

CHAPTER TWO RESNET

NATIONAL RATER TRAINING AND CERTIFYING STANDARD

The following procedures for training and certifying home energy raters have been developed for the Residential Energy Services Network (RESNET) by the home energy rating industry. The training and certifying standard was developed by a Home Energy Rating Industry Rater Training and Certification Task Force, which is comprised of representatives of Home Energy Rating System Providers, Home Energy Raters, and Rater Training Providers.

1 GENERAL PROVISIONS

1.1 **Purpose.** The provisions of this document are intended to establish national rater training and certification standards which an accredited home energy rating system shall follow in certifying home energy raters. This enhances the goal of producing nationally uniform energy efficiency ratings for residential buildings.

1.1.1 **Relationship to other Guidelines.** These standards are a companion document to the “*National Accreditation Procedures for Home Energy Rating Systems*” as promulgated and maintained by the National Association of State Energy Officials (NASEO) and the Residential Energy Services Network (RESNET) and the “*National Home Energy Rating Technical Guidelines*” as promulgated and maintained by NASEO. Both guidelines are recognized by the mortgage industry.

1.1.2 **Relationship to State Law.** These standards specifically recognize the authority of each state that has a state law which requires certification or licensing of home energy rating systems. To the extent that such state laws differ from these standards, state law shall govern.

1.2 **Scope.** These standards apply to the training and certification of energy raters who will be accepted by nationally accredited home energy rating systems. An energy rating identifies the energy features and estimates the energy performance of a home and does not identify structural or health and safety problems of a home.

2. DEFINITIONS AND ACRONYMS

Accreditation Procedures - The set of standards and procedures entitled “Mortgage Industry National Home Energy Rating System Accreditation Standard” as published and maintained by NASEO and RESNET.

Accredited Rating System Provider - A home energy rating system accredited through the Mortgage Industry National Home Energy Rating System Accreditation Standard.

Accredited Rater Training Provider or Training Provider - A home energy rater training organization accredited by RESNET.

Certified Home Energy Rater or Rater - The person trained by an Accredited Training Provider and certified by a home energy rating provider to perform the functions of both a data collector and a data analyst, and to inspect a home to evaluate the minimum rated features and prepare an energy efficiency rating (see also Data Collector and Data Analyst). This definition does not prohibit a home energy rating provider from having multiple classes of raters leading to a rater that performs all of the functions of a home energy rating.

Confirmed Rating - An energy rating accomplished using data gathered from an on-site audit inspection and, if required, performance testing of the physical building and its installed systems and equipment.

Data Analyst - A person trained to enter the information compiled by a data collector into the rating tool and to produce the energy efficiency rating of a home.

Data Collector - A person trained to evaluate the minimum rated features of a home on site or from construction documents for a proposed home and collect all the information required to create a rating.

Energy Efficiency Rating - An unbiased indication of a home's relative energy efficiency based on consistent inspection procedures, operating assumptions, climate data and calculation methods.

Energy Saving Measure or Feature - Any material, component, device, system, construction method, process, or combination thereof that will result in a reduction of energy use.

EPA Act - The U.S. Energy Policy Act of 1992.

Examination - Test administered by an accredited Rater Training Provider from questions developed by National Rater Training Provider Accreditation Committee.

HERS - Home energy rating system.

HERS Provider - A firm or organization that develops, manages, and operates a home energy rating system.

Home - A one or two family dwelling or multi-family dwelling of three stories or less.

NASEO - National Association of Energy Officials.

National Home Energy Rating Technical Guidelines - Voluntary home energy rating system technical guidelines adopted by the National Association of State Energy Officials (NASEO).

National Rater Training Provider Accreditation Committee (TPAC) - The accreditation committee that reviews and approves applications from Rater Training Providers for national accreditation.

National Rater Training Provider Accreditation Body - The Residential Energy Services Network (RESNET) is the National Rater Training Provider Accreditation Body.

Projected Energy Rating - A rating performed prior to the construction of a new building or prior to implementation of energy-efficiency improvements to an existing building.

Rated Home - The specific home being evaluated using the rating procedures contained in the *National Home Energy Rating Technical Guidelines*.

Rater Trainer - An individual designated by the Accredited Rater Training Provider to provide instruction and assistance to trainees.

