



# RISE Certified Solar Roofing Professional Recertification Application Form

Application Date: \_\_\_\_\_

Additional information about recertification is available in the RISE Certified Solar Roofing Professional Handbook, which can be found online at [www.riseprofessional.org](http://www.riseprofessional.org). For further assistance, email [info@riseprofessional.org](mailto:info@riseprofessional.org) or call the RISE program administrator at (800) 323-9545, ext. 7574.

Please complete each section of the recertification application form fully using legible print or type. The completed application form, including payment, must be received by the CSRP program staff no earlier than six months and no later than 14 days before your certification expiration date.

Mail, fax or email a scanned copy of your completed recertification application, supporting documents and payment to:

**Mail:** CSRP Recertification  
10255 W. Higgins Road, Suite 600  
Rosemont, IL 60018  
**Email:** [info@riseprofessional.org](mailto:info@riseprofessional.org)  
**Fax:** (847) 493-7975

## SECTION 1 CSRP Information

Name: \_\_\_\_\_ CSRP Expiration Date: \_\_\_\_\_  
mm/dd/yyyy

Title: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## SECTION 2 Payment

The \$150 application fee must accompany your recertification application. Payment type:

- Check or money order payable to RISE Inc.     American Express     Discover     MasterCard     Visa  
 Please send me a receipt.

Cardholder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
mm/dd/yyyy

Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

## SECTION 3 Code of Ethics and Professional Conduct and Agreements, Attestations and Release

By signing your recertification application, you acknowledge that you agree to all the statements contained in it, including the Code of Ethics and Professional Conduct and Agreements, Attestations and Release.

### Code of Ethics and Professional Conduct

This code sets forth the minimum standards of professional conduct to be observed by holders of documents of certification conferred by the RISE board of directors. In addition to complying with generally accepted ethical and legal standards, certificants are expected to fulfill their professional responsibilities in a manner that promotes public trust and adheres to the standards.

Please initial each page before submitting your application.

## Standards

1. Conduct business honestly, ethically and in a timely manner.
2. Provide quality services to clients and consumers.
3. Avoid situations where a conflict of interest is likely to impair professional judgment.
4. Holding paramount the safety and well-being of employers, clients, employees and the public, seek to protect people and property.
5. Treat all proprietary and confidential business information with sensitivity and discretion.
6. Act in a manner free of bias with regard to race, ethnicity, religion, national origin, age, gender, sexual orientation and disability.
7. Honestly represent education, training and experience qualifications.
8. Undertake projects only when qualified by experience or education to do so and inform clients and employers of significant limitations, concerns and risks.
9. Strive for ongoing professional growth to remain current with trends and developments relevant to professional practice.
10. Communicate with RISE representatives in a timely and professional manner.

## Agreements, Attestations and Release

- I understand this is an application and does not guarantee recertification.
- I agree to comply with all published Certified Solar Roofing Professional program policies and procedures.
- I understand the information gathered in the certification or recertification process may be used by the RISE board of directors for statistical purposes for the evaluation of the certification program and for other research or study.
- I authorize the RISE board of directors to include my name and contact information in any publicly available lists or directories in which the names of Certified Solar Roofing Professionals are published and hereby waive any rights of objections to such listings.
- I understand and agree that RISE Inc. owns all rights, title and interest in and to all names, trademarks, logos, copyrights, applications and other materials related to the Certified Solar Roofing Professional program, and I agree that I shall only use such intellectual property in accordance with policies promulgated by the RISE board of directors and agree to cease using such intellectual property upon the expiration, suspension or termination of my certification.
- I understand and agree that the RISE board of directors makes no claims, warranties, guarantees or promises regarding the content or performance of any certificant, and I agree not to misrepresent my certification status and its meaning.
- I do hereby attest to the accuracy and validity of and assume full responsibility for the content of the recertification application and all materials and information used by me in support of the recertification application and all use thereof by third parties.
- I understand and agree that in considering this recertification application, the RISE board of directors may make inquiry of such persons or entities, inspect such records, and make and retain copies of such materials as it deems appropriate.
- I agree to notify the RISE board of directors in a timely manner of any changes concerning the information I have provided, including a change of name and all contact information.
- I agree all materials I submit to the RISE board of directors become its property and RISE is not required to return any materials to me.

Please initial each page before submitting your application.

- I agree to follow all rules related to the certification exam, and I will not engage in any form of dishonest behavior with regard to the certification exam.
- I understand and agree the RISE board of directors reserves the right to suspend, cancel, revoke or otherwise terminate any eligibility or certification decisions in appropriate circumstances as determined by the RISE board of directors.
- In consideration of my recertification application to and participation in the Certified Solar Roofing Professional program, I do hereby:
  - Release, discharge and hold harmless, individually and collectively, RISE Inc. and its officers, directors, employees, committee members, members, subsidiaries, agents, successors and assigns from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any decision, action or omission relating to this recertification application, the failure to grant certification or recertification, the revocation of certification or the certification standards.
  - Indemnify, save and hold harmless, individually and collectively, RISE Inc. and its officers, directors, employees, committee members, members, subsidiaries, agents, successors and assigns from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any acts or omissions of mine. The foregoing release and waiver of liability and the foregoing indemnification shall be binding on me and my heirs, executors, administrators, successors and assigns.

## SECTION 4 Recertification Requirements

To qualify for recertification, you must have earned at least 60 points from the following categories:

- Work-related experience
- Education and/or training
- Professional activities

### CATEGORY A: Work-related experience

All CSRPs must complete a minimum of 30 points of work-related experience. There is no maximum number of points you are required to obtain for this category. **Ten hours of work = 1 point.**

List work-related experience below.

