

renewal guidelines

lighting certified | professional credential

NCQLP Lighting Certification | 2018



NCQLP

National Council on Qualifications
for the Lighting Professions

Dear LC:

Lighting Certification continues to grow each year which is very gratifying. In 2017 the number of lighting professional who applied for, took and successfully completed the Lighting Certification Examination was very encouraging. As a result, there are now over 2750 LCs.

While the number of lighting practitioners who are LCs increases each year, so does the importance of and respect for the credential. Not only does the lighting industry and individual LCs value Lighting Certification, but so do those who utilize our services! This is very good news! NCQLP applauds each and every LC for their commitment to these very important standards. The importance of Lighting Certification continues to be shown by employers who are requiring the LC and energy-efficiency organizations which are encouraging Lighting Certification as a part of their Requests for Proposals as well as providing financial incentives for those who work with them to become Lighting Certified. Project managers, too, are also increasingly including the LC as a part of their selection criteria. In 2005, as many of us know, the federal General Services Administration (GSA) specified, for the first time, that, "those who do lighting work on federal buildings must be Lighting Certified which as another important milestone.

With the release of these Certification Renewal Guidelines, we are beginning the 2018 certification renewal cycle. It is quite heartening for the Certification Renewal Committee to see that there are now so many more sources of continuing education in lighting which encompasses an expanding number of online offerings. However, we also are well aware that we, as LCs, need to be leaders within our profession and the associations in our field that contribute so much to improvement our industry. At the same time, there is a great need for teachers of lighting who can not only work to prepare those entering the field, but also provide continuing education and do the fundamental research we need so that we are as responsive as we possibly can be in meeting the ever increasing demand for effective and efficient lighting within our own country and around the world. By maintaining our Certification, we help to ensure that our knowledge base is up-to-date and we demonstrate to our clients that they will benefit significantly from hiring an LC. Our level of expertise leads to better designs, improved efficiency and effectiveness.

We extend our best wishes to each of you as you prepare and submit your LEU Reporting Form to renew your Certification in 2018. Please know that NCQLP is committed to your success and stands ready to assist you as you undertake this important task. Should you have questions, please call our NCQLP office. Our staff will work with you.

Sincerely,
NCQLP Certification Renewal Committee

LC Certification | Renewal Guidelines

1. Certification Renewal Cycle

All LCs must renew their certification every three (3) years. All certification cycles begin on January 1 and end on December 31. The renewal cycle begins January 1 of the year immediately following successful completion of the LC examination.

2. Certification Credit Unit

The basic NCQLP renewal unit is called a Lighting Education Unit (LEU). In general, one LEU is earned for each contact hour of lighting education.

3. Approved Renewal Methods

LCs can maintain their LC status by meeting one (1) of the following criteria within each three-year cycle:

- A. Earn 36 LEUs in the areas that qualify as professional development. LCs maintain documents for two (2) years.
- B. **(Manual renewal only)** Earn 18 LEUs and document 25 years of experience in lighting, utilizing the form provided in the guidelines. **(The 25-year Form must be submitted, only once, when 25 years of service is reached.)** This Form, when originally submitted, must accompany the renewal Form and be sent in the mail.
- C. Take and successfully complete the current LC examination in the third year of the cycle.

4. Time Requirements for Each Cycle

Units may be acquired as of the first day of the year, following the examination for successful LCs. All LEUs for a three-year cycle may be earned in any one year. All units must be earned and submitted during the current cycle.

5. Professional Development Areas

1. Lighting Continuing Education Courses
2. Industry Lighting Education
3. College/University Lighting Courses
4. Masters/PhD Degree Lighting Studies
5. Lighting Educational Speaking/Teaching
6. LC-Authoring and Publishing Lighting Materials
7. Lighting Recognition
8. Lighting Industry Leadership
9. Lighting Course Development
10. Online Continuing Education Courses

6. Self-Reporting System

Lighting Certification Renewal is a self-reporting system. Each LC is responsible to know their renewal date, maintain their LEUs and submit a sufficient number to meet renewal requirements as well as to keep their online profile current.

