



NALMCO®

THE STANDARD FOR LIGHTING MANAGEMENT QUALITY SINCE 1953

**NALMCO®
Certified Lighting Management Consultant® (CLMC®)
Examination Handbook**

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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.

INDEPENDENT TESTING AGENCY

NALMCO has contracted with the Alliance Safety Council (ASC) for administration, scoring and analysis of the CLMC 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 PREREQUISITES

The purpose of the CLMC 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, as well as for holding key positions in the industry.
- 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 management practices and 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 lighting management consultant. 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 management consultant. The fact that a person who is not certified does not indicate he/she is unqualified as a lighting management consultant, only that such individual has not fulfilled the requirements for CLMC or has not applied for such recognition.

Persons wishing to advance their career in the lighting management industry may consider sitting for the Certified Lighting Management Consultant (CLMC) certification examination. Prerequisites for the examinations include:

- A minimum of three (3) years performing in the capacity of a lighting management professional or a bachelor's degree from an accredited college or university.
- Applicant shall have been in the lighting management industry in a position that directly affects the operation, modification, maintenance, or design of a lighting system.
- Applicant must pledge in writing to adhere to the NALMCO Code of Ethics.
- Applicant must earn a minimum of 200 points on the official application.

You must submit a completed CLMC application and submit payment to NALMCO Headquarters before you are eligible to sit for the exam. After your application has been processed, NALMCO will send to you a notification of acceptance and a list of testing locations of where you may schedule your exam. Or, you may take the exam at the NALMCO Convention & Trade Show or NALMCO Spring Seminar.

You must achieve a score of 70% or higher to pass the exam.

The CLMC Application is found in this handbook.

A list of testing locations is found in this handbook.

EXAMINATION FEES

CLMC Application and Three (3) Year Certification Fee: \$500 Members/\$1,000 Non-Members

CLMC Retake Fee: \$300 Members/\$600 Non-Members

CLMC Recertification Fee: \$300 Members/\$600 Non-Members

You must submit the appropriate fee with a complete examination application. Payment may be made by credit card (VISA, MasterCard or American Express), cashier's check or money order made payable to NALMCO. **Examination registration fees are not refundable or transferable and expire in one year.**

EXAMINATION ADMINISTRATION/REGISTRATION

ADMINISTRATION

Examinations are delivered by computer at an Alliance Safety Council Authorized Training Provider (ATP) location. Locations are available in many states and in major metropolitan areas. A current listing of ASC ATPs, including addresses, may be viewed in the back of this handbook and on the NALMCO website.

EXAMINATION REGISTRATION AND TESTING PROCESS

1. **Review this CLMC Candidate Handbook prior to scheduling your examination.**
2. **Complete the CLMC Application Form found in this handbook and pay your Application Fee.** The Application form and Application Fee must be submitted to NALMCO Headquarters by mail or fax.

Mailing Address:

NALMCO
1255 SW Prairie Trail Parkway
Ankeny, IA 50023

Fax: (515) 334-1174

Questions may be directed to memberservice@nalmco.org.

You must register with your full name as it appears on your government-issued photo identification. If your full name appears differently in the NALMCO database, you must first update your name as it appears on your government-issued photo identification under **My Profile**. If your name in the NALMCO database and on your government-issued photo identification do not match, you will have challenges the day of the exam and may not be allowed to take the exam.

3. **Schedule a testing session.** Once your examination application and payment have been processed and eligibility has been confirmed, NALMCO will send to you a list of testing locations (also found in this handbook). You are responsible to contact your preferred testing location and arrange for the date and time of your appointment. **Once your appointment has been scheduled, you must notify NALMCO Headquarters (memberservice@nalmco.org) of the date, time and location of your exam five (5) business days in advance of your scheduled test.** NALMCO Headquarters is required to verify your eligibility with the testing location before you can sit for the exam. Failure to notify NALMCO Headquarters of your testing date, time and location will result in you not being able to sit for the exam upon arrival.
5. **Sit for the examination.** The examination consists of 125 multiple-choice questions. You will be given two and a half (2.5) hours to complete the examination. You must obtain at least 70% to pass the exam.