Rating Tool - A procedure for calculating a home's energy efficiency rating, annual energy consumption, and annual energy costs.

Reference Home - A hypothetical home configured in accordance with the specifications set forth in the *National Home Energy Rating Technical Guidelines* for the purpose of calculating rating scores.

RESNET - Residential Energy Services Network.

3 NATIONAL RATER TRAINING PROVIDER ACCREDITATION COMMITTEE (TPAC)

- 3.1 Composition. The TPAC shall be composed of an equal number of representatives from Accredited Rater Training Providers, Accredited Rating System Providers, and Certified Home Energy Raters, who shall be appointed by the National Rater Training Provider Accreditation Body.
- 3.2 Membership term. The term of service for the members of the TPAC shall be staggered such that one-third (1/3) of the membership is replaced each year. The term of service for each member of the TPAC shall be 3 years. Members may be re-appointed for a succeeding 3-year term only once. Vacancies shall be filled by the TPAC.
- 3.3 Leadership. The TPAC shall annually elect a Chairman and any other officers as deemed necessary. The committee shall be responsible for scheduling committee activities and documenting and reporting all activities and actions of the TPAC to National Rater Training Provider Accreditation Body.
- 3.4 Responsibilities. The TPAC shall review and approve the following:
 - 3.4.1. Applications from prospective Rater Training Providers for accreditation in accordance with this Standard;
 - 3.4.2 Accreditation Renewal Application;
 - 3.4.3 Annually review and modify, if necessary, the following:
 - 3.4.3.1 Core competency examination questions;
 - 3.4.3.2 Time limits for the core examination;
 - 3.4.3.3 Passing scores for the core examination; and
 - 3.4.3.4. Annual accreditation fee.

4. ACCREDITED TRAINING PROVIDERS

- 4.1 Duties and Responsibilities. In order to maintain their accreditation in good standing, all Training Providers shall fully discharge the following duties and responsibilities. Failure to properly discharge all of these duties and responsibilities shall constitute grounds for disciplinary action in accordance with Section 12 of this Standard.
 - 4.1.1 Hold the national core competency questions of the written examination materials in the strictest confidence, not allowing any copies to leave the premises of examination locations and not allowing review by any individual external to the employ of the Training Provider, except as required for accreditation, accreditation renewal or grievance or disciplinary purposes as prescribed by this standard.
 - 4.1.2. Maintain a record, for a period of three years, of all training materials and trainee data, including:
 - 4.1.2.1 Historical records of all training schedules and curricula,
 - 4.1.2.2 Historical records of all training attendance records,
 - 4.1.2.3 Historical records of all examinations and individual examination results,
 - 4.1.2.4 Historical records of all certifications issued to any individuals,

- 4.1.2.5 Copies of the most up-to-date instructor presentation materials, training manuals, user manuals, course handouts and any other training materials use for training purposes.
- 4.1.2.6 Copies of all current policies, standards, guidelines and procedures in use by the Training Provider.
- 4.1.3. Maintain acceptable accounting practices, suitable to satisfy the requirements of independent audit procedures.
- 4.1.4 Maintain up-to-date training materials and courseware and provide for adequate training facilities.
- 4.1.5. Maintain knowledgeable, well-qualified instructors and trainers, who individually or as a team satisfy the minimum instructor and trainer competencies in accordance with Section 5 of this Standard.
- 4.2 Privileges and rights. All accredited Training Providers in good standing shall have certain privileges and rights, as follows:
 - 4.2.1 The privilege to display the accreditation seal of the National Accreditation Body on any publications, displays, presentations or marketing materials published, authorized for publication or otherwise issued by the Training Provider.
 - 4.2.2 The privilege to make and use any trademarked, copyrighted or otherwise restricted materials that may be developed by the National Accreditation Body for marketing Rater Training Courses or Training Providers or for recruiting Rater trainees, instructors or trainers.
 - 4.2.3 Copies of all current policies, standards, guidelines and procedures in use by the Training Provider.
 - 4.2.4 The right to present evidence, arguments and a vigorous defense in any action brought under these standards by any party against a Training Provider.

