

## RCx Practitioners / RCx Professionals – Candidate Handbook

### Part A – Introduction

There are 3 types of RCx Practitioners / RCx Professionals. They are:

RCx Practitioner (Level 1): a technical practitioner at technician level who involves in up-keeping the energy efficiencies of building facilities and/or assist in the RCx process.

RCx Practitioner (Level 2): a technical professional at engineering level who involves in RCx process and/or is responsible for up-keeping building facilities at high efficiency.

RCx Professional: an institution professional who has in-depth knowledge of building energy efficiency that can manage RCx process and/or the energy performance of building facilities.

The RCx Training and Registration Scheme, developed by the Hong Kong Green Building Council (HKGBC), aims at equipping industry practitioners with knowledge of retro-commissioning (RCx) in the areas of planning, investigation, implementation and on-going commissioning, as well as the Retro-commissioning Technical Guide published by the Electrical and Mechanical Services Department (EMSD).

### Part B – Applying for RCx Training and Examination

Online Enrolment	<p>3 types of RCx Trainings are available for enrolment:</p> <ol style="list-style-type: none"> <li>1) RCx Practitioner (Level 1);</li> <li>2) RCx Practitioner (Level 2); and</li> <li>3) RCx Professional.</li> </ol> <p>Candidates fulfilled the pre-qualification requirement of trainings are required to register a user account at the RCx Training Online Portal for training enrolment. Please refer to <a href="http://retro.hkgbc.org.hk/">http://retro.hkgbc.org.hk/</a> for details.</p>
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### PART C – RCx Practitioner / RCx Professional Training & Examination Fee

Training and Examination Fee	<u>Normal Fee</u>			
	RCx Training Course	Training	Examination	Total
	RCx Practitioner (Level 1)	HK\$1,250	HK\$250	HK\$1,500
	RCx Practitioner (Level 2)	HK\$4,000	HK\$500	HK\$4,500

RCx Professional	HK\$7,000	HK\$1,000	HK\$8,000
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**Promotion Fee**  
A 10% discount will be provided for individual candidate during the promotion Period (November 2019 to December 2021). A further 10% discount will be offered within early bird period.

RCx Training Course	Total (Original)	Total (Promotion)	Total (Early Bird)
RCx Practitioner (Level 1)	HK\$1,500	HKDHK\$1,350	HK\$1,200
RCx Practitioner (Level 2)	HK\$4,500	HKDHK\$4,050	HK\$3,600
RCx Professional	HK\$8,000	HKDHK\$7,200	HK\$6,400

Candidate must take both the RCx training & examination organised by HKGBC as a package unless an accredited "training course", which is verified and approved by the HKGBC's Registration Committee (Please refer to Annex 1), is taken by the candidate within 10 years. Then, the candidate is able to take the examination only at the original examination fee.

Payment can be made by credit card, bank deposit or cheque:

- Credit Card  
Please login your user account at <http://retro.hkgbc.org.hk> --> Enrolled Training --> Process Payment
- Bank Deposit<sup>^</sup>  
Bank Name: HSBC  
Account No: 808-768949-292 (Hong Kong Green Building Council Limited)
- Cheque<sup>^\*</sup>  
Please make a crossed cheque payable to "Hong Kong Green Building Council Limited" and send to the address below.

The Hong Kong Green Building Council  
1/F Jockey Club Environmental Building  
77 Tat Chee Avenue  
Kowloon Tong  
Hong Kong  
Attn.: RCx Training and Examination Secretariat

**Remarks:**

- \* At the back of the cheque, please clearly mention **the training you enrolled your name and reference code**.
- <sup>^</sup> If you pay the training fee by cheque / bank transfer, please **SUBMIT your bank-in-slip or cheque details via our online system with just a few steps below:**

