

The comprehensive three-day training program and refresher course designed to prepare you to take the Certified Energy Procurement Professional (CEP®) exam.

# FUNDAMENTALS OF BUYING & SELLING ENERGY

**WASHINGTON, DC  
September 19-21, 2016**

Washington seminar has been scheduled so that you may also attend the WEEC expo, to be held September 21-22, 2016, at the Washington Convention Center.

**CHICAGO, IL  
November 2-4, 2016**

The CEP examination will be administered in conjunction with each training program.



A THREE-DAY PREPARATORY TRAINING COURSE WHERE YOU WILL LEARN:

- The key steps to obtaining secure and competitively priced energy.
- How to assess and use a facility's energy use parameters in negotiating rates with suppliers.
- How to evaluate supplier options, and determine what kinds of services can best meet your needs.
- How to develop an RFP, and evaluate competitive proposals.
- As a seller, how to effectively respond to RFPs.
- Important supply-side strategies for building customer relationships, managing accounts, expanding your market share, and much more!

**EARN 2.0 CEU**

## SPACE IS LIMITED, SO REGISTER EARLY!

Certification candidates can register either by mail or by fax. Complete instructions and hotel information are provided on flap at left.

### CERTIFIED ENERGY PROCUREMENT PROFESSIONAL (CEP) APPLICATION AND FUNDAMENTALS OF BUYING & SELLING ENERGY SEMINAR REGISTRATION FORM

Join AEE and Save \$100 on Your Registration Fee!

Please complete a separate form for each applicant. Photocopies of this form may be used.

#### APPLICANT INFORMATION

Mr.  
 Ms.  
NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_ E MAIL ADDRESS \_\_\_\_\_

#### Indicate your fee status:

- Nonmember  
 Government/Nonprofit  
 AEE Member (Member Number: \_\_\_\_\_)  
 Completed AEE Membership Application & Fee Enclosed

If you are a registered engineer or architect, please complete the following:  
 Registered PE.  
 Registered Architect  
State \_\_\_\_\_  
License No. \_\_\_\_\_

#### CEP CERTIFICATION APPLICATION

- Check applicable boxes and provide requested information:**
- Graduate from four-year college or university with degree in science, engineering, architecture, business, law, finance, or related field.  
Specify college, degree, and year graduated: \_\_\_\_\_
- Graduate from two-year technical college, or four-year college or university with non-technical degree.  
Specify college, degree, and year graduated: \_\_\_\_\_
- Professional Engineer (P.E.)     Registered Architect (R.A.)  
Specify state(s) registered and license number(s): \_\_\_\_\_
- Certified Energy Manager (C.E.M.):  
Specify number: \_\_\_\_\_

**Specify number of years experience in energy or building or facility management, or real estate, or procurement, or brokering:**

Years \_\_\_\_\_ Type of experience \_\_\_\_\_

I certify that the information contained in this application is correct to the best of my knowledge, and agree to indemnify and hold harmless the Association of Energy Engineers (AEE), the CEP Board, and all those affiliated with AEE and its programs.

Applicant Signature in Full \_\_\_\_\_

Date \_\_\_\_\_

#### FEES:

Program fees include 3-day seminar plus certification application fee and exam.

<b>Regular Fee:</b>	<b>\$1850</b>	(\$1550 for 3-day seminar only / no certification or exam)
<b>AEE Member:</b>	<b>\$1750</b>	(\$1450 for 3-day seminar only / no certification or exam)
<b>Gov't/Nonprofit:</b>	<b>\$1750</b>	(\$1450 for 3-day seminar only / no certification or exam)
<b>Team Discount:</b>	<b>-\$100</b>	/ registrant (two or more persons)

#### Complete applicable fee and payment information:

Program Fee..... \$ \_\_\_\_\_

AEE Membership Fee: \$195 per applicant..... \$ \_\_\_\_\_

TOTAL ENCLOSED..... \$ \_\_\_\_\_

#### Select method of payment:

- CHECK ENCLOSED (Payable in U.S. funds to AEE ENERGY SEMINARS)  
 CHARGE TO MY CREDIT CARD (for advance registrations only)  
 American Express     VISA     MasterCard     Discover

