

Attachment A

IREC ISPQ Program Accreditation of Training Programs

Background

The Interstate Renewable Energy Council (IREC) is the North American licensee for the Institute for Sustainable Power Quality (ISPQ) standards, and implements the framework of standards and metrics to provide a means to compare content, quality, and resources across a broad range of training programs covering renewable energy, energy efficiency, and distributed generation technologies. This international framework ensures legitimacy of what is being taught and by whom.

The IREC ISPQ International Standard 01022 identifies requirements for competency, quality systems, resources, and qualification of curriculum by which trainers and training programs can be evaluated. The IREC ISPQ Credentialing Program has approved four job task analyses (JTAs) developed by the National Renewable Energy Laboratory (NREL) with U.S. Department of Energy (U.S. DOE) funding as a resource for applicants from the energy efficiency and weatherization sectors. The JTAs are the result of an industry-led collaboration to define the minimum knowledge, skills and abilities required of workers in four job classifications in the home energy retrofit industry: Retrofit Installer Technician, Crew Leader, Energy Auditor, and Quality Control Inspector.

In addition, IREC Standard 14732:2013 *General Requirements for Renewable Energy and Energy Efficiency Certificate Programs* has been published and is available on the [IREC Website](#). This national standard provides a foundation for the accreditation of certificate programs that develop and administer credit or non-credit energy efficiency and renewable energy-related training. It describes requirements for administration, curriculum, assessment, personnel, equipment, facilities and linkage with industry that programs must meet to demonstrate that they issue a market-valued certificate.

Please visit this link for details on how to apply for IREC ISPQ accreditation for your renewable energy and/or energy efficiency training program: <http://irecusa.org/irec-programs/ispq-training-accreditation/how-to-apply/>.

The IREC ISPQ Candidate Handbook contains information in regard to application costs: <http://www.irecusa.org/irec-programs/credentialing/ispq/key-docs/>

Eligibility Summary Table: Training Program Accreditation

	IREC ISPQ Energy Efficiency Training Program Accreditation (Attachment and Form A)	IREC ISPQ Renewable Energy Training Program Accreditation (Attachment and Form A)
Eligible Entities	NYS Energy Efficiency Training Organization	NYS Renewable Energy Training Organization
Eligible Locations/Regions	Statewide	SBC territory ¹ only
Incentives	80% of accreditation costs, up to \$5,000/organization	80% of accreditation costs, up to \$5,000/organization

Funding

Qualified New York State training organizations (located in the SBC service territory) can receive reimbursement for 80% of the cost, up to \$5,000, for IREC ISPQ program accreditation for energy efficiency and renewable energy training programs.

Application Requirements

All applicants applying for incentives for IREC ISPQ accreditation must: 1) completely fill out Form A; 2) provide accreditation certificate; 3) provide the first page of a recent electric bill with the company name and address to verify eligibility; and 4) provide a W-9 or include the Tax Identification number on Form A. Incentives will not be paid unless a W-9 is on file.

¹ Applicants (companies, training organizations, or individuals) must be located/reside in a System Benefits Charge (SBC) service territory. (Areas with electric service provided by Central Hudson Gas and Electric Corp., Consolidated Edison of NY, Inc., NYS Electric and Gas Corp., National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric.)

Payment Process

The incentive payment for training program accreditation will be made in one lump sum, in accordance with NYSERDA's Prompt Payment Policy Statement (Exhibit B to Attachment D), once the reimbursement application has been reviewed and approved by NYSERDA.

Organizations seeking reimbursement for IREC ISQP 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:			
Vendor 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 #: