HIGH PERFORMANCE
Building Operations Professional

HPBOP Renewal

High Performance Building Operations Professional Recertification

For the three year period ending
2/2/2025

Name	First Last
HPBOP ID#	Original HPBOP Certification Date **2/2/22**
Street Address01	
Street Address02	
City	State
ZipCode	
Phone #	
Email Address	

Current Yr: 2025
Original Cert Year: 2022
Recert Cycle Number: 1

Refer to the HPBOP Participation Guide (hbop.org) for a sample.

Recertfication Points for each Categories   *note: points auto-populate from other tabs*

0	1) Employment (max of 10pts/yr)
0	2) Conferences (1pt/topic session, max of 5pts/yr)
0	3) HS and College Presentations (1pt/presentation)
0	4) Project (5pts/project, one project per year)
0	5) Review Tech Paper or Conf Presentation (1pt/review)
0	6) Mentor a junior member (1pt/mentee/yr)
0	7) Author a book (5pts/published item)
0	8) Publish (2pts/article)
0	9) Maintain Active Membership (1pr/***active*** membership)
0	10) Renewal of Professional Certifications (1pt/certification)
0	11) Committee work (1pt/yr max)
0	TOTAL (45 pts are needed every 3 years)

For details refer to the HPBOP Participation Guide

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2/2/2025 End Date   **Total Points 0**

1) EMPLOYMENT

Maintain employment as an active technical professional – 10 points maximum per year. Points calculated by (#months/12)*10, max of 10 in a year

First Last   *HPBOP #*

2/3/2022 through 2/3/2023   Points

Job Title
Company   0
City/State
Direct Supervisor   Name
                           Phone
                           Email
Months Employed in period _____ # of months rounded to nearest whole number

2/3/2023 through 2/3/2024

Job Title
Company   0
City/State
Direct Supervisor   Name
                           Phone
                           Email
Months Employed in period _____ # of months rounded to nearest whole number

2/3/2024 through 2/3/2025

Job Title
Company   0
City/State
Direct Supervisor   Name
                           Phone
                           Email
Months Employed in period _____ # of months rounded to nearest whole number

NOTES:

This note area is for you to use if you want. For this item you do not need extra information so it is ok to leave it blank.
- For the example above, the person left one job, took a two month break and then started a new job. So 10 months is entered as the number of months employed and the sheet calculates what the resulting number of points are based on 12 months being equivalenet to 10 points.

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2/2/2025 End Date

Total Points 0

2) Conferences or Continuing Education

Participation in professional Development activities. In-person or virtual attendance at continuing education class, workshops, webinars, conferences: one point per topic session attended relevant to High Performance Building Operations - maximum 5 points per year for credit.

First Last			*HPBOP #*
Conference	Date	Session Title	Pts/yr
2/3/2022 through 2/3/2023			0
1			
2			
3			
4			
5			
6			
2/3/2023 through 2/3/2024			0
1			
2			
3			
4			
5			
6			
2/3/2024 through 2/3/2025			0
1			
2			
3			
4			
5			
6			

NOTES:

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- Example, a conference was attended for one session lasting 8 hours and a second session lasted only 1 hour. Note that both only receive 1 point.

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2/2/2025 End Date   **Total Points 0**

3) High School or College Presentation

Present occupational opportunity to high school or college level students (with realistic training / job preview) to recruit apprentices or community and technical college students. 1 point per presentation.

Enter a "1" in column G if an event. Only one per event

First Last   *HPBOP #*

Group	Date	Extra details	Pts
2/3/2022 through 2/3/2023			0
1			
2			
3			
4			
5			
6			
2/3/2023 through 2/3/2024			0
1			
2			
3			
4			
5			
6			
2/3/2024 through 2/3/2025			0
1			
2			
3			
4			
5			
6			

NOTES:

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2/2/2025 End Date

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Total Points 0

4) Project

Provide documentation of a completed project that you were involved with (led, part of a team, a major contributor to) that improved your building's performance. ** 5 points per project, maximum one project per year for credit.

Enter a "5" in column G, first row for that year, if a project has been completed and document project below.

