North Carolina
Weatherization Assistance Program
Training Plan

Published: March 2023

NC Department of Environmental Quality State Energy Office
NC Weatherization Assistance Program

Introduction

The goal of this training plan is to give Subgrantees clear guidance as to what training is required for weatherization personnel, timeline that training is required, and sources of training.

Due to the technical and changing nature of the Weatherization Assistance Program (WAP), a high priority is placed on the Training and Technical Assistance (TTA) aspect of the program. Introductory training courses are offered every year for new Subgrantee hires or contractors. Other courses are offered depending on Subgrantee needs and DOE or State requirements. These needs shall be determined through both Subgrantee self-assessment and NC WAP monitoring. When deficiencies in monitoring are found, required additional training may be mandated as a part of a Subgrantee's corrective action.

Weatherization Training has two categories: 1) Tier 1 Training—Comprehensive, occupation-specific training that follows a curriculum aligned with the Job Task Analysis (JTA) for that position and is re-certified every three years. Tier 1 training must be administered by, or in cooperation with, a training program that is accredited by a DOE-approved accreditation organization for the JTA; and 2) Tier 2 Training—Single-issue, short-term, training to address acute deficiencies in the field such as training conferences, monitor training, peer-to-peer training, and others.

This Training Plan includes Tier 1 Training and ensures that all Weatherization field staff receive ongoing training over a defined period of time, which can span multiple Program Years. Tier 2 training will be provided on an as-needed basis annually.

This Training Plan follows WPN 22-4 Quality Work Plan Updates Glossary of Resources on the last page of this document.

Home Energy Professionals

The U.S. Department of Energy (DOE) Guidelines for Home Energy Professionals (HEP) project helps establish a national residential energy upgrade industry and a skilled and credentialed workforce. The project creates standard work specifications, advanced professional certifications for workers, and accredited training programs.

Per DOE WPN 22-4, beginning December 13, 2021, the Quality Work Plan (QWP) includes the requirements provided in this guidance that support and verify quality work in the Department of Energy's (DOE) Weatherization Assistance Program (WAP). It defines what constitutes a quality installation of weatherization measures, outlines how those measures are inspected and validated, and prescribes acceptable training and credentialing of workers. WPN 22-4 supersedes WPN 15-4.

The Building Performance Institute (BPI) approves HEP candidates, issues HEP certifications and tracks HEP continuing education. All HEP certifications require candidates to submit an application. This application documents a candidate's education, training and work experience and must be approved by BPI **before** a candidate can take a HEP examination. The application should be submitted at least 60 days before a candidate would like to take an exam. Candidates cannot take an exam for the same HEP classification more than 3 times in a 12 month period. Applications and prerequisite criteria can be found at the following website: http://www.bpi.org/professionals_advanced.aspx.

Subgrantees must ensure that any individual holding a staff position that requires certification must meet certification requirements by the deadline in this plan. If the individual fails to become certified when required, NC WAP will review and decide on a case- by-case basis, to recommend to the Subgrantee that the individual either be allowed to remain in their position while pursuing their certification or be assigned to another position.

Background

The Weatherization Assistance Program's mission is to enhance the wellbeing of low-income residents, particularly the elderly, the handicapped, and children, through the installation of energy efficiency and energy-related health and safety measures. The clients who are most vulnerable benefit most from reduced energy bills, enhanced comfort, and the mitigation of energy-related health risks. The Heating and Air Repair and Replacement Program's purpose is to repair and/or replace non-functioning heating and air systems in homes.

Weatherization, as defined by the Weatherization Assistance Program (WAP), differs in many ways from what is commonly called "weatherization." The latter involves low-cost energy efficiency improvements, mainly through the use of a computerized electronic audit to save energy. These measures made up the primary services that WAP provided in its early years but now only comprise a small part of the program.

Today, WAP's weatherization services consist of cost-effective energy efficiency measures for existing residential and multifamily housing with low-income residents. Under this definition, it includes a wide variety of energy efficiency measures that encompass the building envelope, its heating and cooling systems, its electrical system, and some electricity consuming appliances. The benefits of weatherization begin with reducing the energy bills of recipients for a long period of time. Some measures, such as insulating attics, walls or roofs, for example, can provide savings for the lifetime of a house. Other measures, such as replacing the refrigerator, will provide savings for 10–15 years.

WAP serves low-income families free of charge and limits the average amount of money that can be spent on any single residence as determined by federal rules and state spending. Only the most cost-effective measures are included in the upgrade of a particular home.

Another distinguishing feature of weatherization is attention to an all-around health and safety check. Many dwellings receiving attention are old and in need of repair. Weatherization service providers check major energy systems to ensure occupant safety.

Weatherization service providers look at the house as a system under the concept of "whole-house weatherization." Weatherization providers combine resources from other programs to address other needs of their clients.

Weatherization today comprises a comprehensive series of energy efficiency measures that are based on sophisticated analyses of individual homes. These analyses take the whole-house approach, which maximizes energy and dollar savings. Because of this rigorous approach and the analyses backing it up, weatherization has become a leader in advancing home energy science and helping spawn a new industry providing home energy efficiency services to the wider public.

The Weatherization Process

The **Subgrantee Weatherization Program Manager** and/or **Intake Staff** do community outreach to find potential clients. Potential clients apply and income received is verified by the **Intake Staff** for eligibility. Within 30 days of receiving a completed application, a notification letter (approval or denied) is sent. If eligible, the client is placed on the waiting list by priority score, with higher scores served first. If the applicant is not eligible for weatherization, then the applicant must be given the reason(s) why and provided the appeal process.

An energy audit is scheduled. The **Energy Auditor** assesses the home and interviews the clients to get an understanding of how they use their home, lifestyle patterns, energy/comfort problems. He or she performs health & safety checks on combustion appliances, if applicable. The "thermal envelope" or shell of the home is assessed. A blower door test is performed to determine the air leakage rate of the building. An infrared scan is done to determine voids in wall insulation. A thorough inspection is done to determine attic insulation levels and to pinpoint major air leakage problems. If the repairs needed are beyond the scope of weatherization, the home is deferred until either the owner addresses the issues or another program can address the issues.

A licensed HVAC subcontractor evaluates, cleans, and tunes the primary heating/cooling system in the home. If a repair or replacement is needed and the client is eligible, the Heating and Air Repair and Replacement Program is used to address the issue.

