Table of contents

HERS® Standards – Continuous Maintenance Version

HERS® Standards – Continuous Maintenance Version 6

Chapter 1 - RESNET® National Standard for Rating Quality Assurance Providers

101 General Provisions 8

102 Accreditation Criteria for Rating Quality Assurance Providers 9

103 Provider Accreditation and Renewal Process 22

104 National RESNET Registry 27

105 HERS Rating Software 29

106 Ratings Provided for Third-Party Energy Efficiency Programs 31

107 Accreditation Committee 33

Chapter 2 - RESNET National Standard for Instruction, Assessment and Certification

201 Purpose and Scope 34

202 General Provisions 35

203 Accredited Training Providers 36

204 Certification of Instructors 38

205 Certification of Candidate Field Assessors 40

206 Certification Candidates 41

207 Recertification 49

208 Capabilities 54

209 Reciprocity 60

210 Normative References 61

Chapter 3 - National HERS Technical Standards > Mandatory Minimum Until December 31, 2026

301 General Provisions 62

302 Definitions 63

303 Technical Requirements 64

304 Normative References 66

Chapter 3 - National HERS Technical Standards > Voluntary Use Allowed Until the Mandatory Compliance Date, January 1, 2027

301 General Provisions 68

302 Definitions 69

303 Technical Requirements 70

304 Normative References 72

Chapter 4 - Builder Option Packages

Chapter 4 - Builder Option Packages 74

Chapter 5 - Revision of Standards

501 General Provisions 75

502 Revisions and Amendments 76

Chapter 6 - RESNET National Standard for Sampled Ratings

600 General Provisions 81
601 Eligiblity 82
602 Records Maintenance 83
603 Sampling Plan 84
604 Energy Modeling 86
605 Labeling 87
606 Procedures for Inspections and Testing 88
607 Sample Verification Process 90
608 Procedure for Resolving Failures 92
609 Quality Assurance by Sampling Providers 93
610 Glossary of Terms 94

Chapter 7 - RESNET National Standards for Home Energy Audits

Chapter 7 - RESNET National Standards for Home Energy Audits 96

Chapter 8 - RESNET Standard for Combustion Safety Testing and Work Scope

801 General Provisions 97
802 Combustion Safety Testing 98
803 Work Scope for Contractors 100
804 Referenced Standards 103

Chapter 9 - RESNET National Standard for Quality Assurance

901 General Provisions 106
902 Definitions and Acronyms 107

903 RESNET Oversight of Quality Assurance Process 108

904 Responsibilities and Requirements for Rating Quality Assurance Providers 124

905 Quality Assurance Designee (QA Designee) 146

906 Quality Assurance Requirements for Third-Party Energy Efficiency Programs 158

907 Ethics and Appeals Committee 159

908 Ethics and Compliance Complaints 160

909 Probation, Suspension, and Revocation of Accreditation of Providers 162

910 RESNET Whistle Blower Protection Policy 171

911 Hearing Procedures 172

Chapter 10 - RESNET Standard for Energy Smart Projects and Energy Smart Contractors

1001 General Provisions 174

1002 Participants Roles and Responsibilities 175

1003 Energy Smart Projects 184

1004 Quality Assurance Oversight 185

1005 References 186

Appendix A

Appendix A 187

Appendix B - Glossary of Terms

Appendix B - Glossary of Terms 188

Appendix C (Informative)

Appendix C (Informative) 218

HERS® Standards – Continuous Maintenance Version

This document incorporates all HERS Standards amendments adopted as of July 1, 2026. The first page of each Chapter denotes whether there are addenda to the Standards with delayed implementation dates that revise requirements in the Chapter. *Note also that amendments to Standards ANSI/RESNET/ICC 301 and ANSI/RESNET/ICC 380 are effective when approved by ANSI and may have a Transition Period before compliance becomes mandatory. See Chapter 3 Section 304 Normative References for editions of the Standards and their Addenda.*

The Standards originally adopted January 1, 2013 and approved addenda are posted at HERS® Standards Addenda.

To download a PDF version of the current HERS Standard, click here.
To view archived versions, please click here.

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Submitting Proposed Amendments to the RESNET Standards

RESNET welcomes proposed amendments to the HERS Standards. The proposed amendment must be submitted online. To submit a proposed amendment, fill out the RESNET Online Standard Amendment Form.

After RESNET receives a proposed amendment it is reviewed by the Standards Management Board to determine when it will be addressed. Proposed amendments will be forwarded to the appropriate Standards Development Committee. The committee will review the proposal and either request additional information, reject the proposal and inform the proponent the reason for rejecting or submit it to the RESNET standard amendment development process including public review and comment.

In order to be considered the proposal must be in editorial add/underline/strike delete format with specific sections listed. Click here for an example of an accepted proposed amendment.

101 General Provisions

101.1 Purpose

The purpose of these Standards is to ensure that accurate and consistent home energy, water efficiency, and carbon emissions ratings are assured by RESNET accredited Rating Quality Assurance Providers through their Certified HERS Raters nationwide; to increase the credibility of the Rating Quality Assurance Providers; and to promote voluntary participation in objective, cost-effective, sustainable home energy, water efficiency, and carbon emissions rating process.

Leaders in both the public and private sectors have identified the need for an accreditation process for Rating Quality Assurance Providers. This accreditation process may be used by these stakeholders to accept home energy, water efficiency, and carbon emissions ratings and to assure accurate, independent information upon which the mortgage industry may accept home energy, water efficiency, and carbon emissions ratings for the purposes of issuing energy, water, and/or carbon emissions efficient mortgages or similar products; a state may recognize the home energy, water efficiency, and carbon emissions ratings as a compliance method for state building and energy codes; the ratings may be used as qualification for public and private sector programs designed to reach specific energy, water, and/or carbon emissions saving goals; and the ratings may be used as a way to provide housing markets the ability to differentiate residences based on their estimated energy, water, and/or carbon emissions efficiency. These Standards have been developed to satisfy the above purposes.

102 Accreditation Criteria for Rating Quality Assurance Providers

102.1 Rating Quality Assurance Provider Responsibilities

All accredited Rating Quality Assurance Providers shall have the following minimum responsibilities:

102.1.1 Perform sufficient quality assurance oversight of HERS Raters, Rating Field Inspectors (RFIs) and HERS Modelers to ensure compliance with these Standards and the minimum quality assurance requirements outlined in Chapter 9 – RESNET National Standards for Quality Assurance. This oversight is in addition to the oversight performed by RESNET and quality assurance performed by Quality Assurance Designees of RESNET defined in Chapter 9 – RESNET National Standards for Quality Assurance of these Standards.

102.1.1.1 - The Rating Quality Assurance Provider shall track all Quality Assurance (QA) results in the RESNET Registry, which include:

102.1.1.1.1 - The type of QA performed by the Quality Assurance Designee.

102.1.1.1.2 - The Quality Assurance Designee who performed the QA Review.

102.1.1.1.3 - The results of the QA using the RESNET QA Review Checklist.

102.1.1.1.3.1 The RESNET QA Review Checklist shall be used for all QA Reviews (File and Field). The scoring of the RESNET QA Review Checklist shall be used to determine pass/fail of all QA reviews. Data from all QA Review Checklists will be recorded directly into the RESNET Buildings Registry. The data shall consist of all the line items on the applicable QA Review Checklist, which are dictated by the Minimum Rated Features required for verification and modeling as specified in the ANSI and MINHERS Standards under which the home is registered.

102.1.1.1.3.1.1 Rating Quality Assurance Providers must use the RESNET QA application to complete all QA reviews (File and Field); OR

102.1.1.1.3.1.2 Rating Quality Assurance Providers must receive prior written approval from RESNET for any alternative formats of the current version of the QA Review Checklist before any alternative formats can be used for QA Reviews.

102.1.1.2 - The Rating Quality Assurance Provider shall maintain a full video recording of all Remote QA reviews performed by Quality Assurance Designees for a period of at least three years and be made available to RESNET upon request.

102.1.2 Assess, certify and recertify HERS Raters, RFIs and HERS Modelers as required in Chapter 2 – RESNET National Standards for Instruction, Assessment, and Certification of these Standards.

102.1.3 Ensure Certified HERS Raters and HERS Modelers under their Providership use an approved version of RESNET accredited software tools as required in section 105 to produce ratings.

102.1.3.1 When notified by RESNET of any pending standard changes or of any new versions of accredited software tools that would impact the rating process or rating scores, Providers shall notify Certified HERS Raters, RFIs, and HERS Modelers within their Providership of the impact on ratings and/or the rating process on or before the Voluntary Compliance Date established by the RESNET Standards Management Board pursuant to the RESNET Non-ANSI Standards Development Policy and Procedures section 10.8.

102.1.3.2 All Providers are responsible for determining whether their use of any chosen RESNET accredited software tool or version will alter or modify a previously uploaded HERS or CO_2e or $HERS_{H2O}$ Rating, and shall ensure that previously uploaded HERS and $HERS_{H2O}$ Ratings are only altered or modified consistent with section 102.1.10.

102.1.4 Submit Confirmed, Sampled, or Confirmed Threshold Ratings conducted by their Certified HERS Raters to the National RESNET Registry. Submittal of ratings to the Registry shall be completed within 90 calendar days of the rating date, or certification of the rated home in a Third Party Efficiency Program (EEP), whichever is longer.

102.1.5 Require that Rated Home Registration IDs provided by the National RESNET Registry are prominently displayed on all Rating Certifications.

102.1.6 Resolve Certified HERS Rater, RFI and/or HERS Modeler compliance complaints.

102.1.7 Undertake disciplinary action on HERS Raters, HERS Modelers, and RFIs when required.

102.1.8 Ensure that HERS Rater, HERS Modeler, and RFI candidates meet the minimum certification requirements of Chapter 2 – RESNET National standard for Instruction, Assessment, and Certification, prior to certification by the Quality Assurance Provider.

102.1.9 Ensure that the only individuals involved in the HERS, $HERS_{H2O}$, or CO_2e rating process – including plan review, takeoffs, data collection, energy modeling, rating software data inputs, field data collection, field testing, minimum rated feature data collection, and EEP verification – are fully certified RESNET professionals holding the appropriate certification from the submitting Provider for the work they are performing. Rating Quality Assurance Providers shall not allow any individuals that are not certified HERS Raters, HERS Modelers, or RFIs within their Providership to perform any portion of the HERS, $HERS_{H2O}$, or CO_2e ratings.

102.1.10 Ensure Certified HERS Raters utilizing HERS Modelers and/or RFIs maintain sufficient personal involvement in modeling and field data collection supervision and review to certify their knowledge that the resulting HERS, $HERS_{H2O}$, or CO_2e Ratings meet the standards of the profession. Rating Quality Assurance Providers and Certified HERS Raters shall not allow the Certified HERS Rater's ID to be affixed to any HERS, $HERS_{H2O}$, or CO_2e Rating not reviewed by the Certified HERS Rater or prepared under the Certified HERS Rater's supervisory control. Rating Quality Assurance Providers shall not perform any substantive alteration to and re-register a previously uploaded HERS, $HERS_{H2O}$, or CO_2e Rating that would have a calculation impact on that HERS, $HERS_{H2O}$, or CO_2e Rating or any calculation impacts that would change the compliance status of the other compliance methods outlined in Section 101.1 - Purpose without either first conducting a new on-site field inspection through a certified Quality Assurance Designee under their Providership during the course of Field QA or obtaining affirmative agreement or written consent to do so from the original Certified HERS Rater. The original Certified HERS Rater's Rating Quality Assurance Provider, with access to the original Certified HERS Rater's work, or a different Rating Quality Assurance Provider or another Certified HERS Rater (who is not the original Certified HERS Rater) that somehow obtains the original Certified HERS Rater's work may not use any of that original Certified HERS Rater's work to reverse engineer and generate a new Rating on the same address where the construction has progressed past the point where verification of specific minimum rated features would not be possible in accordance with the RESNET standards except in scenarios outlined and approved in the RESNET Policy on Transferring Rater of Record. All other instances of a Rating Quality Assurance Provider or another Certified HERS Rater (who is not the original Certified HERS Rater) attempting to modify an existing HERS, $HERS_{H2O}$, or CO_2e Rating or reverse engineer and generate a new HERS, $HERS_{H2O}$, or CO_2e Rating on the same address using the original Certified HERS Rater work is expressly prohibited.

102.1.11 Confirm eligibility in accordance with section 206.2.4 – Eligibility to conduct the ANSI/RESNET/ACCA Standard 310 Inspections of these standards prior to allowing Certified HERS Raters and RFIs within their Providership to conduct ANSI/RESNET/ACCA Standard 310 inspections and prior to submitting confirmed ratings that include HVAC grading to the Registry.

102.1.12 Ensure those individuals providing grading for equipment installations under ANSI/RESNET/ACCA Standard 310 that are reflected in HERS Ratings submitted by the Rating Quality Assurance Provider are eligible to do so.

102.1.12.1 The following individuals are eligible to conduct inspections for ANSI/RESNET/ACCA Standard 310:

102.1.12.1.1 Certified HERS Raters and RFIs confirmed as eligible per 102.1.11 – Confirm Eligibility.

102.1.12.1.2 HVAC contractors or other individuals operating under a qualifying third-party quality control program that issues Independent Verification Reports. Qualifying third-party quality control programs are developed with the Air Conditioning Contractors of America (ACCA) or other industry partners and approved by RESNET.

102.1.13 Carry a minimum of one million dollars in professional liability insurance coverage or be self-insured, to a minimum of one million dollars in professional liability and provide RESNET certificates of the insurance coverage.

102.2 Minimum Standards for Rating Quality Assurance Provider Accreditation

Rating Quality Assurance Providers must meet the following minimum standards for accreditation.

102.2.1 Participation in current training. Prior to submitting an application for accreditation, applicants must participate in a current RESNET training for new Providers.

102.2.2 To apply for accreditation as a RESNET Rating Quality Assurance Provider, applicants must complete an accreditation application developed by RESNET and include a certificate of completion from the RESNET training for new Rating Quality Assurance Providers referenced in Section 102.2.1 – Participation in current training.

102.2.3 Submit a written Quality Assurance Process that conforms to Chapter 9 RESNET National Standard for Quality Assurance of these Standards.

102.2.4 Utilize a Quality Assurance Designee to oversee the Provider's compliance with Chapter 9 of these Standards and any specific Quality Assurance requirements for other Provider categories that may apply to a particular organization.

102.2.5 Rating Quality Assurance Providers shall maintain documentation that their Certified HERS Raters, RFIs and HERS Modelers meet the certification provisions contained in Chapter 2 – RESNET National Standard for Instruction, Assessment, and Certification of these Standards.

102.2.6 Rating Quality Assurance Providers shall provide a due process which allows their Certified HERS Raters, RFIs and HERS Modelers to challenge a probation, suspension, or revocation action taken against them by their Provider. The due process shall comply with RESNET due process procedures contained in Chapter 9 Section 911 – Hearing Procedures of these Standards.

102.2.7 Certified HERS Rater, RFI and HERS Modeler Agreements.

102.2.7.1 As a condition of HERS Rater certification, each Rating Quality Assurance Provider shall ensure that a Certified HERS Rater who has met the requirements of Chapter 2, Section 206 Certification Candidates, has entered into a written agreement with the Rating Quality Assurance Provider to provide HERS, $HERS_{H2O}$, and/or CO_2e ratings, field verification, and testing services in compliance with these standards.

102.2.7.2 As a condition of RFI certification, each Rating Quality Assurance Provider shall ensure that a certified RFI who has met the requirements of Chapter 2, Section 206 Certification Candidates, has entered into a written agreement with the Rating Quality Assurance Provider to provide field verification and testing services in compliance with these standards.

102.2.7.3 As a condition of HERS Modeler certification, each Rating Quality Assurance Provider shall ensure that a certified HERS Modeler who has met the requirements of Chapter 2, Section 206 Certification Candidates, has entered into a written agreement with the Rating Quality Assurance Provider to provide energy modeling services in compliance with these standards.

102.2.7.4 A copy of the Rating Quality Assurance Provider's standard Certified HERS Rater, RFI and HERS Modeler written agreements shall be provided to RESNET with the Rating Quality Assurance Provider's accreditation application, as part of the Provider's annual Quality Assurance submission to RESNET, and within 60 days of making changes to the agreement. The written Certified HERS Rater agreement shall at a minimum require Certified HERS Raters to:

102.2.7.4.1 Provide accurate ratings, field verification and testing in compliance with these Standards.

102.2.7.4.2 Submit only those models, field data collection, and testing results reviewed by or conducted by them, which are determined to be in conformity with these Standards.

102.2.7.4.3 Comply with the "RESNET Code of Ethics". The RESNET Code of Ethics is posted on the RESNET website. The Code of Ethics shall be attached to the written Certified HERS Rater agreement.

102.2.7.4.4 Provide any information relevant to HERS, $HERS_{H2O}$ and/or CO_2e Ratings and the HERS Rating process as requested by the Rating Quality Assurance Provider.

102.2.7.4.5 Participate in training activities that address changes to the RESNET Standards when required.

102.2.7.5 The Certified HERS Rater Agreements shall include a copy of the Rating Quality Assurance Provider's due process for appeals pursuant to section 102.2.6 – Rating Quality Assurance Providers.

102.2.8 A Rating Quality Assurance Provider shall ensure that the HERS, $HERS_{H2O}$ and/or CO_2e Rating Software Program used to produce energy, water, and/or carbon emissions ratings has been properly accredited by RESNET. The directory of RESNET accredited HERS Rating Software Programs is posted on the RESNET web site.

102.2.9 Minimum Standards for Rating Quality Assurance Provider Operation Policies and Procedures must be written and provide for the following:

102.2.9.1 Field and file verification of Minimum Rated Features and labeling of all homes shall comply with Chapter 3 – National Home Energy Rating Technical Standards and standard RESNET/ANSI/ICC 301, Appendix B Inspection Procedures for Minimum Rated Features.

102.2.9.2 Conflict of interest disclosure requirements.

102.2.9.2.1 Conflict of interest disclosure requirements prohibit undisclosed conflicts of interest but allow for a waiver with disclosure to the Rating Quality Assurance Provider and RESNET in a manner prescribed by RESNET for each unit that receives a HERS rating.

102.2.9.2.1.1 A HERS Rater may elect to provide advance disclosure directly to a home builder or EEP using the RESNET “Home Energy Rating Standard Disclosure” (Standard Disclosure) form for each home that receives a home energy rating as required by that home builder or EEP, or as desired by the HERS Rater.

102.2.9.2.1.2 In the event a HERS Rating is being contracted directly by a homeowner on their property, a HERS Rater must provide advance disclosure to the homeowner using the RESNET “Home Energy Rating Standard Disclosure” (Standard Disclosure) form for each home that receives a home energy rating.

102.2.9.2.2 Home builders and their employees are not allowed to conduct ratings on the homes they build or for which they have a financial interest.

102.2.9.3 Written Certified HERS Rater, RFI and HERS Modeler Disciplinary Procedures that include provisions for Probation, Suspension, and Revocation of Certified HERS Rater, RFI and HERS Modeler certification and due process procedures in accordance with section 102.2.6 – Rating Quality Assurance Providers. These provisions at a minimum shall include the defined thresholds for each disciplinary category listed in this Section. The Provider shall update the Certified HERS Rater, RFI and HERS Modeler's status in the National RESNET Registry within five (5) business days of any change.

The following represent minimum provisions for each Certified HERS Rater/RFI/HERS Modeler disciplinary category. A Provider's policies and procedures may be more stringent than the following requirements.

102.2.9.3.1 Probation - A Certified HERS Rater/RFI/HERS Modeler found to have committed one or more violations of RESNET standards discovered by a Rating Quality Assurance Provider's Quality Assurance Designee and/or through a Rating Quality Assurance Provider's complaint resolution process, RESNET quality assurance monitoring, or through the RESNET complaint resolution process may be placed on probation by the Provider. The Provider shall notify the Certified HERS Rater/RFI/HERS Modeler in writing of the specified deficiencies, provide an opportunity for hearing pursuant to section 102.2.6, and require any applicable corrective action set forth in the notification be agreed upon and, if possible, implemented not later than twenty (20) business days after the date set forth in such notification. Violations include, but are not limited to, the following:

102.2.9.3.1.1 Noncompliance with annual requirements for quality assurance;

102.2.9.3.1.2 Noncompliance with equipment calibration requirements;

102.2.9.3.1.3 Discovered violations of one (1) or more provisions of the RESNET Standards that result in four (4) or more non-compliant ratings for a calendar year, i.e., the twelve month period from January 1st through December 31st;

102.2.9.3.1.4 Discovered violations of one (1) or more provisions of the RESNET Standards involving requirements for disclosure, professional conduct, record keeping, and/or reporting;

102.2.9.3.1.5 Misrepresentation of a certification status in marketing materials or services offered or actually provided, for which the HERS Rater does not possess the appropriate RESNET certification from the Provider.

102.2.9.3.2 Suspension - A Certified HERS Rater/RFI/HERS Modeler found to have committed one or more violations of RESNET Standards discovered by a Rating Quality Assurance Provider's Quality Assurance Designee and/or through a Rating Quality Assurance Provider's complaint resolution process, RESNET quality assurance monitoring, or through the RESNET complaint resolution process may have their certification suspended by the Provider. The Provider shall notify the Certified HERS Rater/RFI/HERS Modeler in writing of the specified deficiencies, provide an opportunity for hearing pursuant to section 102.2.6 – Rating Quality Assurance Providers shall provide a due process, and require that any applicable corrective action, set forth in the notification, be agreed upon and, if possible implemented, not later than twenty (20) business days after the date set forth in such notification. Violations include, but are not limited to, the following:

102.2.9.3.2.1 For Non-compliance with the terms of probation;

102.2.9.3.2.2 Continued discovery of violations through increased quality assurance reviews;

102.2.9.3.2.3 Two Probations within a twelve month period;

102.2.9.3.2.4 Willful misconduct;

102.2.9.3.2.5 Misrepresentation of a certification status in marketing materials, or services offered or actually provided, for which the Certified HERS Rater/RFI/HERS Modeler does not possess the appropriate RESNET certification from a RESNET Accredited Provider.

102.2.9.3.3 The Provider shall provide written notification to Rating Clients and known EEPs for whom projects were submitted to the RESNET Registry within the last calendar year by the Rater/RFI/HERS Modeler in question that the Certified HERS Rater/RFI/HERS Modeler's ability to complete, submit or acquire any new rating projects or new rating business recognized by any RESNET Accredited Rating Quality Assurance Provider has been suspended as of the date of suspension.

102.2.9.3.4 The Provider shall provide written notification to RESNET of the Certified HERS Rater/RFI/HERS Modeler through the National RESNET Registry within five (5) business days of the date of suspension.

102.2.9.3.5 The Provider shall remove from any promotional websites or lists they maintain the name of the Certified Rater/RFI/HERS Modeler that are listed by individual name for the duration of the suspension. In cases where there is only one Certified HERS Rater in a HERS Rating organization and that individual is suspended, the entire HERS Rating company shall be removed.

102.2.9.3.6 At the Provider's discretion, a Certified HERS Rater/RFI/HERS Modeler may be allowed to complete rating work identified as in progress at the time of the suspension provided the following conditions are met:

102.2.9.3.6.1 The Certified HERS Rater/RFI/HERS Modeler shall submit to the Provider copies of any previously completed site visit documentation for the home(s) in question;

102.2.9.3.6.2 The Provider and the Certified HERS Rater/RFI/HERS Modeler agree to complete the rating work within a defined minimum timeframe (maximum of 90 days) in compliance with RESNET Standards;

102.2.9.3.6.3 The Provider shall complete, and Certified HERS Rater/RFI/HERS Modeler agrees to be subject to, QA File review for 100% of the identified ratings completed under this Section. Certified HERS Rater/RFI/HERS Modeler agrees to pay any associated Provider fees for the additional required QA File reviews;

102.2.9.3.6.4 The Provider shall complete, and the Certified HERS Rater/RFI agrees to be subject to, QA Field review for a minimum 25% of the identified ratings completed under this Section. Certified HERS Rater/RFI agrees to pay any associated Provider fees for the additional required QA Field reviews;

102.2.9.3.6.5 The Provider shall inform the HERS, $HERS_{H2O}$, or CO_2e Rating client of the Certified HERS Rater/RFI/HERS Modeler suspension.

102.2.9.3.7 At a minimum, the duration of a suspension shall be 90 days from notification and any hearing pursuant to section 102.2.6 – Rating Quality Assurance Providers shall provide a due process. After successful compliance with the terms of suspension, a Certified HERS Rater/RFI/HERS Modeler shall be eligible to have their certification re-instated under terms for disciplinary probation agreed upon by the Certified HERS Rater/RFI/HERS Modeler and the Provider.

102.2.9.3.8 Revocation - A Certified HERS Rater/RFI/HERS Modeler found to have committed one or more violations of RESNET standards discovered by a Rating Quality Assurance Provider's Quality Assurance Designee and/or through a Rating Quality Assurance Provider's complaint resolution process, RESNET quality assurance monitoring, or through the RESNET complaint resolution process shall have their certification revoked by the Provider. The Provider shall notify the Certified HERS Rater/RFI/HERS Modeler in writing of the specified deficiencies, provide an opportunity for hearing pursuant to section 102.2.6 – Rating Quality Assurance Providers shall provide a due process, and require that any applicable corrective action, set forth in the notification, be agreed upon and, if possible implemented, not later than twenty (20) business days after the date set forth in such notification. Violations include, but are not limited to, the following:

102.2.9.3.8.1 A Certified HERS Rater/RFI/HERS Modeler chooses to not renew certification;

102.2.9.3.8.2 For non-compliance with the progressive terms of probation or suspension;

102.2.9.3.8.3 Failure to reach an agreement on terms of probation or suspension;

102.2.9.3.8.4 The continued discovery of violations through the mandatory RESNET Quality Assurance requirements;

102.2.9.3.8.5 Fraud;

102.2.9.3.8.6 Failure to complete additional training required by the most recent version of the RESNET Standards

102.2.9.3.9 The Provider shall provide written notification to Rating Clients and known EEPs for whom the projects were submitted to the RESNET Registry within the last calendar year by the Rater in question that the HERS Rater/RFI/HERS Modeler's ability to complete, submit or acquire any new rating projects or new rating business recognized by any RESNET Accredited Rating Quality Assurance Provider has been revoked as of the date of revocation.

102.2.9.3.10 The Provider shall provide written notification to RESNET of the Certified HERS Rater/RFI/HERS Modeler's revocation and the reason for revocation through the National RESNET Registry.

102.2.9.3.11 The Provider shall remove Certified HERS Rater's/RFI's/HERS Modeler's name and, in cases of a single Certified HERS Rater company, the company name from any promotional website or lists maintained by the Provider for the duration of the revocation.

102.2.9.3.12 Certified HERS Rater's/RFI/HERS Modeler's who have their certification revoked may at their initiative re-apply for certification to any Rating Quality Assurance Provider as a Certified HERS Rater, RFI and/or HERS Modeler candidate per Chapter 2, Section 207 Recertification, unless the HERS Rater, RFI or HERS Modeler is revoked for fraud. In the case of revocation due to fraud, the HERS Rater, RFI or HERS Modeler is not allowed to re-apply for recertification.

102.2.9.4 Rating Recordkeeping. Rating Quality Assurance Providers and/or their certified HERS Raters shall maintain the Quality Assurance Data File for each registered rating for a minimum of three (3) years.

102.2.9.5 Complaint Response System. Each Rating Quality Assurance Provider shall have a system for receiving complaints. The Rating Quality Assurance Provider shall respond to and resolve complaints related to ratings, field verification, diagnostic testing services, and reports. Rating Quality Assurance Providers shall ensure that Certified HERS Raters inform purchasers and recipients of ratings and field verifications about the complaint system. Each Rating Quality Assurance Provider shall retain records of complaints received and responses to complaints for a minimum of three (3) years after the date of the complaint.

102.2.9.6 Site data collection manual. All Rating Quality Assurance Providers shall provide their Certified HERS Raters/RFIs/HERS Modelers with a manual containing procedures for the on-site collection of data that at a minimum shall include the on-site inspection procedures for minimum rated features for new and existing homes provided in standard ANSI/RESNET/ICC 301, Appendix B Inspection Procedures for Minimum Rated Features.

103 Provider Accreditation and Renewal Process

103.1 National Registry of Accredited Providers

RESNET shall maintain a national registry of organizations accredited as Providers in each Provider accreditation category and will post the registry on its web site. The registry for each Provider accreditation shall serve as the current and definitive list of RESNET accredited Providers.

103.2 Provider Accreditation Process

103.2.1 The organization seeking accreditation must file an application for the specific Provider category in which they seek accreditation with RESNET. RESNET shall create the applications for each accreditation category.

103.2.2 Rating Quality Assurance Provider Accreditation shall be in accordance with Section 103 – Provider Accreditation and Renewal Process.

103.2.3 Confidentiality of Information. All applicants for Provider accreditation shall have all information in their application treated as confidential throughout the application process. Upon acceptance of the accreditation application, all governing documents shall be made public. Proprietary information relating to internal HERS Rating procedures, processes and policies will not be considered governing documents and will not be made public.

103.2.4 Review and Notification.

103.2.4.1 RESNET staff action. Within twenty (20) business days of receipt of an application, RESNET staff will review the application to determine whether the applicant is eligible for accreditation in accordance with the specific requirements for each Provider category. Upon completion of the review, RESNET staff shall do one of the following:

103.2.4.1.1 Request additional information. If additional information is required to complete the review of the application, the application shall be returned to the applicant along with a written request for additional information. Upon receipt of additional information, RESNET staff shall have ten (10) business days to take action in accordance with 103.2.4.1.2 – Recommended approval of application or 103.2.4.1.3 – Recommended denial of application.

103.2.4.1.2 Recommend approval of application. If RESNET staff is satisfied that an application is complete and meets all the requirements for accreditation, they shall approve the application and make a recommendation to the Accreditation Committee that the application be approved.

103.2.4.1.3 Recommend denial of application. If RESNET staff is not satisfied that an application meets all of the requirements for approval for accreditation, they shall make a recommendation to the Accreditation Committee that the application be denied and provide an explanation of the reasons for the recommended denial (i.e. incompleteness, failure to meet/comply with a specific accreditation requirement, etc.).

103.2.4.2 Accreditation Committee action. Within fifteen (15) business days of receipt of a recommendation for approval or denial from RESNET staff, the Committee shall do one of the following:

103.2.4.2.1 Request additional information. If the Committee requires additional information, the application shall be returned to the applicant along with a written request for additional information. Upon receipt of additional information, the Committee shall have fifteen (15) business days to render a decision in accordance with 103.2.4.2.2 or 103.2.4.2.3.

103.2.4.2.2 Approve the application.

103.2.4.2.3 Deny the application.

103.2.4.3 - RESNET staff shall inform the applicant. Within ten (10) business days of a decision by the Committee, RESNET staff shall inform the applicant in writing of the status of their application. If an application is denied, RESNET staff shall inform the applicant in writing of the reasons for denial. Additionally, the applicant shall be informed of their right to appeal this denial pursuant to Chapter 9 – RESNET National Standard for Quality Assurance of these Standards.

103.2.5 For each approved Provider accreditation application, RESNET shall issue a unique Accreditation Identification Number (AIN) to the Provider. In accordance with 103.1 National Registry of Accredited Providers, the accredited Provider will be incorporated into the respective national registry of accredited Providers.

103.2.6 Term of accreditation.

103.2.6.1 All Provider accreditations shall be valid for a term of one calendar year and shall be renewed annually on January 1st upon successful completion and approval by RESNET of an application for renewal in accordance with Section 103.3 – Provider Accreditation and Renewal Process.

103.2.6.2 First-time applications in any Provider category approved after September 1st but before December 31st in any calendar year shall not be required to renew for the following calendar year. Such provider shall sign an Accreditation Agreement dated as of the date of approval and terminating December 31st of the following calendar year.

103.3 Provider Accreditation Renewal Process

103.3.1 Accredited Providers must submit an "application for renewal" (renewal application) with RESNET no later than October 1st of each calendar year. By September 1st, RESNET shall send to each Provider a renewal application and reminder of the deadline for submission.

103.3.2 Program Element Changes. At the time of submitting a renewal application, it is the accredited Provider's responsibility to inform RESNET staff of any substantive changes in the Provider's operating policies and procedures or other information that may affect the Provider meeting the minimum accreditation criteria for each Provider category for which it is seeking renewal. Changes will be evaluated by RESNET following the procedures outlined in section 103.3.5 – Review and Notification.

