

NABCEP PV Entry Level Exam

Quick Facts

Eligibility

Santa Monica College Students

Students must successfully complete coursework in *Photovoltaic (PV) 3: Advanced Solar Photovoltaic Systems and Installation* at Santa Monica College with a grade of C or higher in order to be eligible to sit down for the North American Board of Certified Energy Practitioners (NABCEP) **PV Entry Level exam**.

Non-Santa Monica College Students

Candidates must successfully complete coursework from an approved NABCEP PV Entry Level Registered Provider, and provide a copy of proof of participation (examples: failure notice, certificate, or letter from original provider). We will collect this proof on the day of the examination to submit for verification with NABCEP.

NOTE: Failure to provide valid proof of participation in a course with an approved Provider will result in ineligibility to receive the PV Entry Level Certificate of Knowledge.

Fees

Examination/Certificate Fee: \$150.00

Payments are to be made in advance. Accepted forms of payment include: cash, checks, and credit cards (Visa or Mastercard, only).

Re-Test: Candidates who fail to earn a passing score on the exam have one retake opportunity, but must schedule for a new exam date and pay the \$150 Examination/Certificate Fee.

NOTE: PV Entry Level candidates may retake the exam only one time. If a candidate fails the exam a second time, the course must be repeated before being eligible to test again.

Registration

To register, please contact: Ruth Casillas at 310-434-4199 or email casillas_ruth@smc.edu

The following items must be provided to Santa Monica College in advance:

- Examination/Certificate Fee: \$150.00
- Completed and signed NABCEP PV Entry Level Scheduling Form and Release of Scores form.

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What to Bring

The exam is **NOT** an open book exam. The only material to be provided will be any formulas to answer questions, provided in the Exam Booklet by NABCEP.

Rulers, textbooks, reference materials and notes are **NOT** permitted in the examination area. Watches may not be worn during the exam.

On the day of the exam, Candidates should bring their own non-programmable **calculators**. A calculator is defined as a device used solely for mathematical computations. Examples of acceptable calculators: Casio fx260, Texas Instruments TI-30Xa, or a similar model may be used. If you do not own one or forget it on the day of the exam, one will be provided for you.

Please remember to bring a **black or blue ink pen, #2 lead pencil**, and good quality **eraser**.

Candidates are required to provide **photo identification** to sit for the exam. The name you register with must match the name exactly as it is printed on your photo identification. The following are acceptable photo identifications:

- Valid state driver's license
- Current passport
- Current military identification
- Valid state identification with photo
- International photo identification issued by a foreign country

Also, please be advised that due to circumstances beyond our control, examination sites may experience minor disturbances. It is recommended that Candidates who are sensitive to noise bring earplugs.

About the Exam

FORMAT

The exam consists of sixty (60) multiple choice questions. The exam is based on the NABCEP PV Entry Level Learning Objectives.

TIME/LENGTH

Candidates will be given up to two (2) hours to sit for the examination.

PASSING SCORE

Candidates must earn a score of 65 or higher to pass. Candidates can expect to receive their scores two to four weeks after the answer sheets have been received for scoring.

MINIMUM CANDIDATES

In order for the test to be administered, there is a minimum number of Candidates that need to be registered. In the event that there are not enough Candidates, you will be notified and your fees will be refunded in full.

Questions?

If you still have questions regarding the examination, please contact us.

Sanchez_Sandra@smc.edu
casillas_ruth@smc.edu

<http://www.smc.edu/workforcedevelopment>

EXAM SCHEDULE- Summer 2011

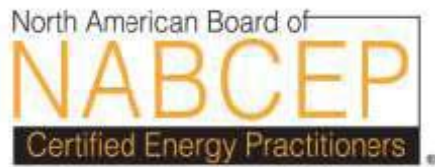
Saturday, June 25, 2011: 8:30am – 11:00am

CLASS SCHEDULE- Fall 2011

Course	Section #	Days	Time	Location	Begin date
PV 1	4417	M W	6:30PM-9:35PM	AIR 102	8/29/11
		F	8:00AM-5:00PM	AIR 101	
	4418	M W	6:30PM-9:35PM	AIR 102	10/24/11
		F	8:00AM-5:00PM	AIR 101	
PV 2	2995	M	3:15PM-5:20PM	AIR 102	8/29/11
		F	8:00AM-5:00PM	AIR 101	
PV 3	2996	T	3:15PM-6:20PM	AIR 102	8/29/11
		Sat	8:00AM-5:00PM	AIR 101	



Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405
(310) 434-4040



PHOTOVOLTAIC (PV) ENTRY LEVEL EXAM CANDIDATE INFORMATION SHEET

Passing the NABCEP PV Entry Level Exam is a way for candidates to demonstrate that they have achieved a basic knowledge of the fundamental principles of the application, design, installation and operation of grid-tied and stand-alone PV systems. The knowledge demonstrated by passing this test does not replace the knowledge, skills or abilities of the electrical or other construction trades, or those of other professions or degree programs that require considerably more academic and/or practical experience. This achievement demonstrates that the student has passed an industry-designed, NABCEP-issued exam. In no way does passing this exam indicate that an individual is Certified by NABCEP.

