



Setting the Standards for  
Home Energy Efficiency

## **Late, Probationary, and Suspension Policy for Accreditation Renewals**

June 17, 2013

The following is RESNET's policy for future provider renewals in order to reduce the frequency of providers being out of compliance with RESNET standards.

RESNET standards require accredited providers to submit a renewal application and pay their respective renewal fee by the end of each calendar year. The outline of the policy covers:

- When accredited providers are considered late and conditions thereof
- Date of Probationary status and conditions thereof
- Date of Suspended status and conditions thereof
- Excess Rating fees payment due date

Accreditation renewal notices will be sent to providers through email at the beginning of October of each year, which allows sufficient time to comply with RESNET standards for accreditation renewal. It is the responsibility of providers to verify that RESNET has the current email and mailing address prior to September 30<sup>th</sup> each year.

All provider accreditation renewal applications and accreditation fees are due by December 31<sup>st</sup> of every year for all providers who plan to continue with their accreditation for the following year.

### When Accredited Providers are Considered Late

Accreditation renewals will officially be recognized as late if no application and renewal fee has been received by RESNET on January 1<sup>st</sup>. RESNET will allow a grace-period of 15 days starting January 1<sup>st</sup> for providers to submit all necessary renewal material including their application and renewal fee before being placed on probation and a late-fee of \$500.00 is assessed to the total accreditation renewal fee.

### Probationary Status

If, by January 15<sup>th</sup>, a provider has not submitted an application and their fee for renewal, they will be automatically put on probation. The terms of probation include the following:

- Accreditation recorded as "Probation" and listing is removed from the RESNET web site's national directory of accredited providers.

- A late fee of \$500.00 is assessed to the total accreditation renewal fee.
- Notified by RESNET of probationary status and the impending suspension if they continue to neglect submitting an application and renewal fee.

### Suspended Status

If, by February 15<sup>th</sup>, a provider has not submitted an application and their fee for renewal, they will be automatically put on suspension. The terms of the suspension include the following:

- Accreditation recorded as “Suspended” and the provider is not allowed to conduct their services until suspension is lifted.
- Notified by RESNET of suspension status and terms.
- Provider must inform all of their clients of their suspension status
- Provider must submit their renewal form and fee by March 1<sup>st</sup> in order to avoid revocation of accreditation.

### Revocation Status

In the instance a provider fails to submit a renewal application and renewal fee by March 1<sup>st</sup>, their accreditation will be revoked by RESNET. Any further interest in accreditation from RESNET shall be resubmitted as a new application for the remainder of the year.

All levels of status can be appealed by the provider following the provisions of section 912 of the RESNET standards.

### Excess Rating Fees Payment Policy

RESNET standards require accredited providers to pay their respective Excess Rating Fees, as reported to the RESNET Registry during the year and calculated in total after calendar year-end. These Excess Rating Fees must be paid within 30 days of the email date of the Excess Rating Fees invoice, which will be emailed in early March to providers who have excess ratings. Nonpayment of the Excess Rating Fees will be a violation of compliance; therefore, Probationary Status, Suspension Status, and Revocation, as stated above, will apply.