7. Submission Method

LCs may submit their LEU renewal by mail/private carrier or online through the NCQLP website, www.ncqlp.org. (Manage LEUs via the LC login section.) ***No emails or faxes will be accepted.*** Do not email or otherwise send duplicate copies.

8. Certification Renewal Procedures

- A. The NCQLP Registry of Certified Lighting Professionals is available at www.ncqlp.org. The Registry includes all those LCs who are currently certified. LCs are responsible for updating their contact information online through NCQLP's website whenever any change occurs to ensure a correct listing is on the LC Registry.

- B. For each three-year cycle, LCs must report all LEUs to NCQLP. The deadline to submit your LC renewal is December 31 of the year in which the certification cycle ends. Names of non-renewing LCs are then removed from the Registry. However, NCQLP has instituted a grace period of one month, through January 31. Once renewed, LCs name will be reinstated.

- C. For those LCs who miss the postmarked deadline of January 31, the Board of Directors has provided an extension to the grace period through March 31. To renew after January 31, but by March 31, the certification renewal fee is \$575. Of course, in order to renew, each LC must submit the required number of LEUs. ***No certification renewal materials will be accepted after March 31.***

- D. Letters and updated certificates will be sent in February to all successful certificants.

9. Fees

The Certification Renewal Fee is \$350 (\$575 February 1)

Certificate renewal fees must be paid when the three-year LEU reporting form is submitted. The fee of \$350 (\$575 February 1) must accompany the renewal.

LCs wishing to renew their certification by retaking and paying for the examination in the third year of their cycle are not required to remit the \$350 renewal fee, but they need to notify NCQLP on their examination application that this will be their method of certification renewal.

10. Specific Guidelines for Earning LEUs

Only lighting-related activities that promote continued learning and education in the field beyond the baseline covered by the examination may be submitted for LEU credit. Personal development and specific manufacturers' product-oriented or marketing presentations do not qualify for LEU credit, except as noted in category 1.5. Taking a review course on basic lighting, such as "The Fundamentals of Lighting," does not qualify as continuing education nor do preparation hours for any test or examination.

Lighting Related refers to areas of education or professional experiences that directly contribute to the LC's ability to perform work in the lighting field. Please note that education or activities that contribute to the LC's general knowledge, such as business tax law or accounting or human psychology, are not "lighting related" because they do not directly help the LC do better lighting work. Courses on general topics can be included if at least 25% of the course deals with lighting or its control or the power generation for it. Courses on operating a business are applicable if the course is aimed at the specific needs and issues of a lighting design business, lighting representative agency, lighting manufacturer, or similar activity. Following are some examples of activities that DO and DO NOT qualify as "lighting related."

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LC Certification | Renewal Guidelines

As under 10.0, online Courses longer than two (2) hours must be reviewed by the NCQLP Certification Renewal Committee for the level and LEUs that can be earned if they are to be submitted for renewal. Please confirm with the course provider that an NCQLP Certificate of Registration has been obtained by them from NCQLP. A copy of this certificate should be received by you from the course provider for your records.

Do Qualify

- Seminars attended on green buildings. These qualify because lighting is such a large part of green building design.
- Education in building emergency systems, as long as lighting is 25% of the systems discussed.
- Seminars on light pollution or light trespass.
- Life cycle economic analysis, if it includes formulas or procedures that apply to lighting cost analysis.
- Presentations on photographing lighting installations.
- Sales training from a manufacturer that includes **unbiased** education in lighting calculations, lighting quality, luminaire materials and their durability.
- A seminar on wind power generation or photovoltaic power generation if the power is used in part for architectural lighting or signage as opposed to irrigation pumping.
- A course or presentation on vision and the physiology of the human eye.
- Seminars on energy codes for entire buildings, as long as lighting is specifically covered in the seminar.
- Electrical engineering for buildings, provided that 25% or more of the course addresses power distribution for lighting.
- Online lighting courses over 2 hours reviewed by the NCQLP Certification Renewal Committee for the number of LEUs that can be earned.