For standard homes, data collected onsite (building sq. ft., air leakage rate, insulation levels, etc.) along with estimated costs are used in conjunction with the computerized electronic audit or Priority List of Measures to develop a detailed work order which will save the maximum amount of energy for any given investment. Work orders generated specify health & safety work, heating and distribution system efficiency improvements, air sealing and insulation work.

The shell work is completed by either agency staffed crew or agency hired subcontractors. A work order is given to the **Crew Leader and/or Subcontractor,** and trained retrofit installers are dispatched to the home to install energy efficiency measures.

Upon completion of all work, a **Quality Control Inspector** performs a final inspection using the initial energy audit, work orders, and all invoices submitted. This inspection is done to ensure workmanship of the highest quality, and to ensure the program is charged for work that was completed. The client and the inspector sign off that the work has been done.

Once the home is inspected, the invoices are paid and the job is closed. **The Weatherization Program Manager** routinely monitors local staff and subcontractor work to ensure proper administrative oversight.

Training and Technical Assistance Policy & Procedures

Base Annual Appropriations

Subgrantees receive a portion of their budget which varies yearly for T&TA to maintain a qualified work force capable of providing the highest quality of weatherization services. Subgrantees must follow the policies and procedures for allowable costs outlined in Section 1.05 of the FY24-25 *"State of North Carolina Weatherization Assistance Plan"*.

5-Year Bipartisan Infrastructure Law (BIL) Appropriations

Subgrantees selected for participation under BIL must follow the policies and procedures for allowable costs outlined in Section 1.06 of the *"State of North Carolina, Weatherization Assistance Program, Five Year Plan Under the Bipartisan Infrastructure Law".*

Any Subgrantees may choose to do HEP training at any regional IREC accredited training center that offers cost competitive options. A partial list of accredited training centers can be found in Appendix I.

Certain training, including Lead Repair, Remodel, and Painting Certifications, Asbestos Class 3 Operations and Maintenance and the OSHA Construction Industry Awareness, are offered by multiple training outlets in North Carolina. Special attention should be paid to the North Carolina Department of Labor (DOL) training. In addition to offering OSHA 10 hour and 30 hour Construction Industry Awareness training free of charge, DOL also offers safety webinars that can be used as documentation for monthly safety meetings. A list of training providers can be found in Appendix II. While many of these training providers offer mold remediation, lead abatement, and asbestos abatement training, these trainings **cannot be** attended using weatherization T&TA funds.

Training and Technical Assistance for Subcontractors

Subgrantees may use T&TA funds to pay for subcontractor training. Subgrantees may pay for lodging, meals, and transportation for subcontractors to attend WAP training. Training expenses are only allowable for subcontractors that have a fully executed Subcontractor Agreement with Subgrantees. Courses that are required for subcontractors to renew/maintain trade licenses are not allowable.

1) Allowable Trainings for Subcontractors
    a) North Carolina State sponsored/approved training
    b) Weatherization Regional or national training
    c) Building Performance Institute (BPI) training
    d) Asbestos Operations and Maintenance training

2) Non-Allowable Trainings for Subcontractors
    a) Lead Renovate Right training

b) Lead Abatement Training
c) Asbestos remediation/air monitoring training
d) General contractor continuing education credits
e) Electrical contractor continuing education credits
f) Plumbing contractor continuing education credits
g) Failed/incomplete courses

If a Subgrantee is unsure if a particular training for a subcontractor is allowable, please contact the NC WAP before funds are committed.

Annual subgrantees *(i.e., those exclusively participating in the annual program)* are required to use state per diem rates based on the provisions of Section 1.05 of the FY24-25 *"State of North Carolina Weatherization Assistance Plan".* Subgrantees selected for participation under the 5-Year BIL program are required to use the state per diem rates based on the provisions of 1.06 of the *"State of North Carolina Bipartisan Infrastructure Law Weatherization Assistance Plan".*

When claiming meals for travel, Subgrantees shall use the following guidelines in order to determine meal claim eligibility:

1) Breakfast – departure time must be prior to 6:00 a.m. and the time must be noted on the invoice or its associated supporting documentation.

2) Lunch – shall only be eligible for claim if Subgrantee is spending the night and returning after 2:00 p.m. on a following day, or if the Subgrantee is departing prior to 12:00 p.m. en route to an overnight trip. Arrival and return times must be noted on the invoice or its associated supporting documentation.

3) Dinner – Depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return). The time must be noted on the invoice or its associated supporting documentation.

Travel costs, including reimbursement for personal vehicles based on the State's per-diem milage rates (updated annually, if agency policy dictates) and rental vehicles, are allowable. Rental vehicles must be economy, subcompact, compact, or standard class. Vans shall be allowable when transporting more than four people.

Subcontractors must submit an invoice for the training indicating the persons in attendance, certificates of successful completion (if applicable), dates of travel, departure and arrival times, and daily breakdown of expenses. Subcontractors cannot receive per diem for meals that are already included in the cost of training. All expenses must be supported by receipts, except for meal per diem.

Single-Family Retrofit Installer Technician

The Single Family Retrofit Installer Technician (also known as crew member, housing technician, and carpenter) is the job that is primarily responsible for installing energy efficiency measures (air sealing, duct sealing, insulation installation, etc.). This position is a Subgrantee staff and/or Subcontractor staff. A full summary of the Retrofit Installer Technician Job Task Analysis (JTA)can be found at:

https://www1.eere.energy.gov/wip/pdfs/retrofit_installer_jta_04112012.pdf

Below is a list of the required training and timeline for completion. In some cases, On the Job Training (OTJ) is required before a formal class. OTJ must be documented in the On the Job Training Form found at the end of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication.