How to qualify to sit for the PV Entry Level Exam

The PV Entry Level Program relies on a network of Providers who register with NABCEP. A list of registered NABCEP Entry Level Exam Providers can be found on our website under “Entry Level” and “For Students.” Completing coursework with a registered Provider is the only requirement to sit for the PV Entry Level Exam. Prerequisites and bridge courses are determined by the Providers. The NABCEP PV Entry Level Exam is available as a paper and pencil exam through the Provider, or as a computer based test (CBT) at one of 200 Pearson VUE Professional Centers.

Please note: candidates taking the exam as a computer based test must set up an account with Pearson VUE using their legal name as given on their photo ID. Please remember to use your legal name when creating your Pearson VUE account.

Additionally, computer based testing candidates should not contact NABCEP or Professional Testing about scheduling their exam, but wait for their registration email. Candidates who do not receive a registration email in a timely manner should contact their Provider.

Before sitting for the NABCEP PV Entry Level Exam all candidates are required to sign the Entry Level Exam Candidate Notice and Agreement. This Notice and Agreement will be provided on the day of the exam by the test administrator. The Entry Level Exam Candidate Notice and Agreement is as follows:

I understand that the NABCEP Entry Level Exam is intended to test basic knowledge. I further understand that the Entry Level Program is not equivalent to NABCEP Certifications, and that passing this exam does not represent any permission or license to work in any field or position. I further understand that receiving a passing score on the NABCEP Entry Level Exam does not provide any guarantee of employment. I further understand that I am prohibited from making any such claims concerning this NABCEP Program, and agree to abide by all applicable NABCEP policies.

I understand and agree to these terms as a condition of taking the NABCEP Entry Level Exam. I understand that if I fail to sign below, my Examination will not be accepted for scoring.

The signed Entry Level Exam Candidate Notice and Agreement will be returned with the Candidate’s answer sheet to NABCEP. CBT candidates are required to “agree” to the above terms at the test center prior to exam delivery.

Online Courses: Several registered Providers offer courses online. As with all registered Providers, successful completion of the registered coursework is the only requirement to sit for the PV Entry Level Exam. Eligible candidates who complete the requisite coursework online will be able to take their PV Entry Level exam as a computer based test at one of the Pearson VUE Professional Centers following submission of their eligibility by the Provider to Professional Testing, NABCEP’s exam contractor. Eligible

candidates will receive an email from Professional Testing providing them with information and direction to assist them in scheduling an exam.

Overview of the Exam

The NABCEP PV Entry Level exam is written by industry Subject Matter Experts with the guidance of psychometricians. The exam is based on the **NABCEP PV Entry Level Program Learning Objectives**, also developed by industry Subject Matter Experts, which provides a blueprint for the exam. All candidates should be provided with a copy of these Learning Objectives, found on our website (under "Entry Level" and "Learning Objectives"), at the beginning of each course culminating in the exam. Candidates should expect to have a comprehensive review of the topics covered in the Learning Objectives before sitting for the exam.

Time/Length: Paper and pencil exam candidates will be given up to two (2) hours to complete 60 multiple choice questions..

CBT candidates will have two (2) hours and fifteen (15) minutes to complete 65 multiple choice questions, (60 scored questions and 5 unscored pilot questions).

Passing Score: Candidates must earn a score of 65 or higher.

Items Provided at the Exam: The exam is not an open book exam. Candidates should bring their own non-programmable calculators to the exam. A calculator is defined as a device used solely for mathematical computations. For example, a Casio fx260, a Texas Instruments TI-30Xa, or a similar model may be used. Candidates are required to provide photo identification to sit for the exam. Also, please be advised that due to circumstances beyond Provider control, examination sites may experience minor disturbances. It is recommended that candidates who are sensitive to noise bring earplugs. CBT candidates may also bring their own non-programmable calculators; however, calculators are also available to candidates at the Pearson VUE Professional Centers.