Do Not Qualify

- Mechanical engineering technology updates.
- Architectural history courses.
- Courses in tax law or insurance not specifically targeting lighting businesses.
- Photography course which is a general course or a specific course on photographing flowers, for example, which is not lighting related.
- Course in sales techniques.
- ASHRAE or AIA section or conference meetings, unless the topic is specific to lighting.
- Seminars on building envelope energy code compliance.
- Seminars on controls for environmental and fire systems.
- A general course on marketing, such as "Writing Better Business Letters," "Persuasive Speaking," or "Time Management."
- A review course on basic lighting, such as "The Fundamentals of Lighting."
- A general seminar on patent and copyright law.
- Online lighting courses over 2 hours which have NOT been reviewed and registered by the NCQLP Certification Renewal Committee.
- Preparation time for examinations/courses.

11. Professional Development Documentation

LCs are to evaluate their own continuing education and professional development activities and determine the appropriate number of LEUs earned based on the information outlined in this publication and are responsible for meeting the deadline.

An LEU Reporting Form is available in the guidelines or online through the NCQLP website for all LCs to use in cumulatively recording their LEUs for each certification cycle. LCs must complete the renewal fully and provide all required information, including **specific activity dates** and **activity titles**. A course/seminar should be listed exactly as the title appears in the course description. Units earned are based on contact hours. In general, one LEU is earned for each one (1) hour of lighting education.

12. Annual Audit (By Mail Only)

Completing and retaining documentation is the responsibility of each LC. LCs must maintain all records for two (2) years following the end of each certification cycle. NCQLP will conduct annual audits of a sampling of LCs scheduled to renew their certification in any given year and reserves the right to request records from any LC as a part of this process. Those LCs who are being audited must forward their complete documentation to the NCQLP for review. When an LC is being audited, detailed instructions will accompany all audit requests. Failure to comply with audit requests will result in immediate and automatic termination of LC status by NCQLP.

13. NCQLP Logo and Mark

Both the NCQLP name and the NCQLP mark (the circle with the centered LC) are trademarked as the property of NCQLP and are reserved for the official purposes of the NCQLP organization only.

14. Termination of Certification

Once Lighting Certification has lapsed, the only way to become Lighting Certified again is by sitting for and successfully completing the LC Examination.

NCQLP | Organization & Governance

The National Council on Qualifications for the Lighting Professions (NCQLP) is a non-profit corporation founded in 1991 to serve and protect the well-being of the public through effective and efficient lighting practice. Through a peer review process, the NCQLP establishes the education, experience and examination requirements for baseline certification across the lighting industry.

NCQLP Member Organizations

- Illuminating Engineering Society (*IES*)
- International Association of Lighting Designers (*IALD*)
- interNational Association of Lighting Management Companies (*NALMCO*)
- Lighting Research Center (*LRC*)
- National Association of Independent Lighting Distributors (*NAILD*)
- National Electrical Manufacturers Association (*NEMA*)
- New York State Energy Research and Development Authority (*NYSERDA*)
- Northeast Energy Efficiency Partnerships (*NEEP*)
- U.S. Department of Energy (*USDOE*)

NCQLP Contributors and Supporters

The development of the Lighting Certified (LC) credential was funded through a major grant from the U.S. Environmental Protection Agency (*EPA*). Additional, significant support has been provided by the U.S. Department of Energy-Federal Energy Management Program (*FEMP*), International Association of Lighting Designers (*IALD*), Illuminating Engineering Society (*IES*), National Electrical Manufacturers Association (*NEMA*), the California Energy Commission (*CEC*), and Southern California Edison. Additional grants from the Nuckolls Fund for Lighting Education and the U.S. Department of Energy (*USDOE*) were received in 2000. USDOE funding continued in 2002 and 2003. A number of other lighting related corporations,

organizations and individuals have provided ongoing program financial support for this industry-initiated Lighting Certification program. A list of those supporting NCQLP is included on the NCQLP website (www.ncqlp.org).

NCQLP Mission Statement

The mission of NCQLP is to serve and protect the well being of the public through effective and efficient lighting practice.

Strategic Goals and Objectives

- 1. To improve and administer a justifiable and defensible certification for lighting practitioners.**
 - Perform regular Job Analysis Studies as a basis for the LC credential.
 - Develop and administer an annual LC examination.
 - Provide oversight for continuing education and renewal process for a valid and reliable LC credential.
- 2. To maintain continuity of NCQLP certification by establishing a credible, financially stable organization.**
 - Establish administrative policies and guidelines.
 - Comply with applicable laws and regulations.
 - Develop sources of income and an ongoing fundraising effort.
 - Promote a positive public image.
- 3. To increase the demand for certified practitioners with end users.**
 - Encourage end users to use LC certified practitioners.
 - Explore strategies to support the efforts of lighting practitioners.
 - Encourage jurisdictions to require LC certified practitioners.
- 4. To encourage lighting practitioners to seek certification.**
 - Publicize the mission of NCQLP.
 - Assist lighting practitioners in the identification of educational opportunities to prepare for the examination.
 - Market to practitioners, organizations, and governmental agencies.

LC Certification | LEU Credits Information

1.0 Continuing Education

Lighting Courses

Same course may be submitted only once per cycle. * One contact hour is 50 to 60 minutes of classroom time.

1.1 AIA Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

1.2 ASID, IIDA Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

1.3 IES Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

1.4 Other CEU Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

1.5 Lighting-Related Business Development Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

Course must be specifically promoted as a lighting-related business course. **A maximum of only six (6) LEUs per cycle may be earned in this category.**

1.6 LEED Seminars/Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

Seminars/Courses must be lighting related. LEUs are determined by the portion that is lighting related.

1.7 Lighting Related Examinations

- Examination must be intermediate to advanced level with a minimum 60% lighting related.
- Content covered; level of testing; sample of the testing documentation; information on the certifying organization; testing methodology; and proctoring procedures are the basis for review.
- If a certifying organization is submitting, the renewal cycle requirement for maintaining the certification must be stated.

1.8 Whole Building Controls Courses:

- The course must be 60% lighting and lighting controls related.
- It must emphasize energy reduction through the use of effective lighting control design techniques.
- It has to be a design based course that demonstrates integration technologies and how they impact a lighting design.
- The course cannot be an HVAC Building Management System offering a short lighting integration discussion, but must be primarily on lighting and lighting control.

2.0 Industry Lighting Education

Same course may be submitted only once per cycle. One contact hour is 50 to 60 minutes of classroom time.

2.1 Manufacturers' Lighting

Education Courses, Seminars, etc.

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

Credit for noncommercial/nonmarketing section only.
A maximum of only 12 LEUs per cycle may be earned in this category.

2.2 Government Lighting

Education Courses, Seminars, etc.

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

2.3 Attending Local Program Meetings

Credits Determined By: Meetings Attended
LEUs: One (1) Per Two (2) Meetings

Half credits will not be accepted. Exact dates and topics must be provided on the LEU Reporting Form. These credits are given for non-social events.

2.4 Attending Regional/National International Lighting Conferences and Tradeshows

Credits Determined By: Event Attendance
LEUs: One (1) Per Conference or Trade Show

Must be officially registered for event.

2.5 Non CEU Courses, Seminars, etc.

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

3.0 College/University Lighting Courses

Same course may be submitted only once per cycle.

3.1 Undergraduate Lighting and Lighting- Related Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

3.2 Graduate Level Courses and Research

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

3.3 Adult Continuing Education Courses

Credits Determined By: Contact Hours
LEUs: One (1) Per Contact Hour

4.0 Masters/PhD Degree Lighting Study

LEUs equal total required for one three-year cycle

4.1 Masters Thesis

Credits Determined By: Completed Manuscript
LEUs: 36

4.2 PhD Dissertation

Credits Determined By: Completed Manuscript
LEUs: 36

5.0 Lighting Educational Speaking/Teaching

A maximum of 18 LEUs may be earned in this area per cycle. Add one (1) LEU if first time taught. Same course may be submitted only once per year.

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LC Certification | LEU Credits Information

5.1 Teaching Lighting Courses, Seminars, etc.

Credits Determined By: Contact Hours

LEUs: One (1) Per Contact Hour

5.2 Tradeshow Educational Presentations

Credits Determined By: Contact Hours

LEUs: One (1) Per Contact Hour

5.3 Conference Presentations

Credits Determined By: Contact Hours

LEUs: One (1) Per Contact Hour

6.0 LC- Authoring & Publishing Lighting Materials *A maximum of 18 LEUs may be earned in this area per cycle by authors.*

6.1 Journal and Magazine Articles

Credits Determined By: Published Page

LEUs: Two (2) Per Page (*Photos excluded*)

6.2 Lighting Ordinances, Manuals, etc.

Credits Determined By: Published Page

LEUs: Two (2) Per Page (*Product literature excluded*)

6.3 Design Guides, Practices, Technical Memorandums, etc.

Credits Determined By: Published Page

LEUs: One (1) Per Two (2) Pages (*Includes IES Handbook*)

6.4 Lighting-Related Engineering and Design Books

Credits Determined By: Published Text

LEUs: 36

This category is not subject to the 18 maximum LEUs per cycle limit.

7.0 Lighting Recognition

A maximum of nine (9) LEUs may be earned in this area per cycle.

7.1 Association/Society Lighting Design and Lighting-Related Awards

Credits Determined By: Award Received

LEUs: 1, 2 or 3 Per Award

Local: one (1) credit. *Regional:* two (2) credits.

National/International: three (3) credits. Credit will be granted only if LC has received the highest award in an awards program.

7.2 Technical Achievement Awards

Credits Determined By: Award Received

LEUs: 2 per Award

Includes member organization Fellow Award

8.0 Lighting Industry Leadership

Must be national or international level position. A maximum of 18 LEUs may be earned in this area per cycle.

8.1 NCQLP and NCQLP Member Organization Officer

Credits Determined By: Years Served

LEUs: Three (3) Per Year

8.2 NCQLP and NCQLP Member Board/Council Member or Committee Chair

Credits Determined By: Years Served

LEUs: Two (2) Per Year

8.3 NCQLP and NCQLP Member Organization Committee or Task Force Member

Credits Determined By: Years Served

LEUs: One (1) Per Year

Includes IES final judging for The Illumination awards.

8.4 NCQLP Member Organization District or Regional Chair

Credits Determined By: Years Served

LEUs: One (1) Per Year

8.5 Mentoring Programs

- A nationally established and recognized lighting industry mentoring program.
- Must have specific mentoring and reporting guidelines for participants.
- Program should include an Application Form and Approval Form to describe all participants.
- An Annual Reporting Form showing the interaction, dates, and overall progress of all participants to be included with the LCs renewal form.
- The time length of mentoring commitment must be outlined.
- If the participants work for the same company, the submission must be approved by an independent entity.
- There must be a minimum of 6 hours of engagement between participants per year. There is a maximum of 6 LEUs per cycle for the mentor.
- The independent organization must provide a signed document of completion to the participants.
- The participants submit the program to the NCQLP at the participants renewal cycle.

9.0 Lighting Course Development

Applies only to new lighting courses with three (3) or more contact hours in Categories 1.0, 2.0, 3.0, 4.0, and 5.0. The new course must contain significant new material and cannot just be a rearrangement of an existing course, and it must have been created within the current certification cycle. NOTE: The LEUs are for course development only, not for teaching.

9.1 Creation of New Lighting Courses

Credits Determined By: Course Contact Hours

LEUs: One (1) Per Course Contact Hour

10.0 Online Continuing Education

Continuing education courses longer than two (2) hours must be reviewed by the NCQLP Certification Renewal Committee and an NCQLP certificate obtained by the LC from the course provider for the LC's file.

Up to 18 LEUs may be earned for each individual online course submitted.

LC Certification | Renewal Q & As

Question: How often must I renew my LC credential?

Answer: LCs must renew their LC credential at three-year intervals. All LC credentials expire at the end of a third calendar year, regardless of whether the credential was earned in the beginning of the year.