Your examination will be given by computer at an Alliance Safety Council ATP. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the ATP no later than your scheduled testing time. Look for the signs indicating the ATP Check-in.

Please plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test.

IDENTIFICATION

To gain admission to the ATP, you must present two forms of identification, one with a current photograph. Both forms of identification must be valid and include your current name and signature.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification, but are acceptable as the secondary form if they include your name and signature.

You must have proper identification to gain admission to the ATP.

SECURITY

NALMCO® and Alliance Safety Council ATPs maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- Calculators are permitted for the CLMC® examination. Only silent, hand-held, solar or battery-operated calculators, without paper tape-printing capabilities or alphabetic keypads may be used.
- No guests, visitors or family members are allowed in the examination room or reception areas.
- No personal items, valuables, or weapons should be brought to the ATP. Alliance Safety Council and/or its affiliates are not responsible for items left in the reception area.

TIMED EXAMINATION

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. Only one examination question is presented at a time. You must indicate your choice by clicking in the option using the mouse. To change your answer, simply click on the option using the mouse.

This action will move you forward through the examination question by question. When the examination is completed, you will see a message that states "Thank you – your testing session is now over. Please click the exit button below." You must click the "exit" button for your score to be recorded.

EXAM RESTRICTIONS

- Use of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the ATP.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are the copyrighted property of NALMCO®. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

MISCONDUCT

If you engage in any of the following conduct during the examination you may be dismissed, your scores may be invalidated and examination fees will not be refunded. Examples of misconduct are when you:

- Create a disturbance, are abusive, or are otherwise uncooperative;
- Display and/or use electronic communications equipment, such as pagers, cellular phones, PDAs;
- Talk or participate in conversation with other examination candidates;
- Give or receive help or are suspected of doing so;
- Leave the ATP during the administration;
- Attempt to record examination questions or make notes;
- Attempt to take the examination for someone else; or
- Are observed with notes, books or other aids.

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.

REASONABLE ACCOMMODATIONS

NALMCO and Alliance Safety Council comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. Alliance Safety Council will provide reasonable accommodations for candidates with disabilities.

Wheelchair access is available at all ATP locations. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements when scheduling their appointment with the testing location.

6. Upon completion of the examination, you will receive your final score.

PASSING THE EXAM

You must achieve a score of 70% or higher to pass the exam. If you pass the CLMC examination you may use the CLMC credential. If you pass the CLMC examination, you will receive an official notification letter, a plaque to be displayed within 90 days of your examination. You will be invited to attend and be recognized at the NALMCO Convention and Trade Show. 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 CLMC 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 Management Consultant (CLMC) 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.

MAINTAINING CERTIFICATION

The continuing education of lighting management consultants is essential to enable them to respond rapidly to the changing conditions and technology of the industry. To remain certified, a lighting management consultant must accumulate 40 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.

SUSPENSION OR REVOCATION OF CERTIFICATION

- If a Certified Lighting Management Consultant 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 management consultant 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 CLMC 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 will receive an official notification letter from NALMCO within 90 days of the examination. You are allowed four attempts per year to pass the examination, and must wait a minimum of 30-days between attempts. An application form and examination fee are required for the examination.

RESCHEDULING OR CANCELING AN EXAMINATION

If you are unable to test as scheduled you may reschedule your examination once at no charge by contacting NALMCO Headquarters, memberservice@nalmco.org, at least one business day prior to the scheduled exam.

If you wish to reschedule a second time, appear late for an examination and cannot be seated, or fail to report for your scheduled examination, a new, complete application/certification fee is required to reapply for examination.

If you cancel your examination after confirmation of eligibility is received, you will forfeit the application and all fees paid to take the examination. A new, complete application/certification fee is required to reapply for examination.

REFUNDS

Registration fees are nonrefundable.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, the ATP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination.

You may contact the ATP via telephone prior to the examination to determine if the ATP is closed. Every attempt will be made to administer the examination as scheduled.

If power to an ATP is temporarily interrupted during an administration, your examination will be restarted where you left off on your examination and you may continue the examination.

EXAMINATION OUTLINE

DOMAINS AND COMPETENCIES

The certification examination consists of 125 multiple-choice questions. Seven (7) major domains account for the examination's content.

CONTENT OUTLINE

DOMAIN AREA	EXAM ITEMS
Characteristics and Proper Usage of Lamps	15%
Characteristics and Proper Usage of Ballasts	6%
Characteristics and Proper Usage of Fixtures and Controls	14%
A. Luminaires and Reflectors	
B. Lighting Controls	
Lighting Layout Designs and Applications	16%
Energy Conservation Issues as related to Lighting and Controls	14%
Lighting Maintenance, Recycling, and Disposal Practices	18%
A. OSHA Rules and Regulations	
B. Recycling and Disposal	
C. Lighting Maintenance Practices	
Sustainable Lighting Practices	17%

RECOMMENDED REFERENCES

Recommended study references are found on the NALMCO Knowledge Center, www.nalmco.org.

EXAM PREPARATION TIPS

How to Study

NALMCO encourages candidates to prepare for the examination by using resources such as those listed in this handbook.

Plan your review methods well in advance of the examination. Think about the study method that is best for you (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials given to you during training activities related to your work as an lighting consultant.

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.

Do not let the comments or behavior of testing personnel or other examinees make you anxious. As examinees are taking different versions of the examination, examinees will finish at different times – some finishing very early, others taking the time. Examinees who finish more quickly than you may not perform any better than you. Everyone works at his or her own speed. Some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else.

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. Also, on the day before you take the test, collect all the supplies you will need and choose comfortable clothing. Knowing that you are prepared for the test will help to reduce your anxiety.

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-and-a-half (2.5) hours to complete 125 questions, you will want to complete more than half (63) 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.
- Review the suggested resources listed in this handbook.

EXAM TESTING LOCATIONS

Candidates may take the CLMC Exam at NALMCO Spring Seminar or the NALMCO Annual Convention annually, or candidates may register to take the exam at one of the below locations. If you do not see a testing facility in your area, contact NALMCO at director@nalmco.org.

ALABAMA

Decatur

Tennessee Valley Training Center (TVTC),

[ARSC-facility](#)

115 Woodall Road, Decatur, AL 35601

Phone Number: (256) 350-9944

Contact NALMCO to register to at this site.

Mobile

Training Solutions for Construction & Industry (TSCI), [ARSC-facility](#)

818 W. America Dr. Mobile, AL 36609

Phone Number: (251) 478-9152

Contact NALMCO to register to at this site.

ARKANSAS

Batesville

University of Arkansas Community College at Batesville

2005 White Dr, Batesville, AR 72501

Phone Number: (870) 612-2080

Camden

Southern Arkansas University

100 Carr Rd, Camden AR 71701

Phone Number: (870) 574-4492

Malvern

Ouachita Technical College

One College Circle, Malvern, AR 72104

Phone Number: (800) 337-0266 or (501) 332-0225

Pine Bluff

Southeast Arkansas College

2505 W 18th, Pine Bluff, AR 71603

Phone Number: (870) 543-5950 or (870) 543-5947

Searcy

Arkansas State University – Beebe

1800 East Moore Avenue, Searcy, AR 72143

Phone Number: (501) 207-6230

CALIFORNIA

Carson

ASAP-OSCA-Safety Council, [ARSC-facility](#)

455 East Carson Plaza Drive, Carson, CA 90746

Phone Number: (562) 624-2720

Contact NALMCO to register to at this site.

Martinez

ASAP-OSCA-Safety Council, [ARSC-facility](#)

1805 Arnold Drive, Martinez, CA 94553

Phone Number: (562) 624-2720

Contact NALMCO to register to at this site.

COLORADO

Denver

Colorado Safety Association (CSA), [ARSC-facility](#)

1114 West 7th Avenue, Suite 150, Denver, CO 80204

Phone Number: (303) 373-1937

Contact NALMCO to register to at this site.

DELAWARE

Newark

Delaware Valley Safety Council (DVSC)

[ARSC-facility](#)

130 Executive Drive Suite 5, Newark, DE 19702

Phone Number: (302) 366-8120

Contact NALMCO to register to at this site.

