



**NALMCO®**

THE STANDARD FOR LIGHTING MANAGEMENT QUALITY SINCE 1953

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

## Table of Contents

INTRODUCTION .....	3
INDEPENDENT TESTING AGENCY .....	3
NONDISCRIMINATION POLICY .....	3
CONFIDENTIALITY .....	3
EXAM QUALIFICATIONS .....	3
EXAMINATION ADMINISTRATION/REGISTRATION .....	4
Administration .....	4
Examination Registration and Testing Process .....	4
Scores Cancelled by NALMCO or ASC .....	4
PREREQUISITES .....	5
LCA EDUCATION EXPRESS ACCOUNT SET-UP .....	6
EXAM FEES .....	8
PASSING THE EXAM .....	8
Credential Usage .....	8
Maintaining Certification .....	9
Suspension or Revocation of Certification .....	9
EXAMINATION RETAKES .....	9
Refunds .....	9
EXAMINATION OUTLINE .....	10
EXAM PREPARATION TIPS .....	10
CODE OF ETHICS .....	12
CLCP APPLICATION .....	13

## **INTRODUCTION**

The interNational Association of Lighting Management Companies® (NALMCO) is an organization of lighting management companies and lighting professionals dedicated to delivering services, information and industry relationships for the benefit of its members and their customers.

Please use this Candidate Handbook to understand our processes of application and registration. If you have questions about the processes described here, please contact NALMCO at (515) 243-2360 or [memberservice@nalmco.org](mailto:memberservice@nalmco.org).

## **INDEPENDENT TESTING AGENCY**

NALMCO has contracted with the Alliance Safety Council (ASC) for administration, scoring and analysis of the Certified Lighting Controls Professional (CLCP) examination. ASC, located Baton Rouge, Louisiana, is a leading provider of licensing and certification examinations for professional organizations.

## **NONDISCRIMINATION POLICY**

NALMCO and ASC do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability, marital status, sexual orientation or gender identity.

## **CONFIDENTIALITY**

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

## **EXAMINATION QUALIFICATIONS**

The purpose of the Certified Lighting Control Professional program is:

- To raise the professional standards of the lighting management industry by giving special recognition to those individuals who, by passing suitable examination and fulfilling prescribed standards of performance and conduct, have demonstrated a high level of technical competence and knowledge.
- To make available to members of the lighting management industry on a voluntary basis, a procedure for recognition of personal and professional achievement.
- To make the public more conscious of and aware of qualified, ethical, and professional individuals representing the lighting management industry.
- To identify persons with acceptable technical expertise required of the lighting industry.
- To encourage members of the industry to participate in a continuing program of professional development.

It is not the intent of the Certification Committee to determine who shall or shall not practice as a Certified Lighting Controls Professional. The NALMCO Board of Directors specifically disclaims any intention to interfere with or limit, in any way, the professional activities of anyone in the practice of lighting controls. The fact that a person is not certified does not indicate he/she is unqualified as a lighting controls professional, only that such individual has not fulfilled the requirements for CLCP or has not applied for such recognition.

## **EXAMINATION ADMINISTRATION/REGISTRATION**

### **ADMINISTRATION**

Examinations are delivered as internet-based exams through Alliance Safety Council. Candidates may access the exam from the office or home at any time that is convenient for him/her. Exams must be completed within 6 months of submitting the examination application and appropriate fee.

### **EXAMINATION REGISTRATION AND TESTING PROCESS**

1. **Review this CLCP Candidate Handbook prior to applying for your examination.**
2. **Submit a completed CLCP Application Form found in this handbook or in the NALMCO online store ([www.nalmco.org](http://www.nalmco.org)) and pay your Application Fee.**
3. **Sit for the examination.** Once your examination application and payment have been processed and eligibility has been confirmed, you will receive an email about your testing session. Please ensure your email program will accept emails from [bboudreaus@alliancesafetycouncil.org](mailto:bboudreaus@alliancesafetycouncil.org) and [jellis@alliancesafetycouncil.org](mailto:jellis@alliancesafetycouncil.org). **All exam correspondence will be sent electronically from these email addresses. This email will include your Username, Password and URL to take the exam by computer.**
4. **ASC recommends a high speed internet connection. A minimum download speed of 250k is recommended.**

The examination consists of 100 multiple-choice questions. You will be given two (2) hours to complete the examination. Upon completion of the exam, you will receive your final score. You must obtain at least 70% to pass the exam.

**You have six-months from the date of application to complete the exam.**

### **SCORES CANCELLED BY NALMCO OR ASC**

NALMCO and Alliance Safety Council are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NALMCO and Alliance Safety Council reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

## **PREREQUISITES**

Persons wishing to advance their career in the lighting controls sector may consider sitting for the Certified Lighting Controls Professional (CLCP) certification examination.

### **Prerequisites for the examinations include:**

- Applicant must pledge in writing to adhere to the NALMCO Code of Ethics.
- Complete all learning modules about lighting controls technology through the Lighting Controls Association's (LCA) Education Express and have the ability to provide documentation showing completion of each module or certifying the equivalent content knowledge through industry experience.

In lieu of completing the LCA modules applicants may certify they have reviewed the modules and attest they have the equivalent industry experience to sit for the exam without completion of each module. The candidate is still responsible for that content on the exam.

- Submitting a completed CLCP application and submit payment to NALMCO Headquarters before you are eligible to take the exam. The CLCP Application is found in this handbook.

**You have six-months from the date of application to complete the exam.**

## LCA Education Express Account Set-Up

There is no cost to access LCA's Education Express, participate in the training modules, or take the quizzes at the end of each module.

To access the CLCP pre-requisite modules:

1. Go to <http://aboutlightingcontrols.org/EducationExpress/>
2. Set up a new account.

You will have access to the training courses. When you select a training course, you are guided through the training module. At the end of each module, participants will be able to complete an online exam. Upon passing, you will be able to download a Certificate of Completion and then move to the next module. Keep the Certifications of Completion for your records.

aboutlightingcontrols.org/EducationExpress/

**LCA** LIGHTING CONTROLS ASSOCIATION

Education EXPRESS

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## WELCOME TO EDUCATION EXPRESS

The Lighting Controls Association is proud to offer free, comprehensive online education about lighting controls technology and application.

Sign in below to get started or click here to register.

Courses are free and registered with CALCTP (CALCTP), NCQLP (LC LEU) and AIA (CES LU/HSW). Click here to learn more.

Take a course anytime. For education credit, take the online quiz.

Thank you for visiting Education Express!

Username or e-mail \*

Password \*

Log in


Create new account

Request new password

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## LCA Education Express Account Set-Up

### 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**

You must submit the appropriate fee with a complete examination application. **Examination registration fees are not refundable or transferable.**

## **PASSING THE EXAM**

If you pass the CLCP examination, you may use the CLCP credential. If you pass the CLCP examination, you will receive an official notification letter, and certificate to be displayed within 60 days of your examination. You will be recognized for your achievement in *Lighting Management & Maintenance (LM&M)* magazine. Certification is valid for three years. The three years begin on January 1st of the following year that you pass the exam.

Certification is for individuals only. The CLCP designation may not be used to imply that a firm is certified and it must always appear in conjunction with the name of the certified individual. The Certified Lighting Controls Professional (CLCP) may display the certification designation with his/her name on his/her company's letter head, business cards, or on other appropriate advertising materials.

You will be notified about your deadline to recertify in writing by NALMCO. Be sure to notify NALMCO of any changes in your address to ensure you receive this notification.

## **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, CLMC, CLCP

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

John Doe, CLMC, CSLC, CLCP



## **MAINTAINING CERTIFICATION**

The continuing education of lighting control professionals is essential to enable them to respond rapidly to the changing conditions and technology of the industry. To remain certified, a lighting controls professional must accumulate 24 professional development hours (CEUs) for each three-year period. Credits can be earned through completion of NALMCO Certification Committee approved activities such as:

- Participation in NALMCO educational programs.
- Successful completion of college and university industry related courses.
- Attendance at lighting industry conventions and conferences.
- Participation in education programs of other industry organizations. (Example, NEMA, AEE, IES, BOMA and NECA.)
- Other activities as approved by the Certification Committee, including giving speeches and writing articles on lighting management, and completion of relevant on-line courses. Proof must be shown to relate the program to the lighting management industry.
- Pay three-year recertification fee by December 31 of the expiration year.
- Use the NALMCO Certification Renewal Tracker found at [nalmco.org](http://nalmco.org) to assist you in tracking your renewal credits.

## **SUSPENSION OR REVOCATION OF CERTIFICATION**

- If a Certified Lighting Controls Professional does not accumulate the required professional credits through continuing education programs, his/her certification shall terminate upon the expiration date of the plaque issued, unless in the judgment of the Certification Committee extenuating circumstances exist and the deficiency can be readily overcome.
- For failure to abide by the NALMCO Code of Ethics, certification may be revoked, providing the lighting controls professional so certified shall be offered a hearing by the Certification Committee and notified of the views of the complaint and of the hearing date and location. Notice shall be given in writing at least thirty (30) days in advance of the hearing.
- For improper use of the CLCP designation that states or infers a company, or, company-wide certification or corporate accreditation, the certified individual(s) employed by the offending company shall have their certification revoked by the Certification Committee upon completion of a hearing at which such evidence and testimony shall be presented to substantiate all charges and allegations. Individuals and companies against whom all such complaints have been lodged shall be mailed notice thirty (30) days before the hearing.

## **EXAMINATION RETAKES**

If you do not pass the examination, you may pay the \$50 retake fee and take the exam again.

## **REFUNDS**

Registration fees are nonrefundable.

## **EXAMINATION OUTLINE**

### **DOMAINS AND COMPETENCIES**

The certification examination consists of 100 multiple-choice questions. The domains are covered by the Lighting Controls Association's Education Express, <http://lightingcontrolsassociation.org/education-express/>

The quizzes you complete at the end of each domain are samples of examination questions.

## **EXAM PREPARATION TIPS**

### **How to Study**

NALMCO encourages candidates to prepare for the examination by completing each module of the Lighting Controls Association's Education Express, which is a prerequisite to take this exam.

### **Managing Test Anxiety**

A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing coping mechanisms to make your tension work for you.

Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior.

Take measures to reduce your stress during the examination. Use deep-breathing techniques, and be sure to stretch your muscles periodically. Such exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases.

Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared.

Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

### **Tips for Taking the Examination**

- Budget your time well. Because you will have two (2) hours to complete 100 questions, you will want to complete more than half (50) in less than half the time. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles.
- Read each question carefully, focusing on what is being asked.
- Read all options before selecting your answer. Always select the best choice.
- Do not overanalyze or try to "read into" a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.

- If there are questions including the words “not,” “except,” or “least,” answer with particular care because you will be looking for the exception. These questions involve a reversal of your usual thought patterns.
- Pay close attention to key words such as “best,” “most,” “primary,” or “usually.” These words indicate that other options may at times be correct, but given the wording or situation in the test question, you must judge which option is the best.
- When guessing, use the process of elimination. Treat each option as a true or false statement, and eliminate those that you would not select. Narrow your choices and then make an educated guess.
- Answer every question, because there is no penalty for guessing. Remember, you have a 25% probability of answering a question correctly by chance alone, so don’t miss any.

## ***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.