Question: When do I send my LEU Reporting Form to NCQLP?

Answer: Your completed LEU Reporting Form and Certification Renewal Fee payment must be submitted by December 31 of the year at the end of your certification expiration. There is a grace period through January 31 of the following year.

Question: How soon after taking my LC Examination may I begin recording LEUs?

Answer: Those who pass the LC Examination may accrue LEUs from the beginning of January following the November exam.

Question: How do I record my LEUs?

Answer: LEUs are to be reported on the LEU Reporting Form, which is available online to all LCs in the year they have to recertify. Credits must be reported and the LEU Reporting Form submitted to NCQLP in the third year of your cycle. The LEU Reporting Form is available online via your LC profile and included within the Certification Renewal Guidelines, which are available for downloading through NCQLP Web site. No e-mails or faxes will be accepted.

Question: Do I have to send all of my documentation with my LEU Reporting Form to NCQLP?

Answer: NCQLP only requires that the completed LEU Reporting Form be submitted for certification renewal, along with the Certification Renewal Fee payment. LEU documentation must be retained by LCs for a minimum of two years after the end of the certification renewal cycle as it may have to be made available for audit.

Question: Will I earn an LEU for viewing exhibits at LIGHTFAIR?

Answer: No. To earn LEUs beyond the single credit that you will receive upon registering and attending LIGHTFAIR, you must attend appropriate educational activities.

Question: Can I get LEU credits for ALL my educational or technical activities?

Answer: Not entirely. You must follow the requirements listed in the Certification Renewal Guidelines, which include limitations on certain categories of LEU credits.

Question: Why are there limitations to the LEU credits I can earn?

Answer: NCQLP places limitations on certain categories of LEU credits to encourage diversity in an LC's professional development. You can find these limitations in the Certification Renewal Guidelines.

Question: What are the credit limitations for certain commercial product-specific sales training activities?

Answer: NCQLP awards LEUs for application-based training that is generic in nature, not for participation in activities that are specific to a certain manufacturer. The key is to determine those activities and training sessions that are "generic applications for which you learn in a broad sense and that are not specific to a certain manufacturer." Certain blended manufacturer training courses can earn you LEUs as long as you record contact hours ONLY for those training and education sessions that maintain the generic or broad requirement, which means that what you have learned and/or taught may be applied not just to a single manufacturer, but useful in several other circumstances. Remember, to paraphrase the Certification Renewal Guidelines, the definition of an LEU is one contact hour of appropriate training.

Question: How do I ensure that I have enough LEUs to recertify?

Answer: LEUs require diversity. You can get enough LEUs by attending approved courses throughout the three-year period between LC renewals. Think of it this way: You can earn all 36 required LEUs by committing just a single hour of your time per month to professional development courses.

Question: What is a self-evaluating, self-monitoring, or self-regulating certification renewal process?

Answer: The beauty of the three-year certification renewal process is that it has built-in possibilities for encouraging diversity by allowing LCs to administer and report LEUs for themselves. The process is designed not to be overly limiting so as to make accumulating LEUs difficult or concentrating acceptable LEU credit to a few organizations, courses or other offerings.

Question: How does NCQLP enforce or monitor the certification renewal process?

Answer: NCQLP randomly selects a sample of LCs for certification renewal auditing. LCs selected for a certification renewal audit are asked to provide backup documentation as evidence of their participation in an acceptable LEU activity

LC Certification | Years of Service Form



FOR LCs WITH 12/31/2018 EXPIRATION DATE

This form is for documentation of years of service within the field of lighting and is to be used only by those who are at the conclusion of their three-year certification cycle. This form is designed specifically for those LCs who have completed 25 or more years of service within the lighting professions and who have earned a minimum of 18 LEUs during the three-year certification cycle.

Please prepare and submit this Form along with your LEU Reporting Form with the Certification Renewal Fee payment of \$350.00 by the FINAL postmark deadline of January 31, 2019.

Date: _____

Name: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

More on next page



NCQLP

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