5. HOME ENERGY RATING KNOWLEDGE BASE AND SKILLS SET

- 5.1 The following comprise a list of the knowledge base and skills set for Home Energy Ratings. Training Providers shall demonstrate that their Trainers and Instructors, individually or as a team, have a comprehensive mastery of this knowledge base and skills set and that their training curricula are sufficiently comprehensive to effectively teach these materials to prospective Home Energy Raters (See Section 6.1). Prospective Home Energy Raters, to become certified, shall demonstrate through written examinations and observed exercises a practical, working knowledge of these materials sufficient to produce accurate and fair Home Energy Ratings (see Section 6.2)
- 5.2 Building Energy Performance.
 - 5.2.1. Basic energy principles.
 - 5.2.1.1 Energy terminology, units and conversions.
 - 5.2.1.2 Heat transfer principles
 - 5.2.1.2.1 Conduction:
 - 5.2.1.2.1.1 R-values & U-values
 - 5.2.1.2.1.2 UA concepts
 - 5.2.1.2.1.3 Parallel paths

- 5.2.1.2.2 Convection
 - 5.2.1.2.2.1 Film coefficients
 - 5.2.1.2.2.2 Buoyancy
 - 5.2.1.2.2.3 Forced air flows
- 5.2.1.2.3 Radiation
 - 5.2.1.2.3.1 Solar (absorptance + reflectance + transmittance = 1.0)
 - 5.2.1.2.3.2 Far infrared (emittance = absorptance)
- 5.2.1.3 Moisture Principles
 - 5.2.1.3.1 Properties
 - 5.2.1.3.1.1 Dewpoint
 - 5.2.1.3.1.2 Relative Humidity
 - 5.2.1.3.1.3 Evaporation & condensation
 - 5.2.1.3.2 Transport Mechanisms
 - 5.2.1.3.2.1 Rain and ground water
 - 5.2.1.3.2.2 Capillary action
 - 5.2.1.3.2.3 Air transported
 - 5.2.1.3.2.4 Vapor Diffusion
 - 5.2.1.3.2.5 Evaporation and condensation
 - 5.2.1.3.3 Impacts
 - 5.2.1.3.3.1 Indoor Air Quality (IAQ)
 - 5.2.1.3.3.2 Material and building durability
 - 5.2.1.3.3.3 Human comfort
 - 5.2.1.3.3.4 Energy use
- 5.2.1.4 Air flow in buildings
 - 5.2.1.4.1 Pressure differentials and measurement techniques
 - 5.2.1.4.2 Mechanisms and drivers
 - 5.2.1.4.3 Energy and comfort implications
 - 5.2.1.4.4 Health & safety issues
- 5.2.2. Heating, cooling, ventilation and hot water systems
 - 5.2.2.1 System types
 - 5.2.2.1.1 Direct-fired systems
 - 5.2.2.1.2 Condensing systems
 - 5.2.2.1.3 Heat pumps and air conditioning systems
 - 5.2.2.1.3.1 Air Source
 - 5.2.2.1.3.2 Ground Source
 - 5.2.2.1.4 Hydronic systems
 - 5.2.2.1.4 Combo systems
 - 5.2.2.1.5 Ductless systems
 - 5.2.2.1.6 Solar thermal systems
 - 5.2.2.2 Efficiency
 - 5.2.2.2.1 Measures of efficiency
 - 5.2.2.2.2 Determination of efficiency (nameplate, age-based defaults, etc.)
 - 5.2.2.3 Sizing & design
 - 5.2.2.3.1 Impacts on energy use
 - 5.2.2.3.2 Impacts on humidity control
 - 5.2.2.4 Controls
 - 5.2.2.4.1 Standard thermostats
 - 5.2.2.4.2 Programmable thermostats

