



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 01-2016

TO: ALL WEATHERIZATION SUB-GRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER
DATE: 04/22/2016
SUBJECT: Mandatory Technical Training
EFFECTIVE DATE: Immediate

This notice is intended to outline required technical training for Virginia subgrantees' Weatherization Assistance Program technical staff and sub-contractors. This notice supersedes requirements set forth in Information Notice 6-2012 and provides clarity on the mandatory training outlined in Information Notice 01-2015.

All classes are available through the Energy Solutions Research and Training Center

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

- HEP* Retrofit Installer Technician (RIT)
- Lead Safe Weatherization (LSW)
- OSHA 10 or 30 or equivalent safety course

Required for WAP Crew Leaders (required within 9 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT)
- Lead Safe Weatherization (LSW)
- OSHA 30 or equivalent safety course
- HVAC Fundamentals (Online *or* Classroom)
- HEP* Crew Leader

Required for WAP Energy Auditors (required within 12 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT)
- Lead Safe Weatherization (LSW)
- OSHA 10 or OSHA 30 equivalent safety course
- HVAC Fundamentals (Classroom)
- ASHRAE 62.2
- NEAT/MHEA Energy Audit Software
- HEP* Energy Auditor

Required for WAP Quality Control Inspectors:

- Lead Safe Weatherization (LSW)
- OSHA 10 or OSHA 30 equivalent safety course
- HEP* Quality Control Inspector certification

Required Lead training:

- ***Lead Safe Weatherization (LSW)***. All WAP crew workers and sub-contractors modifying any of the following will be subject to LSW certification:

These include, but are not limited to, ***interior components*** such as: ceilings, crown molding, walls, chair rails, doors, door trim, floors, fireplaces, radiators and other heating units, shelves, shelf supports, stair treads, stair risers, stair stringers, newel posts, railing caps, balustrades, windows and trim (including sashes, window heads, jambs, sills or stools and troughs), built in cabinets, columns, beams, bathroom vanities, counter tops, and air conditioners; and ***exterior components*** such as: painted roofing, chimneys, flashing, gutters and downspouts, ceilings, soffits, fascias, rake boards, corner boards, bulkheads, doors and door trim, fences, floors, joists, lattice work, railings and railing caps, siding, handrails, stair risers and treads, stair stringers, columns, balustrades, windowsills or stools and troughs, casings, sashes and wells, and air conditioners.

- ***Renovation, Repair and Painting (EPA RRP rule)***. At least one WAP crew worker, crew leader and/or sub-contractors working on Weatherization or LIHEAP jobs must complete this class and be accessible on lead-safe jobs. It is **highly recommended that more than one staff member be certified to prevent work stoppage due to lack of compliance**. Please be aware that this person must be physically present at the work site when signs are posted, while the work area containment is being established, and while the work area cleaning is being performed.

(ii) On or after April 22, 2010, no firm may perform, offer, or claim to perform renovations without certification from EPA under §745.89 in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

(3) Individuals . On or after April 22, 2010, all renovations must be directed by renovators certified in accordance with §745.90(a) and performed by certified renovators or individuals trained in accordance with §745.90(b)(2) in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

Visit <http://www.epa.gov/lead/pubs/renovation.htm#contractors> for details.

Required OSHA training:

- All WAP employees and subcontractors working on Weatherization and LIHEAP jobs must provide proof of OSHA or OSHA-equivalent training.***

Required Licensing & Credentialing:

- All WAP Energy Auditors must be individually licensed by the Virginia Department of Professional and Occupational Regulation (VADPOR) as Residential Building Energy Analysts.
- Licensed Energy Auditors must work for firms registered with VADPOR to conduct Residential Building Energy Analysis **OR** hold \$100,000 in general liability insurance in individual's name. See www.dpor.virginia.gov for more information on the application requirements.
- All WAP Quality Control Inspectors (QCI) must hold a valid BPI HEP QCI certification as of July 1, 2015.
- Agencies must have a Master HVAC-licensed individual on staff or utilize a subcontractor with this license when repairing or replacing heating and cooling systems.

*HEP stands for Home Energy Professional. These courses meet the Job Task Analysis (JTA's) for the specific job roles being performed and are accredited by the Interstate Renewable Energy Council (IREC).

**Timeframe allowed for training is *reduced* when employee is elevated to higher classification. (i.e. Trained Crew Worker promoted to Crew Leader will be given 6 months for additional training. Crew Leader > Energy Auditor will be allowed 9 months for additional training.

***OSHA-equivalent training will be approved by DHCD on a case-by-case basis. It is the responsibility of the subgrantee to provide proof of equivalency i.e. certificates, training manuals, syllabi, etc.

It is the responsibility of the subgrantee to notify the training center when both staff or subcontractor; certifications, licensing, and job classification changes occur.

Visit <https://www1.eere.energy.gov/wip/guidelines.html> for details.