FLORIDA

Bartow

Polk State College

1875 W. Main Street (Hwy 60 West), FL 33830

Phone Number: (863) 669-2323

MUST HAVE 48 HOURS NOTICE.

Pensacola

University of West Florida Testing Center 21/120

11000 University Parkway, Pensacola, FL 32514

Phone Number: (850) 473-7340

MUST HAVE 48 HOURS NOTICE.

GEORGIA

Carrollton

West Georgia Technical College (WGTC)
997 South hwy 16, Suite 205A, Carrollton, GA
30116
Phone Number: (770) 836-6676

ILLINOIS

Godfrey

Lewis and Clark Community College
1136 Airline Drive, East Alton, IL 62024
Phone Number: (618) 468-5715

KANSAS

Highland

Highland Community College - Highland Campus
606 W. Main Street, Highland, KS 66035
To schedule please contact: Jeananne Gross
Phone Number: (785) 442-6130

McPherson

Kansas Certification Testing Center
1207 S. Main Street, McPherson, KS 67460
Phone Number: (620) 504-6389

Overland Park

Johnson County Community College
12345 College Blvd, Overland Park, KS 66210
Phone Number: (913) 469-2388

Perry

Highland Community College - Perry Campus
209 W. Bridge Street, Perry, KS 66073
Phone Number: (785) 597-0127

Wamego

Highland Community College - Wamego Campus
500 Miller Drive, Wamego, KS 66547
Phone Number: (785) 456-6006

Wichita

Wichita Area Technical College
4004 N. Webb Road, Wichita, KS 67226
Phone Number: (316) 677-1645

KENTUCKY

Louisville

Kentuckiana Construction Users Council (KCUC),
[ARSC-facility](#)
319 S. 32nd Street, Louisville, KY 40212
Phone Number: (866) 313-5282
Contact NALMCO to register to at this site.

LOUISIANA

Addis

Alliance Safety Council(ASC) – Addis, [ARSC-facility](#)
7640 Highway 1 South Addis, LA 70710
Phone Number: (225) 282-3271
Contact NALMCO to register to at this site.

Alexandria

Central Louisiana Technical College
4311 S. MacArthur Drive, Alexandria, LA 71307
Phone Number: (318) 487-5439 ext. 1148

Baton Rouge

Alliance Safety Council (ASC) – Baton Rouge,
[ARSC-facility](#)
10099 N. Reiger Rd. Baton Rouge, LA 70809
Phone Number (Toll Free): (877) 345-1253
Contact NALMCO to register to at this site.

Gonzales

Alliance Safety Council (ASC) – Gonzales,
[ARSC-facility](#)
2612 South Ruby St., Gonzales, LA 70737
Phone Number: (225) 647-8161
Contact NALMCO to register to at this site.

Lake Charles

Safety Council of Southwest Louisiana (SC-SWLA),
[ARSC-facility](#)
1201 Ryan St., Lake Charles, LA 70601
Phone Number: (337) 436-3354
Contact NALMCO to register to at this site.

Monroe

Workforce Investment Board 81
1162 Oliver Suite 8, Monroe, LA 71201
Phone Number: (318) 362-5111

Monroe

Louisiana Delta Community College
7500 Millhaven, Monroe, LA 71203
Phone Number: (318) 345-9285

New Orleans/Saint Rose

Gulf Coast Safety Council, [ARSC-facility](#)
170 James Drive East, Saint Rose, LA 70087-4005
Phone Number: (504) 469-7787

Contact NALMCO to register to at this site.

Shreveport

NSC ArkLaTex Chapter, [ARSC-facility](#)
8101 Kingston Rd, Suite #107, Shreveport, LA
71108
Phone Number: (318) 687-7550

Contact NALMCO to register to at this site.

MISSISSIPPI**Biloxi**

Mississippi Gulf Coast Safety Council (MGCSC),
[ARSC-facility](#)
20 Cedar Lake Rd, Suite A-100, Biloxi, MS 39532
Phone Number: (228) 396-1645

Contact NALMCO to register to at this site.

