



NALMCO®

THE STANDARD FOR LIGHTING MANAGEMENT QUALITY SINCE 1953

**NALMCO®
Certified Lighting Controls Professional®
(CLCP™)
Examination Handbook**

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The National Association of Lighting Management Companies® (NALMCO) is an organization comprising lighting management companies and professionals dedicated to providing services, information, and industry connections for the benefit of its members and their clients.

For questions regarding application and registration processes, please refer to this Candidate Handbook. Contact NALMCO at (515) 243-2360 or memberservice@nalmco.org for further clarification.

INDEPENDENT TESTING AGENCY

NALMCO has partnered with the Alliance Safety Council (ASC) to administer, score, and analyze the Certified Lighting Controls Professional (CLCP) examination. ASC, based in Baton Rouge, Louisiana, is a leading provider of certification exams for professional organizations.

NONDISCRIMINATION POLICY

NALMCO and ASC adhere to a nondiscrimination policy, ensuring all candidates are treated fairly regardless of race, color, creed, gender, religion, national origin, disability, marital status, sexual orientation, or gender identity.

CONFIDENTIALITY

Confidentiality is maintained regarding candidate information and exam results. Reports and studies involving candidates do not include identifiable information without candidate authorization.

EXAMINATION QUALIFICATIONS

The Certified Lighting Control Professional program aims to:

- Elevate standards within the lighting management industry by recognizing individuals who demonstrate technical competence and knowledge through a rigorous examination and adherence to standards of performance and conduct.
- Provide a voluntary recognition process for personal and professional achievement within the industry.
- Raise public awareness of qualified, ethical, and professional individuals in the lighting management field.
- Identify individuals with the technical expertise required in the lighting industry.
- Promote ongoing professional development among industry members.

Certification does not restrict or determine who can practice as a Certified Lighting Controls Professional. The NALMCO Board of Directors expressly disclaims any intent to interfere with professional activities based on certification status. Absence of certification does not imply lack of qualification; it simply means the individual has not fulfilled CLCP requirements or applied for certification.

EXAMINATION ADMINISTRATION/REGISTRATION

ADMINISTRATION

Examinations are conducted online through the Alliance Safety Council. Candidates can take the exam from their office or home at their convenience. Exams must be completed within 90 days of submitting the application and fee.

REGISTRATION AND TESTING PROCESS

1. Review the CLCP Candidate Handbook before applying for the examination.
2. Enroll and pay for the CLCP program on the NALMCO website (www.nalmco.org).
3. After processing your application and payment, you will receive an email regarding your testing session. Ensure your email system accepts emails from memberservice@nalmco.org. The email will provide your Username, Password, and the URL to access the exam online.
 - Alliance Safety Council recommends a high-speed internet connection with a minimum download speed of 250k.
High-speed internet connection
 - Internet Browser (Google Chrome works best, but if you are using Internet Explorer, version 8 or higher works best)
 - Flash 8 or above
 - 5 years or newer with 256 ram (3 years if possible)
4. The exam consists of 100 multiple-choice questions, and you will have two (2) hours to complete it. You must achieve a minimum score of 70% to pass.

You have 90 days from the date you receive exam access to complete the exam.

SCORES CANCELLED BY NALMCO OR ASC

NALMCO and Alliance Safety Council ensure the validity and integrity of reported scores. In cases such as computer malfunctions or candidate misconduct, scores may be considered suspect. NALMCO and Alliance Safety Council reserve the right to invalidate or withhold examination results if violations of their regulations are discovered after investigation.

PREREQUISITE FOR THE CLCP EXAMINATION

Individuals aiming to advance in the lighting controls sector may pursue the Certified Lighting Controls Professional (CLCP) certification examination.

Prerequisites include completion of all learning modules on lighting controls technology through the Lighting Controls Association's (LCA) Education Express, with documentation demonstrating completion of each module, or certifying equivalent knowledge through industry experience.

Alternatively, applicants may attest they have reviewed the LCA modules and possess sufficient industry experience to qualify for the exam without completing each module. Candidates remain accountable for understanding the content covered in the exam.

