

**Application for Re-certification (from Web 12/11/08)**

A separate Application for Re-certification and **non-refundable** Test Fee of \$50 (includes both application and test fee) must be submitted for each Category for which Re-certification is being requested. Since the above fee is **non-refundable**, please be sure that you have read and understand the [certification policies](#) before submitting this form.

If you have previously held CoSEIA Certification but let it lapse by not keeping up with the continuing education requirements, do not use this form to re-certify. You must use the initial [Application for Certification](#) form.

If you are applying for an initial certification please use the [Application for Certification](#) form. Remember, you must possess up-to-date CPR and First Aid cards issued by the American Heart Association or American Red Cross in order to sit for either the certification or re-certification exam.

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You may complete an Application for Re-Certification form below online or submit a form and payment via snail mail. Printer friendly versions of the application form are available here in [WORD](#) or [PDF](#) format.

**Category in which you are applying for re-certification:**

- Photovoltaics
- Solar Hot Water

Date of Application:

**1. Personal Information**

Name:

Mailing Address:

City:

State:

Zip:

County:

Primary Phone Number:

Fax Number:

Alternate Phone Number:

E-mail Address:

**2. Verification of Employment and Experience**

List employment in chronological order, starting with most current employment and include a job description summarizing responsibilities and number of and type of systems installed. A supervisor will need to sign off on your current employment; if you are self employed, please sign off for yourself. Copy this page as necessary.

Employer Business Name:

Address, City, State, Zip Code:

Dates Employed (mm/dd/yyyy) From:  To:

Estimated # installs in which you participated:

Your Supervisor: Telephone Number:

Provide a description of your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. **Describe your duties, including the type and number of systems installed and your role in the installations.**

Signature of Supervisor:  Date:

Type in name for internet submittal

**3. Summary of New Installations and Service Work and Points Accumulated**

**Photovoltaic**

The certificant must have installed PV watts counting as 1 point per watt and inverter watts counting as 1/10 point that must add up to 4000 points over the 3-year certification period. Installation points must be from permitted installations. Service work may also contribute toward the 4000 point requirement. Each service job with an invoiced value of \$500 or more during the 3-year period will be counted as 100 points. Reporting of service work will be via the CoSEIA Certification Service Work Verification Form.

Watts PV x 1 =

Watts Inverter x 0.1 =

Service Jobs x 100 =

**Solar Heating**

The certificant must have **installed at least five solar heating (DHW or space heating) systems** with a total of at least 400 square feet of collector surface over the 5-year certification period with each square foot equaling 10 points. Service work may also contribute toward the 4000 point requirement. Each service job with an invoiced value of \$300 or more during the 5-year period will be counted as 100 points toward the 4000 point requirement. Reporting of service work will be via the CoSEIA Certification Service Work Verification Form.

Sq. ft. of Collectors =

Collector Sq. ft. x 10 =

Number of Service Jobs =

Service Jobs x 100 =

Total Points =   
Points Needed = 4,000

Total Points =   
**Total number of installations** during the past five  
year period =   
Points Needed = 4,000

#### 4. CoSEIA Service Work Verification Form

**Copy as needed and ask your customers to forward to  
CoSEIA, 2995 Baseline Road, Suite 312, Boulder, CO 80303.**

The Colorado Solar Energy Industries Association (CoSEIA) thanks you for hiring a CoSEIA certified member to conduct your service work. As part of this technician's requirement to maintain certification, he/she must, among other things, complete a certain amount of work during the certification period. By completing this form you are helping your technician fulfill this requirement.

Dates Job Performed (mm/yyyy) From: To:	<b>Service Contractor Information:</b> The work on your system was performed by: _____ _____ (name & company)
	Job Location: Physical Address, City, State, Zip  _____
	<b>System Owner Contact Info:</b> Name: Phone Number: Full Mailing Address: May we contact you to verify the person named above performed the billed service work on your system?

System type: \_\_\_\_\_ Photovoltaic, \_\_\_\_\_ Solar heating, domestic hot water, \_\_\_\_\_ Solar heating, space heat  
\_\_\_\_\_ Solar heating, other - please specify

Service invoice was \_\_\_\_\_ less than \$300, \_\_\_\_\_ \$300 - \$499.99, \_\_\_\_\_ above \$500

Again, thank you for choosing a CoSEIA certified member to do your service work.  
Please return this form to your service technician or mail to:  
**2995 Baseline Road, Suite 312, Boulder, CO 80303.**

Contractor: This service work performed counts as 100 points towards your 4,000-point requirement for Re-Certification.

#### 5. CoSEIA Solar PV and Solar Heating Installation Verification Form (Five copies are provided)

**Installation #1**

Dates Job Performed (mm/yyyy)

From:  To:

Job Location:

Physical Address:

City:

State:  Zip:

**System Owner Contact Info:**

Name:  Phone Number:

Full Mailing Address:

Total System Size:

Major System Components:

**Permitting and Inspection Authority**

Jurisdiction:  Permit/Job #:  Pr emit Date: (mm/dd/yyyy):

Permit Sign-off Date:  County:

Explanation of lack of permitting or inspection opportunity (if applicable):

Description of **work performed by applicant, number of workers supervised, and level of responsibility:**

List of documentation attached:

- Required Copy of **permit** and **job sign-off**
- Optional Copy of Schematics
- Optional Photos

Optional Other:

Watts PV installed x 1 =   Sq. ft. of Collectors x 10 = Total Points =

Watts Inverter x 0.1 =

Total Points =

Contractor: The above total point figure counts as points towards your 4,000-point requirement for Re-Certification.

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**Installation #2**

Dates Job Performed (mm/yyyy)

From:  To:

Job Location:

Physical Address:

City:

State:  Zip:

**System Owner Contact Info:**

Name:  Phone Number:

Full Mailing Address:

Total System Size:

Major System Components:

**Permitting and Inspection Authority**

Jurisdiction:  Permit/Job #:  Permit Date: (mm/dd/yyyy):

Permit Sign-off Date:  County:

Explanation of lack of permitting or inspection opportunity (if applicable):

Description of **work performed by applicant, number of workers supervised, and level of responsibility:**

List of documentation attached:

- Required Copy of **permit** and **job sign-off**
- Optional Copy of Schematics
- Optional Photos

Optional Other:

Watts PV installed x 1 =   Sq. ft. of Collectors x 10 = Total Points =

Watts Inverter x 0.1 =

Total Points =

Contractor: The above total point figure counts as points towards your 4,000-point requirement for Re-Certification.

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**Installation #3**

Dates Job Performed (mm/yyyy)

From:  To:

Job Location:

Physical Address:

City:

State:  Zip:

**System Owner Contact Info:**

Name:  Phone Number:

Full Mailing Address:

Total System Size:

Major System Components:

**Permitting and Inspection Authority**

Jurisdiction:  Permit/Job #:  Permit Date: (mm/dd/yyyy):

Permit Sign-off Date:  County:

Explanation of lack of permitting or inspection opportunity (if applicable):

Description of **work performed by applicant, number of workers supervised, and level of responsibility:**

List of documentation attached:

- Required Copy of **permit** and **job sign-off**
- Optional Copy of Schematics
- Optional Photos

Optional Other:

Watts PV installed x 1 =   Sq. ft. of Collectors x 10 = Total Points =

Watts Inverter x 0.1 =

Total Points =

Contractor: The above total point figure counts as points towards your 4,000-point requirement for Re-Certification.

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**Installation #4**

Dates Job Performed (mm/yyyy)

From:  To:

Job Location:

Physical Address:

City:

State:  Zip:

**System Owner Contact Info:**

Name:  Phone Number:

Full Mailing Address:

Total System Size:

Major System Components:

**Permitting and Inspection Authority**

Jurisdiction:  Permit/Job #:  Permit Date: (mm/dd/yyyy)

Permit Sign-off Date:  County:

Explanation of lack of permitting or inspection opportunity (if applicable):

Description of **work performed by applicant, number of workers supervised, and level of responsibility:**

List of documentation attached:

- Required Copy of **permit** and **job sign-off**
- Optional Copy of Schematics
- Optional Photos

Optional Other:

Watts PV installed x 1 =   Sq. ft. of Collectors x 10 = Total Points =

Watts Inverter x 0.1 =

Total Points =

Contractor: The above total point figure counts as points towards your 4,000-point requirement for Re-Certification.

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**Installation #5**

Dates Job Performed (mm/yyyy)

From:  To:

Job Location:

Physical Address:

City:

State:  Zip:

**System Owner Contact Info:**

Name:  Phone Number:

Full Mailing Address:

Total System Size:

Major System Components:

**Permitting and Inspection Authority**

Jurisdiction:  Permit/Job #:  Permit Date: (mm/dd/yyyy):

Permit Sign-off Date:  County:

Explanation of lack of permitting or inspection opportunity (if applicable):

Description of **work performed by applicant, number of workers supervised, and level of responsibility:**

List of documentation attached:

- Required Copy of **permit** and **job sign-off**

- Optional Copy of Schematics

- Optional Photos

Optional Other:

Watts PV installed x 1 =   Sq. ft. of Collectors x 10 = Total Points =

Watts Inverter x 0.1 =

Total Points =

Contractor: The above total point figure counts as points towards your 4,000-point requirement for Re-Certification.

### 6. Payment Information

Please enclose/send a check or money order payable to CoSEIA (or use PayPal - see below) in the amount of \$50.00 for each CoSEIA member (\$100 for non-members) Re-certification Application / Test Fee and send to **2995 Baseline Road, Suite 312, Boulder, CO 80303.**

Since this fee is **non-refundable**, please make sure this application is complete and all criteria for sitting for the test have been met. (See [Certification Policies](#)).

### 7. Code of Ethics

Consistent with fair business practices, installers certified through the Colorado Solar Energy Industries Association pledge to:

- Provide products and services in the customer's best interest.
- Be responsive to customer complaints and suggestions.
- Present honestly the capabilities, performance, and energy-savings potential of solar systems, products, repairs or modifications.
- Perform product servicing and repairs in a professional manner.
- Offer reasonable, clear, and understandable warranties on products and services.
- Promptly respond to and fulfill justifiable warranty claims.
- Advertise on bona fide prices for products and services.
- Sell products and services without reflecting unfairly on the products and services of competitors.
- Design, repair, install or modify equipment in a manner that complies with applicable laws, ordinances, and regulations.
- Provide solar energy products, systems, and services that meet high standards of quality and performance.

PLEDGE TO COMPLY WITH THE CoSEIA CODE OF ETHICS & BYLAWS. CoSEIA certification comes with the understanding that the member will comply with the Association's Code of Ethics and Bylaws. A copy of both the [Code of Ethics](#) and [Bylaws](#) are available on other pages of this web site. **I have read and understand CoSEIA's Code of Ethics and Bylaws. By checking the box to the left, I agree to be bound by these documents and all that they imply.**

Signature:  Date:

Type in name for internet submittal

### 8. Instructions

Upon completion of this form, retain a copy for your files and return the original to the address below or via the internet **at least 30 days** before you anticipate taking your Re-Certification Exam. We will contact you to schedule your exam. At this point you will need to find a proctor for your exam, and let CoSEIA Records know where and when to mail the test. Group exam sessions may also be scheduled throughout the year. After submitting your Re-Certification application, you may return to this page to make your application fee payment online by clicking on your browser's BACK icon.

<a href="#">Submit</a>	<a href="#">Reset</a>
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**If you are applying for an initial certification please use the [Application for Certification](#) form.**

<b>Fees:</b>	<b>CoSEIA Members</b>	<b>Non-Members</b>
Application Fee (covers review & validation of experience and initial exam)	\$150	\$250
Retake of Exam Fee (may retake after 4 months)	\$50	\$100
Re-certification Exam Fee	\$50	\$100

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