



ENERGY MANAGEMENT  
PROFESSIONAL



ENERGY MANAGEMENT  
ASSOCIATION

# *Energy Management Professional (EMP) Candidate Application*



## **Energy Management Association**

2401 Pennsylvania Ave., NW, Suite 330  
Washington, DC 20037  
Phone 202.737.1334

[info@energymgmt.org](mailto:info@energymgmt.org)  
[www.energymgmt.org](http://www.energymgmt.org)

# Application for EMP Certification

## Introduction

EMA's Energy Management Professional (EMP) certification is available to industry professionals who manage and continually improve energy performance in commercial buildings by establishing and maintaining energy program management systems consistent with the mission and goals of the organization. Visit the Energy Management Association Website for EMP information regarding exam contents, exam scheduling, what to expect on exam day, and more, at [www.energymgmt.org](http://www.energymgmt.org).

## Application Submission Instructions

Please type or print clearly and neatly. A separate application is required for each person who is applying for EMP certification.

Fill out all sections of the application. Individuals who submit incomplete applications will be notified that the applications will not be processed.

Confirmations and other important exam information will be sent to you via email or mail. Please ensure all of your contact information is correct.

Complete this application in its entirety and submit it with all required attachments to the EMA Certification Department via mail or email.

[gus@energymgmt.org](mailto:gus@energymgmt.org)

EMA Certification Department

2401 Pennsylvania Ave., NW

Suite 330

Washington, DC 20037

Please submit the following required attachments with the completed application:

1. Photocopies of current certificates showing licenses and/or other certifications (if applicable)
2. Signed/dated EMP Code of Ethics form
3. Completed Request for Accommodations form (if applicable)
4. Full Payment

EMA reserves the right to verify any information submitted as part of the application and to request further information or documentation from the applicant as needed.

Applicants will be notified via email when a completed application is received.

## Application Deadline

Applications for EMP certification must be received by the EMA Certification Department at least **21 days** in advance of testing. (Extra time may be required if requesting special accommodation.) Applicants will not be able to schedule or take the EMP certification exam until authorized by EMA staff.

## Applicant Information

|                                    |                                      |                      |
|------------------------------------|--------------------------------------|----------------------|
| <input type="text"/>               | <input type="text"/>                 | <input type="text"/> |
| First Name                         | Middle Initial/Name                  | Last Name            |
| <input type="text"/>               |                                      |                      |
| Street Address/PO Box              |                                      |                      |
| <input type="text"/>               | <input type="text"/>                 | <input type="text"/> |
| City                               | State/Province                       | Zip/Postal Code      |
| <input type="text"/>               | <input type="text"/>                 |                      |
| Country                            | Personal Email Address (required)    |                      |
| <input type="text"/>               | <input type="text"/>                 |                      |
| Home Phone Number (with area code) | Mobile Phone Number (with area code) |                      |

## Employer Information

|                            |                       |                      |
|----------------------------|-----------------------|----------------------|
| <input type="text"/>       | <input type="text"/>  |                      |
| Current Employer / Company | Job Title             |                      |
| <input type="text"/>       |                       |                      |
| Work Address               |                       |                      |
| <input type="text"/>       | <input type="text"/>  | <input type="text"/> |
| City                       | State/Province        | Zip/Postal Code      |
| <input type="text"/>       | <input type="text"/>  |                      |
| Country                    | Work Email Address    |                      |
| <input type="text"/>       | <input type="text"/>  |                      |
| Employer / Company Website | Employer Phone Number |                      |

## Contact Preferences

- What is your preferred mailing address?  Home  Work
- What is your preferred email address?  Personal  Work

## Energy Management Education/Experience

Minimum energy management education and experience requirements, as outlined in the table below, must be met by all applicants. Select the option that best fits your education and experience.

| Track | Education  | Experience                                  |
|-------|--|---|
| 0     | Currently hold a certification in energy-focused science or technology that is accredited under ISO/IEC 17024                                | N/A   |
| 1     | Licensed Architect or Professional Engineer  | 2 years' energy-related project experience* |
| 2     | Four year degree in engineering, architecture or facility management   | 3 years' energy management experience*      |
| 3     | Four year degree in environmental science, physics or earth science management   | 4 years' energy management experience*      |
| 4     | Four year degree in business or related field such as accounting or finance  | 5 years' energy management experience*      |
| 5     | Two year energy management Associate's Degree  | 4 years' energy management experience*      |
| 6     | Two year technical degree in building systems or valid mechanical/electrical contracting license; or equivalent military training/experience | 5 years' energy management experience*      |
| 7     | High school diploma or GED   | 10 years' energy management experience*     |

\* Energy management experience is defined as participating in an energy-related project. An energy-related project is a project implemented to optimize energy use or cost.

\*\* Degrees must be accredited by an organization recognized by the US Department of Education, the Council on Higher Education Accreditation (CHEA), Accrediting Commission of Career Schools and Colleges (ACCSC), or specialized accreditation bodies in engineering such as Accreditation Board in Engineering Technology (ABET) or architecture such as the National Architectural Accrediting Board (NAAB).

My energy management education and experience qualify for certification in track  above.

## Management Experience Requirements

Applicants must also meet one of the following management experience/education requirements:

| Track | Management Experience/Education   |
|-------|---|
| A     | Three years management experience, defined as oversight/supervision of a team of personnel with responsibility for training, team outcomes, outcome communications. |
| B     | Current certification from an ANSI accredited management certification.   |
| C-1   | Master's degree in management/business administration   |
| C-2   | Bachelor's degree in management/business administration with 1 year mgt. experience   |
| C-3   | Associate's degree in management/business administration with 2 years mgt. experience   |

My management experience qualifies for certification in track  above.

## Education, Licenses, Certification, and Military Qualifications

Complete the sections below that describe your education under your selected tracks from the tables on the previous page. Please provide all documentation (i.e. diploma/certificate).

### Technical Degree/Primary Education (highest education for Numbered Track)

School Name

Degree Earned (specify type)

Field of Study

Date Completed

### Business Degree (highest level of education earned for Lettered Track)

School Name

Degree Earned (specify type)

Field of Study

Date Completed

### Professional Engineer or Registered Architect License (if applicable)

License Type

License Number

State

Expiration Date

### ANSI Accredited Management Certification (if applicable)

Certification

Certification Number

Certifying Organization

Expiration Date

### Equivalent Military Training/Experience (if applicable)

Military Institution Name

Degree Earned (specify type)

Date Completed

Field of Study/Course Name

(Attach additional sheets as needed.)

## Experience

Complete the sections below that describe your experience under your selected tracks from the previous page. Attach additional copies of this page as needed. **Current employer must sign off in the bottom section.**

### Employment History Item #1

Employer

Dates of Employment (from/to)

Position/Job Title

Applicable job responsibilities

### Employment History Item #2

Employer

Dates of Employment (from/to)

Position/Job Title

Applicable job responsibilities

### Employment History Item #3

Employer

Dates of Employment (from/to)

Position/Job Title

Applicable job responsibilities

#### EMPLOYER USE ONLY

I \_\_\_\_\_ attest to the accuracy of the applicant's expertise as shown above.

*Print Name*

*Signature*

*Position*

*Date*

*Contact Phone Number*

(Copy this page and attach additional sheets as needed.)

## Request for Accommodations

EMA will provide reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who request and demonstrate the need for accommodation. Please refer to the Accommodations policy on the EMA website.

Candidates requesting special accommodations must submit the [EMP Request for Exam Accommodations Form](#) so it is received by the EMA Certification Department at least 30 days prior to the examination date.

I am requesting an accommodation and I am attaching the completed Request for Accommodations form to this application.

## Exam Location

Please indicate the event and date where you are planning to take the EMP exam. Refer to the EMA website ([www.energymgmt.org](http://www.energymgmt.org)) for a current list of offerings at EMA events. Once approved for testing, candidates will receive a confirmation message from EMA confirming the date, time, and location of the exam. Exams scheduled at an EMA event are administered via paper and pencil.

Event name:  Date:  Location:

## Fees and Payment

The application form must be submitted with the required fee (U.S. dollars). In the event the application is not approved, EMA will refund this fee. Fees include application processing, one exam administration, and the first year of certification (upon passing the exam). No refunds will be granted after testing.

Please check the fee category that applies to you.

Individuals employed by an EMA member company, or by a company that has submitted a completed application \$500

All other individuals \$750

### Select Your Method of Payment

Check (payable to EMA)  Credit Card (Visa, MasterCard, and American Express)

### Credit Card Information

Credit Card Type

Card Holder Name

Credit Card Number

Expiration Date

Security Code

*By submitting the signed application, you authorize EMA to charge the application and testing fee to the credit card provided and for the amount signified in the Fees and Payment section of this application.*

## Statement of Understanding

By completing, signing, and submitting this application I acknowledge that I:

1. Have read and understand the [EMP Candidate Handbook](#), as published on the EMA website.
2. Understand that EMA reserves the right to verify any information submitted on the application and to request further information or documentation from me as needed. The candidate is responsible for providing all requested information.
3. Understand that the information I provide to EMA may be audited to verify my eligibility, and I authorize EMA to make needed inquiries to verify the information provided in this application.
4. Understand that providing false or misleading information at any time may be cause for denial of this application and/or certification without refund of any fees.

Further, if this application is accepted and I become a certified Energy Management Professional, I agree:

1. To provide professional energy management services and comply with all requirements of the EMP certification program.
2. To uphold and abide by the EMP Code of Ethics (sign and include form found in this application).
3. To abide by the Policies and Procedures, including recertification, confidentiality, and disciplinary requirements that are listed within the [EMP Candidate Handbook](#).
4. Not to use the EMP certification in such a manner as to bring EMA into disrepute, and not to make any statement regarding the certification which EMA considers misleading or unauthorized.
5. To inform EMA, without delay, of any matter that affects my ability to fulfill the certification requirements.
6. To cease all claims to certification that contain any reference to EMA or EMP certification upon expiration, suspension, or withdrawal of EMP certification, and to return all EMP certificates.
7. Not to use the EMP certificate in a misleading manner.

### Use of Personal Information

I understand that the information provided to EMA on this application and other subsequent documentation is used in accordance with the Confidential Applicant and Candidate Information policy found on the EMA website. Further, I understand that EMA publishes the names, certification status, and contact information of all EMPs on the EMA website and/or in other EMA published documents. I understand that the status of an individual's EMP certification may be verified by contacting EMA.

### Non-Disclosure Agreement and General Terms of Use

I understand that the EMP certification examination is confidential and proprietary. It is made available to examinees solely for the purpose of assessing competency in the field of energy management. All candidates are expressly prohibited from recording, copying, disclosing, publishing, reproducing, or transmitting the examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of EMA. Non-compliance may lead to the revocation of certification or other disciplinary action.

Signature

Date

If you would like to opt out from your contact information being listed in our certification directory on our website, please check this box



# EMP Code of Ethics

The Energy Management Association (EMA) established this Code of Ethics to promote honesty and integrity among certified Energy Management Professionals, as well as quality workmanship in accordance with industry standards. Violation of one or more tenets of the EMP Code of Ethics on the part of Applicants, Candidates and EMP certification holders may result in disciplinary procedures and sanctions, including: demands to cease and desist; written reprimand; written reprimand with remediation; censure; suspension, revocation, or permanent revocation of certification; and/or dismissal from EMA committees.

Certification and Recertification applicants are required to uphold and abide by the tenets of the EMP Code of Ethics, as a condition for certification and recertification. Applicants, candidates, and EMP certification holders pledge to:

1. Exercise a reasonable industry standard of care in the performance of professional duties.
2. Perform professional duties with trust, integrity, and honesty.
3. Hold paramount the health and safety of the public in the performance of professional duties.
4. Work in a manner consistent with applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.
5. Act with integrity in any relationship that involves an employer or client and disclose fully, in writing, to an affected employer or client, any conflicts-of-interest resulting from business affiliations or personal interests.
6. Represent qualifications accurately and honestly.
7. Offer products and services only in areas where competence and expertise will satisfy the client and public need.
8. Comply with and uphold all policies, procedures, guidelines, and requirements of the EMP program; use the designation as authorized and only in the approved manner.
9. Accept responsibility for maintaining the EMP credential through recertification and continuously uphold the EMP Code of Ethics.
10. Voluntarily and immediately report to EMA any felony convictions or other legal dispositions that would constitute violations of the EMP Code of Ethics that have not already been disclosed, regardless of when they occurred, and report any conditions that prohibit fulfillment of duties as set forth in the competency requirements.

By agreeing to and signing the Code of Ethics statement, applicants, candidates, and EMP certification holders also acknowledge that the EMP certificate and marks are the property of EMA and agree to return the certificate to EMA and discontinue use of the Energy Management Professional designation and related marks when required to do so.

## Compliance

EMA requires adherence to this Code of Ethics by all certified individuals and requires individuals to return a signed copy of the Code of Ethics to EMA as a condition of applying for initial certification and recertification.

Any individual may file a complaint against a certified person and complaints shall be fully investigated and adjudicated by EMA. All complaints must allege a violation of the Code of Ethics and shall be investigated according to the rules and procedures of EMA, which shall allow for due process.

Signature

Date