



**New York Chapter  
Association of Energy Engineers**

## **NY-AEE Sponsored 5-Day Certified Energy Manager (CEM®) Training in NYC**

Following the success of the 2008 CEM courses, and the current focus on CEM in the new NYC energy laws, the New York Chapter of the Association of Energy Engineers (NYAEE) is pleased to announce the following dates for the 5-Day preparatory course for Certified Energy Manager (CEM®) Professional Certification. Please note the exam is offered on the morning of the 5th day.

**March 29 – April 2**  
CUNY Baruch College  
Newman Hall, 137 E. 22nd Street  
New York, NY

Thank you to everyone who provided feedback and showed interest in the CEM training. **Due to overwhelming demand**, we are anticipating limited space for the course and will be reserving seats on a first-come, first-served basis. Reservations are defined as received completed form (last page of this document) and check.

### **About The Seminar**

This special 5-day seminar provides an in-depth, comprehensive learning and problem-solving forum for those who want a broader understanding of the latest energy cost reduction techniques and strategies. The program begins by examining the basic fundamentals within all key areas of energy management. From there, the instructors systematically move to a “working level” knowledge of the specific principles and techniques needed to really get the job done. This approach has been specially designed to fulfill the needs of professionals who seek a broader and more detailed learning experience than can be provided in AEE’s shorter courses. In only five days, students can gain the knowledge and confidence it takes to effectively apply state-of-the-art principles of energy management, and to achieve control over energy costs in your organization — whether you’re responsible for managing a single facility or developing an energy management program for multiple corporate facilities, government buildings, etc. AEE’s most requested program, this seminar has been completed by thousands of professionals since its inception in 1994.

**Registration Fee: \$1,200** for “SBC Eligible”\* & **\$1,700** for “Non- SBC Eligible” students

This registration fee is a significant discount from the public seminar (and CEM application, plus exam) non-member rate of \$2,095 (\$1,895 for National AEE members).

Your registration also **includes a 1-year membership in NYAEE and our discounted Pre-paid meeting package** (\$140 value) and the NYAEE Chapter member benefits: newsletters, monthly meetings, accredited Professional Development Hours (PDHs), notices on energy events in the New York area, and more.

For those organizations sending **4 or more participants, we will include a 1-year complementary corporate membership** (\$250 value). For a list of corporate sponsorship benefits, please refer to the NYAEE website: <http://www.aeeny.org/partners/prospective.php>

\* The lower registration cost is being made available by funding from **NYSERDA's Workforce Development Training Partnerships for Energy Efficiency program**. To meet eligibility requirements, participants must demonstrate that they pay into the System Benefits Charge (SBC) or demonstrate active participation in NYSERDA or utility programs funded by the SBC or EEPS. Only NYS residents paying into the SBC through participating utilities, or contractors, energy service companies, and individuals who can demonstrate active participation in any SBC or Energy Efficiency Portfolio Standard (EEPS) funded program are eligible for cost-shared training support through this offer. **Any questions on SBC eligibility should be directed to Kelli Herndon at NYSERDA, (518)-862-1090 ext 3392, or [kmh@nyserda.org](mailto:kmh@nyserda.org).**

Examples of documents required to demonstrate proof of eligibility under PON 1816:

1. copy of your individual/personal utility bill showing the SBC charge as line item (Participating utilities include Central Hudson, Con Edison, NYSEG, National Grid, Orange and Rockland, and Rochester Gas and Electric)
2. letter demonstrating your employment with a participating provider in any SBC or EEPs funded program (NYSERDA FlexTech Consultant, Home Performance Contractor, National Grid program provider, Con Edison program provider, etc.)
3. Other evidence to demonstrate that the individual actively participates in any SBC or EEPS funded program, or works on an energy-efficiency project at a firm that pays the SBC.

Note fees include seminar and CEM certification and exam. **Please also note that a separate application must be submitted to AEE for the CEM Exam**, (the normal \$200 exam fee is included in this NYAEE sponsored seminar fee). Registering for the seminar gets you in the door, it doesn't automatically register you or qualify to take the CEM exam. For more information regarding exam eligibility refer to <http://www.aeecenter.org/i4a/pages/index.cfm?pageid=3351> or information provided below

Students also receive a copy of:

- ❑ Custom Course Workbook
- ❑ Guide To Energy Management, 6<sup>th</sup> Edition  
By Barney Capehart, Wayne Turner, and William Kennedy

SBC Eligible students who pass the exam can separately invoice NYSERDA for cost-shared reimbursement of \$50, (which represents 50% of the reduced rate \$100 examination fee, that is included in the above seminar registration cost), by completing Attachment I of the NYSERDA Program Opportunity Notice (PON) 1816. This form can be downloaded from: <http://www.nyserda.org/funding/1816attI.pdf>. That essentially lowers the cost for the course to \$1,150.

## Early Registration Discount

Those individuals who get their registration (form below) AND checks into the address below **by or before 5:00 pm on March 10<sup>th</sup>**, may take **\$100 off** the fees (i.e. either \$1,100 or \$1,600). Note the form and check must be received by this date, forms alone will not hold either a seat or this discount for you.

## How to Register

To register you should complete the following **2 steps**:

### 1) Registration with NYAEE

Complete the attached form and return with a check for either **\$1,200 or \$1,700 (dependent upon your SBC Eligibility)** payable to NYAEE to:

Attn: Jack Davidoff  
NY Chapter AEE  
c/o Energy Consulting Services  
351 Kent Avenue  
Brooklyn, NY 11211

Please note our cancellation policy (following page) before registering.

**2) CEM Application** (*after* registering with NYAEE):

- a) Download and complete attached CEM application (Part B of <http://aeecenter.i4adev.com/files/certification/CEM-LiveSeminarCompleteApplication.pdf>)
- b) In the payment section, write "NY-AEE In House". (Do not send any fees to Atlanta)
- c) Return pages 1-4 to the AEE CEM Certification Director in Atlanta.

AEE – CEM Certification  
4025 Pleasantdale Rd. Suite 420  
Atlanta, GA 30340

Questions on this form, or the CEM in general can be addressed by Helen Ardivan, CEM Certification Director, at 770.447.5083 Ext. 218 or [Helen@aeecenter.org](mailto:Helen@aeecenter.org).

Thank you and we look forward to making your CEM training experience a success.

Please contact us at [CEM\\_Training@aeeny.org](mailto:CEM_Training@aeeny.org) with any questions.

Sincerely,

*Andrew Brooks*

*Ryan Merkin*

*Fredric Goldner, C.E.M.*

NYAEE CEM Training Committee

## Cancellation Policy

Payment (in full) must be received in order to guarantee your seat in the course.

If you are unable to attend the course, you may substitute another person in your place without penalty, though if this is done prior to the CEM application filing – 45 days prior to the start of the seminar -- they will be responsible for paying the CEM application fee.

All cancellations must be communicated to NYAEE in writing. Registrations cancelled **after March 12** will be assessed an administration charge of \$850; registrations cancelled **2 weeks or less prior to the course starting date** will be assessed the full registration fee and no refund will be made.

Should the course be cancelled because of weather, illness or any other reason, all registrants will be notified as early as possible and our liability will be limited to the return of the registration fee.

## About CEM

Since its inception in 1981, the Certified Energy Manager (CEM<sup>®</sup>) (<http://www.aeecenter.org/i4a/pages/index.cfm?pageid=3351>) credential has become widely accepted and used as a measure of professional accomplishment within the energy management field. It has gained industry-wide use as the standard for qualifying energy professionals both in the United States and abroad. It is recognized by the U.S. Department of Energy, the Office of Federal Energy Management Programs (FEMP), and the U.S. Agency for International Development, as well as by numerous state energy offices, major utilities, corporations and energy service companies.

## Eligibility

The prerequisites to qualify for the certification process have been designed to take into account the possible diversity of education and practical experience an individual may have. However each CEM candidate must meet one of the following criteria:

- A four-year **engineering degree and/or P.E.**, with at least **three** years experience in energy engineering or energy management.
- A four-year **business or related degree**, with at least **five** years experience in energy engineering or energy management.
- A two-year **technical degree**, with **eight** years experience in energy engineering or energy management.
- **Ten** years or more **verified experience** in energy engineering or energy management. (Note: Letters of reference and verification of employment must be submitted.)

Candidates that can demonstrate technical strengths by passing the CEM exam but do not have the necessary credentials listed above can earn the designation of **Energy Manager In Training (EMIT<sup>®</sup>)**. The EMIT designation is for the many talented energy professionals out there that do not yet have the education and practical experience for the CEM certification. For more information on the EMIT visit: <http://www.aeecenter.org/i4a/pages/index.cfm?pageid=3359>

For more information on the 5-Day course, including a detailed seminar outline please visit: [http://www.aeeprogams.com/store/detail.cfm?id=745&category\\_id=4](http://www.aeeprogams.com/store/detail.cfm?id=745&category_id=4)

# RESERVATION FORM

## New York Chapter Association of Energy Engineers

### Five-Day Certified Energy Manager (CEM<sup>®</sup>) Training

Contact Name (please PRINT) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Organization / Company: \_\_\_\_\_

Postal Address : \_\_\_\_\_

	<b>Registrant Name<sup>1</sup></b>	<b>E-mail</b>	<b>AEE member?</b> <small>(circle all that apply)</small>
1			National / NY Chapter / neither
2			National / NY Chapter / neither
3			National / NY Chapter / neither
4			National / NY Chapter / neither
5			National / NY Chapter / neither

<b>Payment:</b>	<b>Cost / Person</b>	<b>Delivered on/before 4/10</b>	<b># of People</b>	<b>Total \$</b>
<i>Payable By Check to "NY Chapter AEE"</i>	SBC Eligible ( \$1,100 seminar + \$100 exam =) <b>\$1,200</b>	<b>-\$100</b>		
	Non-SBC Eligible ( \$1,600 seminar + \$100 exam =) <b>\$1,700</b>	<b>-\$100</b>		

Please return the (1) completed form, (2) SBC eligibility paperwork, & (3) payment to:

**NY Chapter AEE  
c/o Energy Consulting Services Inc  
351 Kent Avenue  
Brooklyn, NY 11211**

For office use: Received: _____ Count: _____
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*Payment by check **only**, to "NY Chapter AEE." Sorry, no credit cards. Please email a brief "reservation & check mailed for X spots" note to [CEM\\_Training@aeeny.org](mailto:CEM_Training@aeeny.org) for confirmation.*

**Each registrant must also:**

- a) Download and complete a CEM application (Part B of <http://aeecenter.i4adev.com/files/certification/CEM-LiveSeminarCompleteApplication.pdf>)
- b) In the payment section, write "NY-AEE In House" (Do not send any fees to Atlanta)
- c) Return pages 1-4 to the AEE CEM Certification Director in Atlanta:  
**AEE – CEM Certification  
 4025 Pleasantdale Rd. Suite 420  
 Atlanta, GA 30340**

<sup>1</sup> If you will send more than five people, or from more than one organization, please list clearly.