LCA EDUCATION EXPRESS ACCOUNT SET-UP

Accessing LCA’s Education Express, including training modules and quizzes, is free of charge.

To access the CLCP modules:

1. Visit <http://aboutlightingcontrols.org/EducationExpress/>
2. Create a new account.

Once registered, you can start the training courses. Each course guides you through its module, culminating in an online exam. Upon passing, you can download a Certificate of Completion before proceeding to the next module. Keep these Certificates for your records.

EE 102. Switching Control

Title	AIA Credit	LEU Credit	CALCTP Credit	CEU Credit	Module Viewed?	Your Results
EE102: OCCUPANCY SENSORS, Part 1: Technology	2.00	2.00	10.00	0.20		N/A
EE102: OCCUPANCY SENSORS, Part 2: Application	2.00	2.00	10.00	0.20		N/A
EE102: SWITCHING CONTROL Load Scheduling Control, Part 1: Technology	2.00	2.00	10.00	0.20		N/A
EE102: SWITCHING CONTROL Load Scheduling Control, Part 2: Application	2.50	2.50	10.00	0.25		N/A

EXAMINATION FEES

CLCP Application and Three (3) Year Certification Fee: \$225

CLCP Retake Fee: \$50

CLCP Recertification Fee: \$200

Fees are not refundable or transferable.

PASSING THE EXAM

Upon passing the CLCP examination, you are entitled to use the CLCP credential. Within one (1) week of passing, you will receive an email containing a link to print your certificate. Your achievement will also be recognized in Lighting Management & Maintenance (LM&M) magazine. Certification remains valid for three years, starting from January 1st of the year following your exam date.

Certification applies strictly to individuals. The CLCP designation cannot imply certification for a firm and must always accompany the certified individual's name. Certified Lighting Controls Professionals (CLCPs) may display their certification on company letterheads, business cards, or appropriate advertisements.

NALMCO will notify you in writing about your recertification deadline. Ensure NALMCO has your current address to receive these notifications promptly.

CREDENTIAL USAGE

After passing the exam, you may use the CLCP credential after your name.

John Doe, CLCP

If you are a Certified Apprentice Lighting Consultant (CALT), use the credentials as follows:

John Doe, CALT, CLCP

If you are a Certified Senior Lighting Consultant (CSLT), use the credentials as follows:

John Doe, CSLT, CLCP

If you are a Certified Lighting Management Consultant (CLMC), use the credentials as follows:

John Doe, CLCP, CLMC

CONTINUING EDUCATION REQUIREMENTS

Continuous education is crucial for lighting control professionals to adapt to industry advancements swiftly. To maintain certification, professionals must:

1. Pay a recertification fee by December 31 of the expiration year.
2. Accumulate 24 professional development hours (CEUs) every three years.

Credits can be earned through NALMCO Certification Committee approved activities, including:

- Participation in NALMCO educational programs.
- Successful completion of industry-related courses at colleges and universities.
- Attendance at lighting industry conventions and conferences.
- Participation in educational programs of recognized industry organizations (e.g., NEMA, AEE, IES, BOMA, NECA).
- Other approved activities such as giving speeches, writing articles on lighting management, and completing relevant online courses. Proof must demonstrate relevance to the lighting management industry.

Recording CEUs in Your NALMCO Profile

1. Log into your NALMCO account.
2. Navigate to CEU Tracking
3. Select "Add Credit" and fill out each field. (One hour of training equals 1 CEU.)

SUSPENSION OR REVOCATION OF CERTIFICATION

- If a Certified Lighting Controls Professional fails to accrue the required professional credits through continuing education, their certification will lapse upon the plaque's expiration date. Exceptions may be considered by the Certification Committee in cases of extenuating circumstances that can be reasonably addressed.
- Violation of the NALMCO Code of Ethics may result in certification revocation. The certified professional will be granted a hearing by the Certification Committee, receiving written notice of the complaint, hearing details, and the opportunity to present their perspective. Notice will be provided at least thirty (30) days prior to the hearing.
- Misuse of the CLCP designation implying company-wide certification or corporate accreditation will lead to certification revocation for the involved individuals upon completion of a hearing. Evidence and testimony will substantiate the charges. Individuals and their companies will receive written notice thirty (30) days before the hearing.