First Last   *HPBOP #*

Project/Description	Pts
2/3/2022 through 2/3/2023	
Project title:	
Description:	
2/3/2023 through 2/3/2024	
Project title:	
Description:	
2/3/2024 through 2/3/2025	
Project title:	
Description:	

Additional Project Documentation: Year 1

Additional Project Documentation: Year 2

Additional Project Documentation: Year 3

**Will require documentation of description of project, role, related responsibilities, and results.

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2/2/2025 End Date **Total Points 0**

5) Present at a conference or review a technical paper

Present at a conference or review a technical paper on a topic relevant to High Performance Building Operations. 1 point per presentation or review.

Enter a "1" in column G for each presentation or review

First Last *HPBOP #*

Conf / Session	Date	Description	Pts
Covers All Three Years			0
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

NOTES:

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2/2/2025 End Date

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Total Points 0

6) Mentor a Junior Member of the Occupation

Mentor a junior member of the occupation. 1 point per mentee, maximum one per year for credit.
Enter a "1" in column G for each year you have mentored someone.

First Last   *HPBOP #*

Mentee Name, Company	Contact info		Pts
2/3/2022 through 2/3/2023			
Name:	email		
Company /Affiliation	phone		
	other		
2/3/2023 through 2/3/2024			
Name:	email		
Company /Affiliation	phone		
	other		
2/3/2024 through 2/3/2025			
Name:	email		
Company /Affiliation	phone		
	other		

NOTES:

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2/2/2025 End Date
Total Points 0

7) Author a Book

Author a book, manual, guideline or technical paper that is published on a topic relevant to High Performance Building Operations. 5 points per published item.

Enter a "5" in column G, first row for that year, if a book has been authored

First Last
HPBOP #

Book Title	Description	Pts
2/3/2022 through 2/3/2023		
Book		
Desc		
2/3/2023 through 2/3/2024		
Book		
Desc		
2/3/2024 through 2/3/2025		
Book		
Desc		

Additional Notes:

2/2/2025 End Date **HIGH PERFORMANCE** Building Operations Professional **Total Points 0**

8) Publish a Journal, Bulletin, or Magazine Article

Publish a Journal, Bulletin, or Magazine Article on a topic relevant to High Performance Building Operations. 2 points per published item.

Enter a "2" in column G for each published item

First Last		*HPBOP #*
Publication	Title	Pts
All Three Years		**0**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

NOTES:

2/2/2025 End Date

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Total Points 0

9) Maintain *active* memberships

Maintain active membership in professional/trade associations by volunteering/holding office/training others. 1 point per active membership for each year.

Enter a "1" in column G for each active membership for each year

First Last		*HPBOP #*
Professional/Trade Organization	Description of role or activity	Pts
2/3/2022 through 2/3/2023		0
1		
2		
3		
4		
5		
6		
2/3/2023 through 2/3/2024		0
1		
2		
3		
4		
5		
6		
2/3/2024 through 2/3/2025		0
1		
2		
3		
4		
5		
6		

NOTES:

2/2/2025 End Date

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Total Points 0

10) Renew Professional Certifications

Renewal of professional certifications. 1 point per certification renewal.

Enter a "1" in column G for each renewal

First Last		*HPBOP #*
Certification/License/Accreditation	Description	Pts
2/3/2022 through 2/3/2023		0
1		
2		
3		
4		
5		
6		
2/3/2023 through 2/3/2024		0
1		
2		
3		
4		
5		
6		
2/3/2024 through 2/3/2025		0
1		
2		
3		
4		
5		
6		

NOTES:

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2/2/2025 End Date   **Total Points 0**

11) Committee Work

Committee work on standards or regulatory document (e.g., ASHRAE Standards, Building Performance Standards, etc). Maximum 1 point per year. *Enter a "1" in column G for each year of committee work.*

First Last   *HPBOP#*

	Committee	Description	Pts/yr
2/3/2022 through 2/3/2023			0
1			
2			
3			
4			
5			
6			
2/3/2023 through 2/3/2024			0
1			
2			
3			
4			
5			
6			
2/3/2024 through 2/3/2025			0
1			
2			
3			
4			
5			
6			

NOTES: