

Certified GeoExchange Designer Training

Become a Certified GeoExchange Designer (CGD)

with training brought to you through the combined efforts of the International Ground Source Heat Pump Association (IGSHPA), the Geothermal Heat Pump Consortium (GHPC), and the Association of Energy Engineers (AEE). Take advantage of this opportunity via our new distance learning course option. You will receive all course materials, including lectures on CD, prior to attending a one-day Q&A/review seminar. Having the lectures on CD ensures that you will have a professional instructor at your desktop for life! No more trying to remember exactly what the instructor said; instead, see for yourself by referring back to the lectures on CD. You should view all of the CD lectures, make notes, and record questions prior to attending the one-day Q&A/review that will be presented at various times and places throughout the year. Following your attendance of a review session, the certification exam will be available to take on-line at the student's convenience.

Who should attend?

The Certified GeoExchange Designer course is designed for professional engineers, registered architects, installers, and contractors. This course is essential for individuals wanting advanced training and experience in designing GSHPs, and required for experienced individuals who wish to earn certification.



Topics

- Ground Source Heat Pump Design
- Loop Systems, Open Systems
- Soil/Rock Classification and Thermal Conductivity
- Grouting Procedures
- Commercial Ground Loop Heat Exchanger Software
- Performance of Ground Source Heat Pumps in Housing Units

Registration information

Simply complete the attached form, including payment information, and mail to: IGSHPA • 374 Cordell South • Stillwater, OK 74078 or fax to 405-744-5283. After you register, a confirmation letter, hotel listings, detailed agenda and all course materials will be sent to you.

Cancellation policy

The full tuition fee may not be refunded unless you notify IGSHPA a minimum number of days in advance. Please refer to the registration form for specifics.

1-800-626-4747

Certification

Eligibility requirements

Each candidate for certification must meet one of the following four sets of criteria:

- Be an engineering graduate and/or Professional Engineer or Registered Architect with three years of verified, combined experience in geothermal heat pump design, heating, ventilation and air-conditioning.
- Have a four-year, non-technical degree with five years of verified, combined experience in geothermal heat pump design, heating, ventilation and air-conditioning.
- Have a two-year technical degree with eight years of verified, combined experience in geothermal heat pump design, heating, ventilation and air-conditioning.
- Have ten years or more verified, combined experience in geothermal heat pump design, heating, ventilation, and air-conditioning.

Certification Process:

Certification is accomplished by application to AEE. To become certified the candidate must:

- Determine if eligible under the Eligibility Requirements listed.
- Register for and attend the IGSHPA CGD Workshop.
- Pass the IGSHPA CGD exam.
- Complete a separate application to AEE, initiating the certification process.
- Certification will be awarded by AEE after their evaluation of the candidate's qualifications by CGD board members.

Attending the CGD Workshop and passing the CGD exam are only a part of the certification process and will not automatically lead to certification.

Contact AEE at 1-770-447-5083, ext. 223 or IGSHPA at 1-800-626-4747 for an application.

Important Information:

Online Testing Procedures for Certified GeoExchange Designer Course:

Students Who Are Ready to Apply for CGD:

If you have sufficient experience and are ready to make application for CGD, you must complete the Long Application Form and submit it to the Association of Energy Engineers (AEE) or IGSHPA. The IGSHPA CGD Training Course and CGD Exam must be completed prior to submission of the Certification Application. IGSHPA will forward your exam score and application (if submitted to IGSHPA) to AEE. A CGD board comprised of members from IGSHPA and AEE will then review your application and exam score and make the decision for awarding certification.

Students Who Are Not Yet Ready to Apply for CGD:

If you do not have the experience necessary to meet the qualifications for the CGD, you can become a CGD-In-Training. You need to complete the Short Application Form and submit it to the Association of Energy Engineers (AEE) or IGSHPA. The IGSHPA CGD Training Course and CGD Exam must be completed prior to submission of the Certification Application. IGSHPA will forward your exam score and application (if submitted to IGSHPA) to AEE. Your exam score and Short Application will be kept on file until you have obtained the necessary experience to make a full application. During the interim, you will be designated as a CGD-In-Training.



Registration Form

Certified GeoExchange Designer Course

Name _____	Title _____		
Company _____			
Address _____			
City _____	State _____	Country _____	Zip/Postal Code _____
Phone (include area code) _____		Fax (include area code) _____	
E-mail _____	Web address _____		

Payment Information:

Payment Total \$ _____

Check enclosed, US dollars, through a US bank PO enclosed

MasterCard Visa

Name as it appears on card _____

Card number _____ Expiration date _____

Signature _____

Return to:

International Ground Source Heat Pump Association
Oklahoma State University
374 Cordell South
Stillwater, OK 74074
Phone: 800-626-4747
Fax: 405-744-5283

CLASS REGISTRATION (All classes include manual set shipped prior to course)	FEE EACH*	TOTAL FEES	
<input type="checkbox"/> Certified GeoExchange Designer Course - 1 day	\$1,645.00		
Dates requested _____			
<input type="checkbox"/> I have read and understand the certification process information			
Shipping, per manual set – inside US add \$19.95; foreign addresses – call for rates			
* Fees good through 12-31-09.		Total	

Cancellation Policy

Accredited Installer and Accredited Driller Workshops - The full tuition will be refunded if you cancel your registration at least **two (2) weeks** prior to the first day of the confirmed workshop. The full fee will be charged if you do not attend and do not cancel the registration at least fourteen (14) days before the workshop. You may designate another individual as your substitute at any time.

Certified GeoExchange Designer Course - The full tuition will be refunded if you cancel your registration **before the CD and manuals are shipped**. You will receive notification before shipment. If you cannot attend the Q&A session, arrangements may be made to attend another session. Please call the IGSHPA office. You **may not** designate another individual as your substitute.

Train-the-Trainer Workshops - The full tuition will be refunded if you cancel your registration at least **thirty (30) days** prior to the first day of the confirmed workshop. The full fee will be charged if you do not attend and do not cancel the registration at least thirty (30) days before the workshop. You **may not** designate another individual as your substitute.