

## Renewal Form

You may renew your three-year certification by completing **pages 1 and 2** of the renewal form and returning it with the appropriate renewal fee, prior to your certification expiration. **Please reference Pages 3 through 5 for detailed instructions.**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Preferred Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Country/Nation:** \_\_\_\_\_

**Primary Telephone<sup>1</sup>:** \_\_\_\_\_ **Type (Mobile/Work/etc):** \_\_\_\_\_

1. Please include the international prefix (+###) if outside of the United States.

**Primary E-mail:** \_\_\_\_\_

**Secondary Telephone<sup>2</sup>:** \_\_\_\_\_ **Type (Mobile/Work/etc):** \_\_\_\_\_

**Secondary E-mail<sup>2</sup>:** \_\_\_\_\_

2. Secondary contact information is optional and is only used for correspondence if primary information above is found to be out of date due to job change, etc. Secondary contact info is *highly encouraged*.

**Are you a Professional Engineer (PE) or Licensed Engineer<sup>3</sup>?:**      \_\_\_ Yes \_\_\_ No

**Are you a Certified Energy Manager (CEM)<sup>3</sup>?:**                              \_\_\_ Yes \_\_\_ No

3. This is asking if you are either a PE or CEM for *demographic purposes only*. Please note renewal for these certifications is separate from your PEM renewal.

**PEM Number:** \_\_\_\_\_ **Expiration Date (MM/DD/YYYY):** \_\_\_\_\_

**REQUIREMENTS FOR RENEWAL INCLUDE A MINIMUM OF FIFTY (50) POINTS**

Fill out ONE of the two grey boxes below:

<input type="checkbox"/>	I wish to renew my certification. I have paid the renewal fee of <b>\$150.00</b> (see instructions).	<b>Points</b>
<input type="checkbox"/>	I hereby attest that I have been involved with and/or performing energy-related activities for _____ years since my certification/re-certification. (Instructions: Enter zero to three in the number of years field above. Then, enter ten (10) points for each year in field to right.)	_____
<input type="checkbox"/>	Professional Development Activities (Insert points from Page 2 in field to right)	_____
<b>Total Points (NOTE: minimum 50 points required for renewal):</b>		_____

– OR –

<input type="checkbox"/>	I have retired and I am no longer employed full-time. I wish to receive the PEM Emeritus designation. I have paid the renewal fee of <b>\$25.00</b> . (See instructions for additional info.)
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By entering my name below, I hereby certify that all the information contained within is factual. I understand that any misrepresentation will be grounds for revocation of my PEM certification. (Note, for individuals filling out the form electronically: you may type name below and/or sign the PDF digitally, either of which will serve as your signature.)

**Name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date (MM/DD/YYYY):** \_\_\_\_\_

**Enter your professional development activities.** Calculate the points for each activity based on the instructions and examples. **Additional details for calculating points are included on Page 4 and 5.** Total the points at the bottom of the form and enter on Page 1.

- A. Papers, articles, and/or books published. Ten (10) points per item, first time only.
- B. Papers, workshops, and/or seminars presented. Three (3) points per hour of presentation length for first time presenting, and one (1) point per hour for subsequent presentations, up to a maximum of six (6) points per hour.
- C. College/university courses completed. Forty-five (45) points per credit hour for semester schedule, thirty (30) points per credit hour for quarter schedule.
- D. Workshops, seminars, and/or other related training programs attended. Ten (10) points per continuing education unit (CEU) or equivalent. One (1) point per contact hour or professional development hour (PDH).
- E. Active participant in a professional society/organization. Two (2) points per professional society/organization. Maximum four (4) points total.
- F. Other energy-related activities. See instructions and/or contact IEP for specific point allocations.

Should you have questions with respect to qualifying items for renewal, please contact IEP. We will review requests and respond in a timely manner. Additional pages or documents may be submitted if more room is required than the form on Page 2 allows. Submission of proof of points is not required, **however you should keep it for your records and may be requested by IEP if questions arise.**

Type	Title	Qty	Unit	Points
A	<i>Example: Published paper in publication on energy management.</i>	1	<i>Paper</i>	10
B	<i>Example: Presented 3-hour seminar on energy management for first time.</i>	3	<i>hours</i>	9
C	<i>Example: Completed a 3-credit hour, semester long college course related to energy</i>	3	<i>Credit Hr</i>	135
D	<i>Example: Attended session on energy management at conference, 2 PDH</i>	2	<i>PDH</i>	2
E	<i>Example: Active in ASHRAE, AEE &amp; USGBC (only first two count, max four (4) points)</i>	3	<i>Org</i>	4
<b>Total Points:</b>				

## Renewal Form Instructions

IEP is pleased to maintain the Professional Energy Manager (PEM) program and privileged to represent the diverse and professional PEMs we have. The PEM program’s 45-plus-year success has been built on the accomplishments of its graduates and for that we thank you. Our PEMs are in over 55 countries/territories and 30 US states, and we hope you will continue to be a part of that!