103.3.3 Rating Quality Assurance Provider Accreditation Renewal. To qualify for annual accreditation renewal, Rating Quality Assurance Providers must participate in an annual RESNET training. The attendee must be the individual listed as the RESNET primary point of contact for the Providership. The training would cover, at a minimum, the following:

103.3.3.1 Updates to the RESNET ANSI and Non-ANSI Standards;

103.3.3.2 Effective support and communication with Certified HERS Raters, RFIs and HERS Modelers;

103.3.3.3 RESNET Quality Assurance updates and overview of critical findings from the year;

103.3.3.4 Updates for National RESNET Registry use;

103.3.4 Late Applications.

103.3.4.1 Renewal applications received after the deadline for submission are not guaranteed to be approved prior to the end of the calendar year. Should an accreditation with a late renewal application expire prior to approval, the RESNET Accreditation Committee, at its sole discretion, may grant an extension with a grace period not to exceed twenty (20) business days.

103.3.4.2 Renewal applications not given an extension or not approved prior to the end of the grace period shall be noted as "pending" on the national registry and the applicant will be advised to cease representing themselves as accredited until the renewal application receives approval.

103.3.5 Review and Notification.

103.3.5.1 RESNET staff action. Within twenty (20) business days of receipt of a renewal application, RESNET staff will review the renewal application to determine whether the applicant is eligible for continued accreditation in accordance with the specific requirements for each Provider category, any program element changes pursuant to section 103.3.2 – Program Element Changes, any required annual RESNET training pursuant to section 103.3.3 – Rating Quality Assurance Provider Accreditation Renewal, Provider's compliance and performance under the RESNET Standards, and Provider's compliance and performance under its current Accreditation Contract. Upon completion of the review, RESNET staff shall do one of the following:

103.3.5.1.1 Request additional information. If RESNET requires additional information, the renewal application shall be returned to the applicant along with a written request for additional information. Upon receipt of additional information, RESNET shall have fifteen (15) business days to render a decision to approve or deny the renewal application.

103.3.5.1.2 Approve the application.

103.3.5.1.3 Deny the application.

103.3.5.2 Within ten (10) business days of a decision by RESNET, RESNET staff shall inform the applicant in writing of the status of their renewal application. If a renewal application is denied, RESNET staff shall inform the applicant in writing of the reasons for denial. Additionally, the applicant shall be informed of their right to appeal this denial pursuant to Chapter 9 – RESNET National Standards for Quality Assurance of these Standards.

103.3.6 Successful Renewals. Successful renewals will be posted on the national registry after the Provider and RESNET execute a Provider Agreement for the renewal calendar year.

103.3.7 Accreditation Not Renewed. After any time for appeal pursuant to Chapter 9 RESNET National Standard for Quality Assurance of these Standards, any Accredited Provider with a denied renewal application will have their accreditation revoked and will be removed from the RESNET National Registry.

104 National RESNET Registry

The National RESNET Registry shall be maintained by RESNET and made available for use by RESNET accredited Rating Quality Assurance Providers, their Certified HERS Raters and other parties in accordance with RESNET Board policy. The following information shall be required in the National RESNET Registry:

104.1 Rating Quality Assurance Providers

Each accredited Rating Quality Assurance Provider shall be included in the National RESNET Registry.

104.2 Certified HERS Raters, RFIs and HERS Modelers

Rating Quality Assurance Providers are responsible for maintaining a current and accurate listing of their Certified HERS Raters, RFIs and HERS Modelers using the National RESNET Registry.

104.3 Ratings

The Rating Quality Assurance Provider will register ratings and maintain the National RESNET Registry in accordance with the policies and procedures established by RESNET. Information required for each rated home entered into the National RESNET Registry shall include, at a minimum, the following:

104.3.1 The Rated Home characteristics, including but not limited to the following:

104.3.1.1 Physical location of the home, including street address, city, state and zip code

104.3.1.2 IECC climate zone of the home

104.3.1.3 Certified HERS Rater, RFI and HERS Modeler RESNET assigned identification numbers.

104.3.1.4 Accredited Rating Quality Assurance Provider ID

104.3.1.5 Date of the Rating

104.3.1.6 Status of the Rated Home (new or existing)

104.3.1.7 Rating Type for the home (Confirmed, Threshold or Sampled)

104.3.1.8 Home Type (single-family, duplex, low-rise Multi-family)

104.3.1.9 Conditioned Floor Area of the home

104.3.1.10 Number of bedrooms in the home

104.3.1.11 The name and version number of the accredited software rating tool that created the Rating

104.3.2 The Rating results, including but not limited to the following:

104.3.2.1 Registration ID (provided by the National RESNET Registry)

104.3.2.2 HERS Index Score

104.3.2.3 Annual Rated Home energy end uses for heating, cooling, hot water and lighting and appliance energy end uses by fuel type

104.3.2.4 Annual Rated Home on-site power production (OPP)

104.3.2.4.1 Status of Renewable Energy Certificates where renewable energy system OPP is considered in CO2 Index ratings.

104.3.2.5 Energy prices used to calculate costs by fuel type

104.3.2.6 Annual total cost to operate the Rated home

104.3.2.7 Annual Rated Home normalized Modified End Use Loads

104.3.2.8 Annual HERS Reference Home End Use Loads

104.3.2.9 Annual HERS Reference Home energy end uses for heating, cooling, hot water and lighting and appliance energy end uses by fuel type

104.3.3 An executable copy of the building input file used by the accredited software rating tool to generate the Home Energy Rating.

104.3.4 Name of the Energy Efficiency Program the Rating is developed for: RESNET; Third Party Energy Efficiency Program name, or; energy code name.

105 HERS Rating Software

105.1 Accreditation

All HERS Software Tools shall be accredited by RESNET based on compliance with the test criteria specified in the most current version of RESNET Publication 002 Procedures for Verification of RESNET Accredited HERS® Software Tools and Chapter 3 – National Home Energy Rating Technical Standards of MINHERS.

Changes to the requirements of Publication 002 – Procedures for Verification of RESNET Accredited HERS® Software Tools shall be governed by RESNET's Standards Development Committee 300 – Inspections, Testing, and Calculations of Energy Ratings.

105.2 Software Technical Appeals

105.2.1 Technical appeals for software tools shall be submitted to the RESNET Standing Software Consistency Committee (SCC) for resolution. Software accreditation shall not be delayed due to a Software Technical Appeal.

105.3 Version Requirement

For the purposes of conducting Home Energy Ratings, as defined in these Standards, all users of RESNET Accredited Software shall use an approved version of one of the RESNET Accredited Software Tools as required by section 105.3 Rating Software Changes and Chapter 5 section 502.3 Publication of Standards and listed in the "National Registry of Accredited Rating Software Programs" posted on the RESNET website.

105.4 Rating Software Changes

When a new version of an Approved Software Rating Tool is released, the new version shall be used for Ratings on Dwelling Units or Sleeping Units with a Building Permit Date on and after the following timelines:

i. The 6-month anniversary of the software release date,

ii. If the software version was released in response to an amendment of any rating standard, the Mandatory Compliance Date determined pursuant to section 502.5 – Defining the Mandatory Compliance Date for an Amendment and 502.6 – Defining the Transition Period for an Amendment,

iii. A date specified by the RESNET Standards Management Board.

Alternatively, the date of the Certified HERS Rater's or RFI's first site visit, the date of the application of the permit, or the date of the contract on the home, or the date of an application for low-income tax credits or government administered competitive financing for a project meeting the State or local government definition for low income or affordable housing are permitted to be used as the Building Permit Date.

106 Ratings Provided for Third-Party Energy Efficiency Programs

106.1 Third Party Energy Efficiency Program (EEP)

106.1 See Appendix B- Glossary of Terms for definition of Third Party Energy Efficiency Program (EEP).

106.2 EEP Requirements Compliance

When working with EEPs, Certified HERS Raters may be required to perform tests, inspections, verifications and reporting that require skills related to energy efficiency not specific to Home Energy Ratings as defined in these Standards and/or are required to become a Certified HERS Rater. However, it is the responsibility of Certified HERS Raters to perform all of the stipulated tests, inspections, verifications and reporting related to energy efficiency required by the EEP when agreeing to work with their program, including proper completion of any and all checklists, certificates, or other documentation. Where a Certified HERS Rater/RFI/HERS Modeler does not possess the proper skill or knowledge of a particular test, inspection, verification or reporting requirement, they shall be responsible for obtaining sufficient training from the EEP, or trainer approved by the EEP, to properly fulfill the requirement. An exception may be made in cases where portions of an EEP's testing, inspection, verification or reporting process are completed by another company or individual who holds the required training or certifications.

106.3 EEP QA

See Section 906 for QA Requirements for EEPs.

106.4 HERS Rating Software

See Section 105.3 – Version Requirement, Section 105.4 – Rating Software Changes, and Section 502 – Revisions and Amendments for HERS and RESNET Accredited Software Tools version use requirements.

107 Accreditation Committee

The Accreditation Committee shall have the responsibility of reviewing and approving all Applications for Provider accreditation submitted to RESNET. The Committee shall report to the RESNET Deputy Director.

107.1 Committee Membership

The Accreditation Committee shall be chaired by a member of the RESNET Board of Directors. The Chairperson shall be approved by the RESNET Board. Nomination of Committee members shall be made by the Chairperson. The Committee shall be composed of six (6) members, including the Chairperson. The Chairperson is a non- voting member of the committee. The entire Committee, including the Chairperson, shall be inactive in the HERS industry. “Inactive” shall mean a member who has not provided services as a Certified HERS Rater, HERS Modeler, RFI, or an accredited Rating Quality Assurance Training or Software Provider since at least January 1 of the calendar year preceding their nomination to the Committee. Any Committee member who resumes providing services as a Certified HERS Rater, HERS Modeler, RFI, or an accredited Rating Quality Assurance or Training or Software Provider must resign from the Accreditation Committee.

201 Purpose and Scope

201.1 Purpose

The purpose of these standards is to ensure that RESNET Certified Training is consistent and robust; to increase the credibility of the Training and Quality Assurance Providers with consumers, housing and mortgage finance industry, federal government, state governments, local governments, utility companies, and the private sector. Credibility promotes voluntary participation in an objective, cost-effective, sustainable home energy rating process.

201.2 Scope

This document defines the requirements of Accredited Training Providers, RESNET Certified Instructors, Candidate Field Assessors and Certification Candidates. RESNET shall confirm that the requirements defined in this standard have been met when accrediting Training Providers and certifying Instructors. Accredited Training Providers and Rating Quality Assurance Providers shall confirm that the requirements defined in this standard have been met when certifying individuals. This enhances the goal of producing a nationally recognized and uniform program.

202 General Provisions

202.1 Definitions and Acronyms

See Appendix B- Glossary of Terms.

203 Accredited Training Providers

203.1 Achieving Accreditation

Training Providers are accredited in accordance with the Accreditation Process specified in Section 103 Provider Accreditation and Renewal Process. Training Providers shall complete the RESNET Training Provider Application.

203.2 Maintaining Accreditation

In order to maintain their accreditation in good standing, all Accredited Training Providers shall fully execute the following duties and responsibilities. Failure to properly perform any of these duties and responsibilities constitutes grounds for disciplinary action in accordance with Section 910 - Probation, Suspension, and Revocation of Accreditation.

203.2.1 Renew their accreditation in accordance with the renewal process found in Section 103 - Provider Accreditation and Renewal Process.

203.2.2 Maintain RESNET Certified Instructors. Only RESNET Certified Instructors can offer HERS Rater and HERS Modeler training through a RESNET Accredited Training Provider.

203.2.3 Hold the exam questions administered by RESNET in strictest confidence. The examination and the items contained therein are the exclusive property of RESNET.

203.2.4 Maintain records for three years of all training materials and trainee data, training schedules, curricula, attendance records, examinations and individual examination results. This information shall be made available to RESNET upon request by RESNET.

203.2.5 Update the RESNET Registry with course information, completion dates, and PDU Hours for any items required for the candidate's initial certification or recertification.

203.2.6 Provide candidates with a certificate or letter of completion, which accurately includes the candidate's legal name and completion dates of any items required for the candidate's certification.

203.2.7 Maintain curricula and training that align with the most up to date RESNET standards.

203.2.8 Provide for training facilities and equipment appropriate for the training being delivered.

203.2.9 Only RESNET Accredited Training Providers may offer Training using RESNET Certified Instructors.

203.3 Privileges and rights

Accredited Training Providers in good standing have the following privileges and rights:

203.3.1 The privilege to make and use any materials trademarked, copyrighted, or otherwise restricted by RESNET (other than the tests developed by RESNET) for marketing Training Courses or Training Providers or for recruiting HERS Rater, Rating Field Inspector, and/or HERS Modeler trainees, instructors or trainers.

203.3.2 The right to present evidence, arguments and vigorous defense for any action brought under these standards by any party against an Accredited Training Provider.

203.4 Revocation of Accreditation

See Chapter 9- RESNET National Standard for Quality Assurance.

204 Certification of Instructors

204.1 Achieving Certification

Individuals shall meet the following requirements to be certified as a RESNET Certified Instructor. Only RESNET Certified instructors may conduct HESRS Rater and HERS Modeler training under the auspices of RESNET Accredited Training Providers.

204.1.1 Demonstrate the ability to effectively communicate with adults in a training environment. This ability is demonstrated through completion of a minimum sixteen (16) hours RESNET approved adult education program.

204.1.2 Demonstrate mastery of the RESNET Standards and ability sets provided in Section 208 - Capabilities. Mastery is demonstrated by completing the following RESNET tests with a minimum (passing) score to be determined by RESNET.

204.1.2.1 National RESNET Instructor Competency Test

204.1.2.2 RESNET Combustion Appliance Simulation Test

204.1.2.3 RESNET Rater Simulation Practical Test

204.2 Professional Development (PD)

RESNET Certified Instructors shall complete a two-hour annual RESNET Roundtable each year. Every three years, RESNET Certified Instructors shall complete:

204.2.1 Document twelve (12) hours of attendance at RESNET conferences or other conferences approved by RESNET; and

204.2.2 Complete eighteen (18) hours of RESNET approved Professional Development courses delivered by RESNET Accredited Training Providers or other events or venues approved by RESNET. Additional documented hours of attendance at RESNET Conferences qualify under this provision.

An individual that is both a RESNET Certified Instructor and Quality Assurance Designee shall complete both the two-hour RESNET roundtable for RESNET Certified Instructors and the two-hour roundtable for Quality Assurance Designees.

204.3 Revocation

The following items are grounds for revocation of the RESNET Certified Instructor designation.

204.3.1 Compromising the security or integrity of any RESNET certification test. This examination and the items contained therein are the exclusive property of RESNET.

204.3.2 Intentionally misrepresenting their Accredited Training Provider by training to curricula that differ from those submitted.

204.3.3 Violation of RESNET defined test-proctoring procedures.

204.3.4 Failure to complete required Professional Development

205 Certification of Candidate Field Assessors

205.1 Achieving Certification

Individuals shall meet the following requirements to be certified as a RESNET Candidate Field Assessor.

205.1.1 RESNET Certified HERS Rater in good standing.

205.1.2 As a Certified HERS Rater, complete confirmed ratings on a minimum of twenty-five (25) homes prior to becoming a Candidate Field Assessor. These 25 homes shall meet the minimum quality assurance processes defined in Section 904.3 – Quality Assurance of HERS Raters and Ratings.

205.1.3 RESNET Accredited Rating Quality Assurance Providers shall:

205.1.3.1 Confirm eligibility prior to allowing Candidate Field Assessors within their Providership to perform mentoring of Graded Field Evaluations.

205.1.3.2 Maintain, and make available to RESNET upon request, a listing of qualified RESNET Candidate Field Assessors performing mentoring duties within their providership.

206 Certification Candidates

206.1 General Provisions

206.1.1 Training

Instruction conducted either in-person or on-line by an Accredited Training Provider provides candidates with the technical knowledge required for the certification desired. Certified Instructors teach the principles and concepts and help students understand the standards and requirements for certification. Students are thereby prepared for the examinations and obtain experience in practical application of the standards.

