



## CEP CERTIFICATION LLC

### CERTIFICATION APPLICATION AND ELIGIBILITY POLICY

To achieve CEP certification, candidates must meet established eligibility requirements and pass a written examination, as determined by the CEP Governing Council. CEP certification is time-limited and additional requirements must be satisfied to maintain certification status upon expiration of the initial certification period.

#### I. Eligibility Requirements.

Candidates must submit an Application that documents fulfillment of all specified educational requirements and relevant work experience as follows:

##### A. Certified Electrical Professional - Inside Sales™ (CEP-IS™)

1. High school diploma or GED equivalent; and,
2. Three-thousand (3,000) hours of qualifying electrical distribution inside sales employment experience.

##### B. Certified Electrical Professional - Outside Sales™ (CEP-OS™)

1. Associate or technical degree from an accredited college/university; and,
2. Ten-thousand (10,000) hours of qualifying employment experience, which includes at least four-thousand (4,000) hours of qualifying electrical distribution outside sales employment experience.

OR

3. High school diploma or GED equivalent; and,
4. Ten-thousand (10,000) hours of qualifying employment experience, which includes at least six-thousand (6,000) hours of qualifying electrical distribution outside sales employment experience.

II. Assessment and Examination Requirement.

After being determined eligible with respect to the educational and experiential requirements, candidates must pass a multiple-choice examination in order to become certified.

III. Retesting Requirements.

A candidate, who has failed the required examination, may re-apply to take the examination two (2) additional times without being subject to any remedial requirements. In this circumstance, the candidate must submit a new Application, with all applicable fees and required documentation, for each new test administration.

A candidate, who has failed to pass the examination on the third attempt, must meet the following requirements before being permitted to take the examination a fourth time:

- A. The candidate must participate in formal training directly related to the professional role related to the certification program. Examples of acceptable formal training include participation in, and completion of, in-person seminars or workshops, or, online or self-study courses related to the specific CEP certification. Participation in a structured, on-the-job training or mentoring program also may be used to fulfill this training requirement, which is appropriately documented by the candidate's supervisor or company human resources department. Independent activities, such as the reading of publications related to the field, do NOT qualify as acceptable training for this purpose.
- B. The candidate must submit required documentation verifying his/her participation in the required formal training, such as a certificate of attendance or completion, or an official academic transcript. Such documentation must be submitted within the Application to retake the examination.

IV. Certification Period.

After the successful completion of the examination, a candidate will be certified for a period of three (3) years from the date that the certification is awarded.

V. Application Reviews and Audits.

CEP may require that a candidate provide additional information and documents during an Application review. In addition, and in order to maintain the integrity of its certification programs, CEP will randomly audit candidate Applications. Generally, one (1) Application per every ten (10) received for each certification program will be subject to audit.

CEP may randomly audit an Application for up to twelve (12) months after certification or recertification has been awarded. Candidates whose Applications are audited will be asked to submit supporting documentation regarding certification eligibility and related matters.

VI. Certification Fees.

- A. Initial Application. All candidates must pay the initial Application fee determined by the Governing Council. An Application rush processing fee will be applied to Applications received after the Application deadline, up to the designated rush processing deadline. If a candidate is determined to not be eligible to sit for the examination, a refund of the initial Application fee, less a non-refundable processing fee, will be made.
  
- B. Resubmission Fee for Incomplete Applications. Individuals who submit an Application that is incomplete or missing any supporting documentation will receive a notice from CEP explaining the deficiencies, and information or fees needed to complete the Application. To be considered eligible for certification or recertification, a candidate must submit the required information by the date indicated in the notice, and pay a resubmission fee.