- 5.2.2.4.3 Multi-zone
- 5.2.2.5 Distribution systems
 - 5.2.2.5.1 Duct types
 - 5.2.2.5.2 Restricted returns
 - 5.2.2.5.2.1 Closed interior doors
 - 5.2.2.5.2.2 Return ducts and grills
 - 5.2.2.5.3 Leakage
- 5.2.2.6 Fresh air ventilation
 - 5.2.2.6.1 Supply, exhaust and balanced flow systems
 - 5.2.2.6.2 Heat exchange systems
 - 5.2.2.6.3 Energy/enthalpy exchange systems
 - 5.2.2.6.4 Exchanger efficiency, fan power and duty cycle characteristics
- 5.2.2.7 Renewable energy systems
 - 5.2.2.7.1 Active and passive space heating systems
 - 5.2.2.7.2 Solar hot water systems
 - 5.2.2.7.3 Photovoltaic systems
 - 5.2.2.7.4 Wind generation
- 5.2.3 Diagnostic testing procedures
 - 5.2.3.1 Building airtightness
 - 5.2.3.1.1 Multipoint pressure testing
 - 5.2.3.1.2 $C, n,) p$ and R^2
 - 5.2.3.2 Air distribution system airtightness
 - 5.2.3.2.1 Pressure pan threshold tests
 - 5.2.3.2.2 Duct air leakage measurements
 - 5.2.3.2.2.1 cfm25_total
 - 5.2.3.2.2.2 cfm25_out
 - 5.2.3.2.3 Pressure measurements
 - 5.2.3.2.3.1 Operational (by home and its equipment)
 - 5.2.3.2.3.1 Imposed (by blower door, etc.)
 - 5.2.3.2.4 Air heat and moisture measurements
 - 5.2.3.2.4.1 Airflows
 - 5.2.3.2.4.2 Temperatures
 - 5.2.3.2.4.3 Relative humidity
- 5.3. Identifying minimum rated features as defined in the *National Home Energy Rating Technical Guidelines*:
 - 5.3.1 Identify basic home construction types; ramifications of these for energy usage.
 - 5.3.2 Produce a scaled and dimensioned sketch of a home.
 - 5.3.3 Identification of insulation defects and ability to account for them in energy analysis tool inputs.
 - 5.3.4 Identify and document the features of the rated home in accordance with the requirements of Section B.5. and Appendix A of the *National Home Energy Rating Technical Guidelines*.
 - 5.3.5 Identifying potential building problems
 - 5.3.5.1 Health and safety concerns
 - 5.3.5.2 Building durability issues
 - 5.3.5.3 Potential comfort problems
 - 5.3.5.4 Possible elevated energy use

- 5.3.6 Rating Procedures
 - 5.3.6.1 Understanding construction documents
 - 5.3.6.1.1 Building drawings
 - 5.3.6.1.2 Specifications
 - 5.3.6.2 Field data collection (including photo documentation)
 - 5.3.6.2.1 Physical measurements
 - 5.3.6.2.1.1 Completing scaled sketches
 - 5.3.6.2.2 Measuring building dimensions
 - 5.3.6.2.3 Determining building orientations
 - 5.3.6.2.4 Measuring window overhang lengths and heights
 - 5.3.6.2.5 Determining roof slopes, gable heights, etc.
 - 5.3.6.2.6 Calculating gross and net areas and volumes.
 - 5.3.6.2.2 Energy feature documentation
 - 5.3.6.2.2.1 Energy Analysis (Software) tool data requirements
 - 5.3.6.2.2.1 Developing and using field inspection forms
 - 5.3.6.2.2.2 Organizing data entry procedures
 - 5.3.6.2.2.2 Characterizing envelope features
 - 5.3.6.2.2.2.1 Determining wall types
 - 5.3.6.2.2.2.2 Determining window and door types and characteristics
 - 5.3.6.2.2.2.3 Determining envelope insulation types, thickness, thermal characteristics and weighted average thermal values
 - 5.3.6.2.2.2.4 Determining duct system characteristics (duct types, insulation value, location with respect to the thermal and air barrier)
 - 5.3.6.2.2.3 Equipment efficiencies determination
 - 5.3.6.2.2.3.1 Nameplate data
 - 5.3.6.2.2.3.2 ARI and GAMA guides
 - 5.3.6.2.2.3.3 Age-based defaults
 - 5.3.6.2.2.3.4 In situ measurements
 - 5.3.6.2.2.4 Performance testing
 - 5.3.6.2.2.4.1 Envelope leakage
 - 5.3.6.2.2.4.2 Air distribution system leakage
 - 5.3.6.2.3 Local climate impacts
 - 5.3.6.2.3.1 Major US climate zones
 - 5.3.6.2.3.1 97.5% and 2.5% design conditions
 - 5.3.6.2.3.2 Cooling and heating design trade-offs
 - 5.3.6.2.4 Utility prices
 - 5.3.6.2.4.1 Revenue-based pricing
 - 5.3.6.2.4.2 Reliable sources
 - 5.3.6.2.5 Reports
 - 5.3.6.2.5.1 Minimum reporting requirements
 - 5.3.6.2.5.2 Improvement analysis
 - 5.3.6.2.5.3 Projected and confirmed ratings
- 5.3.6.3 Operating Procedures and Office Administration
 - 5.3.6.3.1 National guidelines and standards
 - 5.3.6.3.1.1 Accreditation Procedures