	<p>Please 1) log in your user account at <a href="http://retro.hkgbc.org.hk">http://retro.hkgbc.org.hk</a> --&gt; 2) Enrolled Training --&gt; 3) Process Payment 3) The HKGBC reserves all rights to revise, amend and modify these terms and conditions from time to time in our absolute discretion.</p>		
Additional Discount on Training and Examination Fee	<p><b>Group Enrolment</b> For group of 3-4 candidates from the same company in a single enrolment, a 10% group discount will be offered. For enrolment within the early bird period, an additional 10% discount will also be offered.</p>		
	RCx Training Course	Total (Normal)	Total (Group Discount)
	RCx Practitioner (Level 1)	HK\$1,500	HKDHK\$1,200
	RCx Practitioner (Level 2)	HK\$4,500	HKDHK\$3,600
	RCx Professional	HK\$8,000	HKDHK\$6,400
	<p>Total (Early Bird)</p> <p>HKDHK\$1,050</p> <p>HKDHK\$3,150</p> <p>HKDHK\$5,600</p>		
	<p>For a group with more than 5 candidates from the same company in a single enrolment, a 20% discount will be offered. For enrolment within the early bird period, an additional 10% discount will also be offered. (Remark: candidates have the flexibility of selection of different training levels)</p>		
	RCx Training Course	Total (Normal)	Total (Group Discount)
	RCx Practitioner (Level 1)	HK\$1,500	HK\$1,050
	RCx Practitioner (Level 2)	HK\$4,500	HK\$3,150
	RCx Professional	HK\$8,000	HK\$5,600
		Total (Early Bird)	HK\$900
			HK\$2,700
			HK\$4,800
	<p><b>Company Package</b> Company package is defined as a group of candidates who joins the same training course on a private class basis, i.e. they occupy the full classroom and be able to provide training venue and associated facilities for conducting the training.</p> <p>The minimum number of candidates should not less than 10 candidates for any level of the training courses as a single enrolment commitment within one year and a 40% discount will be offered. If the company cannot fulfil the commitment within one year, low priority will be considered in the next enrolment.</p>		
	RCx Training Course	Total (Normal)	Total (Promotion)
	RCx Practitioner (Level 1)	HK\$900	HK\$750
	RCx Practitioner (Level 2)	HK\$2,700	HK\$2,250
	RCx Professional	HK\$4,800	HK\$4,000

	<p><i>Remarks:</i></p> <ol style="list-style-type: none"> <li>1) "Company package" does not limit to a single company unit. Companies from different units or subsidiaries can join together to submit a single training enrolment.</li> <li>2) One invoice will be issued to the contact person of the company package enrolment. Additional HK\$50 will be charged for each extra invoice to be issued.</li> <li>3) If the actual number of candidates cannot meet the requirement as stated above as per each enrolment at the end of the one year, the discount may be reduced by 10%/candidate (if number of candidate is less than 10 candidates and more than 5 candidates) or 20%/candidate (less than 5 candidates) subject to the number of candidates committed at the end of the one year since enrolment.</li> <li>4) The HKGBC reserves all rights to revise, amend and modify these terms and conditions from time to time in our absolute discretion</li> </ol>
Examination Fee	<p><b>NO</b> discount will be offered to examination enrolment, retake, resit or rescheduling.</p> <p><i>Remarks:</i> The HKGBC reserves all rights to revise, amend and modify these terms and conditions from time to time in our absolute discretion.</p>
Collection of Personal Data	<p>Your personal data will be collected by the Hong Kong Green Building Council for purposes in connection with RCx Training &amp; Examination. For details of Privacy Policy of the Hong Kong Green Building Council, please visit: <a href="https://www.hkgbc.org.hk/eng/main/privacy-policy/index.jsp">https://www.hkgbc.org.hk/eng/main/privacy-policy/index.jsp</a></p> <p><i>Remarks:</i> The HKGBC reserves all rights to revise, amend and modify these terms and conditions from time to time in our absolute discretion.</p>

## PART D – RCx Practitioner / RCx Professional Training

Training Outline	<p>The RCx Practitioner (Level 1) training course is targeted at technical practitioners who involve in up-keeping the energy efficiencies of building facilities and/or assist in the RCx process.</p> <p>The RCx Practitioner (Level 2) training course is targeted at technical professionals who involve in RCx process and/or are responsible for up-keeping building facilities at high efficiency.</p> <p>The RCx Professionals training course is targeted at Professionals who have in-depth knowledge of building energy efficiency that can manage RCx process and/or the energy performance of building facilities.</p>			
	Training	Syllabus	Course Duration	Exam Duration
	RCx Practitioner (Level 1)	<ol style="list-style-type: none"> <li>1) Understand and assist in the 4 stages of RCx</li> <li>2) Understand what are the factors that will affect energy</li> </ol>	5 hours and 30 mins	30 mins

		<p>efficiencies of building facilities</p> <ol style="list-style-type: none"> <li>3) Collect and record information and data required for RCx</li> <li>4) Upkeep the accuracy of instrument and monitor relevant KPIs</li> <li>5) Follow instructions to operate the facilities efficiently based on the recommendations of the RCx process</li> </ol>		
	RCx Practitioner (Level 2)	<ol style="list-style-type: none"> <li>1) Understand fully the 4 stages of RCx</li> <li>2) Carry out the RCx process with the necessary support from members of the RCx teams or services providers</li> <li>3) Understand the performance characteristics of the building facilities and the common ESOs</li> <li>4) Manage the energy performance of building facilities through on-going commissioning</li> </ol>	7 hours and 15 mins	45 mins
	RCx Professional	<p>In additional to RCx Practitioner (Level 2) syllabus :</p> <ol style="list-style-type: none"> <li>1) Understand in-depth the complicated correlations among factors affecting the energy efficiency of building facilities</li> <li>2) Use advanced data analytical skills to determine ESOs and carry out M&amp;V</li> </ol>	11 hours	1 hour

Instructors are invited from the HKGBC which consists of a group of experts and professionals that supports the initiatives of retro-commissioning and energy efficiency of buildings in Hong Kong and Greater Bay Area.

*Remarks:*

*To ensure sufficient training have been provided to the candidates, the attendance of late-comers or early-leavers will **NOT** be recorded if candidates arrived late for more than the maximum allowable time indicated in the following table or leave early without seeking prior consent of the organiser:*

<i>Type of Training</i>	<i>Maximum Allowable Time for Later-comers in each session</i>
<i>RCx Practitioner (Level 1)</i>	<i>30 minutes</i>

	<i>RCx Practitioner (Level 2)</i>	<i>30 minutes</i>
	<i>RCx Professional</i>	<i>30 minutes</i>
Training Materials and References	<p>Candidate can log in their user account and download the relevant training materials and references via the RCx Training Online Portal at <a href="http://retro.hkgbc.org.hk/">http://retro.hkgbc.org.hk/</a> --&gt; Enrolled training</p> <p>The training syllabus is mainly based on the table of content of the Retro-commissioning Technical Guide published by the EMSD. For details, please visit <a href="https://www.energysaving.gov.hk/en/retro_commissioning_rcx/index.html">https://www.energysaving.gov.hk/en/retro_commissioning_rcx/index.html</a></p> <p><i>Remarks:</i> <i>The HKGBC reserves the right to modify the training materials and training outline without prior notice.</i></p>	
Training Date and Venue	Please refer to <a href="http://retro.hkgbc.org.hk/">http://retro.hkgbc.org.hk/</a> to view the schedule and programme rundown of the RCx Training Course and Examination.	
Identification Requirements for on-site registration	Candidates must bring their QR code that enclosed along with the confirmation email sent by the HKGBC. For candidates who are not able to show the QR code during the on-site registration, they need to provide HKID/passport for the registration procedures and the Hong Kong Green Building Council reserves the right to charge HK\$100 as the additional administrative fee for the training on-site registration.	

## PART E – RCx Practitioner / RCx Professional Examination

Examination Format, Language and Special Arrangement	<p>The purpose of RCx Practitioner / RCx Professional examination is to test the core concept and common practices under the Retro-commissioning Technical Guide and the knowledge to support retro-commissioning in the 4 stages including planning, investigation, implementation and on-going commissioning.</p> <p>Examination of the RCx trainings will be arranged in the form of multiple-choice questions. Candidates are required to achieve a score higher than or equal to <b>70%</b> to pass the examination. Candidates are strongly advised to review the RCx training materials that provided by the HKGBC prior to the examination.</p>		
	Training	Examination Duration	Number of multiple-choice Questions
	RCx Practitioner (Level 1)	30 minutes	30
	RCx Practitioner (Level 2)	45 minutes	30
	RCx Professional	1 hour	40
<p>The examination for RCx trainings is an open-book examination. Candidates attending the examination are allowed to bring ONLY the RCx training materials that provided by the HKGBC into the examination room. Hard copies of the RCx training materials will be provided at the examination centre and candidates are required to return the copies after the examination. Candidates are not allowed to write on, tear down, rearrange</p>			