206.1.2 Field Training

Field Training allows a candidate to obtain hands-on practice with actual testing tools on functioning equipment in real-world scenarios. Candidates train and practice safely under the guidance of experienced Candidate Field Assessors, Quality Assurance Designees, or Accredited Instructors.

206.1.3 Examinations

Examinations allow a candidate to demonstrate the knowledge required appropriate to their desired certification. RESNET online examinations are time-limited and open-book allowing any reference materials but excluding any form of communication with other individuals during the examination session. Examinations are administered by RESNET, set up by a RESNET Accredited Training Provider and overseen by a RESNET approved proctor. Approved proctors include BPI exam proctors, faculty and staff of libraries, trade schools, colleges, independent testing institutions, or others as approved by RESNET. Approved proctors shall adhere to RESNET's defined test proctoring procedures.

206.1.3.1 Exams may be proctored in-person or remotely following the RESNET Procedures for Proctoring Exams

206.1.3.2 Simulated Practical Examinations

Simulated practical examinations allow a candidate to demonstrate their ability to perform certain tasks appropriate to their desired certification. Rater practical examinations shall be administered by RESNET and will include:

206.1.3.2.1 RESNET Rater Simulation Practical Test.

206.1.3.2.2 RESNET Combustion Appliance Simulation Test

206.1.4 Probationary Work

Probationary activities allow the candidate to perform the tasks learned in a real-world environment under the guidance of experienced professionals. Candidates gain practical experience with the various tasks required to perform HERS Ratings, such as data collection, energy modeling, field inspections and testing.

206.1.5 Certification Evaluation

RESNET Rating Quality Assurance Providers are responsible to determine whether a candidate is qualified for certification, and it is the Rating Quality Assurance Provider who conveys that certification. The required evaluation(s) must be performed by a QAD, Candidate Field Assessor, or Certified Instructor. The individual performing the evaluation may be within the Rating Quality Assurance Providership or delegated by the Rating Quality Assurance Providership specifically to perform a certification evaluation. The Rating Quality Assurance Providership is responsible to evaluate and to maintain all records pertaining to the certification evaluation(s) performed that lead to candidate certification within their Rating Quality Assurance Providership. The Rating Quality Assurance Provider is responsible for uploading all records required for certification to the RESNET Registry, as listed below.

206.1.5.1 Rating Field Inspector

206.1.5.1.1 RESNET approved Graded Field Evaluation

206.1.5.1.2 Rater approved Graded Field Evaluations

206.1.5.2 HERS Modeler

206.1.5.2.1 A minimum of two probationary rating models for each RESNET Accredited Software Tool they will use

206.1.5.3 HERS Rater

206.1.5.3.1 Five probationary ratings

206.1.5.3.2 Two (2) hours of Combustion Safety field training

206.1.5.4 Eligibility to Conduct Standard 310 HVAC Grading

206.1.5.4.1 One RESNET HVAC graded field evaluation

206.2 Certification

Prior to issuing a candidate's certification, a RESNET Accredited Rating Quality Assurance Provider shall confirm that the candidate has completed at a minimum, all of the following tasks appropriate to their desired certification within a 15-month period (unless otherwise indicated). Only RESNET Accredited Rating Quality Assurance Providers may certify candidates. Accredited Rating Quality Assurance Providers may require candidates to successfully complete additional instruction beyond these requirements as needed to address their specific program, climate, software, or administrative requirements.

206.2.1 Rating Field Inspector (RFI)

206.2.1.1 Complete a formal Building Science training course conducted by a RESNET Accredited Training Provider. Training shall be based on the Building Science Core Curriculum developed by RESNET.

206.2.1.1.1 Pass the following RESNET Tests:

206.2.1.1.1 The RESNET Combustion Appliance Simulation Test

206.2.1.1.2 RESNET Approved Graded Field Evaluation

206.2.1.1.2.1 The RESNET graded field evaluation shall be performed in the presence of and under the observation of a Candidate Field Assessor or Quality Assurance Designee.

206.2.1.1.2.2 The RESNET graded field evaluation shall not be performed remotely.

206.2.1.2 Complete at least three mentored rating field inspections observed by a Certified HERS Rater, a RESNET Candidate Field Assessor or Quality Assurance Designee. The Certified HERS Rater, RESNET Candidate Field Assessor or Quality Assurance Designee shall use the RESNET Graded Field Evaluation Form to document the results of mentored inspections. The mentored Rating Field Inspections shall comprise the following tasks at a minimum.

206.2.1.2.1 Follow the inspection protocols as specified in ANSI/RESNET/ICC 301 Normative Appendix B for all minimum rated features present in the subject dwelling unit.

206.2.1.2.2 Use pressure differential diagnostics to identify intermediate buffer zones including (but not limited to) attics, garages, or crawlspaces.

206.2.1.2.3 Identify insulation defects and demonstrate the application of appropriate insulation grading per ANSI/RESNET/ICC 301 Normative Appendix A.

206.2.1.2.4 Identify insulation types, thickness, and alignment with air barriers.

206.2.1.2.5 Measure pressure differences across the building envelope imposed by the operation of the home's HVAC equipment.

206.2.1.2.6 Perform envelope leakage testing in accordance with the airtightness testing protocols contained in ANSI/RESNET/ICC 380.

206.2.1.2.7 Perform duct leakage testing in accordance with the duct testing protocols contained in ANSI/RESNET/ICC 380 and interpret results.

206.2.1.2.8 Perform mechanical ventilation airflow testing in accordance with the mechanical ventilation airflow testing protocols contained in ANSI/RESNET/ICC 380.

206.2.1.2.9 Identify room and zone pressure imbalances caused by lack of ducted return air or pressure relief mechanisms such as transfer grilles or jumper ducts.

206.2.1.2.10 Perform CAZ, spillage, and CO testing in accordance with Carbon Monoxide (CO) Test and Depressurization Test for the Combustion Appliance Zone (CAZ) protocols contained in Chapter 8 - RESNET Standard for Combustion Safety Testing and Work Scope.

206.2.1.3 RFI's shall not complete independent field testing and inspections until they have satisfactorily completed the requisite three mentored rating field inspections per 206.2.1.2 and passed the RESNET Graded Field Evaluation.

206.2.1.4 After successfully completing the mentored rating field inspections and passing the RESNET Graded Field Evaluation, RFI's may be permitted to conduct all rating tasks found in section 206.2.1.2 under the direct supervision of a Certified HERS Rater without having a Certified HERS Rater on site.

206.2.2 HERS Modeler

206.2.2.1 Pass the following RESNET Test:

206.2.2.1.1 The RESNET HERS Modeler Practical Evaluation, as developed by RESNET and administered by a RESNET Training Provider.

206.2.2.2 Complete a formal HERS Modeler training course conducted by a RESNET Accredited Training Provider. Training shall be based on the HERS Modeler Core Curriculum developed by RESNET, including modules specific to RESNET Accredited Software Tool(s). The training shall include the following content:

206.2.2.2.1 Calculating Building Dimensions

206.2.2.2.2 Reading Plans

206.2.2.2.3 Modeling Software Basics: Navigation and Layout, Help Menu, Technical Support

206.2.2.2.4 Modeling General Rating Information

206.2.2.2.5 Modeling Structural Components

206.2.2.2.6 Modeling Mechanical Systems and Equipment

206.2.2.2.7 Modeling Infiltration

206.2.2.2.8 Modeling Lights and Appliances

206.2.2.2.9 Modeling On-Site Energy Generation

206.2.2.2.10 Modeling General Building and Site Information

206.2.2.2.11 Generating and Interpreting Rating Reports

206.2.2.2.12 Ethics in Energy Modeling

206.2.2.3 HERS Modelers shall successfully complete a minimum of three mentored rating models from different plans as specified by RESNET and observed by a RESNET Accredited Training Provider.

206.2.2.4 HERS Modelers shall successfully complete a minimum of two additional probationary rating models under the supervision of a Rating Quality Assurance Provider for each RESNET Accredited Software Tool they will use.

206.2.2.5 HERS Modelers shall not complete independent modeling for HERS Rating purposes until they have satisfactorily completed the requisite three mentored rating models per 206.2.2.3, passed the RESNET HERS Modeler evaluation and completed the requisite probationary ratings per 206.2.2.4.

206.2.3 Home Energy Rater (HERS Rater)

206.2.3.1 Successfully complete a Certified HERS Rater training course provided through a RESNET Accredited Training Provider that meets the minimum standards as defined in Section 203 - Accredited Training Providers.

206.2.3.2 Successfully complete a minimum of three mentored rating models from different plans as specified by RESNET and observed by a RESNET Accredited Training Provider

206.2.3.3 Complete the following National RESNET Certified HERS Rater series of tests with the minimum (passing) scores to be determined by RESNET:

206.2.3.3.1 The RESNET National Rater Test

206.2.3.3.2 The RESNET Combustion Appliance Simulation Test

206.2.3.3.3 The RESNET Rater Simulation Practical Test

206.2.3.4 After passing all RESNET tests, but prior to being certified, the candidate shall complete five probationary ratings, including the generation of a minimum of two full energy models for each RESNET Accredited Software Tool they will use, with a Rating Quality Assurance Provider overseen by a RESNET certified Candidate Field Assessor or Quality Assurance Designee. At least three of the five probationary ratings shall be mentored probationary ratings accomplished using field verification of all rated features of the home in accordance with ANSI/RESNET/ICC 380 and shall include the tasks as listed in 206.2.1.2. Task 206.2.1.2.7, Perform duct leakage testing, to be completed on a minimum of two of the three mentored probationary ratings. Task 206.2.1.2.10, Perform CAZ, spillage, and CO testing, to be completed on a minimum of one of the three mentored probationary ratings per 206.2.3.4. All field verification shall be completed in the presence of and under the observation of a RESNET Certified Field Assessor or Quality Assurance Designee. At least one field verified mentored probationary rating shall be completed one-on-one. Field mentored probationary ratings shall not be performed remotely. Probationary ratings shall not be considered Confirmed Ratings.

206.2.3.5 A minimum of two (2) hours of Combustion Safety field training using required combustion testing tools per ANSI/RESNET/ICC 380 in an in-field environment is required to be completed and overseen by a RESNET certified Candidate Field Assessor or Quality Assurance Designee during a HERS Rater Candidate's probationary rating period. This field training shall include performance of CAZ, spillage, and CO testing in accordance with Carbon Monoxide (CO) Test and Depressurization Test for the Combustion Appliance Zone (CAZ) protocols contained in ANSI/ACCA 12 QH, Appendix A, Sections A4 and A5.

206.2.3.5.1 A Certified HERS Rater Candidate who is presently certified as a Rating Field Inspector (RFI) and has previously successfully completed the required two (2) hours of Combustion Safety field training as part of the RFI's QA Provider's RFI certification requirements in response to section 206.2.1.2.10, is not required to repeat this training. Field demonstration alone, without the full two (2) hour Combustion Safety field training does not meet this exception.

206.2.3.6 A Certified HERS Rater Candidate who does not achieve certification within the allowed fifteen-month timeframe, must at a minimum, complete the following in order to become certified:

206.2.3.6.1 Pass the RESNET Certified HERS Rater series of tests as defined in 206.2.3.2 again; and

206.2.3.6.2 Complete the five (5) required probationary ratings as defined in 206.2.2.3 within a fifteen (15) month timeframe beginning the day of passing the National RESNET Rater exam again.

206.2.4 Eligibility to conduct the ANSI/RESNET/ACCA Standard 310 Inspections

206.2.4.1 HERS Raters and Rating Field Inspectors are eligible to conduct the ANSI/RESNET/ACCA Standard 310 inspections after successfully completing:

206.2.4.1.1 The RESNET online HVAC Grading training program.

206.2.4.1.2 One mentored HVAC grading evaluation and one RESNET HVAC graded field evaluation. The RESNET HVAC graded field evaluation shall be performed under the observation and to the satisfaction of a Certified Quality Assurance Designee who has completed RESNET Required HVAC Grading training. The RESNET HVAC graded field evaluation shall not be performed remotely.

206.2.4.2 Maintaining Eligibility:

206.2.4.2.1 Certified HERS Raters and Rating Field Inspectors who have not completed any ANSI/RESNET/ACCA Standard 310 inspections or successfully completed a RESNET HVAC graded field evaluation within their current HERS Rater or RFI Certification period shall successfully complete one mentored HVAC grading evaluation and one RESNET HVAC graded field evaluation to maintain eligibility. The RESNET HVAC graded field evaluation shall be performed under the observation and to the satisfaction of a Certified Quality Assurance Designee who has completed RESNET Required HVAC Grading training.

206.2.4.2.2 Certified HERS Raters and Rating Field Inspectors must complete any additional training and/or attend additional presentations as required by RESNET to maintain their eligibility after completion of their initial training and graded field evaluation.

206.2.4.2.3 Certified HERS Raters and Rating Field Inspectors agree to File and Field QA requirements specific to these inspections as detailed in Chapter 9.

207 Recertification

207.1 Certification Renewal:

RESNET Certified HERS Modelers, Rating Field Inspectors, and Certified HERS Raters, shall renew their certification every three years. They shall complete the following:

207.1.1 Rating Field Inspectors

207.1.1.1 Pass the RESNET Graded Field Evaluation overseen by a RESNET certified Candidate Field Assessor or Quality Assurance Designee once in a three-year period, OR

207.1.1.2 Obtain 8 hours of professional development every three years through one or both of the following two options:

207.1.1.2.1 Complete professional development through live or virtual attendance at a RESNET approved conference.

207.1.1.2.2 Complete RESNET approved professional development from a RESNET Accredited Training Provider.

207.1.1.3 Certified Rating Field Inspectors who have not completed field work on any Confirmed, Sampled, or Threshold ratings within the three-year certification period shall be required to successfully complete three mentored field inspections as outlined in 206.2.1.3 and one RESNET graded-field evaluation overseen by a RESNET certified Candidate Field Assessor or Quality Assurance Designee.

207.1.1.4 Certified Rating Field Inspectors who have not passed the RESNET Practical Simulation Test may pass the test during their current three-year certification period. Passing the test will be considered equivalent to the certification renewal requirements of 207.1.1.1 or 207.1.1.2.

207.1.2 HERS Modelers

207.1.2.1 Attend twelve hours of RESNET approved HERS Modeler Professional Development courses offered by a RESNET Accredited Training Provider to achieve the following:

207.1.2.2 A minimum of one hour of professional development for each RESNET Accredited Software Program with which they create HERS Models

207.1.2.3 A minimum of two hours of professional development in the following topics:

207.1.2.3.1 RESNET/ANSI Standards Updates

207.1.2.3.2 Minimum Rated Features

207.1.2.4 A minimum of six hours of professional development as electives chosen from RESNET Approved PDU Training Courses

207.1.2.5 The remaining hours of professional development may be selected from any of the above topic categories

207.1.3 Certified HERS Raters

207.1.3.1 Obtain 18 hours of professional development every three years through one or both of the following two options:

207.1.3.1.1 Complete professional development through live or virtual attendance at a RESNET approved conference

207.1.3.1.2 Complete RESNET approved professional development from a RESNET Accredited Training Provider.

207.1.3.2 Attend RESNET approved HERS Modeler Professional Development courses as listed in the requirements of 207.1.2 HERS Modelers. The hours completed as part of this requirement shall be included as part of the required 18 hours of professional development per 207.1.3.1.

207.1.3.3 Certified HERS Raters who have not completed any Confirmed, Sampled, or Threshold ratings within the three-year certification period shall successfully complete one RESNET graded-field evaluation overseen by a RESNET certified Candidate Field Assessor or Quality Assurance Designee, in addition to satisfying either 207.1.3.1 or 207.1.3.2 and 207.1.3.3.

207.2 Failure to Achieve Recertification Criteria

207.2.1 RESNET Certified Rating Field Inspectors, Certified HERS Modelers, and Certified HERS Raters that fail to meet the requirements for recertification shall be placed on "Suspension - Administrative" status in the RESNET Registry by an affiliated RESNET Rating Quality Assurance Provider on the date of the expiration of their certification and shall be barred from conducting modeling, rating inspection or certification activities until they have successfully met the criteria for recertification. Recertification criteria shall be published in the registry by the issuing Rating Quality Assurance Provider.

207.2.2 RESNET Certified Rating Field Inspectors, Certified HERS Modelers, and Certified HERS Raters who fail to successfully meet the criteria for recertification by 180 days past the date of expiration of their certification shall have their certification revoked by an affiliated RESNET Rating Quality Assurance Provider per Section 102.1.4.7.1. Revocation reason shall be published in the registry by the revoking Rating Quality Assurance Provider.

207.2.3 RESNET Certified HERS Raters who have had their certification revoked and wish to become recertified must first satisfy any outstanding disciplinary action requirements, and then have a choice to recertify by completing the same requirements as a new certification candidate (training, testing, and probationary ratings) or completing the following:

207.2.3.1 Take and pass professional development courses that represent the number of hours that would have been required had their certification not lapsed. In calculating the number of hours required, include any hours that were required at what would have been a normal recertification date, then include any partial certification periods as full periods. For example, 18 hours of RESNET approved professional development are required during each three-year certification cycle. A candidate who had completed 15 hours of PD during his/her latest certification period and who had certification revoked for less than three years would be required to complete the additional 3 hours plus 18 hours for a total of 21 hours of training. A candidate who has been revoked for three to six years would be required to complete 3 plus 36 for 39 total hours of professional development.

207.2.3.2 Meet all testing and certification requirements that have been introduced since the candidate’s certification was revoked.

207.2.3.3 Complete a minimum of three (3) probationary ratings, deemed acceptable in demonstrating the candidate’s technical and administrative skills in completing accurate ratings, with a Rating Quality Assurance Provider under the supervision of the Provider's Quality Assurance Designee. At least two of the three probationary ratings shall be accomplished using field verification of all rated features of the home in accordance with ANSI/RESNET/ICC 301, ANSI/RESNET/ICC 380 and Chapter 8 and shall be completed in the presence of a RESNET Certified Candidate Field Assessor or Quality Assurance Designee and shall be completed one-on-one. Probationary ratings shall not be considered Confirmed Ratings.

207.2.3.4 The candidate agrees to File QA by the Provider's Quality Assurance Designee of a minimum of 20% for twelve (12) months from the date of re-instatement.

207.2.3.5 The candidate agrees to Field QA by the Provider's Quality Assurance Designee of a minimum of 5% for twelve (12) months from the date of re-instatement.

207.2.4 RESNET Certified Rating Field Inspectors who have had their certification revoked and wish to become recertified must first satisfy any outstanding disciplinary action requirements, and then complete the following:

207.2.4.1 Meet all testing and certification requirements that have been introduced since the candidate’s certification was revoked.

207.2.4.2 The candidate completes a minimum of three (3) rating field inspections observed by a certified Quality Assurance Designee or a RESNET Candidate Field Assessor using the RESNET graded field evaluation to document results.

207.2.4.3 The candidate agrees to Field QA by the Provider's Quality Assurance Designee of a minimum of 5% for twelve (12) months from the date of re-instatement.

207.2.5 RESNET Certified HERS Modelers who have had their certification revoked and wish to become recertified must first satisfy any outstanding disciplinary action requirements, and then complete the following:

207.2.5.1 Meet all testing and certification requirements that have been introduced since the candidate’s certification was revoked.

207.2.5.2 The candidate completes a minimum of (3) energy models deemed acceptable in demonstrating the candidate’s technical and software skills in completing accurate models utilizing the current version of each approved software utilized by the Rating QA Provider, under the supervision of a Provider’s Quality Assurance Designee.

207.2.5.3 The candidate agrees to File QA by the Provider's Quality Assurance Designee of a minimum of 20% for twelve (12) months from the date of re-instatement.

208 Capabilities

Certified individuals shall have certain capabilities to perform the work required under their certification. The capabilities for each certification category listed in this section are contained in Chapter 3, Standard ANSI/RESNET/ICC 380, and Standard ANSI/RESNET/ICC 301 Appendix B, Inspection Procedures for Minimum Rated Features. Certification candidates shall demonstrate proficiency in these capabilities through successful completion of certification requirements specified in Section 206 Certification Candidates. Accredited Training Providers should ensure that their curricula effectively cover these items.

208.1 Certified Rating Field Inspector (RFI)

A Certified Rating Field Inspector is permitted to conduct all tasks contained within ANSI/RESNET/ICC 301 Appendix B, Inspection Procedures for Minimum Rated Features. A Certified Rating Field Inspector shall have proficiency in performing those tasks and in the capabilities listed below.

208.1.1 General

208.1.1.1 Have a basic understanding of building performance evaluation.

208.1.1.2 Demonstrate proficient customer communication skills, ethics, and privacy per the RESNET Code of Ethics.

208.1.1.3 Complete field inspection forms that accurately identify and document the minimum rated features of the Rated Home in accordance with the requirements of ANSI/RESNET/ICC 301 Appendix B, Inspection Procedures for Minimum Rated Features.

208.1.1.4 Identify potential problems with the building such as health and safety concerns, building durability issues, potential comfort problems, and sources of elevated energy use in accordance with the requirements of Chapter 8 Section 802- Combustion Safety Testing.

208.1.1.5 Identify basic home construction types and the ramifications for energy usage.

208.1.2 Health and Safety

208.1.2.1 Identify moisture issues such as condensation, leaks through building components, signs of mold or mildew, insect damage, efflorescence and stains.

208.1.2.2 Identify potential combustion appliance safety hazards.

208.1.2.3 Identify evidence in combustion equipment of flame rollout, blocked chimneys, rust and corrosion, and missing or damaged vent connectors.

208.1.2.4 Identify problems related to poor indoor air quality (IAQ), building durability, and human comfort.

208.1.2.5 Identify potential presence of mold and potential causes.

208.1.3 Moisture Principles and Properties

208.1.3.1 Identify potential or existing moisture issues (bulk water intrusion, capillary action, air transport, vapor diffusion).

208.1.4 Building Components

208.1.4.1 Identify exterior building components, such as stone or brick veneer, overhangs, roofing types, grade levels, and lighting types.

208.1.4.2 Determine building orientation and shading characteristics.

208.1.4.3 Collect fenestration specific information in enough detail to allow for efficiencies and performance factors to be derived for those windows, doors, and skylights without NFRC labels. This includes the identification of window and skylight types, frame materials, reflective and low-e films and coatings, and permanently installed shading devices.

208.1.4.4 Measure building dimensions.

208.1.4.5 Estimate the approximate age of a building.

208.1.4.6 Identify areas of thermal bypasses and thermal bridging.

208.1.5 Documenting Building Components

208.1.5.1 Use construction documents such as building drawings and specification sheets, or actual measured building dimensions to produce a scaled and dimensioned sketch of a home.

208.1.6 Collecting Field Data (including photo documentation) as specified in ANSI/RESNET/ICC 301 Appendix B.

208.1.6.1 Identify signs of building additions.

208.1.6.2 Identify basic combustion appliance concerns.

208.1.7 Combustion Appliance Zone (CAZ) Testing

208.1.7.1 Perform CAZ depressurization, spillage, and Carbon Monoxide (CO) testing in accordance with CO Test and Depressurization Test for the Combustion Appliance Zone (CAZ) protocols contained in Chapter 8, Section 802- Combustion Safety Testing.

208.1.7.2 Identify gas leaks using combustible gas sensing equipment. If a leak is found, recommend that a certified technician repair the leak.

208.1.8 Air Leakage

208.1.8.1 Identify common air-leakage sites and indicate likely opportunities for leakage reduction.

208.1.8.2 Identify air leakage mechanisms and drivers, energy and comfort implications, and health and safety issues.

208.1.8.3 Identify potential air sealing using zonal pressure differentials and measurement techniques.

208.1.8.4 Measure pressure differences across the Compartmentalization Boundary imposed by the operation of the home's equipment.

208.1.9 Conditioned Air Distribution Systems.

208.1.9.1 Identify obvious leakage locations and indications of previous sealing.

208.1.9.2 Identify impacts of designed and imposed flaws (closed interior doors, blocked registers and grilles, air handler filters, etc).

208.1.9.3 Identify duct supply and return types (flexible, rigid metal, building chase, insulated panels) and locations with respect to thermal and air barriers.

208.1.9.4 Identify room and zone pressure imbalances caused by lack of ducted return air or pressure relief mechanisms such as transfer grilles or jumper ducts.

208.2 HERS Modeler

A HERS Modeler is permitted to create and/or edit rating models for HERS rating purposes under the supervision of a Certified HERS Rater. A Certified HERS Modeler shall have proficiency in the capabilities listed below.

208.2.1 Understand and interpret plans, builder specifications, and field data forms/documentation.

208.2.2 Reference “Help Menu” and online technical support resources to resolve specific modeling questions.

208.2.3 Understand and reference RESNET Standards to maintain compliance with “user” modeling requirements for calculating HERS Ratings.

208.2.4 Create a projected HERS Rating from plans and Builder specifications using RESNET Accredited HERS Modeling software tool.

208.2.5 Create a Confirmed Rating from a rater/RFI’s field data collection forms using RESNET Accredited HERS Modeling software tool.

208.3 Certified HERS Rater

A Certified HERS Rater shall have proficiency at the knowledge and abilities of a Rating Field Inspector and a HERS Modeler in addition to the following.

208.3.1 General

208.3.1.1 Understand and be familiar with local climate conditions, housing stock, and climate-specific practices.

208.3.1.2 Identify summer and winter design temperatures

208.3.1.3 Understand local utility pricing structures (flat vs. tiered rates, net-metering regulations) and sources for reliable utility information.

208.3.1.4 Prepare a detailed work scope.

208.3.1.5 Develop field inspection forms.

208.3.1.6 Determine window, door, and skylight efficiencies and performance factors for those fenestrations that do not have an NFRC Label.

208.3.1.7 Identify major U.S. climate zones and energy consumption impacts of local climate zone.

208.3.1.8 Recommend levels of insulation by climate zone.

208.3.1.9 Have a basic understanding of energy improvement measure interactions, expected life, and bundling for optimal performance considering the house-as-a-system and the emerging need for deep energy savings.

208.3.2 RESNET Rating System

208.3.2.1 Communicate the business aspects of being a RESNET Certified HERS Rater.

208.3.2.2 Maintain current knowledge of the HERS Rating method using the Reference Home as defined in ANSI/RESNET/ICC 301 and ANSI/RESNET/ICC 380.

208.3.2.3 Conduct both projected and confirmed building simulation and performance analysis to provide HERS Ratings in accordance with the requirements in Chapter 3, ANSI/RESNET/ICC 301 and ANSI/RESNET/ICC 380.

208.3.2.4 Use RESNET Accredited Software Rating Tool(s) capable of producing a HERS Index, perform data entry procedures, reporting, and analysis of results.

208.3.2.5 Calculate HERS Index computation using the Normalized Modified End-Use Loads (nMEUL) Rating Method.

208.3.2.6 Communicate the benefits of the Home Energy Rating System to homeowners, builders, finance, and real estate agents and cultivate partnerships between those individuals.

208.3.2.7 Assist and educate customers and builders with:

208.3.2.7.1 Home Energy Ratings.

208.3.2.7.2 Cost effectiveness of energy efficient building design.

208.3.2.7.2.1 Identify HVAC pros/cons, drivers, and sensitivities for major system

208.3.2.7.2.2 Identify sizing and design issues, control types and their impacts on energy use and humidity control.

208.3.2.7.2.3 Identify cooling and heating system design trade-offs.

208.3.2.7.2.4 Determine need for duct insulation in Unconditioned Space Volumes and specify thickness of retrofit insulation if needed.

208.3.2.7.2.5 Identify potential lighting upgrades.

208.3.2.7.3 Quality assurance.

208.3.2.7.4 Marketing of HERS Rated Homes.

208.3.2.7.5 Qualifications for RESNET recognized energy efficiency programs (EEPs) such as ENERGY STAR®.

208.3.2.7.6 Real estate financing, economic terminology, and energy code compliance.

208.3.2.7.7 Financing advantages of Energy Efficient Mortgages (EEM) and Energy Improvement Mortgages (EIM).

208.3.2.7.8 Adding appraisal value through energy improvements.

208.3.2.8 Provide excellent customer service in an ethical and fully disclosed manner in accordance with the RESNET Code of Ethics.

208.3.2.9 Produce reports which meet minimum reporting requirements and improvement analysis.

208.3.2.10 Maintain standard operating procedures and office administration.

208.3.2.11 Maintain knowledge of current technical guidelines.

209 Reciprocity

Nationally accredited Rating Quality Assurance Providers shall accept certified training provided by an accredited Training Provider as meeting the core competencies for a Certified HERS Rater. Accredited Rating Quality Assurance Providers may add additional training requirements needed to address their specific program, climate, software or administrative requirements.

210 Normative References

ANSI/RESNET/ICC 301, “Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.”, including addenda and normative appendices.

ANSI/RESNET/ICC 380, “Standard for Testing Airtightness of Building Dwelling Unit and Sleeping Unit Enclosures, Airtightness of Heating and Cooling Air Distribution Systems, and Airflow of Mechanical Ventilation Systems”, including addenda and normative appendices.

301 General Provisions

NOTE:

HERS Update to Standard ANSI/RESNET/ICC 301-2019 MINHERS Addendum 42 adopted Standard ANSI/RESNET/ICC 301-2019 to replace Standard ANSI/RESNET/ICC 301-2014 as the basis for calculation of the HERS rating. Addendum 42 and has established a “Mandatory Compliance Date” of January 1, 2022. See Section 502.3.2 for the definition “Mandatory Compliance Date” and how it applies to your Rating. Furthermore, for any Rating using Standard 301-2019, the RESNET Guidelines for Multifamily Energy Ratings may no longer be used except as allowed by Section 303.1 Exception 6 . Dwelling Units in buildings issued a building permit prior to January 1, 2022 may continue to use the Guidelines pursuant to the requirements of Exception 4.

301.1 Purpose

The provisions of this Standard establish residential energy rating and labeling standards, consistent with the provisions of the Energy Policy Act 1992 that any provider of home energy ratings may follow to produce uniform energy ratings for Residential Buildings.

301.2 Scope

These Standards apply to existing or proposed, site-constructed or manufactured, Dwelling Units and Sleeping Units in Residential and Commercial Buildings, excepting hotels and motels.

301.3 Relationship to Other Standards.

This Standard is a companion to Standard MINHERS Chapter 1, “National Accreditation Procedures for HERS”; Standard MINHERS Chapter 2, “Nation Rater Training and Certifying Standard and Standard; Standard MINHERS Chapter 6, "National Standard for Sampled Ratings" and; MINHERS Chapter 9 “RESNET National Standard for Quality Assurance”.

302 Definitions

The following terms of sections 302.1 through 302.5 have specific meanings as used in this Standard. In the event that definitions given here differ from definitions given elsewhere, including those given in ANSI/RESNET/ICC 301, the definitions given here shall govern.

302.1 Approved Rating Provider

Shall mean a RESNET-accredited Quality Assurance Provider who is listed in good standing in the National RESNET Registry.

302.2 Approved Software Rating Tool

Shall mean a RESNET-accredited HERS® Rating Tool that has been tested and approved in accordance with RESNET Publication 002 and that is listed in the RESNET National Registry of Accredited Rating Software Programs https://www.resnet.us/providers/accredited-providers/hers-software-tools/

302.3 Approved Tester

Shall mean a RESNET Rater or Rating Field Inspector (RFI) who has been certified by a RESNET-accredited Quality Assurance Provider and who is listed in good standing in the National RESNET Registry.

302.4 Certified Rater

Shall mean a RESNET Rater who has become qualified to conduct home energy ratings through certification by a RESNET-accredited Quality Assurance Provider and who is listed in good standing in the National RESNET Registry.

302.5 Approved IDR Review Authority

Shall mean the RESNET Standards Development Committee 300 (SDC 300).

303 Technical Requirements

HERS Update to Standard ANSI/RESNET/ICC 301-2019

MINHERS Addendum 42 adopted Standard ANSI/RESNET/ICC 301-2019 to replace Standard ANSI/RESNET/ICC 301-2014 as the basis for calculation of the HERS rating. Addendum 42 currently allows voluntary use of RESNET accredited software based on Standard 301-2019 and will require use of Standard 301-2019 on January 1, 2022. See the section 502.3.2 definition for Mandatory Compliance Date.

303.1 Applicable Standards

All RESNET Home Energy Ratings conducted in accordance with this Standard shall comply with the provisions of ANSI/RESNET/ICC 301, Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index and its MINHERS adopted addenda.