\_\_\_\_\_  
CARD NO. \_\_\_\_\_ CVV Security Code \_\_\_\_\_

Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Please return completed registration form to:

**AEE ENERGY SEMINARS**  
P.O. Box 1026  
Lilburn, GA 30048

OR FAX TO: (770) 381-9865  
OR EMAIL TO:  
**valerie@aeecenter.org**

#### SEMINAR REGISTRATION

Please register me for the following seminar locations and dates:

- WASHINGTON, DC**  
September 19-21, 2016
- CHICAGO, IL**  
November 2-4, 2016

#### AEE MEMBERSHIP APPLICATION (optional)

I wish to become a member of the ASSOCIATION OF ENERGY ENGINEERS in the classification checked:

**MEMBER** – A graduate of an engineering college or university or a registered professional engineer or architect. (Persons who feel they are qualified by experience or related degree may petition for full membership consideration.)

**AFFILIATE MEMBER** – A person interested in the objectives of the Association who does not meet the above criteria for full membership.

If you are a registered Professional Engineer or Architect, please indicate state(s) and registration number(s):

State \_\_\_\_\_ No. \_\_\_\_\_ State \_\_\_\_\_ No. \_\_\_\_\_

Years of experience in the energy field: \_\_\_\_\_ years

College \_\_\_\_\_ Degree \_\_\_\_\_ Year \_\_\_\_\_

College \_\_\_\_\_ Degree \_\_\_\_\_ Year \_\_\_\_\_

Additional pertinent information may be listed on a separate sheet and attached.

I certify that the statements made in this application are correct and I agree, if elected, that I will be governed by the Constitution and Bylaws of the Association as long as I continue as a member. I furthermore agree to promote the purposes of the Association so far as shall be in my power.

\_\_\_\_\_  
(Applicant's Signature) (Date)

#### HOW TO REGISTER

The form provided on the back page enables you to register for the three-day seminar, as well as apply for CEP certification. There are three ways to register for the seminar:

1. **ONLINE:** If you plan to pay by credit card, you can register for the seminar by going to: [www.aeeprograms.com/seminars](http://www.aeeprograms.com/seminars)
2. **BY FAX OR EMAIL:** If you plan to pay by credit card, you can fax or email us your completed registration form. Be sure to include all required credit card information, and fax to (770) 381-9865 or you may email to: [valerie@aeecenter.org](mailto:valerie@aeecenter.org)  
Government agency participants registering by fax must submit completed "Request, Authorization, Agreement and Certification of Training" form or completed DD1556 form with completed seminar registration.
3. **BY MAIL:** Complete the form provided, including selecting the seminar date and location you wish to attend, and return it, along with check or appropriate credit card information to the address indicated. Checks should be made payable to AEE Energy Seminars.

#### REGISTRATION DEADLINES

Whichever method you select, your application needs to reach us at least two weeks prior to the first day of the program you wish to attend. You will receive a confirmation of your seminar registration by mail only if your application is received by that date. *You are encouraged to register early, as attendance will be limited to the first 50 applicants.*

#### LATE REGISTRATIONS

If time does not permit you to register more than two weeks prior to the course date, you may register on site by taking the following steps:

1. Call (770) 925-9633 to confirm that space is available.
2. Complete and bring your registration with you to the seminar site.
3. Bring payment with you in the form of a company check. Credit cards are not accepted on site. Full payment must be received prior to the beginning of the seminar.

#### SEMINAR HOURS

Plan to arrive at 8:15 am on the first day of the seminar for sign-in and onsite registration. Seminar hours are 9 am to 5 pm each day, including exam time.

#### CANCELLATION, SUBSTITUTION, AND TRANSFER POLICY

If you are unable to attend the course for which you have registered, you can substitute another person in your place, or transfer your registration to another date or another seminar of equal (or lesser) value without penalty for a period of one year following the starting date of the seminar for which you have registered. However, your request for substitution or transfer must be made in writing.

Please see [www.aeeprograms.com/seminars/LiveSeminars](http://www.aeeprograms.com/seminars/LiveSeminars) for courses available. Only one transfer is permitted, only AEE direct seminars qualify, you may not transfer to chapter, other provider, or in-house run program, and no difference in registration fees paid shall be refunded.