Cleveland

Cleveland Career Development and Technology
Center
601 Third Street Cleveland, MS 38732
Phone Number: (662) 843-8818

Jackson

Associated General Contractors (AGC) - Jackson
2093 Lakeland Dr., Jackson, MS 39236
Phone Number: (601) 981-1144

Goodman

Holmes Community College
54 Montague Street, Goodman, MS 39079
Phone Number: (662) 472-9105

Mayhew

East Mississippi Community College
8731 South Frontage Road, Mayhew, MS 39753
Phone Number: (662) 243-2683

Meridian

Meridian Community College
910 Hwy 19 North, Webb Hall, Meridian, MS 39307
Phone Number: (601) 481-1370

Pascagoula

Consulting Safety Training, (CST) - Pascagoula
3527 Denny Avenue, Pascagoula, MS 39581
Phone Number: (228) 762-3222

NEW JERSEY**Sewell**

Delaware Valley Safety Council (DVSC)
[ARSC-facility](#)
1492 Tanyard Road, Sewell, NJ, 08080
Phone Number: (856) 384-8511

Contact NALMCO to register to at this site.

NEW YORK

Candela Systems Corporation
168 Saw Mill River Road
Hawthorne, NY 10532

Contact NALMCO to register to at this site.

NEBRASKA**Omaha**

National Safety Council Greater Omaha Chapter
11620 M Circle, Omaha, NE, 68137
Phone Number: (402) 898-7342

NORTH CAROLINA**High Point**

Triad Area Contractor Safety Council (TACSC)/Mid-
Atlantic Safety Council, [ARSC-facility](#)
1200 Surrent Drive, High Point, NC 27263
Phone Number: (910) 762-9557

Contact NALMCO to register to at this site.

Wilmington

Wilmington Area Contractor Safety Council
(WACSC)/Mid-Atlantic Safety Council,
[ARSC-facility](#)
3904 Oleander Drive, Suite 201, Wilmington, NC
28403
Phone Number: (910) 762-9557

Contact NALMCO to register to at this site.

OKLAHOMA

Idabel

Kiamichi Technology Center
3205 Lincoln Rd N.E. Idabel, OK 74745
Phone Number: (580) 286-7555

Oklahoma City

Oklahoma Safety Council (OSC), [ARSC-facility](#)
4323 N.W. 63rd, Ste #104, Oklahoma City, OK
73116
Phone Number: (405) 848-8626

Contact NALMCO to register to at this site.

Ponca City

Pioneer Technology Center, (SCTC) [ARSC-facility](#)
2101 N. Ash, Ponca City, OK 74601
Phone Number: (580) 767-3982

Contact NALMCO to register to at this site.

Tulsa

Oklahoma Safety Council (OSC), [ARSC-facility](#)
9810 E. 42nd St. S. Ste 207 Seminole Bldg., Tulsa,
OK 74146
Phone Number: (918) 622-4771

Contact NALMCO to register to at this site.

SOUTH CAROLINA

North Charleston

Low Country Safety Council (LCSC)/Mid-Atlantic
Safety Council, [ARSC-facility](#)
1930 Hanahan Road, Suite 600, North Charleston,
SC 29406
Phone Number: (843) 797-8820

Contact NALMCO to register to at this site.

TENNESSEE

Memphis

Tennessee Valley Training Center (TVTC) –
Memphis, [ARSC-facility](#)
324 W. Mallory Avenue, Memphis, TN 38109
Phone Number: (901) 774-3415

Contact NALMCO to register to at this site.

Old Hickory

Tennessee Valley Training Center (TVTC) – Old
Hickory, [ARSC-facility](#)
1002 Industrial Road, Old Hickory, TN 37138
Phone Number: (615) 847-9893

Contact NALMCO to register to at this site.

TEXAS

Austin

Construction Safety & Health, Inc. (CSHI)
1625 Rutherford Lane, Austin, TX 78754
Phone Number: (512) 462-1234

Bay Town

Industrial Safety Training Council – Bay Town (ISTC
– Bay Town), [ARSC-facility](#)
8200 N. Main, Baytown, Texas 77521
Phone Number: (281) 421-0459

Contact NALMCO to register to at this site.