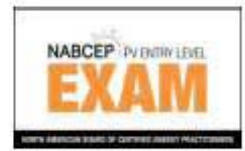
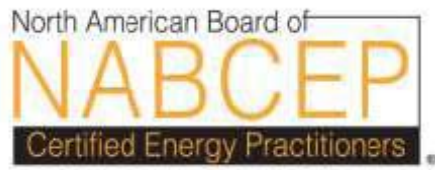
Candidates must provide government issued photo identification whether taking paper and pencil exams or CBT exams. CBT exams require an additional ID. CBT ID's must agree exactly with each other and with the candidate name submitted by the Provider to Professional Testing and Pearson VUE.

Comment Policy: If candidates have a particular issue with a question, they will be provided with a comment form to list and explain such issues in writing. The comment sheet should be filled out directly after sitting for the exam and turned in with the exam. CBT candidates have an opportunity to comment with each question or, if time allows, may return to a question to comment.

After the Exam: The test administrator for paper and pencils exams will ship the answer sheets via a traceable carrier to Professional Testing for scoring. Candidates will be notified of their score by mail at the address provided on their answer sheet. It is NABCEP policy not to release scores over the phone. Candidates can expect to receive their scores two to four weeks after the answer sheets have been received for scoring. CBT exam candidates will receive their score report immediately upon completion of their exam.

Candidates achieving a passing score will receive a letter signed by the Chairperson of NABCEP's Board.

Candidates who pass the NABCEP PV Entry Level Exam will be presented with a suitable-for-framing document listing the Candidate's name, date and identification number along with the following statement: "*This achievement indicates that the individual named above has demonstrated their basic knowledge of the fundamental principles of the application, design, installation and operation of grid-tie and stand-alone Photovoltaic systems.*"



Rescoring: It is NABCEP's policy not to permit any rescoring of the answer sheets. This is because the answer sheets are computer-scanned multiple times to ensure accurate scoring.

Retaking the Exam: Students may take the exam an (1) additional time at a scheduled, organized testing site without repeating the course. Students will be required to pay another exam fee. The student is responsible for making arrangements with a Provider to sit for the exam. NABCEP cannot offer any assistance in locating a testing location. Retakes can be taken via CBT whether the first exam was CBT or paper/pencil.

Use of a Passing Score Achievement

A PASSING SCORE ON THE NABCEP PV ENTRY LEVEL EXAM DOES NOT CONFER THE TITLE OF A NABCEP CERTIFIED INSTALLER™ OR ANY OTHER TITLE OR CREDENTIAL FROM NABCEP.

Successful Candidates may state that they have passed the PV Entry Level Exam issued by the North American Board of Certified Energy Practitioners (NABCEP). The passing score achievement document may only be displayed in association with the individual achieving the passing score, as the achievement is personal and may not be transferred, assigned to, displayed or used by any other individual, organization, business, or entity. Replacement documents are available from NABCEP for a fee of \$25.00.



NABCEP PV Entry Level Scheduling Form and Release of Scores

Please print all information clearly. This must be signed and filled out in its entirety.

1.IDENTIFICATION INFORMATION				
Last Name		First	Middle	Suffix
Date of Birth (mm/dd/yy) ___ ___ / ___ ___ / ___ ___				
Personal Mailing Address to send score report:				
Address line 2				
City	State	Zip Code	Country	Daytime Phone
Name of Provider (College or School)			E-Mail Address	
Name of Entry Level Class Instructor			Provider/Test Center Number 0179	
Name of Exam Administrator			Date of Exam ___ ___ / ___ ___ / ___ ___	Check (√) one: <input type="checkbox"/> First Exam <input type="checkbox"/> Retake Exam
2.Entry Level Exam Candidate Notice and Agreement – Must be signed.				
<p>I confirm that I received a copy of the NABCEP PV Entry Level Candidate Information Sheet (CIS) from my instructor, and that I read and understand the information provided in the CIS. I understand the NABCEP PV Entry Level Exam is intended to test basic knowledge. I further understand that the Entry Level Program is not equivalent to NABCEP Certifications, and that passing this exam does not represent any permission or license to work in any field or position. I further understand that receiving a passing score on the NABCEP PV Entry Level Exam does not provide any guarantee of employment. I further understand that I am prohibited from making any such claims concerning this NABCEP Program, and agree to abide by all applicable NABCEP policies.</p> <p>I understand and agree to these terms as a condition of taking the NABCEP PV Entry Level Exam. I understand that if I fail to sign below, my Examination will not be accepted for scoring.</p>				
_____ Student Signature			_____ Date	
Printed Name _____				
3.Release of Scores				
<p>By signing below, I authorize NABCEP to release the score I received on my NABCEP PV Entry Level exam to the Provider entered above.</p>				
_____ Student Signature			_____ Date	
Printed Name _____				
<p>Please give this scheduling form to the Exam Administrator. This form will be sent to NABCEP with your answer sheet.</p>				