

BEYOND

SMART CITIES

COMMISSIONING SPECIALIST

BEYOND SMART CITIES

ASSOCIATE COMMISSIONING

PROFESSIONAL ACP-EXAM PREP

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COMMISSIONING SPECIALIST CURRICULUM COURSE

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PREPARING FOR THE ACP EXAMINATION

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LEARNING OBJECTIVES

ACP Exam Preparation

Suggested References for ACP Examination

ACP Examination Content Outline

ACP Exam Sample Questions

ACP Code of Ethics

PREPARING FOR THE ACP EXAMINATION

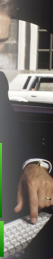
The ACP examination is comprised of 100 four-option multiple-choice questions, administered in a computer-based examination format.

Applicants are allotted two (2) hours in which to complete the exam. Each multiple-choice question has four answer choices; only one answer choice is

Applicants have access to an on-screen calculator at all times during the examination, and will be provided with scratch paper that will be collected after the test administration.

The examination may include commissioning scenario-based questions. For each scenario, a set of two or more questions may be asked. The examination is written from the perspective that the applicant is a third-party, independent CxA authority.

Credit is given only for questions that have responses. Questions left blank will be scored as incorrect. There is no penalty for guessing.



REFERENCES FOR ACP EXAM

The BCCB provides a suggested reference list as a resource that may be useful to supplement the education and experience related to competent performance as an ACP.

Attaining the ACP demonstrates:

- ☐ You have gained the knowledge and technical application of the new construction commissioning process by an independent organization
- ☐ Your focus on professional growth and development
- ☐ Enhanced professional credibility
- ☐ Increased job opportunities



EXAMINATION CONTENT OUTLINE

1.Managing Commissioning Projects	Number of Questions	2.Preparing Commissioning Documentation	Number of Questions	3.Conducting Commissioning Activities	Number of Questions
Identify the scope of the project	29	Assist in developing the OPR	25	Plan commissioning construction activities	25
Develop a commissioning team		Create commissioning process tracking matrices		Monitor commissioning construction activities	
Identify commissioning deliverables		Develop the commissioning plan		Facilitate the completion of construction checklists	
Review project documents		Develop commissioning schedules		Facilitate the acceptance phase	
Monitor the construction/project schedule		Create commissioning specifications			
Conduct commissioning meetings		Write system verification checklists		4.Managing Training Activities	Number of Questions
Track deficiencies (issues log)		Create FPIs		Develop training plan	5
Assess pass/fail criteria for functional test results		Determine site visit protocols (logistics)		Facilitate training activities	
Identify tasks for completion of commissioning processes		Develop issues logs			
		Write commissioning reports		5.Completing Warranty Phase Activities	Number of Questions
		Create systems manuals		Facilitate off-season testing	5
				Troubleshoot facility issues	
				6.Conducting Ongoing Commissioning	Number of Questions
				Evaluate building systems performance	2



ACP EXAM SAMPLE QUESTIONS



While performing a routine submittal review, the Commissioning Provider(CxP) discovers that all variable air volume boxes scheduled to ship have omitted the control transformer. The CxP should?

- ☐ A. Send a written report to the design team and owner/owner's representative.
- ☐ B. Notify the mechanical and electrical contractors and inform them they must furnish a field-mounted transformer.
- ☐ C. Notify the supplier that there is an electrical problem.
- ☐ D. Notify the electrical engineer of the oversight.

ACP CODE OF ETHICS



As a condition of earning and maintaining certification, applicants for the ACP certification must agree to uphold and abide by the Code of Ethics, the tenets of which are set forth as follows:

- ☐ Exercise a reasonable industry standard of care in the performance of professional duties.
- ☐ Perform professional duties with trust, integrity, and honesty.
- ☐ Hold paramount the health and safety of the public in the performance of professional duties.
- ☐ Work in a manner consistent with all applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.

ACP CODE OF ETHICS+



- ☐ Act with integrity in any relationship that involves an employer or client and disclose fully to an affected employer or client any conflicts-of-interest resulting from business affiliations or personal interests.
- ☐ Represent qualifications accurately and honestly.
- ☐ Offer products and services only in areas where competence and expertise will satisfy the client and public need.
- ☐ Agree to comply with and uphold all policies, procedures, guidelines, and requirements of the certification program; only use the designation as authorized in the approved manner; acknowledge the certificate and marks are the property of the BCCB; and return the certificate and discontinue use of the designation and marks when required to do so.
- ☐ Accept responsibility for maintaining the credential through recertification and continuously uphold the Code of Ethics.