Exception 1: RESNET Home Energy Ratings conducted in Puerto Rico and the US Virgin Islands shall comply with the provisions of ANSI/RESNET/ICC 301, except that Ratings of homes are permitted to use a default infiltration rate of 10 ACH50 in lieu of conducting an airtightness test in accordance with Standard ANSI/RESNET/ICC 380. In addition, for a home in the Tropical Climate Zone for which its Living Space is not serviced by a space heating mechanical system and not more than one-half of its Living Space is serviced by a space cooling mechanical system, the Conditioned Space Volume shall be defined as the volume of its Living Space and the Conditioned Floor Area shall be defined as the floor area of its Living Space.

Exception 2: RESNET Home Energy Ratings shall be calculated using the modifications of referenced standard ANSI/RESNET/ACCA/ICC 310-2020 established by Addendum 53f and Addendum 89f. (See Addendum 53f) (See Addendum 89f).

Exception 3: RESNET Home Energy Ratings shall be calculated using the modifications of Standards ANSI/RESNET/ICC 301 established by HERS addenda:

- Addendum 53f, HERS Index Calculations Consistency
- Addendum 66, CO_2e Index
- Addendum 79, Table 5.1.2(1) Informative Note Correction
- Addendum 78f, Sampling
- Addendum 71f, SEER2 and HSPF2 Conversions
- Addendum 74, Space Constrained Heat Pumps
- Addendum 83, CMU Insulation Grading and R-Values
- Addendum 90i, Service Hot Water
- Addendum 89f, Handheld Watt Meters
- Addendum 85, Temporarily Converted Garages

303.2 Rating Registration

All Confirmed, Threshold and Sampled HERS Ratings shall be registered with the National RESNET Registry in accordance with Sections 102.1.4.10 and 102.1.4.12.

303.3 HERS Rating Tools

All RESNET-accredited HERS Rating Tools shall prohibit printing of Confirmed, Threshold and Sampled HERS Ratings until such rating has been registered with the National RESNET Registry and a unique registration identification has been assigned. Said registration identification shall be prominently displayed on all printed HERS Rating reports.

304 Normative References

ANSI/RESNET/ICC 301-2019, “Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.”, including addenda and normative appendices.

ANSI/RESNET/ICC 380-2019, "Standard for Testing Airtightness of Building, Dwelling Unit and Sleeping Unit Enclosures, Airtightness of Heating and Cooling Air Distribution Systems, and Airflow of Mechanical Ventilation Systems", including addenda and normative appendices.

MINHERS- Mortgage Industry National Home Energy Rating Systems

RESNET MINHERS Chapter 1, “National Accreditation Procedures for Home Energy Rating Systems” including addenda.

RESNET MINHERS Chapter 2, “National Rater Training and Certifying Standard” including addenda.

RESNET MINHERS Chapter 6, "RESNET National Standard for Sampled Ratings"

RESNET MINHERS Chapter 9, “RESNET National Standard for Quality Assurance” including addenda.

RESNET Guidelines for Multifamily Energy Ratings, August 29, 2014

Note:

ANSI/RESNET/ICC 301-2014 Addenda

ANSI/RESNET/ICC 301-2014 Addendum A-2015, Domestic Hot Water Systems, January 15, 2016

ANSI/RESNET/ICC 301-2014 Addendum B-2015, Innovative Design Requests, January 15, 2016

ANSI/RESNET/ICC 301-2014 Addendum D-2017, Standard ANSI/RESNET/ICC 380-2016 and Addenda, January 1, 2018

ANSI/RESNET/ICC 301-2014 Addendum F-2018, Appendix A Inspection Procedures for Insulation Grading and Assessment, July 1, 2019

ANSI/RESNET/ICC 301-2014 Addendum E-2018, House Size Index Adjustment Factors, February 1, 2018

ANSI/RESNET/ICCC 301-2014 Addendum G-2018 , Solid State Lighting, February 2, 2018

ANSI/RESNET/ICC 301-2014 Addendum K-2017, Roof Solar Absorptance Test Standard, November 10, 2017

ANSI/RESNET/ICC 301-2014 Addendum L-2018, Duct Leakage to Outside Text Exception, July 1, 2019

ANSI/RESNET/ICC 301-2014 Addendum N-2018, Appendix B Inspection Procedures for Minimum Rated Features, July 1, 2019

ANSI/RESNET/ICC 301-2014 Addendum R-2018, Threshold Ratings, January 1, 2019

ANSI/RESNET/ICC 301-2014 Addendum T-2018, Thermal Distribution System Efficiency, December 30, 2018

ANSI/RESNET/ICC 380-2016 Addenda

ANSI/RESNET/ICC 380-2016 Addendum A-2017, Attics and Crawlspaces, January 1, 2018

301 General Provisions

301.1 Purpose

The provisions of this Standard establish residential energy rating and labeling standards, consistent with the provisions of the Energy Policy Act 1992 that any provider of home energy ratings may follow to produce uniform energy ratings for Residential Buildings.

301.2 Scope

These Standards apply to existing or proposed, site-constructed or manufactured, Dwelling Units and Sleeping Units in Residential and Commercial Buildings, excepting hotels and motels.

301.3 Relationship to Other Standards.

This Standard is a companion to HERS Standards Chapter 1, “RESNET National Standard for Rating Quality Assurance Providers”; HERS Standards Chapter 2, “RESNET National Standard for Instruction, Assessment and Certification"; HERS Standards Chapter 6, "RESNET National Standard for Sampled Ratings" and; HERS Standards Chapter 9 “RESNET National Standard for Quality Assurance”.

302 Definitions

The following terms of sections 302.1 through 302.5 have specific meanings as used in this Standard. In the event that definitions given here differ from definitions given elsewhere, including those given in ANSI/RESNET/ICC 301, the definitions given here shall govern.

302.1 Approved Rating Provider

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302.2 Approved Software Rating Tool

Shall mean a RESNET-accredited HERS® Rating Tool that has been tested and approved in accordance with RESNET Publication 002 and that is listed in the RESNET National Registry of Accredited Rating Software Programs https://www.resnet.us/providers/accredited-providers/hers-software-tools/

302.3 Approved Tester

Shall mean a RESNET Rater or Rating Field Inspector (RFI) who has been certified by a RESNET-accredited Quality Assurance Provider and who is listed in good standing in the National RESNET Registry.

302.4 Certified Rater

Shall mean a RESNET Rater who has become qualified to conduct home energy ratings through certification by a RESNET-accredited Quality Assurance Provider and who is listed in good standing in the National RESNET Registry.

302.5 Approved IDR Review Authority

Shall mean the RESNET Standards Development Committee 300 (SDC 300).

303 Technical Requirements

303.1 Applicable Standards

All RESNET Home Energy Ratings conducted in accordance with this Standard shall comply with the provisions of ANSI/RESNET/ICC 301, Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index and its MINHERS adopted addenda.

Exception 1: RESNET Home Energy Ratings conducted in Puerto Rico and the US Virgin Islands shall comply with the provisions of ANSI/RESNET/ICC 301, except that Ratings of homes are permitted to use a default infiltration rate of 10 ACH50 in lieu of conducting an airtightness test in accordance with Standard ANSI/RESNET/ICC 380. In addition, for a home in the Tropical Climate Zone for which its Living Space is not serviced by a space heating mechanical system and not more than one-half of its Living Space is serviced by a space cooling mechanical system, the Conditioned Space Volume shall be defined as the volume of its Living Space and the Conditioned Floor Area shall be defined as the floor area of its Living Space.

Exception 2: RESNET Home Energy Ratings shall be calculated using the modifications of referenced standard ANSI/RESNET/ACCA/ICC 310-2020 established by Addendum 53f and Addendum 89f. (See Addendum 53f) (See Addendum 89f).

Exception 3: Sampled Ratings for Townhouses and Detached Dwelling Units are not permitted. For Sampled Ratings of Attached Dwelling Units, the requirements of MINHERS Chapter 6 shall supersede the requirements of ANSI/RESNET 301-2022, Section 7.1.4.4.

Exception 4: RESNET Home Energy Ratings shall be calculated using the modifications of Standards ANSI/RESNET/ICC 301 established by HERS addenda:

- Addendum 66, CO_2e Index
- Addendum 79, Table 5.1.2(1) Informative Note Correction
- Addendum 71f, SEER2 and HSPF2 Conversions
- Addendum 74, Space Constrained Heat Pumps
- Addendum 83, CMU Insulation Grading and R-Values

- Addendum 90i, Service Hot Water
- Addendum 89f, Handheld Watt Meters
- Addendum 85, Temporarily Converted Garages
- Addendum 98i, Repeal Appendix B Exterior Wall Orientation Criteria

303.2 Rating Registration

All Confirmed, Threshold and Sampled HERS Ratings shall be registered with the National RESNET Registry in accordance with Sections 102.1.4.10 and 102.1.4.12.

303.3 HERS Rating Tools

All RESNET-accredited HERS Rating Tools shall prohibit printing of Confirmed, Threshold and Sampled HERS Ratings until such rating has been registered with the National RESNET Registry and a unique registration identification has been assigned. Said registration identification shall be prominently displayed on all printed HERS Rating reports.

304 Normative References

ANSI/ASHRAE 189.1-2020, " Standard for the Design of High-Performance, Green

Buildings Except Low-Rise Residential Buildings." American Society of Heating,

Refrigerating, and Air Conditioning Engineers, Atlanta, GA

ANSI/CRRC S100-2021, "Standard Test Methods for Determining Radiative

Properties of Materials," Cool Roof Rating Council, Portland, OR.

www.coolroofs.org.

ANSI/RESNET/ICC 301-2022, "Standard for the Calculation and Labeling of the

Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.",

including the amendments of Addendum A RECs, Addendum B CO2e, Addendum C

Interim Updates, and Addendum E Central Fan Integrated Supply Systems.

ANSI/RESNET/ICC 380-2022, "Standard for Testing Airtightness of Building,

Dwelling Unit and Sleeping Unit Enclosures, Airtightness of Heating and Cooling

Air Distribution Systems, and Airflow of Mechanical Ventilation Systems", including

the amendments of Addendum A Reference Standards and Addendum B Central

Fan Integrated Supply Systems.

ANSI/RESNET/ICC310-2020, “Standard for Grading the Installation of HVAC

Systems MINHERS- Mortgage Industry National Home Energy Rating Systems”,

including normative appendices and MINHERS adopted addenda.

RESNET MINHERS Chapter 1, “National Accreditation Procedures for Home Energy

Rating Systems” including addenda.

RESNET MINHERS Chapter 2, “National Rater Training and Certifying Standard”

including addenda.

RESNET MINHERS Chapter 6, "RESNET National Standard for Sampled Ratings"

RESNET MINHERS Chapter 9, “RESNET National Standard for Quality Assurance”

including addenda

Chapter 4 - Builder Option Packages

Chapter 4, pertaining to “Builder Option Packages”, or BOP’s, was removed effective January 1, 2012.

501 General Provisions

501.1 Purpose

The purpose of these standards is to create a process for revisions and amendments to the RESNET Standards.

501.2 Scope

This document defines the process for revisions and amendments to the HERS Standards.

501.3 Definitions and Acronyms

See Appendix B- Glossary of Terms.

502 Revisions and Amendments

RESNET Standards shall be continuously maintained and updated for circumstances including, but not limited to the following:

i. Periodic reviews of rating program needs by RESNET

ii. Changes in law

iii. Technical innovations

iv. Proposals for change from interested parties

502.1 Continuous Maintenance Proposals to Revise Standards

502.1.1 RESNET will accept proposals to change the Standards on an ongoing basis. All proposals that meet the criteria set forth in this section shall be accepted for consideration and evaluation.

502.1.2 Proposals to change these Standards shall be submitted in writing using the online amendment form on the RESNET website.

502.1.3 Proposals to change these standards shall include the following:

502.1.3.1 Title of Proposed Amendment:

502.1.3.2 Proponent(s) full name(s),

502.1.3.3 Organizational affiliation(s) or representation(s),

502.1.3.4 E-mail address(es),

502.1.3.5 Daytime phone number(s),

502.1.3.6 Specific proposed revisions to the standards, presented in a format that clearly identifies the manner in which the standards are to be changed. (see below informative note 1). Failure to include a specific proposed change(s) is grounds for the proposal to be rejected and returned to the proponent.

502.1.3.7 Substantive reason(s) or justification for each proposed change. The lack of substantive justification for a proposed change may result in the return of the proposals to change to the proponent(s).

502.1.3.8 Supporting documentation that may be needed for the reasoned evaluation of the proposal.

502.1.4 Proposals to change these standards shall be considered and evaluated at least annually.

502.2 Standards Revision Process

502.2.1 Revision of these standards shall be conducted in accordance with the RESNET Standards Development Policy and Procedures Manual for Non-"ANSI/RESNET" Standards.

502.3 Publication of Standards

502.3.1 These standards shall be published in the Mortgage Industry National Home Energy Rating System (MINHERS) Standard, which is posted on the RESNET website. The MINHERS Standard is the official standard for the RESNET Home Energy Rating System (HERS) and shall be updated continuously as amendments are approved.

502.3.2 Each amendment shall be posted online following approval for publication by the Standards Management Board with the following dates established:

Publication Date – The date on which an amendment is officially approved for publication with a title and/or reference number. This date indicates that an amendment is final, but it shall not be used until the Voluntary Compliance Date.

Voluntary Compliance Date (see below informative note 2) – The date on which an amendment approved for publication shall be first allowed, but not required, to be used on any Dwelling Unit or Sleeping Unit.

Mandatory Compliance Date (see below informative note 2) – The date on which compliance with an amendment approved for publication shall be required for any Dwelling Unit or Sleeping Unit with a Building Permit Date on or after that date. Alternatively, the date of the HERS Rater or RFI's first site visit, the date of the application of the permit, the date of the contract on the home, or the date of an application for low-income tax credits or government administered competitive financing for a project meeting the State or local government definition for low income or affordable housing are permitted to be used as the Building Permit Date.

Transition Period – The period of time beginning on the Voluntary Compliance Date and ending on the Mandatory Compliance Date, during which an amendment shall be allowed, but not required, to be used for any Dwelling Unit or Sleeping Unit.

502.4 Defining Voluntary Compliance Date for an Amendment.

The Voluntary Compliance Date for each amendment shall be established by the Standards Management Board in accordance with Sections 502.4.1 and 502.4.2.

502.4.1 The Voluntary Compliance Date shall be the Publication Date unless the Standards Management Board determines in consultation with RESNET staff that additional preparation time is needed to implement the amendment.

502.4.2 The Voluntary Compliance Date of an amendment that requires changes to Approved Rating Software Tools shall be not less than 60 days after the Publication Date. (see below informative note 3)

502.5 Defining the Mandatory Compliance Date for an Amendment.

The Mandatory Compliance Date for each amendment shall be established by the Standard Management Board in accordance with Sections 502.5.1 through 502.5.3.

502.5.1 The default Mandatory Compliance Date for an amendment shall be the earlier of the January 1 or the July 1 following its Publication Date. If that date is less than 30 days, or less than 60 days for amendments that require changes to Approved Software Rating Tools, after its Publication Date, then the default Mandatory Compliance Date shall be the earlier January 1 or the July 1 that follows.

502.5.2 A non-default Mandatory Compliance Date is permitted to be defined under the following circumstances:

502.5.2.1 The Mandatory Compliance Date of an Interim RESNET Standard or Addendum is permitted to be before the default Mandatory Compliance Date.

502.5.2.2 The Mandatory Compliance Date of an amendment that is optional in nature and does not disallow existing methods or procedures is permitted to be before the default Mandatory Compliance Date.

502.5.3 For amendments the Standards Management Board determines in consultation with RESNET Staff that the industry cannot adapt to the level of change effected by the amendment the Mandatory Compliance Date is permitted to be a January 1 or July 1 after the default Mandatory Compliance Date at the discretion of the Standards Management Board. (see below informative note 3)

502.6 Defining the Transition Period for an Amendment.

The Transition Period for each amendment shall be defined by the Standards Management Board in accordance with the anticipated magnitude of preparation required to implement the amendment. The Transition Period is permitted to be as little as zero days for an amendment that does not require preparation and shall typically not exceed six months.

1. (Informative Note) For example, underline/strikeout format or equivalent.

