

Ralph M. Perrey, Executive Director



MEMORANDUM: Wx 24-04

TO: Weatherization Program Subgrantees

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

DATE: March 26, 2025

SUBJECT: Technical Training Requirements

Purpose: This memo supersedes THDA WAP Memo 23-04 regarding required certifications and trainings needed for auditors, QCIs and weatherization workers. The language contained herein will be incorporated into the WAP Manual in Program Year 2025.

As a reminder, the minimum training and certification requirements outlined in this document applies to all full-time, part-time employees, and contractors.

Guidance: The following are training requirements for the following designations: Crew Worker (Retrofit Installer Technician – RIT), Crew Leader (CL), Energy Auditor (EA), and Quality Control Inspector (QCI).

Crew Worker (Retrofit Installer Technician – RIT)

- I. OSHA 10 Certification or Equivalent (10 Hours)
- II. Retrofit Installer Technician Course (RIT)*
- III. Lead Safe Weatherization Course (LSW)**
- IV. Renovate-Repair-Paint Certification (RRP)***

Crew Leader (CL) *Required to be present at each job site.*

- I. OSHA 30 Certification or Equivalent (30 Hours)
- II. Retrofit Installer Technician Course (RIT)*
- III. Lead Safe Weatherization Course (LSW)**
- IV. HVAC Fundamentals Course****
- V. ASHRAE 62.2 Course*****
- VI. Crew Leader Course (CL)
- VII. Renovate-Repair-Paint Certification (RRP)***

Energy Auditor (EA)

- I. OSHA 10 Certification or Equivalent (10 Hours)
- II. BPI Energy Auditor Certification
- III. Retrofit Installer Technician Course (RIT)*
- IV. Lead Safe Weatherization Course (LSW)**
- V. HVAC Fundamentals Course****
- VI. ASHRAE 62.2 Course****
- VII. NEAT/MHEA/WAPez Software Training
- VIII. Renovate-Repair-Paint Certification (RRP)***

Quality Control Inspector (QCI)

- I. OSHA 10 Certification or Equivalent (10 Hours)
- II. BPI Energy Auditor Certification
- III. BPI Quality Control Inspector Certification
- IV. Retrofit Installer Technician Course (RIT)*
- V. Lead Safe Weatherization Course (LSW)**
- VI. HVAC Fundamentals Course****
- VII. ASHRAE 62.2 Course****
- VIII. NEAT/MHEA/WAPez Software Training
- IX. Renovate-Repair-Paint Certification (RRP)***

* This course may be exempt in the instance of prior experience. THDA review & approval of prior experience is required.

** This course is not required, but highly recommended.

*** One person on each job site is required to hold this certification. THDA Recommends having multiple individuals certified to reduce the risk of noncompliance.

**** This course is not required to begin work but should be completed with 6 months of hire date or from date of signing retention agreement.

Sub-Contractors / Sub-Sub-Contractors

- I. OSHA 10 Certification or Equivalent (10 Hours)
 - Required of all sub-contractor's employees on job site.
- II. Active Contractor's or Home Improvement License
 - Must be valid in Tennessee.
- III. Master's License for the Respective Trade
 - Plumbing, Electrical, HVAC, etc.

Note: If RRP rules are required to repair or install new equipment, all RRP certifications must be verified and all RRP regulations must be applied.

Required Documentation for Contractors: Before pursuing a training plan or retention agreement with new contractors, all the below documentation must be verified. THDA will withhold approval for T&TA funds to be used for training without these verifications.

- I. General Liability Insurance
- II. Tennessee Business License
- III. System for Award Management (SAMS) / EPLS
- IV. Tennessee Contractor or Home Improvement License
- V. EPA Lead-Safe Certified Firm Certification
- VI. EPA RRP Certified Renovator Certification
- VII. OSHA 10/30 Certification

Required Documentation for Energy Auditors/Quality Control Inspectors: *All documentation & required certifications must be verified and approved by THDA before the EA/QCI can perform any work.*

- I. BPI Energy Auditor Certification
- II. BPI Quality Control Inspector Certification
- III. OSHA 10/30 Certification
- IV. ASHRAE 62.2 Certification

Below Not Required, but Highly Recommended (Cont. for Energy Auditors/Quality Control Inspectors):

- V. NEAT/MHEA/WAPez Software Training Certification
 - VI. Retrofit Installer Technician Training Certification (32 Hours)
 - VII. Lead Safe Weatherization Training Certification
 - VIII. EPA RRP Certified Renovator Certification
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New Contractors/Crew Members: In the instance that a new contractor or crew worker is joining without the required credentials or prior experience, a training plan must be developed. If T&TA funds will be used to acquire training, a waiver form will be required along with a retention agreement and training plan.

New Contractors with Prior Experience: New contractors with prior experience are required to submit certifications/proof of all required trainings as well as letter(s) of recommendation and details regarding their experience working with the Weatherization or Energy Efficiency Programs.

A training plan will be required, and/or a conditional approval may be granted pending THDA review & the results of an on-site visit from THDA's Technical Advisor(s). When a conditional approval is granted, adequate timing must be allowed to coordinate an on-site visit from THDA's Technical Advisor(s). A summary of the on-site visit will be provided by the Technical Advisor(s) after it's concluded.

Training Plan: Training plans must indicate which trainings are pending and a timeline for their completion. If planning to use T&TA funds, the training plan should be submitted with a Waiver Request Form along with a Retention Agreement for contracted workers.

Leaving and Returning to the WAP Workforce: To restart work after a period of leaving the workforce, the returning individual must present all current certifications and proof of all required trainings. If any certifications have expired or any required training is outstanding, a training plan must be developed.

Additional Guidance: THDA will be reaching out to current approved contractors directly to request information regarding their training and certifications. Moving forward, certifications and documentation for required trainings must be maintained by the agency. When new trainings or certifications are completed or updated, a Training Update Form must be submitted to THDA.

When uploading documentation to EA/QCI or Contractor profile, please notify the THDA WAP Team (WAP@THDA.org) so that they may review and determine eligibility to begin work.