



**ENERGY
SOLUTIONS**
RESEARCH &
TRAINING

Community Housing Partners
www.CommunityHousingPartners.org

550 Industrial Drive, Christiansburg, VA 24073 | (540) 260-9081, fax: (540) 260-9084



HEP BPI QCI Testing Reminders

Field Exams:

- The video camera is not to video you, but to listen to us as proctors
- Use your field guide – make sure you talk about or demonstrate each item fully
- If something doesn't look "right" (manometer, combustion analyzer etc..) check settings and if needed start over – this way you don't miss a step or take the wrong readings
- Consult correct BPI standards and make recommendations based on charts & action tables
- Read fully the sample audit and work scope
 - Make notes against house
 - Make recommendations against diagnostic tests – compare to pre-and post-readings
 - Keep in mind that the audit and work scope may or may not be accurate....
- You can use all notes and anything that will help you during the test – plan accordingly

Written Exam:

- Use your scratch paper to draw out house scenarios
- Use Formula sheet – if you want a printed one ask
- Work calculations based on formula sheet
- Read the BPI Building Analyst standards before test and consult during test
- Read questions thoroughly – pay attention to key words: all EXCEPT; NOT; AND, WOULD NOT, is the best option; ...
- READ ALL ANSWERS FIRST, then eliminate 2 obvious wrong answers then select the 1 that will work 100% of time
- DO NOT apply your agency or state protocols to the questions, keep in mind that some answers may be right even though you do not do these in your state
- DO think from the perspective of this being a NATIONAL EXAM
- Apply the concept of you being an in-house QCI inspector unless otherwise stated.