



## REGISTRATION GUIDE

### EVO Measurement and Verification (M&V) Training and Certified Measurement and Verification Professional (CMVP) Examination in New Zealand

There are three (3) registration types available:

#### 1. Full Registration – EVO M&V Training Course & CMVP Exam

If you wish to become a **CMVP**, you will need to undertake both the EVO M&V Training Course and the CMVP Exam. Completing the training and passing the exam is required to be awarded the CMVP designation.

You must also meet the CMVP eligibility requirements for qualifications and experience:

- a) Have 3-year or 4-year degree from an accredited university or college in science, engineering, architecture, business, law, finance or related field plus 3 years of verified experience in energy or building or facility management, or M&V; *OR*
- b) have a 3-year or 4-year non-technical degree from an accredited college or university in a field not specified above degree plus 5 years of verified experience in energy or building or facility management, or M&V; *OR*
- c) have a 2-year technical degree plus 5 years of verified experience in energy or building or facility management, or M&V; *OR*
- d) have 10 years of verified experience in energy, or building or facility management, or M&V; *OR*
- e) be a registered Professional Engineer (PE) or Registered Architect (RA) plus 3 years of verified experience in energy or building or facility management, or M&V; *OR*
- f) have current status of Certified Energy Manager (CEM<sup>®</sup>).

The eligibility of your qualifications and experience is assessed based on a separate CMVP Application form, which you are required to fill out should you wish to sit the CMVP Exam. Your CMVP Application will be reviewed by a three-person CMVP board after exam results have been finalised.

If you complete the training, pass the exam and are judged to meet the CMVP eligibility requirements, you will be awarded the CMVP designation.

If you complete the training, pass the exam but are found not to meet the CMVP eligibility requirements, you may be awarded the designation **CMVP-IT (CMVP In-Training)**.

However, there are also minimum **CMVP-IT** eligibility requirements:

- a) Have 3-year or 4-year degree from an accredited university or college in science, engineering, architecture, business, law, finance or related field plus less than 3 years of verified experience in energy or building or facility management, or M&V; *OR*
- b) have a 3-year or 4-year non-technical degree from an accredited college or university in a field not specified above degree plus less than five years of verified experience in energy or building or facility management, or M&V; *OR*
- c) have a two-year technical degree plus less than five years of verified experience in energy or building or facility management, or M&V; *OR*
- d) have a minimum of four years of verified experience in energy, or building or facility management, or M&V; *OR*
- e) be a registered Professional Engineer (PE) or Registered Architect (RA) plus less than 3 years of verified experience in energy or building or facility management, or M&V; *OR*
- f) when CMVP-ITs have gained the necessary qualifications or experience (within a 6-year period) they may apply for the full CMVP title.

## 2 EVO M&V Training Course Registration only (does not include the CMVP Exam)

Alternatively, you may participate in the EVO M&V Training Course but not apply to become a CMVP at this time. In this case, you are not required to sit the CMVP Exam. You retain the option of applying for the CMVP designation at any time in the next three years, but you will need to find another opportunity to sit the exam. Exams regularly take place in many locations overseas.

## 3. CMVP Exam Registration only (does not include the CMVP Training Course)

Individuals who have undertaken EVO M&V training within the last three years may register to take the exam in order to obtain CMVP certification (evidence of the EVO M&V training is required).

Also, if you have previously taken and not passed the exam, you may re-sit the exam.

### CMVP Training Course and Exam Investment – Registrations close 24 April 2017

Type of Registration (NZD, includes GST)	EMANZ Member or EVO Subscriber	Non Member
<b>Full Registration</b> (Includes EVO M&V Training Course & CMVP Exam)		
1. More than 6 weeks prior to the Training Course and Exam (by 4/4/17)	\$2,855	\$3,110
2. 3-6 weeks prior to the Training Course and Exam (5/4/2017–24/4/17)	\$3,125	\$3,380
<b>Training Course Registration only</b> (Excludes CMVP Exam)		
3. More than 6 weeks prior to the Training Course (by 4/4/17)	\$2,295	\$2,430
4. 3-6 weeks prior to the Training Course (5/4/2017–24/4/17)	\$2,565	\$2,700
5. <b>CMVP Exam Retake only</b> (Exc EVO M&V Training) (by 17/4/17)	\$525	\$655
6. <b>CMVP Exam Registration only</b> (Exc EVO M&V Training) (by 17/4/17)	\$625	\$755

*All prices are in NZ\$ and include GST. A surcharge will apply for payment by credit card.*

*Morning tea, lunch and afternoon tea for each day is included in the price.*

## Steps to Registration

- A. Decide if you wish to complete;
  - 1. EVO M&V Training Course and CMVP Exam
  - 2. EVO M&V Training Course only
  - 3. CMVP Exam only.
- B. Complete the online Registration form available on the EMANZ website at [www.emanz.org.nz/training](http://www.emanz.org.nz/training).
- C. Final registrations close at 5pm on Monday 24 April 2017.
- D. If you indicate on the Registration form that you wish to undertake the CMVP Exam, EMANZ will send you the CMVP Exam Application form.
- E. EMANZ will email an invoice to you. Payment can be made by direct credit, cheque or credit card (a surcharge will apply).
- F. Only upon receipt of payment will your place will be secured and full details of the M&V Training Program will be forwarded to you.

**IMPORTANT:** All Registration forms, payments (and CMVP Application forms for those undertaking the CMVP Exam) must be received by the EMANZ office no later than **5pm on Monday 24 April 2017** (three (3) weeks prior to the start of the M&V Training Course).

## CMVP Examination Details

The examination will be administered by the Association of Energy Engineers via EMANZ.

Each applicant must complete the four (4) hour written exam. The examination questions are based on concepts and experiences basic to measurement and verification from recognised tests and supplemental reading.

An examination administrator will proctor the examination in New Zealand. The examination will consist of multiple choice and true/false questions. The exam is open book! A **minimum 70%** mark is required to pass the exam.

Grading is accomplished by the CMVP Director. Examinations are identified by number rather than by the candidate's name to assure confidentiality and objective grading.

The written M&V examination deals with such subjects as:

Reasons for M&V; Current M&V Projects; IPMVP; Developing an M&V Plan; Current Issues in M&V; Emission Trading; Baseline Adjustments; Key Elements of Success: Theory & Examples of IPMVP Options; Selecting Options: Which One Is Best Suited for My Project?; and Adherence with IPMVP.

## CMVP Renewal Fee

A fee of US\$300 is required for renewal of your CMVP certification every three years. If you do not renew your certification by your renewal date, you will be required to retake the exam to be reinstated.

It is therefore important to **inform EVO and AEE if your address changes**. Failure to do so will delay your receipt of your renewal notice, and **may result in you being required to retake the exam**.

## **Cancellation Policy**

Cancellation requests must be received in writing (email is accepted).

- Cancellations received more than 15 days prior to the training will be accepted and fees refunded less a 50% cancellation fee.
- Cancellations made within 15 days prior to the training cannot be accepted and full cancellation penalties will apply.

Note that Registration for the training or exam cannot be transferred to another person.

EMANZ reserves the right to cancel the training within 15 days prior to the event if there is not sufficient interest in attending. All monies will be refunded in this case.

## **Questions**

If you have any questions or need more information, go to <http://www.emanz.org.nz/measurement-andverification-training-and-cmvp-exam> or contact the EMANZ office by email at [admin@emanz.org.nz](mailto:admin@emanz.org.nz) or by phone on 04 385 2839.