



Energy Management Professional (EMP) Application

A separate application is required for each person that applies for certification as an Energy Management Professional.

Full Name of Applicant _____

Title _____ Email Address _____

ACG Member Company Name _____

Address _____

City _____ State/Country _____ Postal Code _____

Telephone Number _____ Fax Number _____ Years with Company _____

CxA Certification # _____ – _____

Valid certification as a CxA through ACG is a prerequisite for the EMP certification.

Date and Location of Scheduled EMP Seminar & Exam:

Other than CxA certification, please list current licenses, registrations and/or other energy certifications held by applicant:

Required Attachments - Submit copies of the following with your application:

- 1. **Current Personal Resume of Applicant** including all relevant educational and work experience with dates, job titles, and roles and responsibilities.
- 2. **Please list a minimum of 3 projects** in which you have provided energy-related services on existing buildings (e.g. energy management/audits, existing building commissioning, testing and data collection, etc.) Include customer contact information and details on ***your specific roles and responsibilities on each project.***
- 3. **Current certificates** showing licenses and/or other energy certifications of applicant. *(If applicable)*

If accepted and certified by ACG, I agree:

- 1. To provide professional, independent energy management services on behalf of the building owner.
- 2. To uphold professional and ethical standards of conduct.
- 3. To abide by the bylaws and Policies and Procedures adopted for the EMP Program.
- 4. That my EMP 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 EMP 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. *(Please note application deadlines for attending the Energy Management Process Seminar.)*

EMP Certification Exam & Next Steps: Once approved, the applicant may take the exam at places and times designated by ACG.

Application & Training Fees: A \$250 application fee must accompany this application. Additionally, the fee to attend the 2-day Energy Management Training Seminar is \$1,250 per person, but is submitted separately with the Seminar registration form.

EMP Application Fee:	\$250
Energy Management Process Training Seminar:	\$1,250 <i>(to be submitted with the Seminar registration form)</i>

Annual EMP Certification Renewal: Annual renewal information will be sent with the company's membership & certification renewal package at the end of the calendar year. All renewal information is sent to the primary contact at each main office.

Annual EMP Certification Renewal:	\$500 <i>(per person)</i>
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PAYMENT INFORMATION - \$250

<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**.