**Project 1** Dates Project Performed From: / / to / /

Qualifying role (check one):  Installation  Consultant

Physical Address of Job Site: \_\_\_\_\_

Building Owner/Operator Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Hours Served: \_\_\_\_\_ Points Earned: \_\_\_\_\_

**Project 2** Dates Project Performed From: / / to / /

Qualifying role (check one):  Installation  Consultant

Physical Address of Job Site: \_\_\_\_\_

Building Owner/Operator Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Hours Served: \_\_\_\_\_ Points Earned: \_\_\_\_\_

Please initial each page before submitting your application.

**Project 3** Dates Project Performed From: / / to / /

Qualifying role (check one): \_\_\_ Installation \_\_\_ Consultant

Physical Address of Job Site: \_\_\_\_\_

Building Owner/Operator Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Hours Served: \_\_\_\_\_ Points Earned: \_\_\_\_\_

**Project 4** Dates Project Performed From: / / to / /

Qualifying role (check one): \_\_\_ Installation \_\_\_ Consultant

Physical Address of Job Site: \_\_\_\_\_

Building Owner/Operator Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Project Hours Served: \_\_\_\_\_ Points Earned: \_\_\_\_\_

(If you need more space to document work-related experience, please attach additional sheets to this application.)

**Employer Verification:**

I verify the CSRP named in this application served in a qualifying role for the rooftop PV installation project(s) described above as an employee.

Company Name: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Self-employment Verification:**

I performed the rooftop PV installations in a qualifying role as described above as a self-employed individual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CATEGORY B: Continuing Education and/or Training (if applicable)**

CSRPs may use continuing education or training to help meet the 60-point requirement for recertification. Training must be pertinent to at least one domain of the Job Task Analysis. There is no minimum number of points you are required to obtain for this category.

**One contact hour of continuing education or training = 1 point.**

**Job Task Analysis Domains**

Domain 1: Planning and Implementing Safety Requirements

Domain 2: Identifying Structural, Roof Assembly and PV System Design Issues

Domain 3: Applying Basic Electrical System Principles and Practices

Domain 4: Estimating, Contracting and Selling a Roof-mounted PV System

Domain 5: Managing and Directing Roof-mounted PV System Installations

Please initial each page before submitting your application.

List continuing education and training below. Attach copies of official transcripts, certificates or other proof of attendance issued by the sponsoring education or training provider.

Program Title: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Program Contact Hours: \_\_\_\_\_ Points Earned: \_\_\_\_\_

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

Program Title: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Program Contact Hours: \_\_\_\_\_ Points Earned: \_\_\_\_\_

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

Program Title: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Program Contact Hours: \_\_\_\_\_ Points Earned: \_\_\_\_\_

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

(If you need more space to document continuing education and training, please attach additional sheets to this application. Include the title of the program, sponsoring organization, program contact hours, points earned and domain(s) covered.)

### CATEGORY C: Professional Activities (if applicable)

CSRPs may use professional activities to meet the 60-point requirement for recertification. The RISE board of directors encourages individuals to fully engage in the field of roof-mounted PV systems. As such, professional activities are recognized as activities that aid a CSRP in his or her professional development. Qualifying professional activities include:

**One published article about roof-mounted PV systems = 1 point.**

**One hour of speaking about roof-mounted PV systems = 5 points.**

**Other professional activity**

There is no minimum number of points required for this category. There are no maximum points for this category.

List professional activities below.

Professional Activity Title and Description: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Activity Contact Hours: \_\_\_\_\_ Points Earned: \_\_\_\_\_

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5



Please initial each page before submitting your application.

Professional Activity Title and Description: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Activity Contact Hours: \_\_\_\_\_ Points Earned: \_\_\_\_\_

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

Professional Activity Title and Description: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Activity Contact Hours: \_\_\_\_\_ Points Earned: \_\_\_\_\_

CSRP Job Task Analysis Domain(s) Covered 1 2 3 4 5

(If you need more space to document required training, please attach additional sheets to this application form. Include the title of the program, sponsoring organization, activity contact hours, points earned and domain(s) covered.)

### **SECTION 5 Signature**

By signing your recertification application, you acknowledge you agree to all of the statements contained in it, including the Code of Ethics and Professional Conduct and Agreements, Attestations and Release.

CSRP Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please initial each page before submitting your application.

## CSRP Recertification Application Checklist

**Section 1: CSRP Information**

I provided my business contact information, current title and CSRP expiration date.

**Section 2: Payment**

I included the \$150 application fee.

**Section 3 and Section 5: Code of Ethics and Professional Conduct and Agreements, Attestations and Release**

I read the RISE Code of Ethics and Professional Conduct and indicated my acceptance of the Agreements, Attestations and Release by signing the recertification application.

**Section 4: Recertification Requirements**

To renew your certification for CSRP, you must have earned at least 60 points in the categories of work-related experience, continuing education and/or training experience and professional activities. Please indicate your points earned below.

**Section 5: Verification of Employment and Experience (Categories A and B)**

I have been employed within the past 12 months in a qualifying role and provided the necessary information about my employment, including my supervisor's signature or attestation of self-employment.

**My total number of points earned is as follows:**

Category A – Work-related Experience	_____	Points earned
Category B – Education and/or Training Experience	+ _____	Points earned
Category C – Professional Activities	+ _____	Points earned
	<hr/>	
	= _____	<b>TOTAL POINTS EARNED</b> (must equal at least 60 points)

**Overall**

I initialed every page of the recertification application.



Please initial each page before submitting your application.