- 5.3.5.3.1.2 Technical Guidelines
- 5.3.5.3.1.3 Training & Certification Standards
- 5.3.6.3.2 Understanding the Reference home and rating method
 - 5.3.6.3.2.1 Reference Home as defined in B.2 of the *National Home Energy Rating Technical Guidelines* (“Twin” home concept): “The reference home is the geometric twin of the rated home, configured to a standard set of thermal performance characteristics, from which the energy budget, that is the basis for comparison, is derived.”
 - 5.3.6.2.2 HERS Score computation using the Normalized Modified Loads Rating Method
- 5.3.6.3.3 Uses of a Rating
 - 5.3.6.3.3.1 Builder assistance
 - 5.3.6.3.3.2 Cost effective building design assistance
 - 5.3.6.3.3.3 Quality assurance assistance
 - 5.3.6.3.3.4 Marketing
 - 5.3.6.3.3.2 Program qualifications
 - 5.3.6.3.3.2.1 EPA Energy Star
 - 5.3.6.3.3.2.2 Utility
 - 5.3.6.3.3.2.3 Other
 - 5.3.6.3.3.3 Financing advantages
 - 5.3.6.3.3.3.1 Energy Efficient Mortgages (EEM)
 - 5.3.6.3.3.3.2 Energy Improvement Mortgages (EIM)
 - 5.3.6.3.3.4 Energy Code compliance
 - 5.3.6.3.3.5 Added appraisal value
 - 5.3.6.3.3.5 Consumer education
- 5.3.6.3.4 Understanding real estate, financing and economic terminology
- 5.3.6.3.5 Dealing with clients
 - 5.3.6.3.5.1 Understanding the business aspects of being a energy rater
 - 5.3.6.3.5.2 Cultivating builder, banker and real estate partners.
 - 5.3.6.3.5.3 Knowing who the customer is.
 - 5.3.6.3.5.4 Providing excellent service.
- 5.3.6.3.6 Ethics and disclosure

6. MINIMUM COMPETENCIES

- 6.1 Minimum Rater Training Provider Competencies. A Rater Training Provider shall maintain Trainers and Instructors capable of demonstrating individually or as a team the following skills:
 - 6.1.1 Mastery of the Home Energy Rating System knowledge base and skills set given by Section 5 of this Standard.
 - 6.1.2 Ability to communicate effectively the methods, procedures, knowledge and skills given in Section 5 of this Standard to produce accurate and fair Home Energy Ratings from building drawings and specifications and from field inspections and performance testing in accordance with the *National Home Energy Rating Technical Guidelines*.

- 6.1.3 Understanding of the purposes and benefits of home energy ratings and ability to communicate these to students.
- 6.1.4 Understanding the basics of energy efficient mortgages, energy improvements mortgages and related products and ability to communicate these to students.
- 6.2 Minimum Rater Competencies. A Certified Rater shall pass examinations that demonstrate a practical, working ability to effectively use the knowledge base and skills set contained in Section 5.3 of this Standard to produce accurate and fair Home Energy Ratings. This examination may either follow training or it may be taken as a challenge examination. Specifically, a Certified Rater shall demonstrate the following skills:
 - 6.2.1 Ability to accurately gather from building drawings and specification or from field inspections and product specification and nameplate information and/or determine through field performance testing all input data required by home energy rating system software to produce accurate and fair home energy ratings in accordance with the *National Home Energy Rating Technical Guidelines*.
 - 6.2.2 Understanding of the purposes and benefits of home energy ratings and ability to communicate these to potential customers.
 - 6.2.3 Understanding the basics of energy efficient mortgages, energy improvement mortgages and related products and ability to communicate these to potential customers.