Borger

Panhandle Safety Training Center at Frank Phillips
College (PSTC), [ARSC-facility](#)
2730 Huber, Borger, Texas 79007
Phone Number: (806) 274-5029

Contact NALMCO to register to at this site.

Corpus Christi

Contractor Safety Council of the Coastal Bend, Inc.
(CSCCB), [ARSC-facility](#)
7433 Leopard St., Corpus Christi, Texas 78409
Phone Number: (361) 289-5856

Contact NALMCO to register to at this site.

Corpus Christi

Four Star Health and Safety,
3649 Leopard Street Suite 301, Corpus Christi,
Texas 78408
Phone Number: (855) 944-7827

Deer Park

Houston Area Safety Council (HASC),
[ARSC-facility](#)
1301 West 13th Street, Deer Park, Texas 77536
Phone Number (Toll Free): (888) 955-7233

Contact NALMCO to register to at this site.

Freeport

Contractors' Safety Council of Brazosport, Inc.
(CSC-B), [ARSC-facility](#)
1400 Velasco Blvd., Freeport, Texas 77541
Phone Number: (979) 233-1818

Contact NALMCO to register to at this site.

Jasper

Angelina College Jasper Higher Education
450 Bulldog Ave, Jasper, TX 75951
Phone Number: (936) 633-5205

Longview

Safety Council of East Texas, Inc. (SCET),
[ARSC-facility](#)
440 N. Eastman Road, Suite B, Longview, Texas
75601
Phone Number: (903) 758-1303

Contact NALMCO to register to at this site.

Nederland

Industrial Safety Training Council – Nederland
(ISTC – Nederland), [ARSC-facility](#)
324 Hwy 69, Nederland, Texas 77627
Phone Number: (409) 724-2565

Contact NALMCO to register to at this site.

Odessa

West Texas Safety Training Center (WTSTC),
[ARSC-facility](#)
11900 W. I-20 E., Odessa, Texas 79765

Contact NALMCO to register to at this site.

Port Lavaca

Contractors' Safety Council of Port Lavaca (CSC-
PL), [ARSC-facility](#)
411 W. Main Street, Port Lavaca, TX 77979
Phone Number: (361) 552-7823

Contact NALMCO to register to at this site.

Texas City

Safety Council of Texas City (SCTC), [ARSC-facility](#)
3300 FM 1765, Texas City, TX 77590
Phone Number: (409) 948-9009

Contact NALMCO to register to at this site.

WASHINGTON**Ferndale**

Safety West Coast Services
1460 Slater Road, Ferndale, WA 98248
Phone Number: (360) 306-3289

WYOMING**Cheyenne**

Wyoming-Montana Safety Council (WMSC), [ARSC-
facility](#)
1002 S. Greeley Highway, Cheyenne, WY 82007
Phone Number: (307) 635-4592

Contact NALMCO to register to at this site.

Rawlins

Wyoming-Montana Safety Council – Rawlins
(WMSC), [ARSC-facility](#)
116 5th Street, Rawlins WY 82301
Phone Number: (307) 324-8134

Contact NALMCO to register to at this site.

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 purchasers 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.



Official Application

Mail to: NALMCO® - 1255 SW Prairie Trail Parkway, Ankeny, IA 50023

I am applying for the Certified Lighting Management Consultant® (CLMC®) Examination.

Name _____ Date of Birth _____

Title of Present Position _____

Company _____

Office Address _____

Home Address _____

Office Phone/Fax _____

Home Telephone _____

E-mail (required) _____

Total Number of Years in Lighting Management _____ (A minimum of five (5) years performing in the capacity of a lighting management professional is required.)

FEES & PAYMENT OPTIONS:

	NALMCO Members	Non Members
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CLMC® Application/Certification Fee	<input type="checkbox"/> \$500	<input type="checkbox"/> \$1,000
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CLMC® Retake Fee	<input type="checkbox"/> \$300	<input type="checkbox"/> \$600
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Payment Methods: Money Order Cashier's Check (made payable to NALMCO)

VISA MasterCard American Express

Credit Card # _____ Expiration _____

CVV Code _____ Billing Zip _____

Authorization Signature: _____

Please fax or mail your application. Do not e-mail for payment security reasons.

