

Certification FAQs

Questions about the Exam

I haven't submitted my application yet. Can I schedule my test?

No. You can only schedule your examination *after* you have applied and been approved for candidacy by the BCCB.

Can I take a paper exam?

No, all exams are now computer based.

Where are the tests administered?

The test is administered through ISO-Quality Testing, which has over 200 testing locations, primarily in the U.S., though they do have locations abroad. When you register you will select your testing location.

Can I select my exam date?

Yes. You may select a time and date based on your schedule within 6 months of the approval of your candidacy.

How long does the application process take?

It varies. ACP applications are processed quickly as there is less paperwork required. On average the CCP application process takes four weeks from the time we receive the application until you receive a decision about your candidacy. It can take longer depending how quickly project references and transcripts are received.

How long do I have to take the test after I'm approved?

You will have six months after approval to schedule and take the exam.

What should I study to prepare for the exam?

The exam is based on: ASHRAE Guideline 0; the BCA's Best Practices and Essential Attributes and USGBC's LEED® 3.0. The BCA's Building Commissioning Handbook is also a good resource.

Do you have a prep course for the exam?

The BCA doesn't offer a prep course like one would take for the SATs or GREs.

What if I don't pass the exam?

If you don't pass the exam, you may reapply to take the exam within 24 months. You do not need to resubmit the application, but the exam fee of \$150.00 must be paid again. After 24 months, you will need to resubmit your entire application and pay all applicable fees.

Questions about the Application

I am new to commissioning and want to get certified so I can start bidding on projects. Can I apply?

Yes. You can apply for the ACP.

I don't have three commissioning projects to submit. Can I still apply?

Yes. You can apply for the ACP. Or if you are applying for the CCP you can apply if you have two projects that meet all the requirements and you have a certificate of completion from one of the three approved training programs. The names of the applicable training programs can be found on the CCP application.

Not all of my projects meet all eight essential work scope items. Can I still apply for the CCP?

Yes. You may pair together two projects of smaller scope to meet the requirement. However, when the two smaller projects are combined, they must meet all eight essential scope items in order to be counted as one project.

My three projects do not total the minimum \$30 million on construction value or minimum square footage of 150,000 square feet. What do I do?

The projects can only qualify if those minimums are met. You may pair a smaller project with another project to help meet that minimum, as described in the question above. These minimums can also be reduced if you have a certificate of completion for one of the three approved training programs (found on the CCP app). If you are unable to meet the minimums the ACP might be more appropriate at this time.

My project reference isn't submitting his/her Client Reference form (Appendix B). What do I do?

All client reference forms must be submitted for the CCP application to be considered complete. If you are having difficulties, you may want to look at another reference or submit another project with a reference that will submit the form in a timely manner.

A few of my projects are Existing Building (a.k.a. retro-commissioning). Can I still apply?

Yes. As long as the project meets all eight essential work scope items or is paired with another project that meets the work scope items requirement.

Have a question that you don't see listed here? Call the BCA Hotline at (877) 666-BCXA (2292) or send an email to certification@bcxa.org.