7. CERTIFIED TRAINING

- 7.1 The curriculum shall be designed to ensure that the Rater trainee is proficient as a Home Energy Rater as defined by Section 6.2, Minimum Rater Competencies, as given above.
- 7.2 Certified training requires that the Rater trainee pass a written examination comprising, at a minimum, national core competency questions and complete a minimum of two ratings in the presence of a trainer.
- 7.3 Rater certification by an Accredited Rating Provider shall be achieved within 1 year of successful completion of Rater training or training certification shall be null and void.

8. EXAMINATIONS

- 8.1 Written examination. Examinations may be given at completion of classroom training or may be given in the form of a “challenge” exam to individuals who have not undergone classroom training.
 - 8.1.1 Core test questions
 - 8.1.2 Open book (& student notes)
 - 8.1.3 Overseen by a proctor. A proctor is an individual designated by the Accredited Training Provider to oversee the written examination.
 - 8.1.4 Time limited

9. RATER CONTINUING EDUCATION

Continuing education units shall be approved by the Accredited Rating System Provider and shall consist of the number of hours required by the *Mortgage Industry National Home Energy Rating System Accreditation Procedures*.

10. ACCREDITATION OF RATER TRAINING PROVIDERS

- 10.1 Training Providers shall be accredited by the National Rater Training Provider Accreditation Committee (TPAC) through the auspices of the National Rater Training Provider Accreditation Body.
- 10.2 Application Procedure.
 - 10.2.1 Applicants shall demonstrate that their training meets the criteria established through this Standard. Documentation shall include:
 - 10.2.1.1 Training curriculum
 - 10.2.1.2 Training materials and manuals
 - 10.2.1.3 Examination materials
 - 10.2.1.4 Facilities description
 - 10.2.1.5 Organization description
 - 10.2.1.6 Principals and staff qualifications (detailed resumes)
 - 10.2.2 Applications shall be submitted to the National Rater Training Provider Accreditation Body and reviewed and approved by the National Rater Training Provider Accreditation Committee
 - 10.2.3 Application Review Procedure. A National Training Provider Accreditation Committee (TPAC) comprised of individuals consisting of members of Rater Training Providers, Rating System Providers, and Certified Raters shall provide review and approval or rejection of the application documents.
 - 10.2.4 Confidentiality of Information. Any Rater Training Provider submitting the required application information and desiring to have certain information treated as confidential in order to limit disclosure shall, at the time of submission, attach a statement specifying the proprietary information and requesting confidentiality.
- 10.5 Review and Notification. Within 120 days of a complete application, the accrediting body will review the submission for compliance to the accreditation standards set forth within and accredit the Rater Training Provider or forward a request for additional information or clarification.
- 10.6 If the TPAC determines that the application meets the Standard, it shall provide a copy of all documentation and written approval of the application to the National Rater Training Accreditation Body, who shall issue a unique Rater Training Provider accreditation identification number. The initial accreditation is valid for a period of three years from the date of issuance. The accreditation will be incorporated into a national registry of accredited home energy Rater Training Providers and listed on the RESNET web site on the Internet. In order to maintain accreditation in good standing, renewal of accreditation is required triennially.
- 10.7 If the TPAC determines that the applicant does not meet the accreditation Standard, it shall inform the applicant, identify where the applicant failed to meet the accreditation Standard, and inform the applicant of its right of remedy under Section 13 of this Standard. A rejected applicant has the right to call for an on-site review and evaluation of their training program by a designee of the TPAC.
 - 10.7.1 A fee for the on-site review shall be established by the TPAC and paid by the organization seeking accreditation.
 - 10.7.2 Evaluation criteria for the on-site review shall be established by the TPAC.
 - 10.7.3 Full Accreditation shall be granted only upon the successful completion of on-site evaluation.
- 10.8 Responsibility of Accredited Training Provider. The Accredited Training Provider

is responsible for ensuring that all of their training sessions comply with all of the criteria for which the Training Provider was accredited.

- 10.9 Accreditation Fee. An annual accreditation fee shall be established by TPAC.
- 10.10 Application Fee. An Accreditation application fee equal to the annual accreditation fee shall be paid by training organizations seeking accreditation. This application fee shall also constitute the accreditation fee for the first year of accreditation.