Cancellation/Refund Policies: See page 2 of the candidate handbook.

In completing this application, I fully understand that it is an application for enrollment purposes only. In order to complete registration, I will execute the necessary documents, submit to written examination and supply further information as determined by the NALMCO® Certification Committee. I further understand and by my signature subscribe to the NALMCO® Code of Ethics on pages 7-8 of the candidate handbook with the knowledge that any false statement or misrepresentation that I may take in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation of the Code of Ethics.

Signature _____

Date of Application _____

NALMCO®

1255 SW Prairie Trail Parkway, Ankeny, IA 50023

Phone: (515) 334-1073 / Fax: (515) 334-1174

Email: director@nalmco.org / Website: www.nalmco.org

OFFICE USE ONLY

Date Received _____

ID# _____

Score _____

Evaluator _____

Date Approved _____

Each applicant requesting examination under the Certified Lighting Management Consultant® program must submit a personal qualification form demonstrating sufficient job and related experience in the field of lighting management.

Applicants must qualify with a minimum of 200 points on this application. It is important that you record your qualifications and points accurately and follow the instructions given in this form. Failure to provide full and accurate information may delay your examination or disqualify your application entirely. Please use additional sheets to complete any section where more space is needed than provided.

EDUCATION

DO NOT DUPLICATE		Name	Years Attended	Degree	Course of Study	POINTS
	High School					10
	College / University					25
	Graduate / Professional					25
	Technical School					15
	Other					10
	Other					10

List Lighting Industry Sponsored Seminars, Conventions and Courses Attended:

POINTS: 15 per item - 75 maximum

<i>TITLE / ORGANIZATION</i>	<i>LOCATION</i>	<i>DATE</i>	<i>DESCRIPTION</i>	<i>PTS.</i>

PROFESSIONAL EXPERIENCE: List Professional, Trade and Business Activities:

POINTS: 15 per year - 45 minimum, 75 maximum

	<i>ORGANIZATION</i>	<i>FROM / TO</i>	<i>PTS.</i>
IEC			
IES			
NAILD			
NALMCO®			
NECA			
NESA			
Others			
Others			

Specify Organization Activities (Offices Held, and/or Committee Participation):

POINTS: 10 per year - 30 maximum

<i>ORGANIZATION</i>	<i>FROM / TO</i>	<i>ACTIVITIES</i>	<i>PTS.</i>

PERSONAL CONTRIBUTION TO THE LIGHTING INDUSTRY: Specify any article, publication, training programs, or presentations pertaining to the lighting industry. Attach any supporting information (copy of article, speech, text, etc.).

POINTS: 10 per item - 50 maximum

<i>TITLE</i>	<i>DATE</i>	<i>DESCRIPTION</i>	<i>PTS.</i>

PERSONAL CONTRIBUTION TO THE LIGHTING INDUSTRY: (continued)

POINTS: 10 per item - 50 maximum

<i>TITLE</i>	<i>DATE</i>	<i>DESCRIPTION</i>	<i>PTS.</i>

LIGHTING INDUSTRY EXPERIENCE

Applicants must have a minimum of five (5) years performing in the capacity of a lighting management professional.

Please list in order of most recent experience:

POINTS: 25 per year - 75 maximum

<i>COMPANY INFO</i>	<i>RESPONSIBILITIES</i>	<i>PTS.</i>
Name		
City / State		
Phone		
Contact		
Position(s)		
Dates		

<i>COMPANY INFO</i>	<i>RESPONSIBILITIES</i>	<i>PTS.</i>
Name		
City / State		
Phone		
Contact		
Position(s)		
Dates		

<i>COMPANY INFO</i>	<i>RESPONSIBILITIES</i>	<i>PTS.</i>
Name		
City / State		
Phone		
Contact		
Position(s)		
Dates		

Total = _____ pts.