

Ralph M. Perrey, Executive Director



MEMORANDUM: Wx 23-04

TO: Weatherization Program Subgrantees

FROM: Aaron Walker, Technical Advisor for Weatherization *AW*

DATE: May 22, 2024

SUBJECT: Technical Training Requirements

Purpose: This notice outlines the required technical training for Tennessee’s Weatherization Assistance Program (WAP) Subgrantees technical staff and sub-contractors. The minimum training and certification requirements outlined in this document applies to all full-time and part-time employees.

Guidance:

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

If employee(s) from a subgrantee or their sub-contractor(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 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. THDA Recommends having multiple individuals certified to reduce the risk of noncompliance.);
3. At least one employee must hold the master's license for the respective trade* (Plumbing, Electrical, HVAC, etc.)

B. If a subgrantee hires **one or more sub-contractors to install **one or more trade-specific measures** (HVAC, Electrical, Plumbing, etc.), the sub-contractor(s) 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 Tennessee*.
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.

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

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

D. Required for WAP Crew Leaders (required completion within 9 months of hire date or within 6 months, if promoted):

1. HEP Retrofit Installer Technician RIT – Course 206
2. Lead Safe Weatherization (LSW) – Course 104v2
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

E. Required for WAP Energy Auditors (required completion within 18 months of hire date or within 12 months, if promoted):

1. HEP Retrofit Installer Technician RIT – Course 206
2. LEAD Safe Weatherization (LSW) – Course 104v2
3. OSHA 10 – Course 702
4. HVAC Fundamentals (Classroom) – Course 209
5. ASHRAE 62.2 – Course 208
6. BPI Energy Auditor (**Must receive BPI EA certification**) — Course 203

F. Required for WAP Quality Control Inspectors:

1. OSHA 10 – Course 702
2. BPI Quality Control Inspector (micro credential to their Energy Auditor certification)

Sub-contractors installing one or more weatherization measures outside of Electrical*, HVAC*, and Plumbing* are to be held to the same standards, certifications, and qualifications as an in-house crew member or as direct hires of the subgrantee (e.g., Crew worker, Crew Leader, EA, QCI).

All classes are available through the CHP 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).

* Required by Tennessee Housing Development Agency

** Required by federal regulations and for compliance with the Environmental Protection Agency ([EPA](#))

*** Required by the Department of Energy (DOE)