



[Direct Experience Verification Guidelines & Form](#)
For CABEC's 2013 Standards Certified Energy Analyst (CEA) Certification

As part of the requirements to be awarded a 2013 Residential or Nonresidential CEA designation, candidates who are not Residential or Nonresidential CEAs (as applicable) under the 2008 Standards must document 100 points of combined Direct Experience with Title 24 Part 6 projects, Education and Training, and/or Professional Certifications. At least 50, and up to 100, of these points must come from Direct Experience with Title 24 Part 6 projects. *(See the CABEC website for the complete list of new 2013 CEA requirements, including passing the full 2013 Residential or Nonresidential CEA exam, ongoing continuing education requirements, and a 30 minute Professional Practices Workshop.)*

Candidates must demonstrate Direct Experience with Title 24 Part 6 in one of the following ways:

- 1) Authorship of completed Title 24 Part 6 building energy compliance analysis and documentation (10 points per completed project) and/or
- 2) Partial authorship or provided plan check review of Title 24 Part 6 building energy compliance projects (1 point per 5 hours direct experience)

This Direct Experience will need to be certified in writing by either a 2008 CEPE, or a 2008 or 2013 CEA in good standing, or a utility plan checker. A CEPE may not certify their own experience, and 2008 CEPEs or CEAs may only certify experience with the 2008 Standards. A separate verification form is required for Residential and Nonresidential CEA applications. Projects submitted for the Residential CEA must be low-rise residential buildings, while projects submitted for the Nonresidential CEA may be either nonresidential or high-rise residential.

Please contact CABEC if you need a list of available personnel who are well qualified to review your work and sign off on this verification form (for a fee).

FULL AUTHORSHIP OF TITLE 24 PART 6 PROJECTS (10 points/project)

Applicant's name: _____

Experience Type (circle one): Low-rise Residential / Nonresidential and/or High-rise Residential

Total number of projects/points: _____

Please provide the following information about Title 24 Part 6 energy compliance projects applicant has completed, per the guidelines above:

1) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt

Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____



2) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

3) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

4) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

5) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

6) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____



7) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

8) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

9) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

10) Name of Project: _____

Type of Project (please circle all that apply):

New/Addition/Alteration/Existing+Add+Alt Low-rise Residential/Nonresidential/High-rise Residential

Date the Project Passed Plan Check: _____

Brief description of the work: _____

Signature of 2008 or 2013 CEA, or 2008 CEPE
verifying the FULL AUTHORSHIP work shown above

Date

PRINTED name

CEPE/CEA Certification #

Relationship to Applicant: _____

Witness

Date



PARTIAL AUTHORSHIP or PLAN CHECK REVIEW OF TITLE 24 PART 6 PROJECTS

Applicant's name: _____

Number of hours submitted (1 point/5 hours): _____ Circle One: Partial Authorship/Plan Check Review

Experience Type: Low-rise Residential / Nonresidential and/or High-rise Residential

Brief description of applicant's direct experience with Title 24 Part 6 projects: _____

**Signature of 2008 or 2013 CEA, or 2008 CEPE
verifying the work shown above**

Date

PRINTED name

CEPE/CEA Certification #

Relationship to Applicant: _____

Witness

Date

-OR-

**Signature of Utility Plan Checker
verifying the work shown above**

Date

PRINTED name

- THANK YOU -