2. (Informative Note): For an amendment that requires a change to an Approved Software Rating Tool, the Approved Software Rating Tool is not required to be updated by the Voluntary or Mandatory Compliance Date; however, a Dwelling Unit or Sleeping Unit cannot be rated using the Approved Software Rating Tool until it is updated in accordance with the amendment.

3. (Informative Note) For example, when an amendment requires Approved Software Rating Tools to be updated and accredited.

502.7

Where a state or local energy code, green bond or other Third Party Energy Efficiency Program references a previously approved publication and/or addenda that version supersedes the Mandatory Compliance Date. This only applies to ratings required for compliance with energy code requirements or other Third Party Energy Efficiency Programs.

502.7.1 All ratings are permitted to be entered into the RESNET National Buildings Registry with a note stating compliance with RESNET's program or identifying which Third Party Energy Efficiency Program the rating is intended to comply with.

600 General Provisions

600.1 Purpose

Sampling is intended to provide verification that a group of Dwelling Units within multifamily projects meet a particular Threshold such as ENERGY STAR®, energy code compliance, or qualification for an energy efficiency lending program. It is based on Threshold Specifications and subsequent testing and inspections of a subset of Dwelling Units. Verifying a group of Dwelling Units by Sampling entitles the customer to documentation that the Dwelling Units meet the desired Threshold. Sampling does not constitute a Confirmed HERS Rating on any Dwelling Unit.

600.2 Scope

This standard establishes the procedures for energy modeling, labeling, inspections, testing, quality assurance by Sampling Providers, and Sampling Provider Accreditation criteria as they pertain to Sampling. The procedures described in this chapter are applicable to Dwelling Units and Sleeping Units within one or more multifamily buildings. The procedures described in this chapter are not applicable to one- or two-family homes or Townhouses.

This standard does not provide any warranty, either explicit or implied, that Sampled Dwelling Units will meet or exceed the Threshold Specifications for the Sample Set. There may be instances in which local laws or regulations differ from these Standards. In such instances, local law or regulation shall take precedence over this standard.

601 Eligiblity

The construction of the Minimum Rated Features for which Sampling will be applied shall be the responsibility of one builder or developer during the entire time of construction. Sampling Verifications shall be the responsibility of a Rater under the guidance of a Sampling Provider and may only be applied to any projects within the same Community.

602 Records Maintenance

The HERS Rater must document that the project met the requirements for Sampling and that each step in the Sampling process was met. This Documentation shall be kept for a minimum of three years. Examples of required documentation include but are not limited to; a copy of the Sampling Plan, inspection checklist(s), and Failure report(s).

Each inspection and/or test for each instance of each Sampled Feature shall have the following information recorded:

(a) Date,

(b) Dwelling Unit Address,

(c) Sampled Feature, and

(d) The Threshold Specification value and conformance with or Failure to meet it.

603 Sampling Plan

The HERS Rater shall develop a Sampling Plan prior to commencing Sampling. Any changes to the Sampling Plan shall be recorded as such and must comply with Sampling Plan Change requirements. Sampling shall be applied, but not limited to, any individual Minimum Rated Feature within Dwelling Units.

RESNET must be notified by the Provider of all Sampled Projects prior to conducting the initial Qualification Set. RESNET staff shall specify the process for reporting. RESNET need not be notified of subsequent Qualification Sets on the same project. At minimum this shall include (1), (2), (3), and (4) from the Sampling Plan.

603.1 Required information for Sampling Plan
Mandatory

1. Sampled Project name
2. Sampled Project location
3. Sampled Project projected dates of construction
4. Total number of Dwelling Units, and for multifamily buildings, the number of Dwelling Units in each building

Optional:

5. List of all Sampled Features and Threshold Specifications
6. Home builder or general contractor's primary contact for Sampling; and HERS Rater contact information.

To have the option to remove Dwelling Units from the Sampling process and label as Confirmed Ratings, the Rater shall include 100% pre-drywall inspections in the Sampling Plan.

603.2 Sampling Plan Changes
The Sampling Plan shall be adjusted when the following changes are made to the Sampled Project. The list of all Sampled Features and Threshold Specifications in the Sampling Plan shall be amended as needed to reflect adjustments and additions.

603.2.1 Adjustments to Threshold Specifications
The Threshold Specification for a Sampled Feature is permitted to be adjusted at any point during the application of Sampling, including during the Qualification Set for the Sampled Project.

603.2.2 Addition of a Sampled Feature
A Sampled Feature is permitted to be added to the Sampled Project at any point during the application of Sampling. Any feature added must comply with the Qualification Set requirements and the Sampling Verification Process.

603.2.3 Removal of Dwelling Units from the Sampling process to be labeled as Confirmed Ratings
The Sampling Plan shall be adjusted to document the Dwelling Units that were removed from the Sampling Plan.

If it is determined that Dwelling Units are to be removed from the Sampling process and 100% Pre-Drywall inspections were not completed, the 20% Sampling rate must be increased by a percentage equal to or greater than the projected percentage of units that may be removed as confirmed. Example: If X% is projected to be removed as Confirmed Ratings, then the Sampling rate shall be increased to 20%+X%. AND

Only units that have 100% of Minimum Rated Features verified can be labeled as Confirmed Ratings. The removed Dwelling Units shall be labeled as Confirmed. All remaining Dwelling Units in the Project shall be labeled as Sampled.

604 Energy Modeling

Dwelling Units shall be grouped for modeling purposes. At a minimum, all units within a group shall have the same number of bedrooms and conditioned floor area within 10 percent of one another (+/- 10%). For example, a group may contain only units with a given floor plan, or it may be a group of different floor plans assuming they all have the same number of bedrooms and are within +/-10% conditioned floor area. The Rater shall document which units are within each modeling group. Dwelling Units that satisfy these criteria, but differ in other criteria, are not required to be modeled as the same unit type.

A Worst-Case Analysis shall be performed to determine the model with the worst-case HERS Index for the group. The Worst-Case Analysis on a given group shall consider all variations in Minimum Rated Features and Threshold Specifications and shall also consider requirements of any relevant EEP. Every Dwelling Unit shall be assigned the HERS Index Score as determined by the worst-case analysis for the corresponding group.

If changes or adjustments are made to a Threshold Specification, the worst-case model must be updated accordingly and must still represent the worst-case analysis of all units within that group.

All units within a Sampling Project must be uploaded to the RESNET Building Registry. Each Dwelling Unit shall have an energy model identical to the worst-case model from its associated modeling group that specifies the individual address for that unit. Actual onsite Sampled Verification results for Sampled Features shall not be entered in the final Sampled Rating energy model uploaded to the RESNET Buildings Registry. Minimum Rated Features that are not Sampled, shall not be updated in the model to reflect actual onsite verifications.

At a minimum, a certified Rater shall oversee this process.

605 Labeling

605.1 Multifamily

Unit Label
All reports generated by an Approved Software Rating Tool for units within Sampled projects shall, at a minimum, contain the following statement: “This Dwelling Unit has been verified using the Sampling protocol specified in Chapter 6 of the RESNET Standards (see www.resnet.us).”

Building Label
If all reports generated by an Approved Software Rating Tool for Dwelling Units within a building are such that individual labels would be identical, each building (but not each Dwelling Units) shall, at a minimum, contain the following statement: “The residential Dwelling Units in this building have been verified using the Sampling protocol specified in Chapter 6 of the RESNET Standards (see www.resnet.us).”

606 Procedures for Inspections and Testing

The Testing and inspection of Dwelling Units for Minimum Rated Features shall be conducted in compliance with the procedures for conducting home energy Ratings contained in the RESNET MINHERS Standards.

606.1 Sample Set

A group of Dwelling Units at the same stage of construction (e.g., pre-drywall, final) within a 90-day period that the Sampling rate is applied to.

For each stage of construction, each Sample Set shall be composed of Dwelling Units eligible for the applicable Sampling Verifications within a 90-calendar day period. For example: a Sample Set that is defined for a pre-drywall inspection must include Dwelling Units that are eligible for that pre-drywall inspection within a given 90-day period. If fewer than five (5) Dwelling Units are available for that phase of inspection, the Sample Set must be limited to the number of Dwelling Units that are available within that 90-day period. Sample Sets need not be the same across different Sampled Features. For example, one Sample Set may exist for a pre-drywall inspection and, at the Rater's discretion, a whole new Sample Set may be defined for the final inspection phase based on the Dwelling Units available for that phase within a new, 90-day period applied to that phase of tests and inspections.

Each Dwelling Unit subject to Sampling is required to be part of an identified Set of Sampling Verifications for each test or inspection that is Sampled.

606.2 Qualification Set

Sampling shall be conducted in accordance with the Sampling Plan.
To qualify for Sampling a builder must complete a Qualification Set.

606.2.1
A builder or developer shall complete and have verified the installation of a minimum of five (5) of each Sampled Feature prior to conducting a Qualification Set for each Sampled Feature.

606.2.2
Any feature being Sampled must qualify for Sampling by being successfully verified to meet the Threshold Specification for five (5) consecutive Sampled Features. A Qualification Set shall be made up of more than five (5) Sampled Features if a Failure occurs while qualifying the Feature.

606.2.3
Any feature that fails to meet the Threshold Specification shall be corrected and re-inspected and/or retested until it meets the Threshold Specification.

606.2.4
Sampling shall begin only after the Threshold Specifications have been verified in five (5) consecutive Dwelling Units without any incidence of Failure.

606.2.5
Each Sampled Feature shall qualify for Sampling independently of the other Sampled Features. The Qualification Set, and any Dwelling Units tested prior to the Qualification Set, are not part of a Sampling Set and shall not count toward the minimum quantity of Sampling Verifications required.

607 Sample Verification Process

607.1

A complete set of Sampling Verifications shall be performed at a minimum rate of twenty percent (20%) within a given Sample Set. At a minimum, a Certified Rater shall oversee this process.

The minimum quantity of Sampling Verifications for each Sampled Feature within a Sampled Set shall be calculated by multiplying the number of Sampled Features by 20% and rounding the result up to the nearest whole number.[1] (Projects containing less than 12 Sampled Features would not benefit from the Sampling process.)

[1]For example, consider a 100-unit Sampled Project. The minimum quantity of Verifications for a given Sampled Feature is 100 – 10 (Qualification Set) = 90, then 90 * 0.2 = 18. Note: Qualification Set number may vary depending on Failures but always requires a minimum 5 completed + 5 consecutive without Failure.

Raters operating under a Sampling Provider may complete the Sampling Verifications collectively on a single Dwelling Unit or distribute the tests and inspections across several Dwelling Units within a given Sample Set, provided the total number of individual tests and inspections meets or exceeds 20%. All Sampled Features shall be verified, at least once, for each unit type.

The Rater shall select the instances (e.g., which duct systems will be tested) of Sampled Features (e.g., duct leakage) that are subject to Verification. The selected instances shall not be announced in advance. The instances that are selected for Verification shall be representative[6] of the total group of Sampled Features. Verifications shall be spread across the beginning, middle, and end of the installation timeline for each Sampled Feature.

[6]Representative selection includes but is not limited to location within a building or Community, unit type, exposure, orientation, unique options, changes in construction crews, etc.

Sample Sets that include multifamily buildings with five (5) units or more per building shall have a minimum of one unit verified per building.

A Sampled Feature that does not meet its Threshold Specification is a Failure. Sampling is permitted to continue for each Sampled Feature until a Failure occurs. All Failures shall be addressed according to the Procedures for Resolving Failures.

608 Procedure for Resolving Failures

608.1 Failures

When a Sampled Feature fails a Threshold Specification, Sampling of that Feature must stop.

All Failures shall be corrected and re-inspected and/or retested until they meet their Threshold Specifications.

At any time, a given Sampled Feature is permitted to be removed from Sampling and every remaining instance shall be verified.

608.2 Requalifying for Sampling

Once a Sampled Feature fails, it must requalify for Sampling by successfully being verified to meet the Threshold Specification for three (3) consecutive Sampled Features.

Once a Feature requalifies for Sampling, that Feature may continue being Sampled until a Failure occurs.

Additional Verifications performed as a result of Failures shall not count toward the required 20%.

608.3 Documenting Failures

The following items shall be documented and reported if required by program, code, or project representative. Failure reports must be maintained in the Raters records for 3 years.

i. Failed Feature, date, location, and result

ii. Date, location, and results of requalification for Sampling

609 Quality Assurance by Sampling Providers

The Sampling Provider's QA Designee shall be responsible for monitoring compliance with the Sampling process and maintaining records in accordance with the requirements of Chapter 9.

609.1 Sampling Provider Accreditation Criteria

Sampling Providers shall first be accredited by RESNET as a Rating Quality Assurance Provider in accordance with the Accreditation Process specified in Chapter 9 of these Standards and shall remain in good standing.

Additionally, an applicant to become a Sampling Provider must provide the following:

- Written policies and procedures explaining the Provider's Sampling process including Quality Assurance and data management processes
- Minimum insurance coverage of $1,000,000 in general liability coverage and $1,000,000 in professional liability coverage

After submitting an application to become a Sampling Provider, the applicant must successfully complete:

- RESNET Enhanced Review of Rating QA Provider, if not completed within 12 months prior to application submittal.
- RESNET QA Staff Orientation to Sampling

When all requirements have been satisfied, RESNET staff shall submit the completed application to the Accreditation Committee for approval.

The Sampling Provider's first annual QA review following accreditation shall be an additional Enhanced Review, which shall demonstrate compliance with the Sampling Provider's written policies and procedures and the requirements of this chapter.

610 Glossary of Terms

Attached Dwelling Unit – See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Community – A group of Dwelling Units within the same development, master plan, or multifamily project. A Community shall not include multiple municipalities unless the project is on one contiguous piece of land (excluding roads and streets) that spans a municipal border.

Detached Dwelling Unit – See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Failure – A Sampled Feature that does not meet its Threshold Specification. (check ANSI definition)

Qualification Set – A group of five (5) instances of a single Sampled Feature that meets their Threshold Specification consecutively, without Failure or assistance, that occurs before that Sampled Feature is eligible for Sampling.

Sampled Project – A group of multifamily Dwelling Units to which Sampling is applied.

Sample Set – A specific group of Dwelling Units from which one or more individual Dwelling Units are randomly selected for Sampling Verifications.

Sampling – A process whereby fewer than 100% of the Dwelling Units are inspected, tested, or modeled to demonstrate compliance with a set of Threshold Specifications.

Sampling Verifications – A collection or set of required tests and inspections performed for a Sample Set of Dwelling Units in order to confirm that the Threshold Specifications have been met.

Sampling Provider – An entity, accredited through these standards, that oversees the Sampling process and issues the Sampling certifications that Dwelling Units meet a particular set of Threshold Specifications such as the ENERGY STAR® specifications adopted by the U.S. Environmental Protection Agency.

Threshold Specification – The specific pass/fail criterion for the inspection or testing of each Sampled Feature, which is based on a predetermined prescriptive or worst-case specification.

Townhouse - A single-family Dwelling Unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides.

Chapter 7 - RESNET National Standards for Home Energy Audits

Chapter 7, pertaining to Home Energy Surveys was removed effective July 1, 2019.

801 General Provisions

801.1 Purpose

This Standard will present procedures for work scope development and combustion safety testing.

801.2 Scope

The purpose of this document sets out the procedures for work scope development and combustion safety testing by which home energy ratings shall be conducted so their results will be acceptable to all public and private sector industries that may require an objective, cost-effective, sustainable home energy rating process.

801.3 Definitions and Acronyms

See Appendix B- Glossary of Terms.

802 Combustion Safety Testing

802.1 Required Protocols

These protocols contained in ANSI/ACCA 12 QH, Appendix A Sections A3 (Carbon Monoxide Test) and A4 (Depressurization Test for the Combustion Appliance Zone) shall be followed by RESNET-accredited Raters and Auditors (hereinafter referred to collectively as “Auditors”) performing combustion appliance testing.

802.2 Person with Environmental Sensitivity

Prior to conducting any test that affects the operating pressures in the home, the Auditor shall inquire whether a person that has environmental sensitivities (asthma, allergies, chemical sensitivity, etc.) is present in the home. If such a person is present, the Auditor shall not perform such tests without written disclosure from the affected party (or responsible adult). The written disclosure shall state (at a minimum) that “during the period of testing, some amount of dust, particles, or soil gases already present in the home may become airborne.” Without a signed disclosure, the Auditor shall either reschedule the test for a time when they will not be present, or ask them to leave the home during the testing process. The Auditor shall also inquire as to the presence of pets that may potentially be affected by testing procedures.