EXAMINATION RETAKES

If you do not pass the examination, you have the option to pay a \$50 retake fee and attempt the exam again.

REFUNDS

Registration fees are nonrefundable.

EXAMINATION OUTLINE

DOMAINS AND COMPETENCIES

The certification examination comprises 100 multiple-choice questions that align with domains covered in the Lighting Controls Association's Education Express, available at, <http://lightingcontrolsassociation.org/education-express/>. The quizzes completed at the end of each domain serve as sample examination questions.

EXAM PREPARATION TIPS

How to Study

To prepare for the examination, NALMCO recommends completing each module of the Lighting Controls Association's Education Express, before taking the exam.

Managing Test Anxiety

While a moderate level of anxiety can enhance performance, severe anxiety may impair it. If you often experience severe test anxiety, consider developing coping strategies to harness your tension constructively.

Before the exam day, visualize and mentally rehearse the testing environment with a positive and calm mindset. Practice deep-breathing techniques and take breaks to stretch, which can alleviate both physical and mental stress. If needed, imagine calming scenarios and use positive affirmations.

Maintain a healthy diet, avoid excessive alcohol, and ensure regular sleep in the days leading up to the exam to optimize physical readiness. Ultimately, thorough preparation through a well-structured study plan is the most effective way to manage anxiety.

Tips for Taking the Examination

Manage your time effectively; aim to complete more than half of the 100 questions in the first half of the allotted two hours. Take brief breaks to relax your eyes and stretch.

- Read each question carefully and focus on what is being asked.
- Review all answer options before making your selection; choose the most appropriate response.
- Avoid overanalyzing or making assumptions beyond the information provided in the question.
- Exercise caution with questions containing terms like "not," "except," or "least," as these require identifying exceptions.
- Pay attention to key words such as "best," "most," "primary," or "usually" to guide your answer selection.
- When guessing, use the process of elimination to narrow down choices and make an educated guess.
- Answer every question as there is no penalty for incorrect answers; guessing increases your chance of selecting the correct response.

These strategies will help you approach the exam confidently and effectively manage test-taking challenges.

NALMCO CODE OF ETHICS

We recognize that the moral fiber of any organization is only as good as that of each individual member. We endorse and adhere to the NALMCO® Code of Ethics and promote sound and ethical business management practices by:

- Disclosing all payment or allowance of rebates, commissions or discounts, whether in the form of certain purchaser's allowances under unlike terms and conditions; or, refraining from the selling of goods or services below cost with the intent of injuring a competitor or of unreasonably restraining trade.
- Using materials and/or methods of installation only in accordance with applicable government laws, rules, and regulations obtained in the territory affected.
- Promoting healthy, free enterprise by never willfully inducing the breach of existing contracts between competitors and their customers by any false or deceptive means whatsoever, or interfering with or obstructing the performance of any such contractual duties or services; or never enticing away the employees of competitors.
- Providing services and products that conform to the samples submitted or to representations made prior to securing the orders, or the secure the consent of the purchasers regarding substitutions.
- Refraining from the defamation of competitors by falsely imputing to them dishonorable conduct, inability to perform contracts, questionable credit standing, or by other false representations, or the false disparagement of the grade or quality of their goods and services.
- Never knowingly aiding or abetting another in the use of unfair trade practices.
- Honestly and professionally communicating with customers to determine their needs and to offer the best choices regarding benefits to them, lighting levels, color, energy savings, safety and thrift; not to overstate, oversell, exaggerate, or high pressure.
- Keeping abreast of industry improvements and changes and keeping customers informed.
- Promoting and aiding research and advancement of lighting technology and promoting the education of employees of the lighting industry.
- Abiding by the bylaws of this organization.