

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 provider meets the Vermont Department of Public Service Home Energy Rating Provider 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 applicable, you may attach and refer to your RESNET Accreditation documentation, including policies and procedures. 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. This application is made available in MSWord format as a courtesy to applicants.
- (4) Sign and date the application.
- (5) Send or email all applications and attachments (retain a copy for your records) to:

Vermont Department of Public Service
HERS Accreditation
112 State Street, Drawer 20
Montpelier, VT 05620-2601.
keith.levenson@vermont.gov

Vermont Department of Public Service

HOME ENERGY RATING SYSTEM ACCREDITATION
APPLICATION

PART ONE: GENERAL APPLICATION

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

HERS Provider Name: _____

Mailing Address: _____

City, State, Zip Code _____

Program Contact: _____

Title: _____

RESNET Provider number: _____

Telephone # _____

FAX # _____

E-mail: _____

PART TWO: PROGRAM APPLICATION

I. MINIMUM HOME ENERGY RATER CERTIFICATION PROCEDURES

Do your rater certification requirements meet the provisions of [RESNET Standards](#) Section 206? Identify the minimum requirements to become a home energy rater for your home energy rating system. (Please refer to the relevant section of MINHERS Standards [Section 206] or 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 minimum requirements for Rater Certification as described in the [RESNET Standards](#). (Please refer to and attach your policies and procedures document if applicable.)

III. MINIMUM RATER RECERTIFICATION STANDARDS

Please address your Rater recertification standards. Please reference and attach your policies and procedures document if applicable.

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

Please attach your home energy rating system's policy and procedures documents including rater recertification standards, rater conflict of interest policy, rater disciplinary provisions and quality assurance procedure. Your answers to the following questions should reference the policy and procedures documents where applicable.

- A. What home energy rating software program does your system use? Note: rating software must be listed as a RESNET-accredited Rating Software Program on the RESNET listing of [accredited energy rating software programs](#).
- B. Please attach your rater discipline provisions. This provision at a minimum must involve progressive discipline including probation-suspension-termination. (Reference your policy and procedures document if applicable.)
- C. Describe your systems rater quality control process. (Reference your policy and procedures document if applicable.)

- D. Please attach a copy of your rating system's report/certificate. The report/certificate must contain projected energy costs and projected energy use/savings.
- E. Please include as support documentation statements indicating the involvement of various market sectors in Vermont. Specific examples of market partners that can positively impact the success of a rating system include: electric and gas utilities, energy efficiency utilities (EEUs), 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 Provider)
this Application for Accreditation in the State of Vermont; I certify that the application is complete and
accurate.

Name: _____

Signature: _____

Date: _____

Title: _____

Organization: _____