A current certification is required to advertise yourself as a PEM on email signatures, business cards, LinkedIn, resume, etc. A current certification also provides technical assistance, access to periodic technical webinars, and other benefits as they are developed. Your renewal also helps us support no-cost/reduced-cost training for public-sector employees and free, publicly available virtual trainings with Schneider Electric University.

IEP encourages you to renew to keep your certification current and continue to promote the Professional Energy Manager certification. If you are considering not renewing, IEP also encourages you to reach out for a quick discussion before making your final decision. If we can be of any assistance such as providing a detailed justification summary for budgeting or expense approval, please let us know.

You may renew your three-year certification by completing the renewal form and returning it with the appropriate renewal fee, prior to your certification expiration. **Forms and/or payment not completed prior to the expiration will result in the revocation of your certification.**

**We request the renewal form be returned electronically to [renewal@theiep.org](mailto:renewal@theiep.org). We suggest downloading the form and using Adobe (or other PDF software) to fill out the form, versus using your browser’s internal PDF editor.** Forms may also be mailed to the address listed above but this may add additional processing time.

A new certificate will be created and mailed to you. International PEMs will also receive an electronic copy prior to mailing. Your name will be printed as it was on your original certificate. If your name has changed or you wish for your name to be printed differently, please let us know when you return the renewal form.

**A minimum of fifty (50) points are required for recertification.** A maximum of thirty (30) points are granted for continued activity/employment in the field of energy, ten (10) for each year of activity since certification/re-certification (three-year renewal cycle). Partial years in the energy field may be entered using decimal/fractions. Remaining points may be accrued in several ways, as detailed within.

Note that your PEM Number is in the lower left portion of your Certificate under the membership date.

### Revocation

IEP reserves the right to refuse examination or to revoke your PEM certification for ethical reasons or any other reason which could result in the defamation of the IEP brand and trademarks.

### Payment/Rates

Payment may be made by check, credit card, or bank ACH (“electronic check”). **Credit card and ACH payments are made through the payment portal on the IEP homepage at [www.theiep.org](http://www.theiep.org).** When paying, the memo field may be used to identify renewal information, if the payment originates from a different name than the certification holder. **Payments by check** may be made out to the “Institute of Energy Professionals” and mailed to the address above. If needed, invoices or receipts can be provided. The following table summarizes the current cost of renewal options:

Type	Cost
Renewal (Standard)	\$ 150.00
PEM Emeritus Renewal	\$ 25.00
Late Fee (90 Days Passed Expiration)	\$ 100.00

### Refunds and Late Fees

No refunds will be issued. If you attest to the points on page 1 and 2 to be accurate and are later found to not be, a refund will not be issued. Revocation of your PEM certification will not result in a refund. Renewal occurring past the grace period (90 days) will incur an additional **late fee of \$100.00**. Late fees will not be waived.

## Professional Development Activities/Points

**A Note on Points:** Points are **not intended to be a burden** to renewal, but rather to help **capture how you have improved your energy craft** over the last three years. We realize some of our PEMs work in a field, position, or company where they are not presented with the opportunity to have “traditional” continuing education as compared to some professions. If you feel that you do not have the points, please reach out to IEP to discuss before choosing not to renew. Many people have the points, but do not realize activities which may qualify. See the last bullet for “additional energy related activities.”

Professional Development Activities may be obtained at any point between the three years prior and up until the certification expiration date. **Any activity which has improved your energy craft counts towards points.** For example, project management training is not necessarily energy-related, however if you feel it made you able to implement energy projects more effectively, it may be used towards points. For **questions around activities with an unknown time commitment**, see the “Estimating Points” section. Points are awarded on the following basis:

- A. Papers, articles, and/or books published. Ten (10) points per item, first time only.
  - o Subsequent publishing of the same paper or article in different locations do not accrue points.
  - o Each unique publication can accrue points, so long as they are not variations on the same topic.
- B. Papers, workshops, and/or seminars presented. Three (3) points per hour of presentation length for first time presenting, and one (1) point per hour for subsequent presentations, up to a maximum of six (6) points per hour.
  - o IEP encourages you to share your energy expertise whenever possible, as many times as possible, especially given the need for training in a quickly retiring industry.
  - o Triple points are provided for the first time presenting to account for up-front prep work.
  - o Standard points are provided for each additional presentation on the same topic, to account for the questions you receive, research, and making valuable changes to the presentation.
  - o Each unique presentation can accrue points, so long as they are not variations on the same topic.
  - o Presentations should be vendor-neutral and not be sales oriented. Sales or product demonstrations do not qualify for points.
  - o The maximum six (6) points per hour equate to presenting the first time (3 points per hour) plus three subsequent presentations (3 x 1 point per hour).
- C. College/university courses completed. Forty-five (45) points per credit hour for semester schedule, thirty (30) points per credit hour for quarter schedule.
  - o The points account for the hours in the classroom, but also the time spent on studying, homework, etc.
  - o The class must be passed for points to be accrued.
- D. Workshops, seminars, and/or other related training programs attended (referred to generically as classes below). Ten (10) points per continuing education unit (CEU) or equivalent. One (1) point per contact hour or professional development hour (PDH).
  - o Note: ten (10) PDH/contact hours are generally equivalent to one (1) CEU. Contact the organization providing the certificate for specifics on how they present credits for continuing education.
  - o 1 CEU should equate to 10 hours of instruction. If it does not, fewer points shall be awarded for CEUs.
  - o Classes must be unique. In other words, taking the same class twice does not double the points.
  - o Repeated classes, which were originally taken three or more years ago, count as “refreshers” and accrue points.
  - o Product/equipment training accrues points, so long as it enhances your energy management capabilities.
- E. Active participant in a professional society/organization. Two (2) points per professional society/organization. Maximum four (4) points total.
  - o Active participation includes attending meetings, conferences, and/or serving on the board.
  - o Paying dues does not count as active membership and does not accrue points.
  - o Participation in IEP is understood and does not accrue points.
  - o Participation for any duration of time counts as two points (i.e., not two per year, per society).
- F. Points are also awarded for additional energy-related activities. Examples include, but are not limited to:
  - o Participation on energy-related boards, commissions, committees, etc.
  - o Projects which resulted in substantial learning and were outside the normal day-to-day work activities.
  - o Training/mentoring new employees.
  - o Informal presentations around energy topics to colleagues.

As these professional development activities are unique and custom, points will vary from none to ten (10). Contact IEP for help with specific point allocations.

Please contact IEP with any questions regarding point allocation. We will review requests and respond in a timely manner.

## Professional Development Activities/Points Documentation

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Additional pages or documents may be submitted if more room is required than the form on Page 2 allows. Submission of proof of points is not required, however you should keep it for your records. IEP reserves the right to request documentation of activities/points.

## Estimating Points

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In some cases, activities which accrue points do not have associated paperwork and/or credits awarded. For situations where the time commitment needs to be estimated, the following guidance is provided.

- Classes which do not award specific credits (i.e., PDHs) may be used. Each hour of class accrues one (1) point. These classes may be in-person or online, so long as there is satisfactory evidence of attendance, such as a certificate of attendance or written notes by the attendee.
- Conferences where there are multiple classes/sessions, and no associated paperwork is provided may be estimated as follows: Whole-day/8-hour conferences accrue six (6) points. Half-day/4-hour conferences accrue three (3) points. Multi-day conferences can be broken into multiple whole or half days and accrue points accordingly.
- Conferences, classes, or any other activity of an unknown time commitment accrue **only** one (1) point.

## Expiration and Inactive Status

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Your PEM certification expires on the date shown on your certificate. The 90 days following is a “grace period” to allow for renewal at no penalty.

After the grace period passes, you will be placed on Inactive status. During Inactive status, you will not receive PEM-exclusive communications and you may not use **PEM in communications of any form representing your qualifications**. Continued representation as a PEM will be **subject to legal action**.

## Reinstatement and Reexamination

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Individuals who wish to be reinstated as a PEM after 180 days must be reexamined. At IEP’s discretion, reexamination may be waived if you can provide proof of sufficient professional development activities in accordance with the renewal requirements herein. Reinstatement requires the renewal form to be completed, any applicable reexamination to have been completed, and payment of associated renewal, reexamination, and late fees.

## Extensions

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In extenuating circumstances, extensions may be granted on a case-by-case basis to postpone renewal for one quarter. Please contact IEP if you need an extension.

## PEM Emeritus

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The PEM Emeritus designation has been created to serve those PEMs who have retired, but still wish to maintain a connection to IEP, the PEM certification, and energy in general. The PEM Emeritus requires no points for renewal and is a lifetime benefit – in other words it is the final renewal required. You may also continue to use the PEM descriptor in communications, such as email signatures. The fee covers the cost of a new certificate custom to the PEM Emeritus designation. In short, the designation is intended to be a way to thank Professional Energy Managers for your longstanding service to the energy efficiency and energy management industry.

To be eligible for a PEM Emeritus designation, you must have retired during your current three-year renewal period and no longer be working full-time. There is no age requirement for the designation. Upon time to renew, you may indicate on the renewal form that you wish to apply for a PEM Emeritus designation in lieu of a standard renewal. Payment and other procedures remain as normal.

Please note that if you:

- Are retired from one job, but are in full-time employment elsewhere, or,
- Are retired, but wish to enter the workforce again full-time,

then you should have a current and active PEM certification. You may contact IEP to re-instate your certification as active. Volunteer activities, sporadic consulting, or other non-full-time activities (less than 30 hours per week) are permissible with a PEM Emeritus designation.