	<p>the provided hard copies of the RCx training materials or take away anything from the training / examination centre.</p> <p>The language for the examination paper is in English only for both RCx Professional &amp; RCx Practitioner (Level 2) examination; Examination paper for RCx Practitioner (Level 1) will be in both English and Chinese.</p> <p>The HKGBC will not provide special examination arrangements for candidates with special needs and disabilities.</p>
Examination Date and Venue	<p>All the RCx training courses will be followed by the examination on the last day of training and candidates are not allowed to reschedule the examination date unless they can provide written explanation with strong reason(s) approved by the Registration Committee.</p> <p>Candidates are strongly advised to arrive the training / examination venue 10 minutes before the training / examination.</p> <p>Address of the training / examination venue (Not applicable to company package enrolment):</p> <p style="text-align: center;">Room 109/110 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong</p> <p>Address of the training / examination venue for company package registration would be confirmed by the contact person of the single enrolment company.</p>
Identification Requirement	<p>Candidates must ensure the first English word and the first four number of their HKID are identical to those shown on their HKID/Passport presented at the training / examination venue.</p>
Breach of Examination Regulations	<p>Candidates are warned that any of the following offences may lead to disqualification from the examination:</p> <ol style="list-style-type: none"> <li>1. Obtaining knowledge of contents of questions prior to the examination</li> <li>2. Copying from notes, books or electronic devices brought into the examination room or from the work of other candidates. (Note: Possession of unauthorised material / devices found on / in the examination desk or on the candidate will be considered sufficient grounds for a charge of premeditated cheating and this will lead to disqualification.)</li> <li>3. Communicating or attempting to communicate in any form with persons inside or outside the examination centre during an examination session.</li> <li>4. Attempting to take away any examination material from the examination centre without authorisation.</li> <li>5. Attempting to tamper with a computer or equivalent devices</li> <li>6. Attempting to copy or record examination questions (in any format) from the examination centre.</li> <li>7. Impersonation or requesting others to impersonate.</li> <li>8. Deliberately disturbing or causing a nuisance to other candidates.</li> </ol>

	<p>9. Disobeying the instructions of the Centre Supervisor and/or being excessively rude to the Centre Supervisor.</p> <p>10. Leaving the examination room before the end of the session without authorisation.</p>
Arrangement of RCx Training & Examination During Bad Weather	The training and examination will be postponed when the typhoon signal no.8 or above, or black storm warning is hoisted 3 hours before the training commences. The new date for the postponed training and examination will be further announced.

### Part E – After the Examination

Examination Result	<p>Candidates will be informed examination result within 5 working days after the examination.</p> <p>Candidates who pass the examination will receive the following via email:</p> <ol style="list-style-type: none"> <li>1. Certificate of Attendance (CPD certificate)</li> <li>2. Certificate of Attendance (Passing the examination)</li> <li>3. Formal examination result notification</li> </ol> <p>Candidates who fail the examination can retake the examination after paying an additional examination fee. Any candidate who is absent from the examination due to medical reason is eligible to resit the examination subject to the same additional payment.</p> <p>The fee for retaking / resitting the examination is as follows:</p> <table border="1" data-bbox="411 1227 1385 1438"> <thead> <tr> <th>RCx Training Course</th> <th>Examination Fee</th> </tr> </thead> <tbody> <tr> <td>RCx Practitioner (Level 1)</td> <td>HK\$250/per examination</td> </tr> <tr> <td>RCx Practitioner (Level 2)</td> <td>HK\$500/per examination</td> </tr> <tr> <td>RCx Professional</td> <td>HK\$1,000/per examination</td> </tr> </tbody> </table> <p>Payment can be made by credit card, bank deposit or cheque:</p> <ol style="list-style-type: none"> <li>a) Credit Card Please login your user account at <a href="http://retro.hkgbc.org.hk">http://retro.hkgbc.org.hk</a> --&gt; Enrolled Training --&gt; Process Payment</li> <li>b) Bank Deposit^ Bank Name: HSBC Account No: 808-768949-292 (Hong Kong Green Building Council Limited)</li> <li>c) Cheque^* Please make a crossed cheque payable to "Hong Kong Green Building Council Limited" and send to the address below.</li> </ol> <p>The Hong Kong Green Building Council 1/F Jockey Club Environmental Building 77 Tat Chee Avenue</p>	RCx Training Course	Examination Fee	RCx Practitioner (Level 1)	HK\$250/per examination	RCx Practitioner (Level 2)	HK\$500/per examination	RCx Professional	HK\$1,000/per examination
RCx Training Course	Examination Fee								
RCx Practitioner (Level 1)	HK\$250/per examination								
RCx Practitioner (Level 2)	HK\$500/per examination								
RCx Professional	HK\$1,000/per examination								



