

VERMONT DEPARTMENT OF PUBLIC SERVICE
HOME ENERGY RATING SYSTEM ACCREDITATION
APPLICATION AND INSTRUCTIONS

The purpose of this application is to present sufficient information for the accrediting review body to review whether the home energy rating system meets the Vermont Department of Public Service Home Energy Rating System Accreditation criteria.

ACCREDITATION APPLICATION INSTRUCTIONS

- (1) Thoroughly read the application in order to properly understand the Vermont Department of Public Service Home Energy Rating System Accreditation application requirements.
- (2) Print or type all requested information. Where additional space is needed for a response, attach the additional pages to the application and identify each of the questions being answered on the additional page.
- (3) Complete the attached GENERAL APPLICATION. Failure to complete answers to all questions will result in a return of the application.
- (4) The application must be completed in the order of the OUTLINE provided in this application. Each answer must be identified by the appropriate section and subsection number as indicated by the OUTLINE (including all exhibits and attachments).
- (5) This application is made available in MSWord format as a courtesy to applicants. However, electronic submissions will not be accepted.
- (6) Sign and date the application.
- (7) Send all applications and attachments (retain a photocopy for your records) to:

Vermont Department of Public Service
HERS Accreditation
112 State Street, Drawer 20
Montpelier, VT 05620-2601.

VERMONT DEPARTMENT OF PUBLIC SERVICE
HOME ENERGY RATING SYSTEM ACCREDITATION
APPLICATION

PART ONE: GENERAL APPLICATION

Legal name and full address of home energy rating system. This name and address will appear on the Certificate of Accreditation and the register of accredited home energy rating systems that will be used by the Vermont Department of Public Service.

HERS Name: _____

Mailing Address: _____

City, State, Zip Code _____

Program Contact: _____

Title: _____

Telephone # _____

FAX # _____

E-mail: _____

PART TWO: PROGRAM APPLICATION

I. MINIMUM HOME ENERGY RATER CERTIFICATION PROCEDURES

Identify the minimum requirements to become a home energy rater for your home energy rating system. The answer should include a description of the training courses, substitutes for training, testing, and field training and testing are required. (Please attach the section of your policies and procedures that address rater minimum qualifications.)

II. MINIMUM RATER TRAINING STANDARDS

Please address how your rater training meets the following minimum requirements. (Please attach the outline of your rater training course.)

- A. Basic building science
- B. Thermal resistance of insulating materials
- C. Space heating/cooling and water heating equipment
- D. Blower door testing procedures
- E. Duct leakage and testing procedures
- F. Determining the efficiency of windows
- G. Basic principles of home energy ratings
- H. Program's policies and procedures

- I. Completing the home energy rating checklist or entering data into the home energy rating software program
- J. Completing a home energy improvements checklist or entering data into the home energy rating software program
- K. Principles contained in the Code of Conduct
- L. Financial Incentive Programs and Energy Mortgages

III. MINIMUM RATER RECERTIFICATION STANDARDS

- A. How often are raters recertified (The accreditation criteria requires that rater recertification take place at least every three years)
- B. How does your home energy rating system evaluate raters' ability to perform accurate ratings?
- C. What are your system's continuing education requirements? (The accreditation criteria requires a minimum of 12 hours of the rating system's approved training over the period of three years)

IV. MINIMUM STANDARDS FOR SYSTEM'S OPERATION POLICY AND PROCEDURES

Please address the minimum requirements of the following. (Please attach the outline of your home energy rating system's policy and procedures documents.)

- A. Ratings from plans are labeled on the rating certification/report as ratings from plans
- B. Requirement that data is collected through field inspections of all homes
- C. Requirement that blower tests are required on all homes claiming credit for reduced air infiltration

- D. Requirement that duct testing be completed on all homes claiming credit for reduced air distribution system leaks
- E. Improvement options given to home owner when applicable
- F. Describe how recommended improvement measure costs are developed. (Accreditation Criteria requires that improvement costs are provided by the home energy rating program or provided by rater)
- G. Describe how estimated energy savings of improvements are derived. (Accreditation criteria requires that at a minimum they be based upon assumptions contained in the rating software program)
- H. Describe how improvements are recommended by your system. (Accreditation criteria requires that at a minimum the improvements are recommended by the rating software program and that this can be customized by the rater)
- I. Please attach your rater conflict of interest provisions. (Accreditation criteria requires at a minimum the policies and procedures must restrict conflict of interest but can allow waivers with advanced disclosure)
- J. Please attach your rater discipline provisions. (Accreditation criteria requires that this provision at a minimum must involve progressive discipline including probation-suspension-termination)
- K. Describe your systems rater quality control process. (Accreditation criteria requires that this must at least provide for review of ratings centrally and field monitoring if problems are identified.
- L. Please attach a copy of your rating system's report/certificate. (Accreditation criteria the report must contain stars (1-5+); points (1-100); projected energy costs; projected energy use/savings)
- M. What home energy rating software program does your system use?

- N. Please include documentation that this software program passed BESTEST according to the guidelines developed by the National Renewable Energy Laboratory using the criteria and example range setting contained in Appendix H.

- O. Please include as support documentation statements indicating the involvement of various market sectors in the state that your system is applying for accreditation. Specific examples of market partners that can positively impact the success of a rating system include: electric and gas utilities, home builders, real estate industry, and mortgage lenders.

PART THREE: APPLICATION CERTIFICATION AND REPRESENTATION

As an officer of _____ I, the undersigned, do hereby submit
(Home Energy Rating System)
this Application for Accreditation in the State of Vermont; I certify that the application is complete and
accurate.

Name: _____

Signature: _____

Date: _____

Title: _____

Organization: _____