Candidate Manual
Certified Commissioning Firm (CCF) Program

Building Commissioning Certification Board
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History and Background

The Building Commissioning Association

The Building Commissioning Association (BCA) is an international professional association that promotes building commissioning practices that maintain high professional standards and fulfill building owners’ expectations. The BCA is dedicated to developing a common, industry-wide understanding of what constitutes effective building commissioning. Our goal is to achieve high professional standards, while allowing for diverse and creative approaches to building commissioning that benefit our profession and its clients.

The Building Commissioning Certification Board

The Building Commissioning Certification Board (BCCB) was formed in 2004 as an administratively independent arm of the BCA for the purpose of recognizing building commissioning professionals who meet the standards of the BCA. The BCCB offers certification to individuals and firms who satisfy high-caliber commissioning requirements.

The BCCB maintains three certification programs the Certified Commissioning Professional (CCP), the Associate Commissioning Professional (ACP) and the Certified Commissioning Firm (CCF). The CCP and ACP are granted to individuals who demonstrate adequate commissioning experience and education and pass a national examination. The ACP is designed as a path to achieving the CCP which requires more rigorous education and experience. See the CCP or ACP Candidate Bulletins for additional information.

The BCCB also recertifies certificants who demonstrate evidence of continued professional competence.

CCF Program Development

The CCF certification program was launched in 2013 in response to industry requests for recognition of commissioning expertise on a firm level in addition to an individual level. This firm certification demonstrates the highest standards for professional commissioning firms. Organizations that hold the CCF designation will stand out among their competitors for the desire and ability to provide the highest quality product to potential clients and the commitment to the advancement of the commissioning industry.

In order to maintain the high caliber of certificate holders the CCF requires that a minimum of one CCP be a full time employee of the firm seeking certification. This requirement is maintained through an annual recertification process.

Certification Program Purpose

The purposes of the CCF certification program are to:

- Establish nationally recognized standards of knowledge and experience for building commissioning firms
- Recognize formally firms who meet the requirements set by the BCCB
- Serve building owners and the public by encouraging high quality building commissioning services

The BCCB, with the assistance and advice of many practitioners in building commissioning, has attempted to develop a credential that will recognize expertise in the profession with the goal of improving professional standards in building commissioning. However, no certification program can guarantee professional competence. The BCCB welcomes constructive comments and suggestions from building owners, the public and the profession.

CCF Benefits

Building commissioning firms who achieve CCF certification can experience one or more of the following benefits:

- Verification of their expertise by an independent organization—a way to prove that they have the skills needed for the job
- Enhanced professional credibility
- Greater project opportunities

Finally, the potential benefits of the certification program for building owners and managers include:

- Greater ease in identifying a qualified building commissioning firm
- More confidence in the quality of building commissioning services provided
- Consistency for comparing service providers
CCF Process and Eligibility

Certification is a two-step process:

1. The firm must submit a completed CCF application, request the required supporting documents and pay the required application fee.
2. The BCCB must approve the application for admission into the certification program. You will find out more about each of these steps in the next section of this Candidate Bulletin.

Certification Cost

- Application Fee for BCA Corporate Members: $1,000 USD
- Application Fee for non-BCA Corporate Members: $1,250 USD

Payment must be made by credit card, banker’s check, money order, or check made payable to the BCCB. NO OTHER FORM OF PAYMENT—INCLUDING CASH—WILL BE ACCEPTED. Failure to submit the full fee in one of the acceptable formats will result in the rejection of the application. We do not accept American Express and prefer payment by check.

The application fee is non-refundable and is incurred upon receipt of the application by the BCCB. However, the application will be returned and the fee refunded, less a $50.00 nonrefundable processing fee, if the firm fail to meet the basic eligibility requirements at the time of application.

CCF Eligibility

Below are the minimum qualifications that must be met for a candidate to be eligible to achieve CCF certification.

1. Employ at least one (1) full time Certified Commissioning Professional (CCP)
2. Have been providing commissioning services for a minimum of 24 months with no current bankruptcy filings or commissioning contract terminations for cause.
3. Submit three (3) qualified commissioning projects with client references.
4. Adhere to the BCA Essential Attributes.
Qualifying Project Experience Work Scope

Select at least three (3) projects for new construction, existing building, or major renovations on which the firm served as the lead commissioning firm from project design through end of construction. The buildings, considered together, must total at least 150,000 square feet in size and have a total construction value of at least $30 million. If necessary, you may add additional projects to meet the square footage and dollar value minimums.

A qualifying commissioning project is defined as a project where the firm has served as lead commissioning firm and performed the Essential Work Scope items for each project. Please note that in order to count as one (1) qualified project all scope items must have been performed. Essential Work Scope items include:

1. Construction document level review done prior to completion of the issuance of construction documents.
2. Commissioning specification development
3. Final commissioning plan development
4. Functional performance test document development
5. Equipment installation verification on site and appropriate documentation development
6. Functional performance testing on site
7. Final commissioning report development
8. Existing building projects add: Post-installation measurement & verification

Fill out a Project Experience Form (Appendix A) for each of your qualifying commissioning projects and enclose with your application. A client reference must be submitted for each project; see the information below regarding references.

Combining Projects: Some smaller projects do not contain all essential work scope items, therefore, the applicant may choose to combine two (and no more than two) separate projects for any one single qualifying project. When combined, these two separate projects must include all Essential Work Scope items. In addition, a separate project reference is required for each of the smaller projects for the portion of work scope items claimed on the application.

Projects Submitted by CCP: If the on-staff CCP submitted projects and references while employed at the applying firm, those projects and references may be used to complete this application requirement. A minimum of one project must have been completed within the last 24 months. For example if the CCP was certified more than two years ago two of the projects from that application can be used and one recent project and reference must be submitted. CCP materials need not be resubmitted; project names should be referenced on page 6 of this application.

Definition of Major Renovation: A major renovation may include, but is not limited to, the replacement of the building envelope, lighting system, HVAC system, and other systems that have substantial impact on energy usage. It is a renovation that costs more than 25% of the building’s replacement value.

Client References

Obtain a client reference for each of the qualifying projects submitted via the Project Experience Form (Appendix A). If the firm worked on more than one qualifying project for the same client, you must obtain a reference from a different person for each project. At least one of the client references must be a direct representative of the facility owner. Each reference must complete a Client Reference Form (Appendix B) and return it to the BCCB. You must attach a copy of Appendix A to Appendix B and send it to your reference who will verify the information provided on Appendix A. References must submit their form to the BCCB directly. Please enter the firm’s name on the top line of the form before giving it to your references. You have the option of entering an application deadline on your
reference form. This date is irrelevant to the BCCB but has been included if you believe your reference will be more responsive if given a deadline.

You are responsible for distributing the forms to your references and ensuring that they are received by the BCCB. Please check with your references or with the BCCB to verify that the forms have been submitted.

**Application Information**

The CCF application can be downloaded from the BCA website, [www.bcxax.org](http://www.bcxax.org). Please read the application instructions carefully to be sure that you have complied with all application requirements. Completed applications can be emailed or mailed as noted below:

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<tr>
<th>Email (preferred method)</th>
<th><a href="mailto:Certification@bcxa.org">Certification@bcxa.org</a></th>
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<tbody>
<tr>
<td>Mail</td>
<td>Building Commissioning Certification Board</td>
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<tr>
<td></td>
<td>1600 NW Compton Drive, Suite 200</td>
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<tr>
<td></td>
<td>Beaverton, OR 97006</td>
</tr>
</tbody>
</table>

The BCCB must also receive your supporting documentation (project experience forms and client references) for the application to be considered complete.

**Confidentiality**

Application information is held in strictest confidence and will not be released to anyone without the candidate’s express written consent. However, the BCCB reserves the right to use certain data from applications to prepare summary statistical analyses, some of which may be published. In these cases, application data will be consolidated with data from other applicants. Individual data will never be made public.

**Application Information Changes**

If the name, mailing address, e-mail address, and/or telephone number that was entered on the application changes while the application is pending, you must notify the BCCB in writing immediately, and not later than six (6) days after such change of information.

**Application Review and Approval by BCCB**

When all materials have been received and the minimum qualifications have been met, your application is deemed complete and is reviewed by two members of the BCCB. The BCCB members will perform a detailed review the project experience, documentation, and client references to determine if the applicant is eligible to hold the CCF certification. The BCCB may contact the candidate directly to ask for clarification or additional information as required.

If the BCCB approves the application the candidate will be notified and sent a certificate and information on how to maintain the certification. If the BCCB denies the application the candidate will be given details about the reason for denial and have the opportunity to submit additional information within 24 months without resubmitting an application in its entirety.
CCF Use, Renewal and Revocation

CCF Credential Use Guidelines

Approved firms will receive a certificate suitable for framing and will have the right to refer to themselves as a Certified Commissioning Firm (CCF) as long as they maintain valid certification with BCCB. The “CCF” and “Certified Commissioning Firm” marks are owned by BCCB, and BCA and BCCB have the sole rights to control the use of these designations. BCA and BCCB, however, grant a worldwide, non-exclusive license to all individuals holding certification from BCCB to use the marks in the following manner:

- Displaying the certificate issued by BCCB granting CCF status
- Stating that the firm is a “Certified Commissioning Firm” or a “CCF”
- Using the marks on business cards and/or stationery
- Using the marks in a directory or advertisements for services as a building commissioning firm
- Using the marks on other promotional materials, provided that such materials are reviewed and approved in advance by BCCB

If you have any questions regarding the proper use of the “CCF” and “Certified Commissioning Firm” marks, submit a sample of the proposed use to BCCB for review. BCCB reserves the right to control the quality of all promotional materials on which these marks are used. These marks may not be used in any manner that implies that you have any relationship with BCCB or BCA other than as a certificant or in any other manner that is in conflict with BCCB philosophy or principles. The BCCB may ask you to provide a sample of stationery, business cards, or other promotional materials to ensure compliance. If you fail to comply with the permitted use of BCCB’s marks, or if you fail to maintain valid certification with BCCB, you will no longer have the right to use these marks in any manner and may not distribute any materials containing the marks. BCCB shall be the final judge as to whether any use of its marks is consistent with BCCB’s standards, policies, and procedures.

BCA and BCCB reserve the right to take legal action against the firm for any use of the “CCF” or “Certified Commissioning Firm” marks that are in violation with the terms of this license.

Certification Renewal

The initial certification will be valid for a period of one (1) year from the date printed on the certificate and firms must recertify every one (1) year. Renewal of the certification involves completing a recertification application and being approved for recertification by the BCCB. To be recertified, the firm will have to show evidence of continued competence, as demonstrated by the firm’s additional work experience and other related professional activities. Toward the end of the initial certification period, the BCCB will send a reminder of the need to renew. For this reason, it is required of the certificant to provide updated contact information to the BCCB to send renewal notifications.

Certification Revocation

Certification will be revoked if the firm fails to meet the renewal criteria and renew the certification. Otherwise, if the firm continues to work professionally in good standing within the field of building commissioning, it is very unlikely that the certification will be revoked. However, the BCCB has the right to revoke the certification if it is substantiated that the firm:

- Falsified information on the application
- Misused or misrepresented the CCF credential
- Were found guilty of violating the law with respect to professional responsibilities by a court, licensing agency, or registration agency
- Engaged in any other behavior that is in violation of the BCCB disciplinary policy