	<p>Kowloon Tong Hong Kong Attn.: RCx Training and Examination Secretariat</p> <p><i>Remarks:</i></p> <ol style="list-style-type: none"> <li>1) <i>*Please ensure your name, contact number and payment details (RCx Training &amp; Examination) are written on the back of the cheque</i></li> <li>2) <i>^ If you pay the training fee by cheque / bank transfer, please SUBMIT your bank-in-slip or cheque details via our online system with just a few steps below: Login to <a href="http://retro.hkgbc.org.hk">http://retro.hkgbc.org.hk</a> --&gt; 2) Enrolled Training --&gt; 3) Process Payment</i></li> <li>3) <i>The Hong Kong Green Building Council reserves all rights to revise, amend and modify these terms and conditions from time to time in our absolute discretion.</i></li> </ol> <p>The validity period of retaking the examination retake is limited to one year from the first examination date of the candidate. Candidates who fail the examination within the one-year period is required to retake both the RCx training &amp; examination.</p>
<p>Appeal to Examination</p>	<p>Appeal to the process, procedure and questions of the examination is accepted.</p> <p>Some examples of “Appeal to Process and Procedure” are the delay in allowing candidate to enter the examination venue, computer glitch, unclear instructions for the examination, etc. Candidates must provide clear and concise description of the issue under the appeal.</p> <p>An administrative fee of HK\$500 will be charged per appeal process/procedure.</p> <p>For appeal on examination questions, the administrative fee would be HK\$500 per question. Candidates must provide the question number and basic concept of the question to support the appeal.</p> <p>If the appeal is successful, the administrative fee shall be refunded to the applicant.</p> <p><b><u>Appeal Process</u></b> To facilitate our handling of your appeal in an effective manner, you are required to submit the Appeal Form (Click <a href="#">here</a> to download the form) together with the cheque payable to “Hong Kong Green Building Council” and send to the following address:</p> <p style="text-align: center;">The Hong Kong Green Building Council 1/F Jockey Club Environmental Building 77 Tat Chee Avenue Kowloon Tong Hong Kong Attn.: RCx Training and Examination Secretariat</p> <p>Please note that appeal should be applied within 10 working days upon receiving the examination result.</p>

	<p>An acknowledgement via email will be issued to the appeal applicant within 3 working days from the day when both form and cheque are received.</p> <p>The Hong Kong Green Building Council will review the case and a reply will be issued to the appeal applicant within 20 working days.</p>
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## Part F – Registration as Registered RCx Practitioner / RCx Professional

<p>Minimum Qualification Requirement</p>	<p>To register as a RCx Practitioner / RCx Professional, you must attend the relevant training and pass the examination, and fulfil the following requirements:</p> <p><u>RCx Practitioner (Level 1)</u> Engineering related Certificate or above in discipline of building services / mechanical / heating, ventilation &amp; air-conditioning / electrical / energy or equivalent</p> <p>AND</p> <p>At least 1 year relevant working experience in the operation and maintenance of building services facilities</p> <p><u>RCx Practitioner (Level 2)</u> Engineering related Degree or above in discipline of building services / mechanical / heating, ventilation &amp; air-conditioning / electrical / energy or equivalent</p> <p>AND</p> <p>At least 1 year relevant working experience on building energy efficiency in consultants, energy services providers, facility management, developers, E&amp;M contractors, equipment suppliers, etc.</p> <p><u>RCx Professional</u> Engineering related full member of registered professional bodies in discipline of building services / mechanical / heating, ventilation &amp; air-conditioning / electrical / energy or equivalent</p> <p>AND</p> <p>At least 3 years relevant working experience on commissioning/building energy efficiency in consultants, energy services providers, facility management, developers, contractors, equipment suppliers, etc.</p> <p>AND</p> <p>Being / Has carried out at least 2 RCx projects involving analysing operating data to identify Energy Saving Opportunities (ESO) and Measurement &amp; Verification (M&amp;V). Researches / Journal papers issued relating to analysing operating data could also be considered.</p>
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Register as  
Registered RCx  
Practitioner / RCx  
Professional

Candidates are required to submit the completed registration from and all relevant supporting documents at the <http://retro.hkgbc.org.hk> as proof of fulfilling the pre-qualifications:

- 1) Curriculum Vitae
- 2) Certificate(s) of Education (if applicable)
- 3) Certificate(s) of Professional Institute (if applicable)
- 4) Relevant experience
- 5) Relevant job reference (if applicable)

Upon receipt of your application, an acknowledgement of receipt will be sent via email within 7 working days. For applicants who have not received the acknowledgement email in 7 working days after submission of their applications, please contact us at 3994 8818 or via email [rcx@hkgbc.org.hk](mailto:rcx@hkgbc.org.hk).

Candidate can login the user account and complete the registration procedures by:

1. completing and confirming the personal information and registration position;
2. satisfying the payment of registration fee (after the first year); and
3. satisfying the yearly CPD requirement (after the first year).

Upon successful registration of a registered RCx Practitioner / RCx Professional, a registration number will be assigned to each individual, regardless he/she has fulfilled and registered for more than one credentials (i.e. RCx Practitioner / RCx Professional).