Single Family Retrofit Installer			
Classes	Timeline	Course Method	Duration
Weatherization for Absolute Beginners	Any time after hiring. Only specified for employees unfamiliar with WX	In person	2 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days
CAZ and Combustion Appliances	4 months after hiring	In person	3 days
NC SWS Specific Crew Best Practices	2 months after hiring	In person	4.5 days
Manufactured Housing Weatherization	2 months after hiring	In person	4.5 days
Audit and Work Scope Utilization and Protocol	6 months after hiring	In person	3 days
ASHRAE 62.2	6 months after hiring	In person	3 days
BPI Infiltration and Duct Leakage	7 months after hiring	In person	3.5 days
BPI Building Analyst Technical	1 year after hiring	In person	4.5 days
IR Basics and Field Applications	2 months after hiring	In person	2 days
Single Family Retrofit Installer			
Weatherization for Absolute Beginners	Any time after hiring. Only specified for employees unfamiliar with WX	In person	2 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days
CAZ and Combustion Appliances	4 months after hiring	In person	3 days
NC SWS Specific Crew Best Practices	2 months after hiring	In person	4.5 days
Respirator Fit Testing	1 month after hiring	N/A	1 Hour
Adult CPR/First Aid/AED	6 months after hiring, Refresher every two years	Class/Lab	5 Hours
Asbestos Class 3 Operations and Maintenance	3 months after hiring	Class/Lab	2 Days

Lead Renovator – Initial Course	3 months after hiring	Class/Lab	1 Day
Lead Renovator – Refresher Course	3 months after hiring	Class/Lab	1 Day

Other

Respirator Fit Testing	1 month after hiring	N/A	1 Hour
Adult CPR/First Aid/AED	6 months after hiring, Refresher every two years	Class/Lab	5 Hours
Asbestos Class 3 Operations and Maintenance	3 months after hiring	Class/Lab	2 Days
Lead Renovator – Initial Course	3 months after hiring	Class/Lab	1 Day
Lead Renovator – Refresher Course	3 months after hiring	Class/Lab	1 Day

Single-Family Crew Leader

The Single-Family Crew Leader (also known as foreman) is the job that is primarily responsible for overseeing the installing of energy efficiency measures (air sealing, duct sealing, insulation installation, etc.) This position is a Subgrantee staff and/or Subcontractor staff. A full summary of the Single-Family Crew Leader Job Task Analysis (JTA)can be found at:

https://www.nrel.gov/docs/fy19osti/73578.pdf

Below is a list of the required training and timeline for completion. In some cases, OTJ is required before a formal class. OTJ must be documented on the On the Job Training Form found at the back of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication. Please note that "hiring" shall include moving from a different weatherization position.

Single Family Crew Leader			
Classes	Timeline	Course Method	Duration
HVAC And Mechanical Systems	2 months after hiring	In person	3 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days
CAZ and Combustion Appliances	4 months after hiring	In person	3 days
NC SWS Specific Crew Best Practices	2 months after hiring	In person	4.5 days
Manufactured Housing Weatherization	2 months after hiring	In person	4.5 days
Single Family Crew Leader (cont.)			
Audit and Work Scope Utilization and Protocol	6 months after hiring	In person	3 days
ASHRAE 62.2	6 months after hiring	In person	3 days
Building Science Math	2 Months after hiring	In person	3.5 days
Advanced CAZ and Combustion	1 year after hiring	In person	3 days
Modifiable Zonal Testing	1 year after hiring	In person	4 days
The Metrics of Moisture	4 months after hiring	In person	2 days
BPI Infiltration and Duct Leakage	7 months after hiring	In person	3.5 days
BPI Building Analyst Technical	1 year after hiring	In person	4.5 days
IR Basics and Field Applications	2 months after hiring	In person	2 days
Single Family Crew Leader			
Classes	Timeline	Course Method	Duration
HVAC And Mechanical Systems	2 months after hiring	In person	3 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days
CAZ and Combustion Appliances	4 months after hiring	In person	3 days

Other

Respirator Fit Testing	1 month after hiring	N/A	2 Days
Adult CPR/First Aid/AED	6 months after hiring, Refresher every two years	Class/Lab	1 Day
Occupational Safety and Health Administration – Construction Industry Awareness Course	6 months after hiring	Classroom	1 Hour
Asbestos Class 3 Operations and Maintenance	3 months after hiring, Refresher course every year	Class/Lab	2 Days
Renovator – Initial Course (English)	3 months after hiring	Classroom	8 Hours
Renovator – Refresher Course (English)	3 months after hiring	Class/Lab	8 Hours
OSHA 30 – Construction	3 months after hiring	Class/Lab	30 Hours

Single-Family Energy Auditor

The Single Family Energy Auditor (also known as auditor) is the job that is primarily responsible for assessing the needs of a single family dwelling. This position is typically found at the Subgrantee level, but may be subcontracted out. A full summary of the Single-Family Energy Auditor Job Task Analysis (JTA)can be found at:

https://www.nrel.gov/docs/fy18osti/70985.pdf

Below is a list of the required training and timeline for completion. In some cases, OTJ is required before a formal class. OTJ must be documented in the On the Job Training Form found at the back of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication. Please note that "hiring" shall include moving from a different weatherization position.

Single Family Energy Auditor			
Classes	Timeline	Course Method	Duration
Weatherization for Absolute Beginners	Any time after hiring. Only specified for employees unfamiliar with WX	In person	2 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days
CAZ and Combustion Appliances	1 month after hiring	In person	3 days
Best Practices for Audit and Work Scope Development	2 months after hiring	In person	4.5 days
NEAT and MHEA	3 months after hiring	In person	4.5 days
Building Science Math	2 months after hiring	In person	3.5 days
Manufactured Housing Weatherization	4 months after hiring	In person	4.5 days
Single Family Energy Auditor (cont.)			
The Metrics of Moisture	4 months after hiring	In person	2 days
ASHRAE 62.2	6 months after hiring	In person	3 days
BPI Infiltration and Duct Leakage	7 months after hiring	In person	3.5 days
BPI Building Analyst Technical	1 year after hiring	In person	4.5 days
BPI Building Analyst Professional	1 year after hiring	In person	3 days
Modifiable Zonal Testing	6 months after hiring	In person	4 days
IR Basics and Field Applications	2 months after hiring	In person	2 days
Energy Auditor Review and Testing	Based on experience	In person	4 days
Quality Control Inspector Review and Testing	Based on experience	In person	2 days
Single Family Energy Auditor			
Weatherization for Absolute Beginners	Any time after hiring. Only specified for employees unfamiliar with WX	In person	2 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days
CAZ and Combustion Appliances	1 month after hiring	In person	3 days
Best Practices for Audit and Work Scope Development	2 months after hiring	In person	4.5 days

