

Clean Energy Center
Home Energy Professional Training Program Overview

Home Energy Professional Certification

The U.S. Department of Energy (DOE) collaborated with technicians and trainers from across the home performance industry to develop **high-quality, nationally-recognized professional certifications**. These new Home Energy Professional (HEP) certifications focus on the most important jobs in the home energy upgrade industry:

- **Energy Auditor**
- **Retrofit Installer Technician**
- **Crew Leader**
- **Quality Control Inspector**

The Home Energy Professional certifications are supported by the U.S. DOE, developed by the National Renewable Energy Laboratory (NREL), and administered by the Building Performance Institute, Inc. (BPI).

The Clean Energy Center at Pennsylvania College of Technology (formerly the National Sustainable Structures Center) is a participating BPI Test Center that offers the written and field practical exams for all of the new Home Energy Professional certifications.

All of the Clean Energy Center's Home Energy Professional training programs and curricula align with industry-accepted HEP Job Task Analyses (JTAs).

This overview contains the scope of the Clean Energy Center's Home Energy Professional training programs.

Enrolling in a training program and successfully completing coursework will provide candidates a solid base to take the Home Energy Professional certification exams.

Clean Energy Center - Course Requirements per HEP Training Program in PY 2020/21

Home Energy Professional (HEP) Training Programs							
HEP Retrofit Installer Technician	HEP Crew Leader [†]	HEP Energy Auditor	HEP QCI	Courses	# Contact Hours	Delivery	Price/Person
Recommended*		Recommended*	Recommended*	OSHA 10 Construction Industry	10	online, self-paced	Use external OSHA-approved provider
	Recommended			OSHA 30 Construction Industry	30	online, self-paced	Use external OSHA-approved provider
	Recommended*			WTC 172 EPA RRP Certified Lead Renovator - Initial	8	lab, in-person	\$199
X		X		BPX 110 Introduction to Weatherization	6	online, self-paced	\$120
X		X		BPX 120 Worker Safety	3	online, self-paced	\$60
X		X		BPX 100 Customer Relations	3	online, self-paced	\$60
X		X		BPX 130 Building Science Level I	4	online, self-paced	\$120
X		X		BPX 140 Residential Heating Systems Level I	3	online, self-paced	\$60
X				HEP 149 Accelerated Weatherization Tactics	18	lab, in-person	\$540
	X	X		BPX 200 Building Science Level II	4	online, self-paced	\$120
	X	X		HEP 220 Blower Door and Pressure Diagnostics	16	lab, in-person	\$480
	X	X		HEP 210 Residential Heating Systems Level II	16	lab, in-person	\$480
	X	X		HEP 230 CAZ Testing	10	lab, in-person	\$300
	X			BPX 240 Crew Management	4	online, self-paced	\$120
		X		HEP 300 Residential Heating Systems Level III	18	lab, in-person	\$540
		X		HEP 310 ASHRAE 62.2-2016	6	virtual instructor-led	\$180
		PA WAP Only		BPX 321 PA WAP HEAT App Tutorial*	3	online, self-paced	\$0
		X		BPX 330 Energy Modeling for Auditors	6	online, self-paced	\$120
		X		HEP 340 Home Energy Audit Field Capstone	16	lab, in-person	\$480
			X	BPX 400 Quality Control Inspector	4	online, self-paced	\$120

[†] Crew Leaders must complete all Retrofit Installer Technician coursework before starting Crew Leader coursework.

*Required under the PA Weatherization Assistance Program

HEP Retrofit Installer Technician Training Program

A Retrofit Installer Technician is a residential energy efficiency professional who installs energy efficiency upgrades in single-family homes, and small multi-family housing (2-4 units).