All cancellations must be made in writing. For registrations cancelled 21 days or more prior to the program date, full paid program fee less a \$200 service charge will be refunded. For registrations cancelled 20 days or less prior to the program date, the full program fee will be assessed, and no refund will be made. For transfers not used within the one-year period, cancellation policy is based on start date of program for which original registrant originally registered. Should a program be cancelled because of weather, illness, or any other reason, all attendees will be notified as early as possible, and our liability will be limited to the return of the registration fee.

#### HOTEL RESERVATIONS/SEMINAR LOCATIONS

Seminar participants are responsible for making their own hotel reservations.

A block of rooms has been reserved at the hotel where each course will take place. In most cases these rooms are held up to four weeks prior to the seminar date. We therefore recommend that you make your hotel reservations early to assure availability of space. When you call, be sure to mention AEE and the name of this seminar to assure that you receive the appropriate rate. Hotels for seminar locations and dates listed in this brochure are:

**WASHINGTON, DC** /Seminar held at Washington Convention Center  
For hotel options, visit [www.energycongress.com/hotels](http://www.energycongress.com/hotels)

**CHICAGO, IL** /Crowne Plaza Chicago Northbrook/(847) 298-2525

#### PROGRAM FEES AND DISCOUNTS

Fees, including the three-day seminar, certification application/exam fee, course materials and refreshment breaks, are as delineated on the registration form on the back page. (Lunches and hotel rooms are not included.) For two or more persons registering from the same company at the same time, a \$100 discount per registrant may be deducted from the registration fee. The member rate may be taken by persons who are current members of AEE (member number must be provided), or by those submitting the application for AEE membership included on the registration form, along with the appropriate membership fee.

USGBC Green Building Certification Institute (GBCI) Approved Course for Mandatory Credential Maintenance Program (CMP)



Association of Energy Engineers



Presented by:

**CHICAGO, IL**  
November 2-4, 2016

Washington seminar has been scheduled so that you may also attend the WEEC expo, to be held September 21-22, 2016, at the Washington Convention Center.

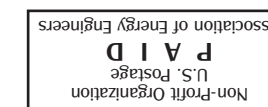
**WASHINGTON, DC**  
September 19-21, 2016

**FUNDAMENTALS OF BUYING & SELLING ENERGY**

CERTIFIED ENERGY PROCUREMENT PROFESSIONAL



The Association of Energy Engineers  
3168 Mercer University Drive  
Atlanta, Georgia 30341





## AEE'S Certified Energy Procurement (CEP®) Program

With the goal of raising the professional standards in the fields involved with the purchasing, selling, and marketing of electricity and natural gas, AEE has established the Certified Energy Procurement Program for professional certification. Since 1981, AEE has certified over 12,000 professionals within the energy industry. AEE's certification programs are recognized by governmental agencies, including the U.S. Department of Energy and the U. S. Agency for International Development, as well as by utilities, end users, and energy service companies.

When you earn the right to put the initials "CEP" behind your name, you are distinguishing yourself among those involved professionally in today's restructured energy marketplace. You have demonstrated high levels of experience, competence, and specialized knowledge within your field.

### REQUIREMENTS TO SIT FOR THE CEP EXAM

Each applicant for CEP professional certification must attend AEE's three-day "Fundamentals of Buying & Selling Energy" training program and complete and pass a four-hour written exam, as well as meet the following criteria.

The candidate must have:

1. A four-year degree from an accredited university or college, in science, engineering, architecture, business, law, finance, or related field, or be a registered Professional Engineer (P.E.) or Registered Architect (R.A.). In addition, the applicant must have at least three years of experience in energy or building or facility management, or real estate, or procurement, or brokering;  
or
2. A two-year technical degree or a four-year non-technical degree, with five years experience in energy or building or facility management, or real estate, or procurement, or brokering;  
or
3. Ten years of experience in energy or building or facility management, or real estate, or procurement, or brokering;  
or
4. The current status of Certified Energy Manager (CEM).

### FORMAT OF THE CEP EXAM

The four-hour CEP exam is given in conjunction with the Fundamentals of Buying & Selling Energy three-day training program. The examination questions are based on concepts and experiences basic to purchasing, selling, and marketing electricity and natural gas. The exam is open book, and the questions are a mixture of multiple choice and true or false.

