

Section 1: Applying for Certification

Eligibility Criteria

Applicants for EMP certification must submit the [EMP Application Form](#) with documentation that the following eligibility requirements have been met before being approved to attempt the EMP examination:

1. Energy Management Education and Experience
2. Management Experience
3. A Completed Application (including all agreements and attestations)

1. Education and Experience Requirements

Minimum education and experience requirements, as outlined in the table below, must be met by all applicants:

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).

2. Management Experience Requirements

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

Track	Management Experience
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.

3. Completed Application

Submittal of a signed copy of the Energy Management Professional (EMP) application form, including all provisions, agreements and attestations, is required for participation in the EMP certification program. Individuals who fail to submit a complete application and agree to all provisions of the program will be ineligible to participate.

Application Instructions, Initial Fees and Requirements

Applicants will receive a confirmation email once the application has been received by the EMA Certification Department. EMA reserves the right to verify any and all information submitted on the application and to request further information or documentation from the applicant as needed.

Submitting the Application

The completed [EMP Application Form](#) and all supporting documentation must be submitted with payment in full. In addition to meeting and documenting the eligibility requirements outlined in [Section 1](#) of this handbook, applicants must also submit the following documents:

- Signed and dated EMP Code of Ethics and Confidentiality Agreement statement
- A copy of current certificates showing licenses and/or other certifications (if applicable)

The application may be submitted via email (certification@energymgmt.org) or via paper copy to the EMA Certification Department, 2401 Pennsylvania Ave., Suite 330, Washington, DC 20037.

Individuals who submit incomplete applications will be notified that their applications will not be processed until all required information has been received.