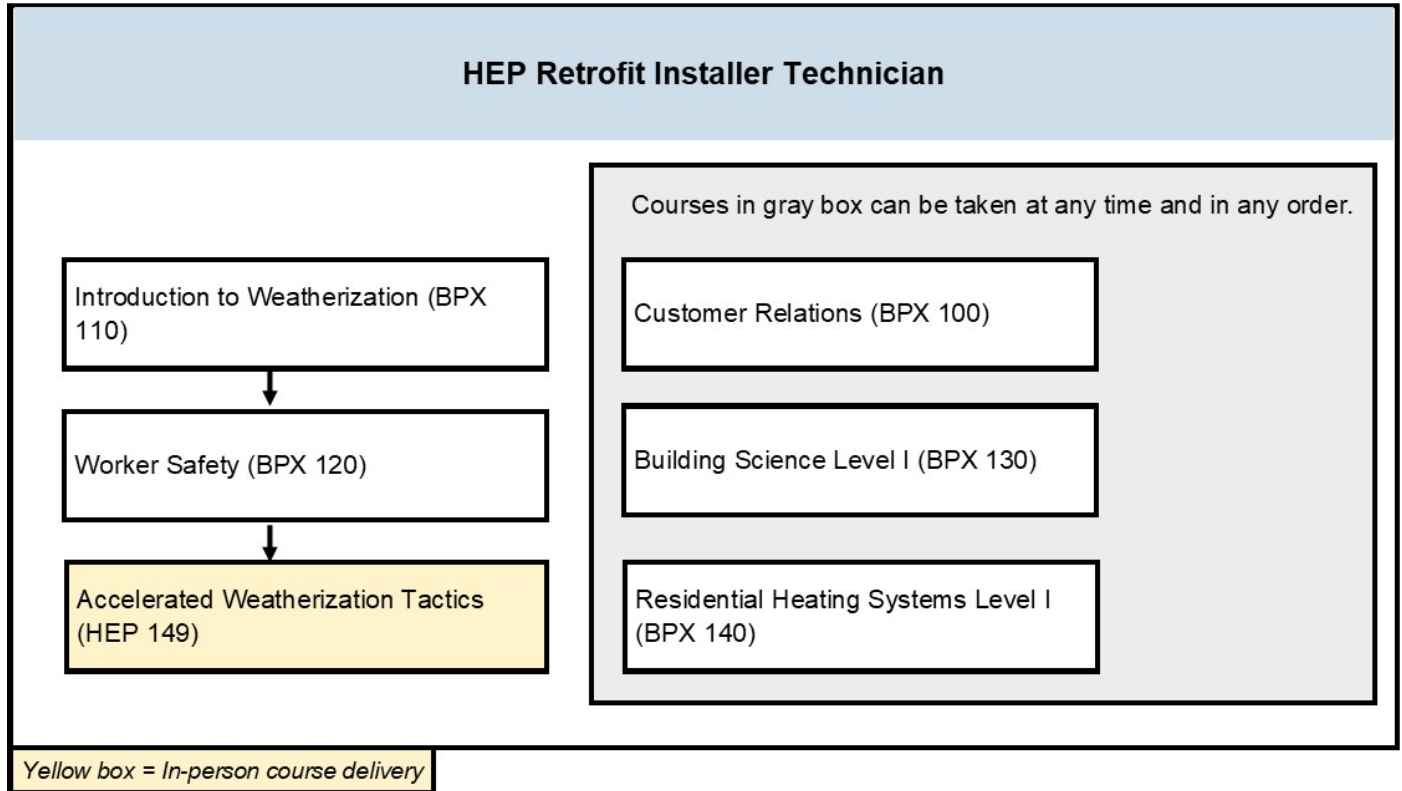
The Clean Energy Center's HEP Retrofit Installer Technician training program covers all competencies required in "Domain 3: Implement Scope of Work" of the IREC ISPQ Accepted Job Task Analysis for Crew Leader, which provide the tasks that an Installer may perform and the knowledge, skills, and abilities required to do such tasks.

2020/21 Clean Energy Center Home Energy Professional (HEP) Retrofit Installer Technician Training Program Courses			
See flowchart for course scheduling order.			
Recommended Course	# Contact Hours	Delivery	Price
OSHA 10 Construction Industry	10	online, self-paced	Use external OSHA-approved provider
Required Courses	# Contact Hours	Delivery	Price
BPX 110 Introduction to Weatherization	6	online, self-paced	\$120
BPX 120 Worker Safety	3	online, self-paced	\$60
BPX 100 Customer Relations	3	online, self-paced	\$60
BPX 130 Building Science Level I	4	online, self-paced	\$120
BPX 140 Residential Heating Systems Level I	3	online, self-paced	\$60
HEP 149 Accelerated Weatherization Tactics	18	lab, in-person	\$540
Total:	37 hours	6 courses	\$960

Training Program Outcome Goals: The outcome goals for this training program are the tasks listed in "Domain 3: Implement Scope of Work" of the DOE NREL Crew Leader Job Task Analysis, which is located online at <https://www.energy.gov/eere/wipo/guidelines-home-energy-professionals-accredited-training#jta>.

Apply to the Training Program: Individuals that wish to enroll in this training program must complete a Home Energy Professional Training Program Application and submit to the Clean Energy Center at Penn College. After your application has been approved, you may begin training program courses.

**2020/21 Clean Energy Center
HEP Retrofit Installer Technician Training Program: Course Flowchart**



HEP Crew Leader Training Program

A Crew Leader is a residential energy efficiency professional who is responsible for supervising the retrofitting activities specified in the scope of work.

The Clean Energy Center's HEP Crew Leader training program covers all competencies required in the IREC ISPQ Accepted Job Task Analysis for Crew Leader, including the knowledge, skills, and abilities required to do such tasks.

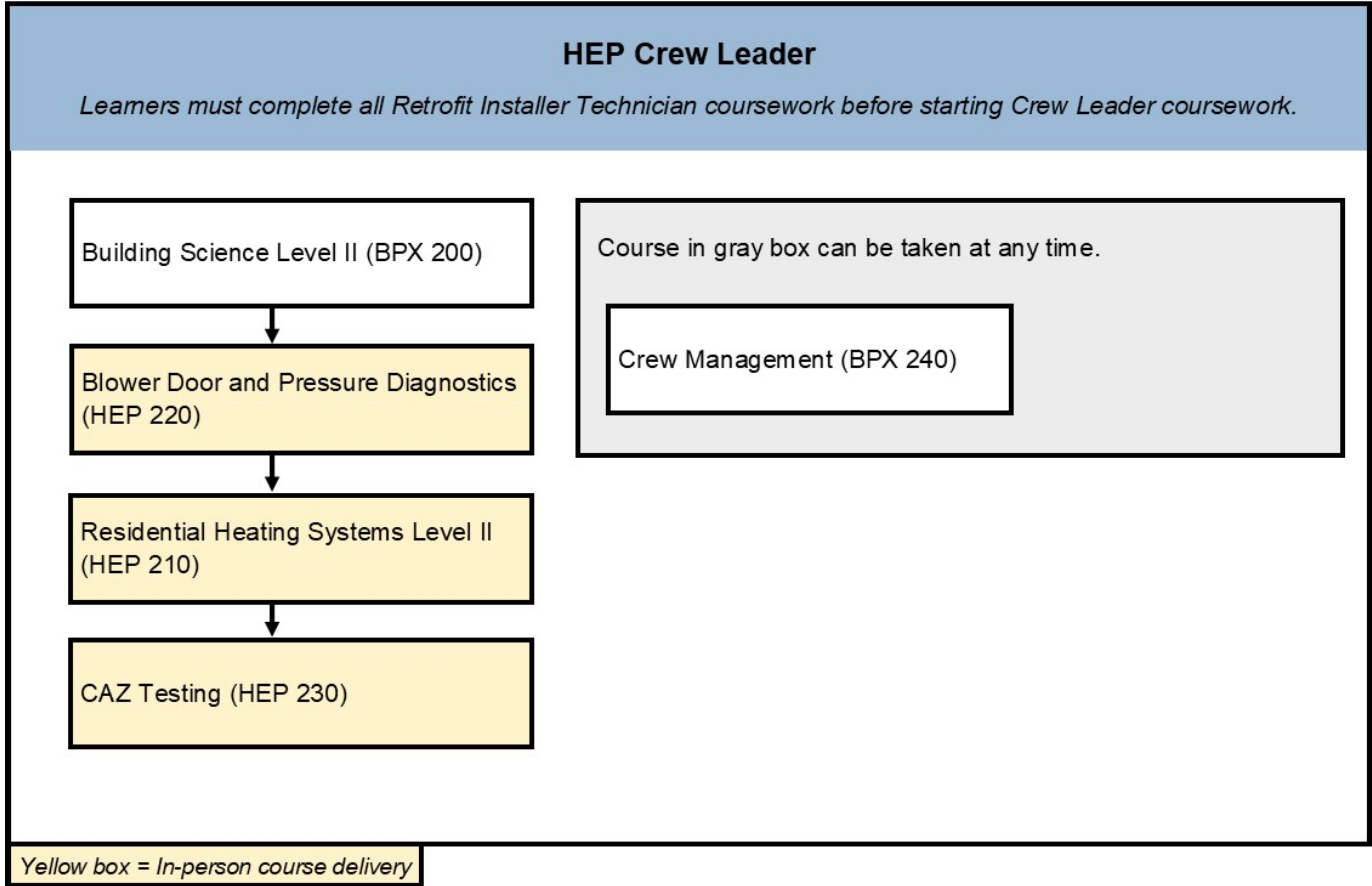
2020/21 Clean Energy Center Home Energy Professional (HEP) Crew Leader Training Program Courses			
Learners must complete all Retrofit Installer Technician Training Program courses before starting Crew Leader courses. See flowchart for course scheduling order.			
Recommended Courses	# Contact Hours	Delivery	Price
OSHA 30 Construction Industry	30	online, self-paced	Use external OSHA-approved provider
WTC 172 EPA RRP Certified Lead Renovator - Initial	8	lab, in-person	\$199
Required Courses	# Contact Hours	Delivery	Price
BPX 200 Building Science Level II	4	online, self-paced	\$120
HEP 220 Blower Door and Pressure Diagnostics	16	lab, in-person	\$480
HEP 210 Residential Heating Systems Level II	16	lab, in-person	\$480
HEP 230 CAZ Testing	10	lab, in-person	\$300
BPX 240 Crew Management	4	online, self-paced	\$120
Total:	50 hours	5 courses	\$1,500

Total Crew Leader Commitment (Retrofit Installer Technician + Crew Leader Training Programs)	Total Cost:	\$2,460
	Total # Hours:	87

Training Program Outcome Goals: The outcome goals for this training program are the tasks listed in the DOE NREL Crew Leader Job Task Analysis, which is located online at <https://www.energy.gov/eere/wipo/guidelines-home-energy-professionals-accredited-training#jta>.

Apply to the Training Program: Individuals that wish to enroll in this training program must complete a Home Energy Professional Training Program Application and submit to the Clean Energy Center at Penn College. After your application has been approved, you may begin training program courses.

**2020/21 Clean Energy Center
HEP Crew Leader Training Program: Course Flowchart**



HEP Energy Auditor Training Program

An Energy Auditor is a residential energy efficiency professional who evaluates the energy efficiency, health, and safety of a home, conducts field measurements to identify areas for savings, produces this information as a report, and makes recommendations to the customer.

The Clean Energy Center's HEP Energy Auditor training program covers all competencies required in the IREC ISPQ Accepted Job Task Analysis for Energy Auditor, including the knowledge, skills, and abilities required to do such tasks.

2020/21 Clean Energy Center Home Energy Professional (HEP) Energy Auditor Training Program Courses

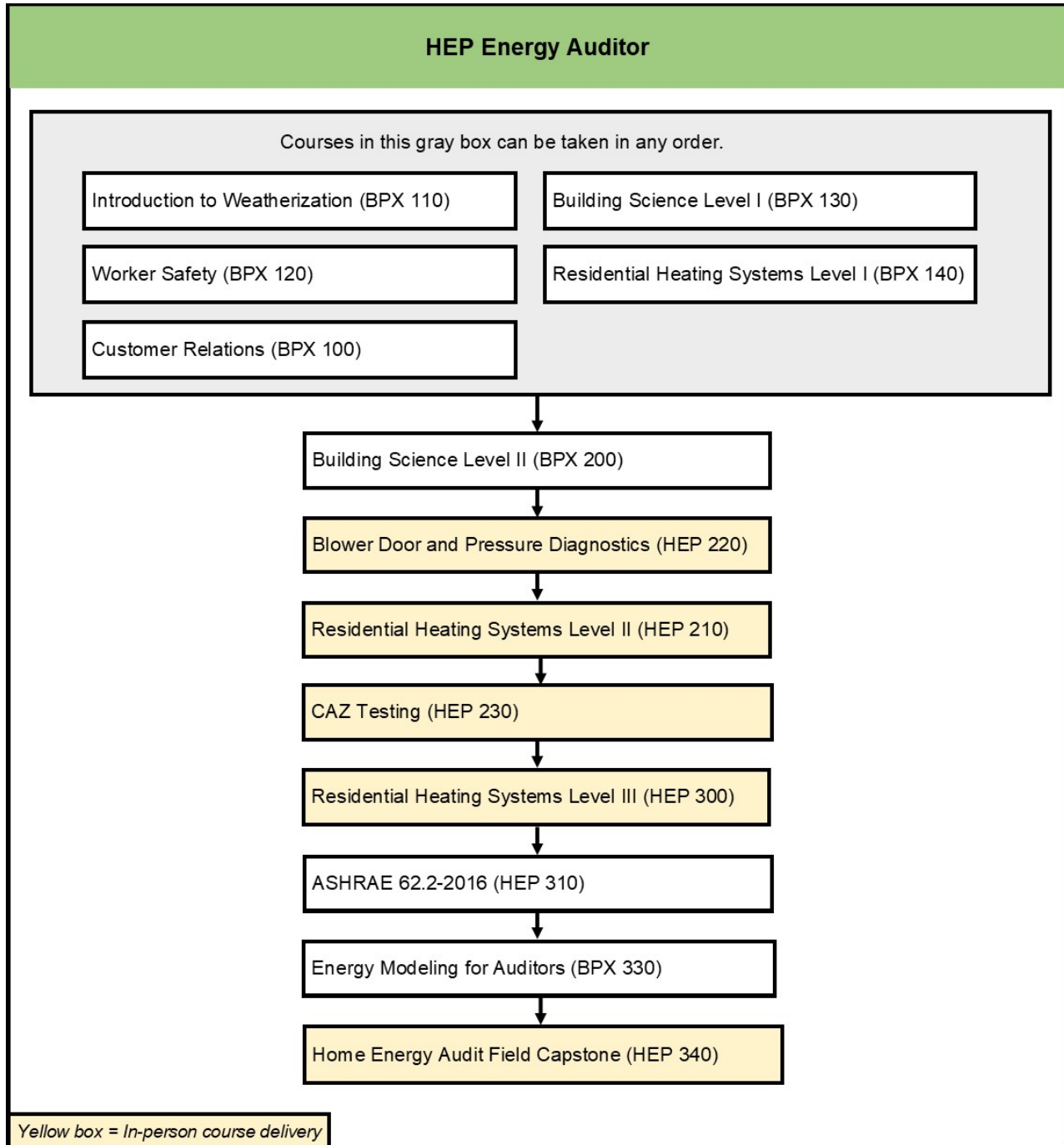
See flowchart for course scheduling order.

Recommended Course	# Contact Hours	Delivery	Price
OSHA 10 Construction Industry	10	online, self-paced	Use external OSHA-approved provider
Required Courses	# Contact Hours	Delivery	Price
BPX 110 Introduction to Weatherization	6	online, self-paced	\$120
BPX 120 Worker Safety	3	online, self-paced	\$60
BPX 100 Customer Relations	3	online, self-paced	\$60
BPX 130 Building Science Level I	4	online, self-paced	\$120
BPX 140 Residential Heating Systems Level I	3	online, self-paced	\$60
BPX 200 Building Science Level II	4	online, self-paced	\$120
HEP 220 Blower Door and Pressure Diagnostics	16	lab, in-person	\$480
HEP 210 Residential Heating Systems Level II	16	lab, in-person	\$480
HEP 230 CAZ Testing	10	lab, in-person	\$300
HEP 300 Residential Heating Systems Level III	18	lab, in-person	\$540
HEP 310 ASHRAE 62.2-2016	6	virtual instructor-led	\$180
BPX 330 Energy Modeling for Auditors	6	online, self-paced	\$120
HEP 340 Home Energy Audit Field Capstone	16	lab, in-person	\$480
Total:	111 hours	13 courses	\$3,120

Training Program Outcome Goals: The outcome goals for this training program are the tasks listed in the DOE NREL Energy Auditor Job Task Analysis, which is located online at <https://www.energy.gov/eere/wipo/guidelines-home-energy-professionals-accredited-training#jta>.

Apply to the Training Program: Individuals that wish to enroll in this training program must complete a Home Energy Professional Training Program Application and submit to the Clean Energy Center at Penn College. After your application has been approved, you may begin training program courses.

**2020/21 Clean Energy Center
HEP Energy Auditor Training Program: Course Flowchart**



HEP Quality Control Inspector Training Program

A Quality Control Inspector (QCI) is a residential energy efficiency professional who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodological audit/inspection of the building, performing safety and diagnostic tests, and observing the work.

The Clean Energy Center's HEP QCI training program covers all competencies required in the IREC ISPQ Accepted Job Task Analysis for QC Inspector, including the knowledge, skills, and abilities required to do such tasks.

2020/21 Clean Energy Center Home Energy Professional (HEP) Quality Control Inspector Training Program Courses			
Recommended Course	# Contact Hours	Delivery	Price
OSHA 10 Construction Industry	10	online, self-paced	Use external OSHA-approved provider
Required Course	# Contact Hours	Delivery	Price
BPX 400 Quality Control Inspector	4	online, self-paced	\$120
Total:	4 hours	1 course	\$120

Training Program Outcome Goals: The outcome goals for this training program are the tasks listed in the DOE NREL Quality Control Inspector Job Task Analysis, which is located online at <https://www.energy.gov/eere/wipo/guidelines-home-energy-professionals-accredited-training#jta>.

Apply to the Training Program: Individuals that wish to enroll in this training program must complete a Home Energy Professional Training Program Application and submit to the Clean Energy Center at Penn College. After your application has been approved, you may begin training program courses.

Clean Energy Center
Home Energy Professional Training Program Application

PLEASE PRINT CLEARLY

I. CANDIDATE INFORMATION:

Fill out your information below as it appears on your formal ID (Driver's License, etc.).

Full First Name															M.I.	
Full Last Name															Suffix	
Home Address																
City																
State		Zip Code			Contact Phone Number											

Email Address (will not be shared externally)																
Name of Employer (Organization / Company)																

This section is for PA Weatherization Assistance Program (WAP) students only.																
Check one:																
<input type="checkbox"/> I am a direct hire (employee) of a Weatherization Agency.																
<input type="checkbox"/> I am employed a subcontractor that works for this WAP Agency: (complete line below)																

Clean Energy Center

Home Energy Professional Training Program Application (continued)

II. Training Program Information:

I would like to apply for enrollment in the following training program:

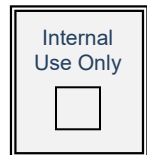
Choose one:

- Home Energy Professional – Retrofit Installer Technician
- Home Energy Professional – Crew Leader
- Home Energy Professional – Energy Auditor
- Home Energy Professional – Quality Control Inspector

Crew Leader Training Program Prerequisite:

Completion of the coursework (listed below) is required prior to entering the Home Energy Professional Crew Leader training program. Attach proof of completion to your completed application.

- Crew Leaders, provide the following:
 - Transcript or course completion certificates for all required courses (or equivalent) under the HEP Retrofit Installer Technician Training Program



III. Release Statements:

Job Placement Follow Up

By signing the training program application form, I hereby consent to fully participate in job placement follow up surveys, which may occur via email every three months for up to one year after training program completion or until I have reported employment for two consecutive quarters.

