



Policies & Requirements for BPI Course Extensions, Field Training, Exams & Equipment

Course Extensions

1. The cost to extend your access to your online course is \$4/day.

Cancellation & Rescheduling Policies

2. You may reschedule your field training or exam at no charge by providing written notice 10 business days (or more) before your scheduled time. Within 10 business days, you will incur a \$100 rescheduling fee. If cancelled within 48 hours of the exam, there is no refund (to cover the costs for the proctor and testing location). You will need to re-purchase the field exam at a cost of \$325 (The \$200 fee to submit your original field exam to BPI will be applied to your new test).
3. If you start your field exam and choose to stop it and/or not submit it to BPI, there is no refund. The cost to re-take the exam is \$325 to cover the cost of the proctor and the testing location. The \$200 fee to submit your field exam to BPI will be applied to your new test.

Equipment Requirements

4. Green Training USA provides a Retrotec blower door and DM2 manometer for field training and testing. If you are not familiar with this equipment, we suggest visiting the Retrotec website (www.retrotec.com) or Retrotec's YouTube channel (www.youtube.com/user/RetrotecTraining) prior to your field training to get supporting documentation and watch training videos. If you prefer, you may bring your own equipment.
5. Green Training USA does NOT provide laptops or computers for the written exam. We provide internet access only. You must provide your own computer/laptop with WiFi capability.
6. You need Internet Explorer to take the written exam (Attention Mac users!). Other web browsers will NOT work! Turn OFF your pop-up blocker to get the results of your exam upon completion.
7. If you received a loaner copy of the *Building Analyst Field Training* DVD as part of your training package, you must return it to the proctor who administers your written exam. Failure to do so will require you to purchase the DVD for \$100 prior to taking your exam.

If you have any questions, please call us a 1-800-518-1877 or email training@GreenTrainingUSA.com