



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 02-2023

TO: ALL WEATHERIZATION SUB-GRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER / np
DATE: 06/07/2023
SUBJECT: Mandatory License, Technical Training and Reporting
EFFECTIVE DATE: 7/1/2023

This notice outlines the required technical training for Virginia's Weatherization Assistance Program (WAP) **Technical Staff** and **sub-contractors**. Effective 7/1/2023, this notice supersedes requirements set forth in VA WAP Information Notice 01-2020.

The following minimum training and certification requirements apply to all **full-time** and **part-time** employees of Weatherization crews and sub-contractors.

If employees from the sub grantee or any sub-contractor 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 Subgrantee agencies:

1. Residential Building Energy Analyst (RBEA) Firm license.
2. Renovate Repair and Paint (RRP) LEAD firm certification.
3. Contractor Class A or B license; and
4. Master's license for Plumbing, Electrical, HVAC and other specialties if utilizing in-house crews to install said measures.

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, and
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 measures (HVAC, Electrical, Plumbing, etc.), the sub-contractor must:

1. Ensure sub-contractor's employees on a WAP job site have at least an OSHA 10 certification;
2. Hold an active contractor's license valid in Virginia and registered with the Virginia Department of Professional and Occupational Regulation (DPOR).
3. Hold a master's license for the respective trade (Plumbing, Electrical, HVAC, etc.)
(If RRP rules are required to repair or install new equipment, all RRP regulations must be applied when applicable. DHCD recommends having all sub-contractors certified under RRP rules but understands this can deter some sub-contractors. DHCD will allow subgrantee's RRP certified staff to be on site with the sub-contractor in order to remain in compliance with RRP regulations.)

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 104v2
3. OSHA 10 – Course 702
4. HVAC Fundamentals Online - Course 109

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

1. All requirements of a crew worker plus the following:
2. OSHA 30 - Course 703
3. HVAC Fundamentals Classroom Course 209 (109 for online)
4. HEP* Crew Leader - Course 208
5. ASHRAE 62.2 – Course 215

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

1. All requirements for crew worker and crew leader plus the following:
2. Hancock\HEAT Energy Audit Software Course 214
3. BPI Energy Auditor (Certification) Course 203

G. Required for WAP Quality Control Inspectors:

1. All requirements for crew worker, crew leader, and energy auditor plus the following:
2. HEP QCI - Course 212
3. BPI Quality Control Inspector micro credential to their Energy Auditor certification

Sub-contractors installing weatherization measure(s) outside of trade specific measure(s) 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 Energy Solutions Research and Training Center's [Learning Management System \(LMS\)](#).

Reporting

To assist in maintaining updated training and certification records for all technical staff members, it is the subgrantee's sole responsibility to notify the Training Center of changes in staff and credentials.

This includes all sub-contractors and their employees that are working on Weatherization projects. Agencies have 30 business days to report changes in staff. (DOE requires DHCD to monitor and track this information.)

When updating records in Hancock, DHCD will only reference the Training Tracker Smartsheet maintained by the Training Center for DHCD. If a crew or sub-contractor falls out of compliance with this notice, Hancock will not allow subgrantees to assign a crew or sub-contractor to a weatherization job. This will also prevent subgrantees from being able to submit invoices until the issue is resolved.

DHCD, at its discretion, may grant extensions in Hancock on an 'as needed' basis, but the number of extensions will be limited to no more than three (3) thirty- (30) day extensions. No extension can be granted for the BPI QCI certification.

Any subgrantee staff member with "Agency Manager" role rights in Hancock can review their crew(s) and sub-contractor(s) records in Hancock by accessing the "Vendor/Crew List" tab from the home screen of Hancock. From there, any crew(s) or sub-contractor(s) displayed in red have training(s) or certification(s) that have either expired or are expiring in the next 30 days. For additional information click the "Print" button at the bottom of the page for a detailed report. (As seen on the next page)

HEAT Enterprise

VENDOR/CREW LIST

- HOME
- LEAD MANAGEMENT
- CLIENT MANAGEMENT
- ▼ JOB MANAGEMENT
 - Client Status Report
 - Job Process Report
 - Job List
- ▶ WORKFLOW
 - Job Assignment
- ▼ VENDOR/CREW
 - Vendor/Crew List**
 - Vendor/Client
 - Permit
- ▼ INVOICES
 - Costs
 - Invoice List
 - Approved Invoice
 - Statistical Report
 - Credit
- ▼ REPORTING
 - Budget Balance
 - Adjust Budget
 - Production And Job Cost
 - District Reports
 - System Reports
 - DOE Reports
 - State Approval
 - Wage Approval
 - Approved Statistical Report
 - Program Performance Reports
 - Client Report Configuration
- ▼ GENERAL INFORMATION

Agency | Virginia DHCD

Actions	Company	Contact	Address	Phone	E-Mail Address
	Fry Plumbing, Heating and Air Conditioning		327 L Street NE, Rear Washington, DC 20002	202-543-4984	
	GENERAL CREW				
	Good's Fireplace & Gutters			434-575-8844	
	Halley's Appliance		5005 Fort Ave, Lynchburg, VA 24502		
	Harper Electric		4212 Davis Highway, Louisa, VA, 23093		
	Harrford Excavation LLC		4212 Piebald Sq, Aldie, VA 20102		
	Haysi Heating & Air Conditioning		PO Box 277, Haysi, VA 24256	276-885-4687	
	HDH Association		400 W Main Street, Christiansburg, VA 24008	5403817999	
	Highlands Air Conditioning and Electrical	Shawn Hall	198 Valley View Drive, Abingdon, VA 24210	276-608-7761	shawn_h_hall@yahoo.com
	Hodgeville Heating & Air, Inc	Greg Hodges	875 Old Franklin Turnpike, Rocky Mount, VA 24151	540-483-2921	

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* Vendors in red are near or past their license expiration date.

Approved Date: [Date Picker]

Buttons: Add/Edit Vendor, Vendor/Crew Report, Print

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 not fully yet 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 auditor or QCI signing off on the project will be held responsible if the inspection is not completed and/or documented correctly.

The following trainings and certifications 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)