



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 02-2024

TO: ALL WEATHERIZATION SUB-GRANTEES

FROM: Tim Pettit, Associate Director of Energy Efficiency *TP*

DATE: 05/01/2024

SUBJECT: Mandatory License, Technical Training and Reporting

EFFECTIVE DATE: 05/01/2024

This notice outlines the **required technical training** for Virginia's Weatherization Assistance Program (WAP) subgrantees **Technical Staff** and **sub-contractors**. This notice supersedes requirements set forth in VA WAP Information Notice 02-2023.

The following minimum training and certification requirements apply to all **full-time** and **part-time** employees of Virginia's Weatherization Assistance Program subgrantees and their sub-contractors.

If employee(s) from a sub-grantee or their subcontractor(s) leave the Weatherization workforce for a period longer than *five (5)* years, they are to restart their training as if they are new employees. If they leave the WAP workforce for a period of *two to five (2-5)* years, the individual must successfully test out. If they leave for a period shorter than *two (2)* years, they can pick up where they left off.

A. The following licenses are required for all Weatherization Subgrantees:

1. Residential Building Energy Analyst (RBEA) Firm license
2. Renovate Repair and Paint (RRP) LEAD firm certification
3. Contractor Class A or B license
4. Master's license for Plumbing, Electrical, HVAC
5. Other specialties when required by Department of Professional Occupational Regulation (DPOR)

B. The following licenses are required for Weatherization in-house crew members:

1. Residential Building Energy Analyst (RBEA) Individual license (applies to Energy auditors)
2. Renovate, Repair and Paint (RRP) LEAD individual certification (One person on each job site is required to hold this certification. DHCD Recommends having multiple individuals certified to reduce the risk of noncompliance.)
3. At least one employee must be listed as the trusted individual on the contractor license.
4. At least one employee must hold the master's license for the respective trade (Plumbing, Electrical, HVAC, etc.).

C. If a subgrantee hires a sub-contractor(s) to install trade specific measure(s) (HVAC, Electrical, Plumbing, etc.), the sub-contractor must:

1. Ensure all sub-contractor's employees on a WAP job site must have at least an OSHA 10 certification.
2. Hold an active contractor's license valid in Virginia.
3. Hold a master's license for the respective trade (Plumbing, Electrical, HVAC, etc.).
 - a. If RRP rules are required to repair or install new equipment, all RRP regulations must be applied when applicable.

D. Required for WAP Retrofit Installer Technicians (Crew Workers) (required within 6 months of date of hire):

1. HEP Retrofit Installer Technician (RIT) – Course 206
2. Lead Safe Weatherization (LSW) – Course 104
3. OSHA 10 – Course 702

E. Required for WAP Crew Leaders (required within 9 months of date of hire or 6 months if promoted)

1. HEP Retrofit Installer Technician RIT – Course 206
2. Lead Safe Weatherization (LSW) – Course 104
3. OSHA 30 - Course 703
4. HVAC Fundamentals (Classroom or online) Course 209 (109 for online)
5. HEP Crew Leader - Course 208
6. ASHRAE 62.2 – Course 215

F. Required for WAP Energy Auditors (required within 18 months or 12 months if promoted)

1. HEP Retrofit Installer Technician RIT – Course 206
2. LEAD Safe Weatherization (LSW) – Course 104
3. OSHA 10 – Course 702
4. HVAC Fundamentals (Classroom) – Course 209
5. ASHRAE 62.2 – Course 208
6. DOE Approved Energy Audit Software – Contact the Training Center
7. HEP Energy Audit Course – Course 203
8. BPI Energy Auditor (**Must receive BPI EA certification**) - Course 203

G. Required for WAP Quality Control Inspectors:

1. OSHA 10 – Course 702
2. HEP QCI - Course 212
3. BPI Quality Control Inspector micro credential to their Energy Auditor certification
4. BPI Quality Control Inspector Gap class (Multifamily Inspectors only)

Subcontractors installing weatherization measure(s) outside of Electrical, HVAC, and Plumbing are to be held to the same standards, certifications and the qualifications as if they were an in-house crew member or direct hires of the sub-grantee. (Crew worker, Crew Leader, EA, QCI)

All classes are available through the Energy Solutions Research and Training Center. In order to attend classes or be placed on the Waiting List for a specific class, a student must register through the Energy Solutions Research and Training Center's [Learning Management System](#) (LMS).

It's the sole responsibility of Virginia Weatherization Subgrantee to report any change in licensure or staff position to the Training Center within 30 days (For example a Crew Leader is promoted to Energy Auditor or vice versa).

If not reported to the Training Center in a timely manner subgrantees may lose their ability to assign crews to work orders and submit invoices.

Energy Auditor and Quality Control Mentorships

DHCD understands the challenges that come along with hiring and/or promoting staff members into the Energy Auditor and Quality Control Inspector roles. DHCD will allow Energy Auditors and Quality Control Inspectors who are not fully certified, to conduct site inspections if an Energy Auditor or Quality Control Inspector that is in **FULL** compliance is reviewing and signing off on their audit\inspection reports. The Energy Auditor or Quality Control Inspector signing off on the project will be held responsible if the inspection is not completed and/or documented correctly.

The following training and certification fees are covered by DHCD's training contract with the Training Center **(Hotel and per diem not included).**

In – Person classes and course number

1. Energy Auditor Preparatory Course (203)
 - a. Energy Auditor BPI Field Exam (232F)
 - b. Energy Auditor BPI Written Exam (232W)
 - c. Energy Auditor BPI Written Exam review (232RW)
 - d. Energy Auditor BPI Field Exam review (232RF)
2. Quality Control Inspector Preparatory Course (212)
 - a. Quality Control BPI Written Exam (231W)
 - b. Quality Control BPI Written Exam Review (231RW)
3. Repair Renovate and Paint – RRP (221)

Online or Web based classes and course numbers (Does not replace classroom trainings)

1. Lead Safe Weatherization – 104v2
2. Retrofit Install Technician - 106
3. HEP Crew Leader - 108
4. HEP Energy Auditor - 103
5. Quality Control Inspector - 111
6. Client Education - 107
7. Math Refresher - 114
8. OSHA Confined Spaces Overview - 113
9. OSHA 10 and OSHA 30 (Must register through LMS) – 702/703
10. Manufactured Housing Fundamentals - 110
11. Weatherization Management - 112
12. HVAC Fundamentals – 109

All other required courses mentioned in this notice can be funded by LIHEAP T\TA funds.