Single-Family Energy Auditor			
Infrared Camera Basics	OJT, 12 months after hiring	Class/Lab	2 Days
CAZ Field Mentoring	As required by NC WAP	In-Field	Varies
Energy Auditor Field Mentoring	As required by NC WAP	In-Field	Varies

Other Courses

Asbestos Class 3 Operations and Maintenance	3 months after hiring, Refresher course every year	Class/Lab	2 Days
Respirator Fit Testing	1 month after hiring	N/A	1 Hour
Adult CPR/First Aid/AED	6 months after hiring, Refresher every two years	Class/Lab	5 Hours
Weatherization Assistant	12 months after hiring	Classroom	4 Days
Lead Renovator – Initial Course (English)	3 months after hiring	Class/Lab	8 Hours
Lead Renovator – Refresher (English)	3 months after hiring	Class/Lab	4 Hours
OSHA 10 – Construction	Optional	N/A	N/A

Multifamily Energy Auditor:

https://www.energy.gov/eere/wap/weatherization-standardized-curricula/energy-auditor-multifamily

Single-Family Quality Control Inspector

The Single Family Quality Control Inspector (also known as final inspector) is the job that is primarily responsible for ensuring that program standards and quality have been met in weatherized single family dwellings. This position is typically found at the Subgrantee level, but may be subcontracted out. A full summary of the Single-Family Quality Control Inspector can be found at:

https://www.nrel.gov/docs/fy18osti/70977.pdf

Below is a list of the required training and timeline for completion. In some cases, On-the-Job Training (OTJ) is required before a formal class. OTJ must be documented in the OTJT Form found at the end of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication. Please note that "hiring" shall include moving from a different weatherization position.

Single Family State Monitor Quality Control Inspector			
Classes	Timeline	Course Method	Duration
Weatherization for Absolute Beginners	Any time after hiring. Only specified for employees unfamiliar with WX	In person	2 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days
CAZ and Combustion Appliances	1 month after hiring	In person	3 days
Best Practices for Audit and Work Scope Development	2 months after hiring	In person	4.5 days
NEAT and MHEA	3 months after hiring	In person	4.5 days
Building Science Math	2 months after hiring	In person	3.5 days
Manufactured Housing Weatherization	4 months after hiring	In person	4.5 days
The Metrics of Moisture	4 months after hiring	In person	2 days
Single Family State Monitor Quality Control Inspector			
ASHRAE 62.2	6 months after hiring	In person	3 days
BPI Infiltration and Duct Leakage	7 months after hiring	In person	3.5 days
BPI Building Analyst Technical	1 year after hiring	In person	4.5 days
BPI Building Analyst Professional	1 year after hiring	In person	3 days
Modifiable Zonal Testing	6 months after hiring	In person	4 days
IR Basics and Field Applications	2 months after hiring	In person	2 days
Energy Auditor Review and Testing	Based on experience	In person	4 days
Quality Control Inspector Review and Testing	Based on experience	In person	2 days
Single Family State Monitor Quality Control Inspector			
Weatherization for Absolute Beginners	Any time after hiring. Only specified for employees unfamiliar with WX	In person	2 days
Fundamentals of Building Science	1 month after hiring	In person	4.5 days

Single-Family Quality Control Inspector

Level 1 Infrared Thermography	Optional/Continuing Education	Class/Lab	2 Days
BPI Infiltration & Duct Leakage Prep Course	Optional/Continuing Education	Class/Lab	1 Day
BPI Infiltration & Duct Leakage Field Exam	Optional/Continuing Education	Class/Lab	1 Hour
CAZ Field Mentoring	As required by NC WAP	On-site	Varies
Quality Control Inspector Field Mentoring	As required by NC WAP	On-site	Varies

Other Courses

Asbestos Class 3 Operations and Maintenance	3 months after hiring, Refresher course every year	Class/Lab	2 Days
Respirator Fit Testing	1 month after hiring	N/A	1 Hour
Adult CPR/First Aid/AED	6 months after hiring, Refresher every two years	Class/Lab	5 Hours
Lead Renovator – Initial Course	3 months after hiring	N/A	8 Hours
Lead Renovator – Refresher (English)	3 months after hiring	Class/Lab	4 Hours
OSHA 10 – Construction	Optional	N/A	N/A

Multifamily Quality Control Inspector

The Multifamily Quality Control Inspector is the job that is primarily responsible for ensuring that program standards and quality have been met in weatherized multifamily dwellings. In accordance with WPN 22-4, Quality Control Inspector's signing off on work in multifamily buildings must have an active Quality Control Inspector certification and successfully complete a comprehensive training program based on the National Renewable Energy Laboratory Multifamily Quality Control Inspector job task analysis.

This position is typically found at the Subgrantee level, but may be subcontracted out. A full summary of the- Multifamily Quality Control Inspector position can be found at: https://www.nrel.gov/docs/fy14osti/60537.pdf

Below is a list of the required training and timeline for completion. In some cases, OTJ is required before a formal class. OTJ must be documented in the On the Job Training Form found at the end of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication. Please note that "hiring" shall include moving from a different weatherization position.

Course	Timeline	Course Method	Duration
Lead Safe Weatherization	OJT, 3 months after hiring	Online	4 Hours
Envelope and Duct Leakage Testing	OJT, 3 months after hiring	Online	2 Hours
Client Education	OJT, 3 months after hiring	Online	2 Hours
HVAC Fundamentals	OJT, 3 months after hiring	Online	2 Hours
Manufactured Housing Fundamentals	OJT, 3 months after hiring	Online	2 Hours
Quality Control Inspector	OJT, 6 months after hiring	Online	3 Hours
Envelope and Duct Leakage Testing	OJT, 6 months after hiring	Class/Lab	1 Day
Manufactured Housing Fundamentals	OJT, 6 months after hiring	Class/Lab	5 Days
Quality Control Inspector	OJT, 6 months after hiring	Class/Lab	2 Days
Manual J and Manual S Overview	Optional/Continuing Education	Class/Lab	1 Day
ASHRAE 62.2	Optional/Continuing Education	Class/Lab	1 Day
HVAC/Duct Sizing	Optional/Continuing Education	Class/Lab	1 Day
BPI HPE Quality Control Inspector Review for Written Exam	OJT, 6 months after hiring	Class/Lab	1 Day
BPI HPE Quality Control Inspector Written Exam	OJT, 6 months after hiring	Class/Lab	2.5 Hours
BPI HPE Quality Control Inspector Review for Field Exam	OJT, 6 months after hiring	Class/Lab	1 Days
BPI HPE Quality Control Inspector Field Exam	OJT, 6 months after hiring	Class/Lab	3.5 Hours
Level 1 Infrared Thermography	Optional/Continuing Education	Class/Lab	2 Days
CAZ Field Mentoring	As required by NC WAP	On-site	Varies
Quality Control Inspector Field Mentoring	As required by NC WAP	On-site	Varies

Multifamily Quality Control Inspector

Adult CPR/First Aid/AED	6 months after hiring, Refresher every two years	Class/Lab	5 Hours

Other Courses

Asbestos Class 3 Operations and Maintenance	3 months after hiring, Refresher course every year	Class/Lab	2 Days
Respirator Fit Testing	1 month after hiring	N/A	1 Hour
Lead Renovator – Initial Course	3 months after hiring	N/A	8 Hours
Lead Renovator – Refresher (English)	3 months after hiring	Class/Lab	4 Hours
OSHA 10 – Construction	Optional	N/A	N/A

Weatherization Program Manager

The Weatherization Program Manager (also known as Weatherization Director or Energy Director) is the job that is primarily responsible for overall program goals. This position is only found at the Subgrantee level and cannot be subcontracted out. A full summary of the Weatherization Program Manager position can be found at:

https://www.energy.gov/eere/wap/downloads/wap-memorandum-015-weatherization-financial-toolkit-2-cfr-200-regulations-and

https://www.energy.gov/eere/wap/weatherization-management-resources/weatherization-training-resources/weatherization-0

Below is a list of the required training and timeline for completion. In some cases, OTJ is required before a formal class. OTJ must be documented on the On the Job Training Form found at the back of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication. Please note that "hiring" shall include moving from a different weatherization position.

Training Course	Timeline	Course Method	Duration
Energy Auditor	OJT, 3 months after hiring	Online	4 hours
Lead Safe Weatherization	OJT, 3 months after hiring	Online	4 Hours
Retrofit Installer Technician	OJT, 3 months after hiring	Online	2 Hours
Client Education	OJT, 3 months after hiring	Online	2 Hours
Quality Control Inspector	OJT, 3 months after hiring	Online	3 Hours
Weatherization Management	OJT, 3 months after hiring	Online	4 Hours

Other Courses

NCWAP Program Managers' Training	As Scheduled	Online	2 Hours
Financial Management Training Kit*	Optional/Continuing Education	Classroom	1 Day
Procurement Training Kit*	Optional/Continuing Education	Classroom	1 Day
Occupational Safety and Health Administration – Construction Industry Awareness Course	6 months after hiring	Classroom	10 Hours

Administrative/Intake Staff/Client Educators

The Weatherization Administrative/Intake Staff/Client Educator (also known as a case manager) is the job that is primarily responsible for outreach and client approvals. This position is typically found at the Subgrantee level. A full summary of the Energy Efficiency & Renewable Energy (EERE)* Core Competencies for this position are found at:

https://www.energy.gov/eere/wap/weatherization-management-resources/weatherization-training-resources

Below is a list of the required training and timeline for completion. In some cases, OTJ is required before a formal class. OTJ must be documented on the On the Job Training Form found at the back of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication. Please note that "hiring" shall include moving from a different weatherization position.

Training Courses	Timeline	Course Method	Duration
Retrofit Installer Technician	Optional for new hire, Remedial	Online	2 Hours
Client Education	OJT, 3 months after hiring	Online	2 Hours
NCWAP Program Manager's Training	As Scheduled by State WAP	Online	2 hours
WAP Administrative Professional Training*	OJT, 3 months after hiring	Online	1 day

Fiscal Directors

The Weatherization Finance Director is the job that is primarily responsible for fiscal management of program expenses. This position is found at the Subgrantee level. A full summary of the Energy Efficiency & Renewable Energy (EERE)* Core Competencies for this position can be found at:

https://www.energy.gov/eere/wap/downloads/wap-memorandum-015-weatherization-financial-toolkit-2-cfr-200-regulations-and

Below is a list of the required training and timeline for completion. OTJ must be documented on the On the Job Training Form found at the back of this plan. OJT can be offered by the Grantee or the Subgrantee. For existing staff at the date of this publication, the timeline starts from the date of this publication. Please note that "hiring" shall include moving from a different weatherization position.

Training Courses	Timeline	Course Method	Duration
Fiscal Management Training	OJT, 3 months after hiring	Online	2 Days
Procurement Training	OJT, 3 months after hiring	Online	2 Days

State Monitor Quality Control Inspector

The State Monitor Quality Control Inspector (also known as Technical Monitor) is primarily responsible for overall Weatherization Subgrantee technical program management. This position is only found at the State NCWAP level.

Course	Timeline	Course Method	Duration
Energy Auditor	OJT, 3 months after hiring	Online	4 hours
OSHA Confined Spaces Overview	OJT, 3 months after hiring	Online	2 hours
Lead Safe Weatherization	OJT, 3 months after hiring	Online	4 Hours
Envelope and Duct Leakage Testing	OJT, 3 months after hiring	Online	2 Hours
Client Education	OJT, 3 months after hiring	Online	2 Hours
HVAC Fundamentals	OJT, 6 months after hiring	Online	2 Hours
Manufactured Housing Fundamentals	OJT, 6 months after hiring	Online	2 Hours
Quality Control Inspector	OJT, 6 months after hiring	Online	4 Hours
Envelope and Duct Leakage Testing	OJT, 6 months after hiring	Class/Lab	1 Day
Manufactured Housing Fundamentals	OJT, 6 months after hiring	Class/Lab	5 Days
ASHRAE 62.2	Optional	Class/Lab	1 Day
HVAC/Duct Sizing	Optional/Continuing Education	Class/Lab	1 Day
NEAT/MHEA Energy Audit Software	OJT, 6 months after hiring	Class/Lab	4 Days
CAZ Field Mentoring	As required by NC WAP	On-site	Varies
Quality Control Inspector Field Mentoring	As Required by NC WAP	On-site	Varies
Energy Auditor (CHP) - class training/field test	OJT, 6 months after hiring	Class/Lab	10 Days
BPI HEP Energy Auditor Exam Review	OJT, 6 months after hiring	Class	1 day
BPI HEP Energy Auditor Exam	OJT, 6 months after hiring	Exam	2.5 hours
BPI HEP Energy Auditor Field Review	OJT, 6 months after hiring	Class	1 day
BPI HEP Energy Auditor Field Test	OJT, 6 months after hiring	On-site	4 hours
BPI HEP Quality Control Inspector Exam Review	OJT, 6 months after hiring	Class/Lab	1 Day
BPI HEP Quality Control Inspector Exam	OJT, 6 months after hiring	Class/Lab	2.5 hours

Other Courses

Asbestos Class 3 Operations and Maintenance	3 months after hiring, Refresher course every year	Class/Lab	2 Days
Respirator Fit Testing	1 month after hiring	N/A	1 Hour
Lead Renovator – Initial Course	3 months after hiring	N/A	8 Hours
Lead Renovator – Refresher	3 months after hiring	Class/Lab	4 Hours
OSHA 10 – Construction	Optional	N/A	N/A

Regional IREC Accredited Training providers that offer all four certifications. The list is current as of the publication date.

Key

Retrofit Installer Technician **RIT** Crew Leader **CL** Energy Auditor **EA** Quality Control Inspector **QCI**

CHP Energy Solutions, LLC
550 Industrial Drive
Christiansburg, VA 24073
chptrainingcenter.org
QCI CL EA RIT

Everblue Training Institute
8720 Camberly Road
Huntersville, NC 28078
everbluetraining.com
QCI EA

Indiana Community Action Association Training Facility (INCAA)
1845 W. 18th Street
Indianapolis, IN 46202
www.intelligentweatherization.org
QCI CL EA RIT

Michigan Training & Education Center
235 S. Grand Ave., Suite 1105
Lansing, MI 48933
www.michigantec.org
QCI CL EA RIT

Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284
(336) 904-0300
https://www.ptrc.org/

PTRC offers the following Weatherization courses:

- Building Analyst Professional
- Manufactured Housing Professional
- Envelope Professional
- Infiltration and Duct Leakage (IDL)
- Building Science Fundamentals
- ASHRAE Calculations and Utilization
- WX Applications for Residential Energy Dynamics (RED)
- The Metrics of Moisture
- Advanced Combustion Analysis and CAZ Testing
- Add a Hole Modifiable Zonal Testing

Below are accredited training providers. When scheduling Asbestos O&M Course, ensure that the instructor tailors training for Weatherization. The list is current as of the publication date.

Key

Lead RRP **LRRP** Asbestos Class 3 O&M **AOM** OSHA Construction Industry **OSHA** CPR/First Aid **CPR**

American Heart Association
7272 Greenville Ave.
Dallas, TX 75231
Phone: (800) 242-8721
http://ahainstructornetwork.americanheart
.org/AHAECC/classConnector.jsp?pid=ahaec c.classconnector.home
CPR

American Red Cross 100 N Peartree Lane Raleigh, NC 27610
Phone: 1-833-733-7763
https://www.redcross.org/take-a-class
CPR

AAA Environmental
2036 Chesnee Highway
Spartanburg, SC 29303
Phone: 888-296-3803
https://www.aaaenvironmental.com/
LRRP AOM

Brunswick Community College
50 College Road, NE Bolivia, NC 28422
Phone: 910-755-7300
https://www.brunswickcc.edu/coned/initial-lead- safety-removal-osh-3003/
LRRP

Coastal Carolina Community College
444 Western Boulevard
Jacksonville, NC 28546
Phone: 910-938-6751
https://www.coastalcarolina.edu/ LRRP **OSHA**

Craven Community College, Cont. Ed.
800 College Court New Bern, NC 28562 Phone: 252-638-3919
https://cravennc.edu LRRP **OSHA**

Edgecombe Community College 2009 West Wilson Street Tarboro, NC 27886
Phone: 252-823-5166
https://www.collegesimply.com/colleges/north- carolina/edgecombe-community-college/
LRRP

Fayetteville Technical Community College
2201 Hull Road
Fayetteville, NC 28300
Phone: (910) 678-8493
http://www.faytechcc.edu/
OSHA

The EI Group, Inc.
2101 Gateway Centre Boulevard, Suite 200
Morrisville, NC 27560
Phone: (919) 657-7500
https://ei1.com/contact-us/ http://www.gvltec.edu **LRRP AOM**

Froehling & Robertson, Inc.
310 Hubert Street
Raleigh, NC 27603
Phone: (919) 828-3441
(Also, Fayetteville & Charlotte locations) www.fandr.com
LRRP

Greenville Technical College 216 S. Pleasantburg Drive Greenville SC 29607
Phone: (864) 250-8155
http://www.gvltec.edu
LRRP AOM

North American Contractors Association
P.O. Box 10116
Greensboro, NC 27404
Phone: (336) 540-0149
http://infonaca.com/n-c-asbestos-classes/
AOM

North Carolina Department of Labor
1101 Mail Service Center Raleigh, NC 29699-1101
Phone: (800) 625-2267
https://www.labor.nc.gov/safety-and- health/training
OSHA

PEACH
800 N. Mangum St. Mailbox #6
Durham, NC 27701
Phone: 919-682-1300
http://peachdurham.wordpress.com/
LRRP

Johnston Community College
245 College Road
Smithfield, NC 27577
CALL Phone: (919) 934-3051 ???
http://www.johnstoncc.edu/
LRRP

Pitt Community College 1986 Pitt Tech Road Winterville, NC 28590
Phone: 252-493-7200
http://www.pittcc.edu/
LRRP

Rowan-Cabarrus Community College 1333 Jake Alexander Blvd. South, Salisbury, NC 28146
Phone: (704) 216 7222
https://www.rccc.edu/
LRRP OSHA

Safety and Health Council of NC Raleigh: Cumberland Building, Suite 125 Raleigh, NC 27612
Phone: 919-719-9800
Charlotte: 2709 Water Ridge Parkway, Suite 120 Charlotte, NC 28217
https://www.safetync.org/ Phone: 704-644-4201 **OSHA**

The Case Institute
P.O. Box 8776 Spartanburg, SC 29305
Phone: 864-582-1222
http://www.tciinstitute.org **https://www.aaaenvironmental.com/ LRRP AOM**

The EI Group
2101 Gateway Centre BoulevardMorrisville, NC 27560
Phone: (919) 657-7500
http://www.ei1.com/
LRRP AOM

University of North Carolina, NC OSHERC
P.O. Box 16248
Chapel Hill, NC 27516-6248 Phone: (919) 962-2101
http://osherc.sph.unc.edu/continuing-education/courses/
LRRP AOM

North Carolina Weatherization Assistance Program

ON THE JOB TRAINING FORM – RETROFIT INSTALLER TECHNICIAN- Example

Job Description: A Retrofit Installer Technician installs energy-efficiency measures to single family or 2-4 unit-homes using a variety of building science best practices to improve, safety, comfort, durability, indoor air quality, and energy efficiency. The following items are key abilities that shall be covered in on the job training (OJT). Select training topics from the list below.

Subgrantee _____ Date of Training:

Select Topic(s):

___ Hook up to fall protection	___ Review scope of work	_ Identify duct leaks	___ Remove roofing system
X Put on PPE	___ Report items not on scope	_ Seal ducts leaks	___ Flash new penetrations
___ Lock out/tag out protocol	___ Control dust and debris	_ Confirm ducts support	___ Inventory tools used
X Set up ladder/scaffolding	X Identify leaks and bypasses	_ Confirm duct insulation	___ Inventory materials used
___ Inspect jobsite for hazards	X Seal air leaks	_ Install wind baffles	___ Clean jobsite
___ Follow LSW practices	___ Identify for code violations	_ Install blocking	X Prep attic for insulation
___ Install moisture barrier	___ Verify flashing	_ Install vertical insulation	___ Interact with client
___ Report bulk moisture	___ Install flashing	_ Install horizontal insulation	X Other: _____

Select how **each** Topic(s) was covered below (observation, demonstration, quiz, etc.)

- Showed WxTV video on Attic Prep & Insulation
- Presented Sections 1 & 4 of Installer/Technician Fundaments 2.0 from www.WAPTAC.org
- Reviewed relevant air sealing, duct sealing, and air sealing sections of the NC Installation Standards
- Demonstrated capping a chase, sealing balloon framing, flagging junction boxes, and placing depth markers
- Observed trainee capping a chase, sealing balloon framing, flagging junction boxes, and placing depth markers

Describe any planned follow-up and target date

- Will cover ducts and flashing at W001-15 on March 13, 2023
- Trainee will do Lead Safe Work Practices Training the week of March 24, 2023.

As the Instructor, I have covered the topics indicated above in the manner specified and the trainee has demonstrated basic competency. As the Trainee, I certify that I have received training on the topics above.

Instructor's Information:	Trainee's Information:
Name: _____	Name: _____
Position: _____	Position: _____
Signature:	Signature:
Date: _____	Date: _____

North Carolina Weatherization Assistance Program
ON THE JOB TRAINING FORM – RETROFIT INSTALLER TECHNICIAN

Job Description: A Retrofit Installer Technician installs energy-efficiency measures to single family or 2-4 unit-homes using a variety of building science best practices to improve, safety, comfort, durability, indoor air quality, and energy efficiency. The following items are key abilities that shall be covered in on the job training (OJT). Select training topics from the list below.

Subgrantee _____ Date of Training _____

Select Topic(s)

_ Hook up to fall protection	_ Review scope of work	_ Identify duct leaks	_ Remove roofing system
_ Put on PPE	_ Report items not on scope	_ Seal ducts leaks	_ Flash new penetrations
_ Lock out/tag out protocol	_ Control dust and debris	_ Confirm ducts support	_ Inventory tools used
_ Set up ladder/scaffolding	_ Identify leaks and bypasses	_ Confirm duct insulation	_ Inventory materials used
_ Inspect jobsite for hazards	_ Seal air leaks	_ Install wind baffles	_ Clean jobsite
_ Follow LSW practices	_ Identify for code violations	_ Install blocking	_ Participate in debrief
_ Install moisture barrier	_ Verify flashing	_ Install vertical insulation	_ Interact with client
_ Report bulk moisture	_ Install flashing	_ Install horizontal insulation	_ Other: _____

Select how **each** Topic(s) was covered below (observation, demonstration, quiz, etc.)

-

Describe any planned follow-up and target date

-

As the Instructor, I have covered the topics indicated above in the manner specified and the trainee has demonstrated basic competency. As the Trainee, I certify that I have received training on the topics above.

Instructor's Information:		Trainee's Information:	
Name:	_____	Name:	_____
Position:	_____	Position:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

North Carolina Weatherization Assistance Program
ON THE JOB TRAINING FORM – CREW LEADER

Job Description: A Crew Leader is responsible for supervising the retrofitting activities specified in the scope of work. He or she is responsible for interacting with the client plus managing personnel and materials on the job site in a safe and effective manner. The Crew Leader is responsible for quality control, testing procedures, documentation, and conducting a final walk through to ensure that all work is completed in a satisfactory manner.

Subgrantee _____ Date of Training _____

Select Topic(s)

__ Identify required paperwork	__ Visually inspect job	__ Revise work order if needed	__ Document material usage
__ Develop work schedule	__ Confirm prerequisite work	__ Monitor safety practices	__ Document man hours
__ Evaluate energy audit	__ Develop site safety plan	__ Monitor resources	__ Document lead renovator
__ Evaluate work order	__ Review job with client	__ Verify material usage	__ Document job photo
__ Identify materials needed	__ Answer client questions	__ Verify end of day clean up	__ Document change orders
__ Identify staff needed	__ Protect interior of home	__ Verify completed work	__ Lead crew debrief
__ Identify PPE needed	__ Test in/interim readings	__ Test out	__ Submit all documentation
__ Set client expectations	__ Execute work order	__ Complete clean up	__ Other: _____

Select how **each** Topic(s) was covered below (observation, demonstration, quiz, etc.)

-

Describe any planned follow-up and target date

-

As the Instructor, I have covered the topics indicated above in the manner specified and the trainee has demonstrated basic competency. As the Trainee, I certify that I have received training on the topics above.

Instructor's Information:		Trainee's Information:	
Name:	_____	Name:	_____
Position:	_____	Position:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

North Carolina Weatherization Assistance Program
ON THE JOB TRAINING FORM – ENERGY AUDITOR

Job Description: An Energy Auditor is a building scientist who evaluates the energy efficiency and health & safety of a building and identifies areas for savings by gathering empirical data, conducting tests and using energy modeling software, in order to reduce the energy consumption, improve the safety, and increase the lifespan of a building; while improving the quality of life and comfort for building occupants.

Subgrantee _____ Date of Training _____

Select Topic(s)

__ Establish client relations	__ Get building measurements	__ Collect door data	__ Evaluate H&S
__ Represent the organization	__ Collect appliance data	__ Collect foundation data	__ Evaluate structural integrity
__ Maintain professionalism	__ Collect H&S data	__ Collect roof data	__ Scan walls with IR camera
__ Collect building information	__ Collect ventilation data	__ Perform blower door test	__ Determine if SHPO needed
__ Review energy consumption	__ Identify building insulation	__ Perform duct test	__ Select measures to be done
__ Document building history	__ Collect attic data	__ Evaluate appliances	__ Generate work order
__ Visual inspection building	__ Collect window data	__ Evaluate HVAC system	__ Discuss job in Crew Leader
__ Collect base load data	__ Collect wall data	__ Perform combustion tests	__ Other: _____

Select how **each** Topic(s) was covered below (observation, demonstration, quiz, etc.)

-

Describe any planned follow-up and target date

-

As the Instructor, I have covered the topics indicated above in the manner specified and the trainee has demonstrated basic competency. As the Trainee, I certify that I have received training on the topics above.

Instructor's Information:		Trainee's Information:	
Name:	_____	Name:	_____
Position:	_____	Position:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

North Carolina Weatherization Assistance Program
ON THE JOB TRAINING FORM – QUALITY CONTROL INSPECTOR

Job Description: A Quality Control Inspector is an evaluator who verifies the work performed against the work plan, specifications and standards, performs building diagnostics, records/reports findings and concerns, and specifies corrective actions; by conducting a methodological audit/inspection of the building, performing safety and diagnostic tests, and by observing the retrofit work; in order to ensure the completion, appropriateness and quality of the work providing for the safety, comfort, and energy savings of the building occupants.

Subgrantee _____ Date of Training _____

Select Topic(s)

_ Maintain professionalism	___ Review all invoices	___ Determine pass/fail of work	_ Document work w/ photos
_ Review client file	___ Review lead renovator	___ Determine work complete	_ Have client sign off on job
_ Review scope of work	___ Review SHPO	___ Verify no missed measures	_ Sign off on job
_ Review energy audit	_ Verify account coding	___ Document deficiencies	_ Other: _____

Select how **each** Topic(s) was covered below (observation, demonstration, quiz, etc.)

-

Describe any planned follow-up and target date

-

As the Instructor, I have covered the topics indicated above in the manner specified and the trainee has demonstrated basic competency. As the Trainee, I certify that I have received training on the topics above.

Instructor's Information:		Trainee's Information:	
Name:	_____	Name:	_____
Position:	_____	Position:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

North Carolina Weatherization Assistance Program
PEER-TO-PEER TRAINING FORM (Optional)

Name of Agency:_____ Date: _____

Contact:_____Phone: _____

Email:_____

Describe training need: _____

Who will provide the training? _____

Where will the training be provided?_____

Describe why this person was selected:_____

When would you like the training?_____

Who will receive the training? (Provide names and titles)

_____ _____

_____ _____

_____ _____

Are the people listed above assigned only to the weatherization program? ☐ Yes ☐ No

If no, how much will be contributed by other programs? $ _____

Who will travel? (Check one) ☐ Trainer ☐ Trainee
☐

(See Costs next page)

Costs

	Trainer	**Trainee**
Salary:	_____	_____
Fringe:	_____	_____
Travel:	_____	_____
Lodging:	_____	_____
Per Diem:	_____	_____
Other:	_____	_____
Total:	_____	_____

Documentation# of Nights? _____

Describe:_____

Is a written, signed agreement attached? ☐ Yes ☐ No

If not, when will it be available?

WPN 22-4 Quality Work Plan Updates Glossary of Resources

	Introduction/Background	Section 1: SWS	Section 2: Inspections	Section 3: Workforce Training
10 CFR 440 [complete]	X			
Guidelines for Home Energy Professionals Project	X			
WAP Grantee Manager's Training Toolkit	X	X	X	X
WAP Training and Technical Assistance Clearinghouse	X	X	X	X
Field Guide Review Process [Video]		X		
SWS		X		
SWS Field Guide Photos [Flickr pool]		X		
SWS Variance Request Form		X		
SWS Variance Request Review Process [Video]		X		
WAP T&TA Planning & Reporting Template		X		
BPI Certified Professionals Search			X	
BPI HEP Quality Control Inspector Certification Overview			X	
BPI HEP Energy Auditor Certification Overview			X	
Guidelines for Home Energy Professionals (HEP) Certifications			X	
Weatherization Monitoring [Videos, Resources]			X	
WPN 20-4: Weatherization Assistance Program Monitoring Procedures			X	
Accreditation - Why an Accredited Training Program? [Video]			X	X
Accreditation - Flexibility with Accredited Training [Video]			X	X
IREC-Accredited Training Providers Registry			X	X
JTA - Crew Leader - Single Family			X	X
JTA - Energy Auditor - Single Family			X	X
JTA - Energy Auditor - Multifamily			X	X
JTA - Quality Control Inspector - Single Family			X	X
JTA - Quality Control Inspector - Multifamily			X	X
Competency Model - Energy Auditor and Quality Control Inspector [U.S. Department of Labor]				X
Competency Model - Installer and Crew Leader [U.S. Department of Labor]				X
Contractor Training and Technical Assistance Retention Agreement Template				X
Green Buildings Career Map				X
Installer Badges Toolkit for On the Job Training				X
Installer Badges Toolkit for On the Job Training [Video]				X
Installer Badges Toolkit Fact Sheet				X
IREC Accreditation - Key Documents for Candidates				X
IREC Credentials and How to Apply				X
IREC Credentials - FAQ				X
O*NET Summary Report for Weatherization Installers and Technicians [U.S. Department of Labor]				X
WAP Request for Proposals Toolkit for Training & Technical Assistance Services				X
Weatherization Training Resources				X