11. ACCREDITATION RENEWAL

- 11.1 Rater Training Providers Application for Renewal. Rater Training Providers shall submit an “Application for Renewal” no later than 120 days prior to the expiration of the current accreditation period. Renewal shall be required every three years after the issuance of the unique accreditation registration number by the national accreditation body. Renewal applications will be processed in the same manner as the initial application.
- 11.2 Late Application. Applications received later than specified above will be processed, to the maximum extent feasible, so that the accreditation does not expire. Should the expiration date pass, the applicant may be granted an extension not to exceed 30 days.
- 11.3 Successful Renewals. Successful renewals will be noted on the national registry.
- 11.4 Renewal Applications Extending Beyond the Grace Period. Renewals extending beyond the grace period will be noted as “pending” on the national registry and the applicant will be advised to cease representing themselves as accredited until the application receives approval.
- 11.5 Accreditation Not Renewed. Rater Training Providers that elect not to renew or fail to meet renewal requirements will be removed from the national registry and so advised.
- 11.6 Appeals. Rater Training Providers whose accreditation has been revoked, and are exercising their right of appeal will be notified as pending and the Training Provider will be advised to cease representing themselves as accredited until the appeal is resolved.
- 11.7 Program Element Changes. It is the accredited rater Training Provider’s responsibility to provide the national accrediting body with any proposed changes in the organization’s minimum training procedures, examinations and principals or other information that effects the minimum accreditation criteria. Proposed changes will be evaluated by the accrediting review body in the same manner as the original or renewal application.

12. SUSPENSION OR REVOCATION OF ACCREDITATION

- 12.1 For Failure to Correct Deficiencies. If the national accrediting body determines at any time that a Rater Training Provider has failed to adhere to the accreditation requirements, the accreditation body shall notify the Training Provider of the specified deficiencies and shall require that specific corrective action, set forth in the notification, be taken not later than 30 calendar days after the date set forth in such notification.
 - 12.1.1 In the event that the deficiencies have not been remedied, the national accrediting body shall have the authority to immediately begin the process of suspension by issuance of a Notice of Suspension Proceedings. Such Suspension Proceedings shall follow the due process procedures contained in Section 13.3 below. The notice may

- be appealed in accordance with procedures set forth in Section 14.
- 12.1.2 In the event that the specified deficiencies are not corrected within the application period set forth in the Notice of Suspension, a Notice of Revocation Proceeding shall be issued by the accreditation body. Such Revocation Proceeding shall follow the due process procedures contained in Section 12.3 below. The Notice of Revocation may be appealed in accordance with the procedures set forth in Section 13.
- 12.2 For Cause. Any Rater Training Provider accredited by the accrediting body may have their accreditation revoked in any of the following circumstances:
- 12.2.1 Upon determination by the accrediting body that a Rater Training Provider has acted in such a manner as to impair the objectivity or integrity of the accrediting program or harm the reputation of the accrediting body including, but not limited to submission of false information to the accreditation review body, or failure to submit to the accreditation review body any material information required to be submitted by the Training Provider, in connection with obtaining or maintaining accreditation; knowingly or negligently issuing training certifications that fail to meet all of the accreditation criteria; or misrepresentation by the Training Provider in advertising or promotional materials of its accreditation status in general or with respect to any service provided by the Training Provider.
- 12.2.2 Pursuant to any of the express provisions of Section 4.1 or any of the express provisions of the accreditation application including but not limited to the following:
- 12.2.2.1 Rater Training Provider goes out of business;
- 12.2.2.2 Rater Training Provider does not re-apply at the end of existing accreditation period;
- 12.2.2.3 Failure to satisfy accreditation requirements on renewal;
- 12.2.2.4 Investigated and validated consumer complaints;
- 12.2.2.5 Willful misconduct;
- 12.2.2.6 Failure to disclose a conflict of interest.
- 12.2.3 Upon expiration of a Training Provider's right to appeal, a suspension of accreditation pursuant to Section 12.3.
- 12.3 Suspension/Revocation Due Process. The national accreditation body shall comply with the following due process procedures in considering any suspension or revocation actions against an accredited rater Training Provider.
- 12.3.1 Notice. The accrediting body may, at its discretion, initiate a proposed suspension or revocation action against an accredited Training Provider by providing the Training Provider and the accrediting review body written notice of the proposed action sent by certified mail, return receipt requested, to the last known address of the Training Provider. Such notice shall inform the Training Provider of the entire basis and justification for the proposed action.
- 12.3.2 Contest of Proposed Suspension/Revocation. A respondent may contest a proposed suspension/revocation by filing a response with the accrediting body within 30 days of receipt of the notice. The response shall contain all pertinent and substantive information and argument that is in contradiction to the proposed suspension/revocation, including identification of all disputed materials and facts. If the respondent fails to file said response within the allotted time, the accrediting body may, at its discretion, suspend/revoke the accreditation of the respondent effective immediately upon written notification to the respondent.

