



Certified Commissioning Specialist (CxS) Exam Requirements & Study Guide

Certified Commissioning Specialist (CxS) Scope

The CxS program recognizes commissioning professionals who demonstrate the technical and process understanding required for competent performance.

ACG's CxS certification is available to commissioning professionals who have met the experience prerequisites, and who pass the examination to demonstrate understanding in the areas of Commissioning Deliverables; Commissioning Process, Phases & Approach; Commissioning Roles & Responsibilities for Cx Providers; Commissioning Roles & Responsibilities for other members of the Cx team; and General Construction Process/System Knowledge.

Applying for CxS Certification

Eligibility Criteria

Applicants for CxS certification must submit the [CxS Application Form](#) and meet the following eligibility criteria:

- At least two years of commissioning or other relevant experience (e.g. field testing, controls verification, or other aspects related to verification and testing of building systems).
 - *Note: applicants who are licensed P.E.s or architects need only one year.*

At least 6 months working for an ACG member company, and currently employed by an ACG member.

Application Instructions and Requirements

The completed application and payment must be submitted via email to applications@commissioning.org.

Preparing for the CxS Examination

Exam Content Outline

Domain/Objective	Weight
Commissioning Deliverables	21%
Commissioning Process, Phases & Approach	33%
Commissioning Roles & Responsibilities - Cx Providers	14%
Commissioning Roles & Responsibilities - Others	13%
General Construction Process/System Knowledge	19%

CxS Exam Reference List

The following references were used to develop the CxS certification examination.

- *ACG Building Systems Commissioning Guideline (Part I only)*
- *ASHRAE/IES Standard 202-2024 -- The Commissioning Process Requirements for New Buildings and New Systems*

Note: As indicated below, the exam is closed-book.

Taking the CxS Exam

What to Expect on Exam Day

The exam consists of 115 multiple choice questions. A total of four (4) hours is allowed for the exam, and the passing score is 75%. The exam is closed book, and a calculator is not needed.

NOTE: for test security reasons, ***no electronics are permitted in the testing room under any circumstances*** – this includes mobile phones, laptops, smart watches, or any other device.

Identification

Candidates are required to present a valid, government-issued, photo identification to gain admission to the examination site. Acceptable identification is an unexpired government-issued photo ID with a signature (examples include driver's license, passport, citizenship card, age of majority card, and military ID card). The name on the ID must match the applicant name and the photo on the ID must validate the applicant's identity. Candidates without acceptable ID will not be admitted.

Examination Rules

The following rules will be enforced on exam day:

- Candidates must arrive at least 15 minutes prior to the scheduled start of the exam. Late arrivals may not be accommodated. Fees are not refunded for missed exam appointments.
- Candidates who need to reschedule their exam must do so with 72 business hours notice or more, to avoid paying an additional fee. (ACG is charged for the exam session if not cancelled before that deadline.)
- Candidates must present acceptable identification. Please see the “Identification” section above.
- Candidates will be observed at all times during testing, and should be aware that security procedures are in place and will be enforced.
- Candidates may not bring any electronic devices, or any devices capable of recording, into the examination area. Phones, backpacks, purses, and other personal items are NOT permitted. Candidates are encouraged to leave these items at home when possible.
- Candidates may not communicate with anyone except the proctor during the exam.
- Candidates should complete their exams quietly, without disturbing others.
- All candidates are expected to answer the exam questions independently. There is to be no sharing of information, teamwork, or any other collaborative relationship with another candidate during the exam. Any violation of this policy is considered to be cheating.
- No exam questions are to be discussed during or after the exam administration. Any infraction of these terms is considered a violation of your ethical responsibilities and subject to disciplinary action. It is also a violation of copyright law and exam security.
- Proctors are not permitted to answer any questions about the content of the examination. Proctors may answer questions about processes (e.g. time limit) but cannot interpret or explain any information on the exam.

NOTE: ACG has invested substantial resources into the development of the exam and expects all members and potential members to respect the integrity and confidentiality of the exam. ***Any attempts to copy, reproduce, or transmit to others all or any part of the CxS exam, by electronic or other means, are expressly prohibited.*** The ACG Board of Directors may impose disciplinary action up to and including permanent revocation of membership and certification for substantiated allegations.