The registration fee is on a five-year basis which the registered RCx Practitioners / RCx Professionals are required to renew their credential(s) every five year and pay the renewal fee. The first year registration fee will be waived until 30 April as long as the candidates fully satisfy the pre-qualification requirements, complete the training, pass the examination and successfully register under the RCx Training and Registration Scheme. The annual registration fee and annual renewal fee are listed as follows:

	Registration Fee (by instalment)	Renewal Fee (by instalment)
Registered RCx Practitioner (Level 1)	HK\$200/year	HK\$100/year
Registered RCx Practitioner (Level 2)	HK\$500/year	HK\$250/year
Registered RCx Professional	HK\$800/year	HK\$400/year

A 20% discount will be offered for those registered RCx Practitioners / RCx Professionals who pay the 5-year registration fee and/or renewal fee in a one-off payment. The discounted 5-year registration and renewal fees are as follows:-

	Registration Fee (5-year basis)	Renewal Fee (5-year basis)
Registered RCx Practitioner (Level 1)	HK\$640/5 years	HK\$400/5 years
Registered RCx Practitioner (Level 2)	HK\$1,600/5 years	HK\$1,000/5 years
Registered RCx Professional	HK\$2,560/5 years	HK\$1,600/5 years

Payment can be made by credit card, bank deposit or cheque:

- Credit Card  
Please login your user account at <http://retro.hkgbc.org.hk> > Enrolled Training > Process Payment
- Bank Deposit<sup>^</sup>  
Bank Name: HSBC  
Account No: 808-768949-292 (Hong Kong Green Building Council Limited)
- Cheque<sup>^\*</sup>  
Please make a crossed cheque payable to "Hong Kong Green Building Council Limited" and send to the address below.

The Hong Kong Green Building Council  
1/F Jockey Club Environmental Building  
77 Tat Chee Avenue  
Kowloon Tong  
Hong Kong  
Attn.: RCx Training and Examination Secretariat

*Remarks:*

- \*Please ensure your name, contact number and payment details (RCx Training & Examination) are written on the back of the cheque*
- ^ If you pay the training fee by cheque / bank transfer, please SUBMIT your bank-in-slip or cheque details via our online system with just a few steps below:  
Login to <http://retro.hkgbc.org.hk> --> 2) Enrolled Training --> 3) Process Payment*
- The Hong Kong Green Building Council reserves all rights to revise, amend and modify these terms and conditions from time to time in our absolute discretion.*

Enquiry of Registered RCx Practitioner / RCx Professional Status	For enquiries about Registered RCx Practitioner / RCx Professional credential status, please contact the Hong Kong Green Building Council at 3994 8818 or via email <a href="mailto:rcx@hkgbc.org.hk">rcx@hkgbc.org.hk</a> .
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## Part G – Qualification Maintenance