- 12.3.3 Hearing. If the respondent files a timely response contesting the proposed suspension/revocation and requests a hearing, the national accrediting body will appoint an independent, unbiased, and qualified hearing officer and issue a decision on the proposed suspension/revocation. The hearing officer will review the notice of suspension/revocation and the respondent's contest. If the hearing officer finds that the respondent's contest has raised substantiated and valid factual argument to the contrary of the proposed suspension/revocation, the respondent shall be afforded an opportunity to participate in an open and public hearing, and to submit additional documentary evidence, and rebuttal argument to any material contained in the original notice of suspension/revocation or developed during the course of the hearing officer's investigation. The notice shall be provided to the respondent by written notice by certified mail, return receipt requested, to the last known address of the rating system at a minimum of 120 days before the scheduled hearing.
- 12.3.4 Hearing Officer's Decision. The hearing officer shall issue a written decision on the proposed suspension/revocation that is based on all the information contained in the hearing record including statements of the factual and legal basis of the decision. If the hearing officer decides to impose suspension or revocation, the decision must include findings regarding all disputed materials, and justification for all findings. A suspension/revocation decision by the hearing officer shall take effect upon the issuance of the hearing officer's decision and the written notification of such decision to the respondent.
- 12.3.5 No Ex Parte Communication. No ex parte communication between the parties and the hearing officer shall be allowed.
- 12/3/6 Notification of state's determination. Where a state has statutory authority to regulate Rater training and the state has followed its due process in suspending or revoking a Rater Training Provider's rights, the state is encouraged to notify RESNET of the action and the reasons for such action.

13. APPEALS PROCEDURES FOR APPLICATION NOT BEING APPROVED, SUSPENSION, OR REVOCATION

- 13.1 Notification. The national accrediting body shall notify the rater Training Provider and the Training Advisory Committee of any and all disciplinary actions. Additionally, the Committee shall clearly notify the Training Provider of all procedures and rights to remedy.
- 13.2 Appeal.
 - 13.2.1 In the event that an accreditation application was not approved or the accreditation has been suspended, the rater Training Provider shall have the right, for a period of 30 calendar days after the date of notice, to appeal to the national accrediting body.
 - 13.2.2 In the event that a Training Provider's accreditation is suspended following the expiration of the period to appeal a suspension, in the absence of an appeal having been taken, the Training Provider shall have the right, at its election, for a period of 30 calendar days after the date of issue of a Notice of Suspension, to appeal to the national accrediting body.
 - 13.2.3 An appeal shall be in writing and sent by certified mail or other method which provides evidence of delivery to the Chairperson of the national accrediting body and shall specify the basis for the appeal.
 - 13.2.4 The appellant Training Provider may, at the time of noticing its appeal, request in

writing, a hearing. In such an event, the national accrediting body shall, not later than 7 calendar days after the filing of the notice of appeal, appoint a hearing officer and notify the appellant Training Provider of the date of the hearing, which shall be held as expeditiously as possible, but not later than 30 calendar days after the receipt of the notice of appeal.

14. RECIPROCITY AMONG JURISDICTIONS

Nationally accredited Home Energy Rating Systems shall accept certified training provided by an accredited Training Provider as meeting the core competencies for a Home Energy Rater. Accredited Home Energy Rating System Providers may add additional training requirements needed to address their specific program, climate, software or administrative requirements.