Release / Hold-Harmless Statement

By signing the training program application form, I hereby verify that I voluntarily choose to use the on-/off-site facilities, and participate in the on-/off-site activities, as applicable, of the Clean Energy Center at Pennsylvania College of Technology, including, but not limited to, on-site courses and workshops, travel to and from off-site activities, and at related off-site locations (hereinafter referred to as "Curricula").

I confirm that I am physically capable of performing all requirements of the training and understand the risks involved in participating in Clean Energy Center Curricula. Further, I understand that I may not be covered by Pennsylvania College of Technology's insurance. I recognize that participation in Clean Energy Center Curricula may involve risk of injury and I agree to accept any and all responsibilities associated with these risks, including but not limited to property damage or loss, minor bodily injury, severe bodily injury, and death.

I further give the Clean Energy Center permission to authorize any medical assistance deemed necessary in an emergency by qualified medical personnel. I agree to make my instructor(s) aware of any medical conditions that may require special consideration in the event of an emergency, and to provide the Clean Energy Center with Emergency Contact information.

In consideration of my participation, and to the fullest extent permitted by law, my family, estate, heirs, assigns, and I agree to indemnify, defend and hold harmless the Pennsylvania College of Technology, its officers/directors, administration, employees, support staff, agents, contractors, volunteers/interns, and assigns from and against all claims arising out of or resulting from my participation in Clean Energy Center Curricula.

I agree that this Release/Hold-Harmless Statement shall remain in effect for as long as I participate in Clean Energy Center Curricula.

Emergency Contact Information

1) _____
 Name Relationship

Telephone #

Participant Confidentiality & Release of Information Statement:

Definition of 'Third Party': For the purpose of this confidentiality statement, the term 'Third Party' refers to any individual or group other than the Clean Energy Center at Penn College, its contractors, applicable certification entities, and training participants.

Information transmitted to the Clean Energy Center via phone, fax, e-mail, standard mail, or Internet by training participants shall be used by the Center and its staff solely for the purpose of administering the training and certification programs and shall otherwise be kept in strict confidence. Only authorized Center staff and contractors may handle and process submitted records containing the personal information of training participants. Such records include without being limited to: training applications and course registration forms.

Clean Energy Center staff and contractors are prohibited from revealing the identity of any training participant to any inquiring third party without the expressed written permission of the participant. Center staff and contractors are also prohibited from disclosing any training score information to third parties without the expressed written permission of the participant. The Center will not distribute or make public any lists, documents or other disclosure of the names, addresses, or other personal information of any training participant, or in regards to the candidacy and training results except as necessary to properly administer the training and grant certifications in accordance with the other policies of the Clean Energy Center.

Training participants have the right to make any changes to their contact information as deemed necessary to maintain contact with the Clean Energy Center and to ensure safe delivery of training scores.

Participant Confidentiality Requirement

By signing this training program application, I agree that I shall not disclose confidential information whether oral or written in any form of media related to, provided by, or discussed during the training or any other information identified as confidential.

Consent & Release Authorization

By signing this training program application, I confirm I have reviewed a description of the HEP training program(s) and I agree to comply with the requirements and directions of the training. I also authorize the Clean Energy Center to respond to verification requests from third parties regarding the status of their course completion and certification, which will be verified in writing to provide confirmation of the participant's current course completion and certification status and course and certification date(s). All other data and information regarding training scores and performance are kept fully confidential from third parties unless permission is granted in writing by the participant.

If I am employed by a Pennsylvania Weatherization Assistance Program agency or subcontractor and my training is paid for by PA Department of Community and Economic Development (DCED), I authorize the Clean Energy Center to provide my candidate information, grades, and course completion status to PA DCED.

/ /

Signature

Date

Application Submittal Instructions:

1. Send the signed, completed application form and all attachments via email to cleanenergy@pct.edu.

Or mail a hardcopy to:

Attn: Clean Energy Center – Dept. 153
Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Please retain a copy for your records.

2. Once your application is processed, we will contact you via email to confirm training program enrollment approval.
3. After you have received the email confirmation regarding training program approval, you may begin enrolling in training program coursework.

Please contact our staff at 570-327-4768 if you have any questions.