RCx Practitioner / RCx	Registered RCx Practitioners / RCx Professionals can log in their user accounts at <a href="http://retro.hkgbc.org.hk/">http://retro.hkgbc.org.hk/</a> and:
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Professional Individual Account	<ul style="list-style-type: none"> <li>Retrieve his/her official result document of RCx Practitioner / RCx Professional examination;</li> <li>Retrieve his/her RCx Practitioner / RCx Professional e-certificates;</li> <li>Update his/her personal information;</li> <li>Pay for the annual registration and renewal fee;</li> <li>Submit his/her annual CPD records to maintain his/her credential; and</li> <li>Take upgrade training courses to obtain new credential.</li> </ul> <p><i>(Remarks: Functions of Individual Account will be rolled out gradually)</i></p>								
Qualification Maintenance	<p>To maintain the credential(s) of RCx Practitioner / RCx Professional, other than settlement of the registration and renewal fee (See Part F – Registration as Registered RCx Practitioner / RCx Professional), the minimum requirements of the CPD hours for different credentials are listed as follows:</p> <table border="1" data-bbox="411 808 1385 1055"> <thead> <tr> <th></th> <th>RCx CPD requirement</th> </tr> </thead> <tbody> <tr> <td>Registered RCx Practitioner (Level 1)</td> <td>At least 3 CPD hours/year from relevant trainings to retain the status on the register</td> </tr> <tr> <td>Registered RCx Practitioner (Level 2)</td> <td>At least 6 CPD hours/year from relevant trainings to retain the status on the register</td> </tr> <tr> <td>Registered RCx Professional</td> <td>At least 6 CPD hours/year from relevant trainings to retain the status on the register</td> </tr> </tbody> </table>		RCx CPD requirement	Registered RCx Practitioner (Level 1)	At least 3 CPD hours/year from relevant trainings to retain the status on the register	Registered RCx Practitioner (Level 2)	At least 6 CPD hours/year from relevant trainings to retain the status on the register	Registered RCx Professional	At least 6 CPD hours/year from relevant trainings to retain the status on the register
	RCx CPD requirement								
Registered RCx Practitioner (Level 1)	At least 3 CPD hours/year from relevant trainings to retain the status on the register								
Registered RCx Practitioner (Level 2)	At least 6 CPD hours/year from relevant trainings to retain the status on the register								
Registered RCx Professional	At least 6 CPD hours/year from relevant trainings to retain the status on the register								
CPD Record Submission	<p>From 1 January to 31 December every year, he/she needs to submit relevant CPD hours (See Annex A). Registered RCx Practitioners / RCx Professionals can submit their CPD hours through their individual account by 31 December every year.</p> <p>CPD record submission is not required for the first calendar year of accreditation. (e.g. If a RCx Practitioner / RCx Professional is registered on 7 Jun 2020, he/she does not need to submit CPD record in 2020)</p>								
Suspension	<p>Registered RCx Practitioners / RCx Professionals who cannot fulfil the minimum CPD hours in the next year of the registration, he/she can make up the outstanding hours in the following years within the 5-year registration or renewal period, provided that the annual registration and renewal fees are settled. If they cannot fulfil the total 5-year CPD requirement within the 5-year registration or renewal period (i.e. 12 or 15 hours for RCx Practitioners (Level 1) and 24 or 30 hours for either RCx Practitioner (Level 2) or RCx Professional) and/or not settle the annual registration or renewal fee within 90 days after the invoice date, his/her registered RCx Practitioner / RCx Professional credential will be suspended with the status shown on the Registered RCx Practitioners / RCx Professionals Directory.</p> <p>A maximum 2-year grace period will be granted for suspended registered RCx Practitioners / RCx Professionals to make up the outstanding CPD hours and/or settle the annual registration and/or renewal fees.</p>								
Termination	<p>If the suspended registered RCx Practitioners / RCx Professionals cannot make up all outstanding CPD hours or settle the registration or renewal fees within the maximum 2-year grace period, his/her credential will be terminated. He/She can re-enrol the RCx training and pass the examination to attain the credential again.</p>								

## Part H – Rules of Conduct

Rules of Conduct	<p>The Rules of Conduct set out the standard of professional conduct required for every RCx Practitioner / RCx Professional. The rules consist of five principle requirements as below (See Annex B – Rules of Conducts for RCx Practitioners / RCx Professionals for details)</p> <p>As a registered RCx Practitioner / RCx Professional, he/she shall:</p> <ol style="list-style-type: none"> <li>1. Uphold the value, dignity and reputation of the RCx Practitioner / RCx Professional;</li> <li>2. Abide by laws related to the RCx Practitioner / RCx Professional;</li> <li>3. Comply with the rules and regulations of the Organisations;</li> <li>4. Respect the intellectual property rights of the Hong Kong Green Building Council;</li> <li>5. Conduct his or her business in a competent, ethical and objective manner.</li> </ol> <p>RCx Practitioners / RCx Professionals are required to sign an online undertaking to comply the Rules of Conduct at their first-time login of registered RCx Practitioners / RCx Professionals individual accounts.</p>
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## Part I – Enquiry

Enquiry	<p>For Enquires about RCX Training and Registration Scheme, please contact the Hong Kong Green Building Council at 3994 8818 or email <a href="mailto:rcx@hkgbc.org.hk">rcx@hkgbc.org.hk</a>.</p>
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## Annex A – Types of CPD Activities

