



*Training Program Accreditation
Reimbursement Application
PON 2397 – Form A*

Organizations seeking reimbursement for IREC ISPQ accreditation shall submit the following documents to NYSERDA, ATTN: Lori Clark, 17 Columbia Circle, Albany, NY 12203.

Please include the following documents with your reimbursement application. Place a checkmark (✓) next to each document to indicate that you have enclosed it with your application. NYSERDA cannot process the reimbursement without this information.

- Training Program Accreditation Reimbursement Application – PON 2397 Form A
- Accreditation Certificate
- Copy of the first page of a recent electric bill
- Proof of payment for Accreditation fees (paid invoice, credit card statement, and cancelled check)
- Attach W-9, first time submission, or include Tax Identification number below

If you have any questions, please contact: Lori Clark at Lori.Clark@nyserda.ny.gov 518-862-1090 ext 3202.

Contact Information			
Name:			
Address:			
City	State:	ZIP:	
Telephone:	County:		
E-Mail			

Company (Payee) Information			
Legal Business Name:			
Business Address:			
Tax ID#			
City	State:	ZIP:	
Telephone:	County:		
Business Website:			
Total Cost:			
Name of Training Program for which IREC Accreditation is Requested:			

I certify that I have read and understand the Terms and Conditions set forth in Attachment D and agree to be bound by them. I certify that all information in this application is true and correct and that I am authorized to act on behalf of the Applicant.

Signature:	Date:
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NYSERDA USE ONLY	
NYSERDA has verified that this organization submitted for Accreditation.	
Signature:	Date:
	Voucher #: