any questions, please call ACG Headquarters at **(202) 737-7775**.