CPD Activities	<p>Types of CPD Activities:</p> <ol style="list-style-type: none"> <li>1. Attend or be a speaker in any retro-commissioning - related training / seminars / technical visit / events. Event name or programme should contain keywords as follows: <ul style="list-style-type: none"> <li>• Retro-commissioning related: date analytics, M&amp;V, field investigation, fine-tuning, re-adjustment, re-balancing, E&amp;M modification, etc.</li> <li>• Energy related: technology part of energy audit, energy management, etc.</li> </ul> </li> <li>2. Conduct research / study OR write technical / journal paper related to retro-commissioning. Title or content of the research / study / paper should contain keywords as follows: <ul style="list-style-type: none"> <li>• Retro-commissioning related: date analytics, M&amp;V, field investigation, fine-tuning, re-adjustment, re-balancing, E&amp;M modification, etc.</li> <li>• Energy related: technology part of energy audit, energy management, etc.</li> </ul> </li> <li>3. Participate in RCx project(s) that applied the Eco Building Fund of CLP or Smart Power Building Fund of HKE (Maximum 4 hours per year can be claimed)</li> </ol>
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	<p>4. Become member of Registration Committee / attend RCx working group meeting or as a jury member in competitions organised by HKGBC / HKIE / CIBSE / ASHRAE / AEE(HK) / HKAEE / BSOMES / EI / EMSD / EnB related to retro-commissioning</p> <p>Notes:</p> <p>a. The responsibility to judge whether CPD activities are RCx-related rests with the RCx Practitioners / RCx Professionals. In case of doubt, the RCx Practitioners / RCx Professionals should refer to HKGBC's retro-commissioning website or EMSD's Retro-commissioning Technical Guide.</p> <p>b. HKGBC will carry out CPD random check on selected practitioners every year. When being asked to substantiate CPD fulfilment, RCx Practitioners / RCx Professionals should:</p> <ul style="list-style-type: none"> <li>• For Type 1 – provide supporting documents such as receipts, tickets or attendance certificates as evidence. If key words, as stated in Clause 1 of Annex A, cannot be found on certificate, programme / flyer / website may be used as evidence.</li> <li>• For Type 2 – provide deliverables such as papers or notes of learning or transcript of study may be used as evidence.</li> <li>• For Type 3 – confirmation letter / email from CLP / HKE, meeting minutes or project submittals may be used as evidence.</li> <li>• For Type 4 – meeting minutes / invitation letter / email or other supporting document may be used as evidence.</li> </ul> <p>c. The maximum hours to be claimed for all the 4 types CPD activities each year should be your corresponding annual CPD requirement.</p> <p>d. RCx Practitioners / RCx Professionals are advised to keep CPD evidence for three (3) years.</p>
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### **Annex B – Rules of Conducts for RCx Practitioner / RCx Professional**

The following rules set out the standard of professional conduct required of every RCx Practitioners / RCx Professionals. The rules consist of five principle requirements. Under each principle requirement, examples are given to illustrate how it is applied to the work of the RCx Practitioners / RCx Professionals.

As a registered RCx Practitioners / RCx Professionals, he or she shall:

1. Uphold the value, dignity and reputation of the Profession.

In pursuance of this rule, a RCx Practitioner / RCx Professional shall, inter alia:

- a. Uphold the value of retro-commissioning and endeavour to implement the principles and concept knowledge of retro-commissioning in his or her work;
- b. Conduct himself or herself in a manner so as to uphold the dignity, standing and reputation of the Profession; and
- c. Not carry out any act that will bring the Profession and the Hong Kong Green Building Council into disrepute.

2. Abide by laws related to the Profession.

In pursuance of this rule, a RCx Practitioner / RCx Professional shall, inter alia:

- a. Abide by ordinances, regulations and other statutory instruments that govern his or her professional work such as those related to energy conservation, commissioning, measurement and verification; and
- b. Abide by ordinances, regulations and other statutory instruments that govern ethics and matters related to the RCx Practitioners / RCx Professionals such as prevention of bribery, health and safety.

3. Comply with the rules and regulations of the Hong Kong Green Building Council.

In pursuance of this rule, a RCx Practitioner / RCx Professional shall, inter alia:

- a. Be cooperative in his or her dealings with the Hong Kong Green Building Council, including responding to any enquiry and/or notice of hearing when inquiry into suspected misconduct has to be carried out; and
- b. Follow any rules and regulations made by the Hong Kong Green Building Council, which may be related to sitting of examination, use of logos and labels, making of RCx Funding submissions, etc.

4. Respect the intellectual property rights of the Hong Kong Green Building Council.

In pursuance of this rule, a RCx Practitioner / RCx Professional shall, inter alia:

- a. Protect proprietary, confidential or other classified information (e.g. training materials) provided to them by the Hong Kong Green Building Council and not misuse them;
- b. Not make or keep copies, excerpts or notes of examination materials in the examination of the RCx Training and Registration Scheme, and not divulge any information learnt or obtained from such examinations; and
- c. Not infringe any trademarks, patents or copyrights possessed by the Hong Kong Green Building Council.

5. Conduct his or her business in a competent, ethical and objective manner.

In pursuance of this rule, a RCx Practitioner / RCx Professional shall, inter alia:

- a. Ensure adequate maintenance of his or her professional competence;
- b. Not undertake responsibility that he or she is not qualified and competent to discharge;
- c. Not provide information about his or her qualifications, capacity and competency that is non-factual, misleading or fraudulent; and
- d. Disclose any real or potential conflicts of interest to his or her client and immediately refrain from participating in work involving such conflicts.