For more details on CEP certification, or to apply for certification online, visit:

[www.aeecenter.org/certification/CEP](http://www.aeecenter.org/certification/CEP)



### IN-HOUSE SEMINARS

This seminar program can also be presented on an in-house basis at your location. For questions or additional information on AEE seminars, please call (770) 279-4391.



### AEE ONLINE SEMINARS

For information on this exciting and cost-effective training opportunity, visit the Association's website at [www.aeeprograms.com/realtime](http://www.aeeprograms.com/realtime) or call (770) 925-9633.

# FUNDAMENTALS OF BUYING & SELLING ENERGY

This comprehensive three-day instructional program has been designed to provide the specific training and background information needed by professionals preparing to sit for the Certified Energy Procurement (CEP) Professional examination. As energy restructuring continues to unfold nationwide, there are an increasing number of individuals who have developed specialized expertise, both on the purchasing side and on the selling side of the marketplace, as well as a growing need for this kind of special knowledge. AEE's new CEP professional certification provides a defined standard against which this expertise may be established and demonstrated.

The program covers the full spectrum of topics essential to the energy procurement process, covering both electricity and natural gas, from both a purchasing/procurement and a selling/marketing perspective. You'll learn the best approaches for defining corporate energy goals, assessing energy use parameters, evaluating energy provider options, comparing competitive proposals, and integrating the benefits of competitive energy procurement into an overall energy management program. On the selling side, the program will examine proven strategies for building a customer base, answering RFPs, and establishing overall sound business practices that will build your market share and status as a player in the marketplace. The growing field of energy trading will also be explored, covering futures, options and derivatives, hedging, and effective risk management.

## WHO WILL BENEFIT MOST FROM THE CEP CERTIFICATION AND TRAINING PROGRAM?

This program offers a powerful training and career enhancement opportunity for professionals who are responsible for the procurement or selling of energy, as well as for those who provide related services, including:

- Facility managers & engineers
- Building owners & managers
- Procurement managers
- Corporate purchasing agents & managers
- Energy managers & engineers
- Certified Energy Managers
- Aggregators
- Government & DOD energy managers
- Energy service professionals, marketers, & brokers
- Natural gas marketers & brokers
- Utility professionals
- Consulting, investment, & legal professionals



To register for this seminar online visit:

[www.aeeprograms.com/seminars](http://www.aeeprograms.com/seminars)

Or you may complete the registration form provided on the back page of this brochure and send it via fax or email.

## COURSE OUTLINE

- **LEGISLATION, REGULATION, AND ENERGY OUTLOOK FOR ENERGY PROCUREMENT**
    - Energy Usage Breakdown
    - History of Energy Management
    - Importance of Energy Procurement
  - **THE STRUCTURE OF THE ELECTRIC UTILITY INDUSTRY**
    - Generation, Transmission, and Distribution
    - Review of the Physical System
    - Billing Information
    - Traditional Ways of Seeking Lower Rates
  - **PURCHASING ELECTRICITY UNDER THE NEW RULES**
    - Procurement Process
    - Information Gathering
    - Aggregation
    - Creating the RFP
    - Selecting a Power Marketer, Broker, or Aggregator
    - Evaluating Bids
    - Negotiating Contracts
    - Contract Adherence
    - Congestion Management
    - Standard Market Design
    - Locational Marginal Pricing
  - **THE STRUCTURE OF THE NATURAL GAS INDUSTRY**
    - Producer, Transporter, and Distributor
    - Review of the Physical System
    - Current Rate System
    - Billing Information
    - Traditional Ways of Seeking Lower Rates
  - **PURCHASING NATURAL GAS UNDER THE NEW RULES**
    - Procurement Process
    - Information Gathering
  - Aggregation
  - Creating the RFP
  - Selecting a Gas Marketer, Broker, or Aggregator
  - Evaluating Bids
  - Negotiating Contracts
  - Contract Adherence
- **METERING, LOAD PROFILING, REAL TIME PRICING**
    - Metering
    - Load Management
    - Real Time Pricing
    - Fuel Switching
    - Energy Clearing Prices
  - **ENERGY TRADING AND RISK MANAGEMENT**
    - Introduction to NYMEX
    - Introduction to Future Markets
    - Hedging Fundamentals
    - BASIS Basics
    - Correlation
    - Exchange of Futures for Physicals
    - Spreads
    - Options
  - **FUNDAMENTALS OF GAS AND ELECTRIC MARKETING**
    - Gas Producer, Transporter, and Distributor
    - Power Generator, Transporter, and Distributor
    - LDC Tariffs
    - Answering RFPs
    - Customer Relations
    - Account Management
  - **ENERGY COST AVOIDANCE STRATEGIES**
    - Cogeneration
    - On-Site Power Generation
    - Gas Cooling
    - Energy Management

