

Refresh Homes Proctor Application v.1103

In order to apply to become a Refresh Homes Proctor, you must complete, print, sign, date, scan as a PDF, and email this form to marshall@refreshhomes.com The Application Fee must be paid at www.refreshhomes.com

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|-------------------------------------|------------------|-----------------|----------------|-----------|
| Proctor/Field Examiner Info: | Application for: | Written Proctor | Field Examiner | Both |
| Name: | | | | |
| Home Address: | | | | |
| City: | | State: | | Zip Code: |
| Phone: | | Fax: | | |
| Email: | | Website: | | |

| | | | | |
|--|---|----------|--|--------------------------|
| Employer Information: Self-Employed (same as above) | | | | |
| Business Name: | | | | |
| Business Address: | | | | |
| Business City: | | State: | | Zip Code: |
| Phone: | | Fax: | | |
| Email: | | Website: | | |
| Send Correspondence to: | | Home | | Employer |
| 1. | Please list the affiliates you will provide services for. | | | Refresh Homes Newark, NJ |
| 2. | Do you understand all obligations for becoming a BPI written examination proctor? | | | |
| 3. | Do you understand all the obligations for becoming a BPI field examiner? | | | |
| 4. | Do you have supporting documentation to show a relationship with the affiliates for which you will be providing services? | | | |
| 5. | Have you received and reviewed the proctor script for written examinations? | | | |
| 6. | Have you received and reviewed the proctor script for field examinations? | | | |
| 7. | Do you want your proctor information on the BPI website? | | | |
| 8. | Does BPI have permission to notify affiliates you are servicing about your certification expirations? | | | |
| 9. | Do you own or have access to the equipment for testing? | | | |
| 10. | Do you have laptop, scan, print, internet, email and video capability? | | | |
| 11. | Are you an existing BPI Proctor? | | | |

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|--|--|--|---|----------------------|
| Please indicate all examination types that you would like to offer: | | | | |
| Building Analyst | Envelope | Heating | A/C and Heat Pump | Manufactured Housing |
| Multifamily Building Analyst | Multifamily Energy Efficient Building Operations | Multifamily Hydronic Heating System Designer | Multifamily Advanced Heating Plant Technician | ALL ONLINE BPI TESTS |

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|---|--|--|--|--|
| BPI Trainer/Proctor Code of Ethics Agreement (required) | | | | |
| <p>I have received a copy of the BPI Code of Ethics for Trainers and Proctors and have fully reviewed the articles contained therein. Furthermore, I have read all associated Proctor documents and I understand and agree to comply as appropriate. I agree to comply with the requirements set forth in the BPI Code of Ethics for Trainers and Proctors when engaging in BPI related training and/or certification activities.</p> <p>I would like my name added to the BPI Technical Committee. (voluntary)</p> | | | | |

I certify that all information included in this application and the accompanying documentation is true and correct.

| | | |
|--------------|--------------------|-------------------------|
| X | X | Refresh Homes |
| Printed Name | Signature and Date | Affiliated Organization |