THE 4-HOUR CEP EXAM WILL BE ADMINISTERED AT THE CLOSE OF INSTRUCTION ON DAY 3.

## Questions?

For questions regarding the seminar or registration procedures: (770) 925-9633

For questions regarding the CEP exam or certification process: (770) 447-5083, ext. 318

### PROFESSIONAL ENGINEERS AND CERTIFIED PROFESSIONALS: Complete Your Required Professional Development Training by Attending an AEE Seminar

More than 30 states now require Professional Development Hours (PDH or CEU) for renewing professional engineers' licenses. Other states, which presently do not have requirements, are considering adding professional training requirements for P.E. renewal in the future. Professional engineers should contact the appropriate State Board of Professional Licensing to obtain the latest requirements.

As a non-profit professional society, AEE is automatically approved as a continuing education provider in most states. State boards which have assigned AEE specific provider numbers include New York (No. 11), Florida (No. EXP00038), and North Carolina (No. S-0327). You should always verify any provider's status with your own state board. AEE will furnish each seminar participant with a Certificate of Completion indicating the CEU earned and the course taken.

AEE seminars also meet training requirements for maintaining AEE professional certification status.

## COMPREHENSIVE THREE-DAY INSTRUCTIONAL PROGRAM

### YOUR INSTRUCTORS

Each course will be conducted by a team of instructors, which includes two of the following energy procurement experts:



**RICHARD J. COSTELLO, P.E., C.E.M., C.D.S.M., C.L.E.P.**, is President of Acela Energy Group. He was previously founder and president of Westwood Energy Group. Mr. Costello conducts seminars on energy procurement and management nationwide, and has participated in the development of AEE's Certified Energy Procurement (CEP) Professional program.



**JOHN SNELL** is Senior Vice President at the RMI Division of FCStone, LLC. He founded Risk Management Incorporated (RMI) in 1988 to provide energy price risk management consulting, execution, and software services to energy end users. In 2010 RMI became a wholly owned subsidiary of INTL FCStone, Inc. Mr. Snell has presented at numerous energy conferences including industry trade groups such as AGA, APGA, SGA, NYMEX, and NARUC.



**DAN CONRATH** is Senior Vice President at the RMI Division of FCStone, LLC. In 1992 he partnered with John Snell of Risk Management Incorporated (RMI), which became a wholly owned subsidiary of INTL FCStone, Inc. in 2010. He has significant practical experience in guiding utilities and energy-intensive companies on the best application of risk management methodologies for their respective cultures and risk tolerances.



**STEPHEN J. MURPHY, P.E.**, currently serves as Regional Sales Manager, New England region, for GDF Suez Energy Resources, NA. He was previously Vice President of Westwood Energy Group. Mr. Murphy has served on the executive group of the Edison Electric Institute's Transmission Committee, and the board of directors for the local AEE chapter. His experience includes electric transmission and distribution operations, supply and demand-side resources, and consulting in the gas and electric industries

## ATTENDEES ALSO RECEIVE...

### COMPREHENSIVE COURSE WORKBOOK:

To maximize the value of your learning experience both during and after the seminar, your extensive course manual has been designed with many useful guidelines and key points of information covered in the seminar. You'll find this manual to be an excellent resource for retrieving concepts taught during the seminar and applying them back on the job.

### 2.0 CONTINUING EDUCATION CREDITS:

Upon completion of the training course, you will receive 2.0 continuing education units (CEU).

### COURSE CERTIFICATE:

At the conclusion of the seminar, you will be awarded an attractive Certificate of Completion by the Association of Energy Engineers. (Certification credentials will be sent separately by mail after exam results and qualifications have been evaluated and approved.)