802.3 Gas Leakage Test

802.3.1 If there is a noticeable odor indicating gas buildup within the home, the occupants and Auditor shall leave the house and the appropriate authorities and utility providers shall be notified from outside the home.

802.3.2 The Auditor should use a gas detector upon entry into the home to detect the presence of natural gas. If gas is suspected or confirmed, ensure that switches are not operated while exiting and no ignition concerns are present. The audit shall not proceed until the proper authorities have deemed it safe to re-enter the home. If there is no noticeable odor indicating gas buildup within the home, the Auditor shall determine if there are gas leaks in the fittings and connections of natural gas appliances within the home and natural gas/liquid propane supply lines following these protocols.

802.3.3 Inspect all fittings and joints in supply lines and appliance connectors and confirm suspected leaks with leak-detection fluid. Identify for repair or replacement any kinked, corroded or visibly worn flexible gas lines and any flexible connectors manufactured prior to 1974.

802.3.4 Equipment needed

802.3.4.1 Combustible gas detector capable of measuring 20 ppm

802.3.4.2 Leak detection fluid (non-corrosive)

803 Work Scope for Contractors

803.1 Requirements

803.1.1 All work must meet applicable codes and regulations for the jurisdiction.

803.1.2 When air sealing is being performed the work scope shall specify CAZ depressurization testing to be performed at the end of each workday.

803.1.3 The work scope for recommended improvements will be determined by the Auditor and shall be based upon the findings of the assessment, the client's needs and budget, and priorities identified during combustion appliance testing, subject to health and safety requirements.

803.1.4 The work scope shall clearly identify for the client any remedial actions which require prompt attention, affect safety, or require a licensed trade.

803.1.5 The work scope shall provide sufficient specification that the client may obtain reasonably comparable bids from alternative sources for making recommended improvements.

803.1.6 All scopes of work shall include this statement: "The estimated energy use and savings information contained in the audit report does not constitute a guarantee or warranty of actual energy cost or usage."

803.1.7 The work scope shall be developed based on the Auditor's diagnosis and analysis. Emphasis shall be on:

bringing air distribution system components inside the building enclosure when it is feasible, or sealing and insulating ducts when it is not improving airflow and total HVAC system efficiency as applicable upgrades to the building enclosure as applicable improvements to lighting and appliances as applicable.

803.1.8 The scopes shall reflect the "house as a system" approach, recognizing measure interaction. The following statement shall be included whenever a fireplace or combustion appliance is located within the building enclosure:

“This work scope is not a list of recommendations that may be implemented independently; any exclusions or variations to this scope may increase the risk of flue gas spillage, back-drafting, carbon monoxide production and/or moisture problems within the home.”

803.1.9 When specifying equipment replacement, new equipment sizing shall be based on the proposed, upgraded condition of the building enclosure and duct system.

803.1.10 The work scope shall call for post-work combustion appliance testing in accordance with these guidelines when any work affecting enclosure or duct tightness, or building pressures, is specified.

803.2 Work Scope: Carbon Monoxide

803.2.1 The source of the CO must be repaired or replaced and the problem corrected prior to commencing work on other tasks on the work scope, unless remediation of the CO production is specifically related to one or more of those tasks (such as duct repairs that will correct a large negative pressure in the CAZ).

803.2.2 If there are combustion appliances within the building envelope, a carbon monoxide detector should be specified in the main area of each floor according to manufacturer’s recommendations, typically in the hallway outside each bedroom area.

803.2.3 If measured CO levels are higher than 100 ppm (200 for oven), or an appliance fails to meet manufacturer’s specifications for CO production (whichever is higher), the work scope shall specify replacement or repair of the appliance, and the homeowner shall be notified of the need for service by a qualified technician.

803.3 Work Scope: Worst Case Depressurization

803.3.1 If the results of the Worst Case Depressurization Test indicate the potential for backdrafting by failing the CAZ pressure limits or spillage test, remediation of the failure must be addressed in the work scope, through one or more of the following (as applicable): targeted air- and duct-sealing, room pressure balancing, exhaust fan makeup air, or appliance replacement (with power- or direct-vented equipment). As an alternative, the combustion appliance zone may be isolated by creating a sealed combustion closet containing the combustion appliances that has the proper amount of combustion air supplied to it according to the applicable version of the IRC. Adequate sealing for isolation purposes shall include air sealing and duct sealing (especially of adjacent platform or cavity return ducts) and confirmed by another CAZ depressurization test.

803.3.2 The work scope should specify replacement of atmospheric-vented combustion appliances with high-efficiency sealed combustion, direct vent, or power vented appliances when feasible. If the home has unvented combustion appliances, the /Auditor shall recommend they be disconnected and replaced with vented combustion appliances.

803.3.3 If unvented combustion appliances are not removed or replaced with vented combustion appliances or electric appliances, the work scope shall not specify measures that affect the air tightness of the envelope, including air sealing, duct sealing, sidewall insulation, or window replacements. Duct sealing outside the thermal envelope may be specified in IECC climate zones 1-3.

804 Referenced Standards

804.1 Auditor Referenced Standards

These referenced standards provide guidance for the Auditor in the performance of their role as an auditor or home energy rater (diagnostic testing, analysis, writing scopes of work).

Mortgage Industry National Home Energy Rating Systems Standards, published by the Residential Energy Services Network, latest version, http://www.resnet.us

ASTM E1998-02(2007) “Standard Guide for Assessing Depressurization-Induced Backdrafting and Spillage from Vented Combustion Appliances”, published by ASTM International, http://www.astm.org

804.2 Contractor Work Scope Referenced Standards

These referenced standards should be referenced in the work scope, as applicable to provide guidance for the contractor to perform the work scope.

International Residential Code for One- and Two-Family Dwellings- 2006, published by the International Code Council, Inc., http://www.iccsafe.org

International Energy Conservation Code- 2006, published by the International Code Council, Inc., http://www.iccsafe.org

International Mechanical Code- 2006, published by the International Code Council, Inc., http://www.iccsafe.org

International Fuel Gas Code- 2006, published by the International Code Council, Inc., http://www.iccsafe.org

ANSI/ACCA Standard 5 QI-2007 HVAC Quality Installation Specification, published by the Air Conditioning Contractors of America, http://www.acca.org

Manual J, Residential Load Calculation, 8th edition, published by the Air Conditioning Contractors of America, http://www.acca.org

Manual D, Residential Duct Systems,3rd edition, published by the Air Conditioning Contractors of America, http://www.acca.org

Manual S, Residential Equipment Selection, published by the Air Conditioning Contractors of America, http://www.acca.org

Manual RS, Comfort, Air Quality, & Efficiency by Design, published by the Air Conditioning Contractors of America, http://www.acca.org

Manual T, Air Distribution Basics, published by the Air Conditioning Contractors of America, http://www.acca.org

Manual H, Heat Pump Systems, published by the Air Conditioning Contractors of America, http://www.acca.org

Manual G, Selection of Distribution Systems, published by the Air Conditioning Contractors of America, http://www.acca.org

ASHRAE Standard 62.2 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., http://www.ashrae.org

ASHRAE Standard 52.2 Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc., http://www.ashrae.org

ASTM Standard C1015-06 “Standard Practice for Installation of Cellulosic and Mineral Fiber Loose-Fill Thermal Insulation”, published by ASTM International, http://www.astm.org

ASTM Standard C1320-05 “Standard Practice for Installation of Mineral Fiber Batt and Blanket Thermal Insulation for Light Frame Construction”, published by ASTM International, http://www.astm.org

ASTM Standard C727-01 (2007)e1 “Standard Practice for Installation and Use of Reflective Insulation in Building Constructions”, published by ASTM International, http://www.astm.org

ASTM Standard C1158-05 “Standard Practice for Installation and Use of Radiant Barrier Systems in Building Constructions”, published by ASTM International, http://www.astm.org

ASTM Standard E2112-07 “Standard Practice for Installation of Exterior Windows, Doors and Skylights”, published by ASTM International, http://www.astm.org

Flexible Duct Performance and Installation Standards 4th edition, published by the Air Diffusion Council, http://www.flexibleduct.org

Fibrous Glass Duct Construction Standards, 5th edition, published by the North American Insulation Manufacturers Association, http://www.naima.org

FTC Trade Regulation Rule 16 CRF 460, Labeling and Advertising of Home Insulation, published by the Federal Trade Commission, http://www.ftc.gov

804.3 Sample Work Scope Form

(This is informative and does not contain requirements necessary for conformance to these guidelines.)

Work Scope for _____

All work will be performed according to the following checked standards:

This work scope is not a list of recommendations that may be implemented independently; any exclusion to this scope may increase the risk of flue gas spillage, back-drafting, carbon monoxide production or moisture problems within the home.

What qualifications are required from contractors/technicians conducting the work:

What work needs to be performed:

Where the work needs to be performed:

How the work is to be performed (referenced Standard(s)):

901 General Provisions

901.1 Purpose

This chapter outlines the responsibilities of RESNET, Quality Assurance Providers and Quality Assurance Designees and minimum tasks associated with quality management systems used to comply with these Standards.

902 Definitions and Acronyms

See Appendix B- Glossary of Terms.

903 RESNET Oversight of Quality Assurance Process

903.1 RESNET Oversight of Rating Quality Assurance Providers (QA Providers)

RESNET will be responsible for oversight of the work performed under these Standards by approved Rating Quality Assurance Providers.

903.1.1 RESNET General Oversight of Rating Quality Assurance Providers

903.1.1.1 RESNET shall accredit all Rating Quality Assurance Providers and maintain a national registry of accredited Rating Quality Assurance Providers;

903.1.1.2 RESNET shall review Rating Quality Assurance Providers' applications to become accredited RESNET Rating Quality Assurance Providers and respond within 10 business days.

903.1.2 Ongoing Review of Rating Quality Assurance Provider QA Activities and Enhanced Quality Assurance REVIEWS Monitoring of QA Providers

903.1.2.1 RESNET is responsible for the implementation of the QA Review Checklist. RESNET shall review and approve any alternative formats in the current version of the QA Review Checklist before a Rating Provider is allowed to use any alternative formats for QA Reviews.

903.1.2.1.1 Alternative QA Review Checklist formats approved by RESNET shall meet the following requirements:

- All calculation formats match the most current version
- All applicable review items match the most current version
- All data fields are mapped correctly for transmission and storage to RESNET Buildings Registry

903.1.2.1.2 RESNET must maintain a data archive of all QA Reviews.

903.1.2.1.3 In the case of new required records retention or tracking item deemed by RESNET to be required which has not previously been communicated, notice of the new requirement shall be delivered to Rating Quality Assurance Providers at least 30 days prior to the quarter in which this tracking will be initiated. RESNET shall not require the item for the time frame prior to this notification.

903.1.2.2 Quality Assurance File Review. RESNET will centrally administer quality assurance review of ratings using data in the National RESNET Registry.

903.1.2.2.1 RESNET shall select a minimum of 25% of accredited QA Providers on an annual basis and conduct a more detailed review of their Quality Assurance process.

903.1.2.2.2 This QA review may be enhanced monitoring of QA Provider files and quality assurance process done remotely, an on-site field review, or any combination of these.

903.1.2.3 RESNET Staff shall conduct enhanced review of newly accredited Rating Quality Assurance Providers within twelve months of accreditation.

903.1.2.4 Every active accredited Rating Quality Assurance Provider shall receive an enhanced review by RESNET staff no less than once every four years.

903.1.2.4.1 Records reviewed by RESNET either during a virtual meeting or following an infield visit may include, but are not limited to the following:

903.1.2.4.1.1 The Rating Quality Assurance Provider's file review reports of findings submitted to Raters using the RESNET QA Review Checklist;

903.1.2.4.1.2 The Rating Quality Assurance Provider's field review of rating results submitted to Raters using the RESNET QA Review Checklist;

903.1.2.4.1.3 Disclosure reporting;

903.1.2.4.1.4 Rating electronic files;

903.1.2.4.1.5 Photo and/or video documentation associated with rating files;

903.1.2.4.1.6 Rating quality assurance records including, but not limited to the following:

903.1.2.4.1.6.1 Photo and/or video documentation from on-site field reviews;

903.1.2.4.1.6.2 The Rating Quality Assurance Provider's file review reports of findings submitted to Raters;

903.1.2.4.1.6.3 The Rating Quality Assurance Provider's field review of rating results that show a comparison with original ratings selected for on-site QA review;

903.1.2.4.1.6.4 If remedial action is required, the Rating Quality Assurance Provider's plan of action to correct for non-compliance with the RESNET Standards and results of any action taken;

903.1.2.4.1.6.5 Complaint files;

903.1.2.4.1.6.6 Rater agreements;

903.1.2.4.1.6.7 Rater registry;

903.1.2.4.1.6.8 Disclosure files;

903.1.2.4.1.6.9 Certification and Training documents.

903.1.2.5 Significant inconsistencies or errors in electronic records reviewed, including but not limited to those defined below, may result in an on-site review by RESNET.

903.1.2.5.1 Missing photo and/or video documentation

903.1.2.5.2 Inconsistencies or errors in file review reports

903.1.2.5.3 Incomplete or missing complaint files

903.1.2.5.4 Incomplete or missing disclosure files

903.1.2.5.5 Incomplete, inaccurate, or missing certification and training documents

903.1.2.5.6 To the extent RESNET makes any requested information public; it will do so only in an aggregated form

903.1.3 RESNET Disciplinary Actions Against a Rating Quality Assurance Provider

RESNET shall comply with the following due process procedures in considering any probation, suspension or revocation actions against an accredited Rating Quality Assurance Provider.

903.1.3.1 Notification of Non-Compliance and Proposed Disciplinary Action

If RESNET determines at any time that a Rating Quality Assurance Provider has failed to adhere to the requirements set forth in these Standards, RESNET shall notify by email, or other method which provides evidence of delivery, the Rating Quality Assurance Provider and Primary Quality Assurance Designee of the non-compliance and decisions under this section. Notification shall include:

903.1.3.1.1 Entire basis and justification for the disciplinary action;

903.1.3.1.2 Applicable Corrective Action. Any applicable corrective action required to be taken no later than twenty (20) business days after the date set forth in such notification;

903.1.3.1.3. Proposed disciplinary action and its effective date, which shall be no less than fifteen (15) business days after the notification is delivered, no less than five (5) business days after any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures, and in any event no later than any corrective action required pursuant to Section 903.1.3.1.2 – Applicable Corrective Action; and

903.1.3.1.4 Clarification of the procedures as stipulated in this Standard and the Quality Assurance Provider's right to a hearing under Section 911 – Hearing Procedures including the deadline and process for submitting a written challenge to the finding of non-compliance, proposed corrective action, and/or proposed disciplinary action pursuant to Section 911 – Hearing Procedures.

903.1.3.2 Disciplinary Action Options for Rating Quality Assurance Providers

Failure of a Rating Quality Assurance Provider to properly fulfill their responsibilities or an outcome of RESNET's annual report, online review, on-site visit or complaint review as specified in these Standards may include one or more of the following actions by RESNET after satisfaction of the due process procedures set forth in Section 903.1.3 – RESNET Disciplinary Actions Against A Rating Quality Assurance Provider and Section 911 – Hearing Procedures of this chapter:

903.1.3.2.1 The QA Provider being placed in the disciplinary status of probation as set forth in Section 903.1.3.3 – Probation of Rating Quality Assurance Providers or suspension as set forth in Section 903.1.3.5 – Suspension or Revocation of Rating Quality Assurance Providers.

903.1.3.2.2 Revocation of the Accreditation of a Rating Quality Assurance Provider as set forth in Section 903.1.3.5 – Suspension or Revocation of Rating Quality Assurance Providers.

903.1.3.2.3 Removal of the QA Provider from the RESNET Directory of accredited Providers as set forth in Section 903.1.3.5 – Suspension or Revocation of Rating Quality Assurance providers;

903.1.3.2.4 At the Rating Quality Assurance Provider's expense, further oversight by RESNET.

903.1.3.3 Probation of Rating Quality Assurance Providers

903.1.3.3.1 Administrative probation resulting from violations found through a QA Provider quality assurance process, RESNET quality assurance monitoring or through the RESNET complaint resolution process shall remain confidential between the Rating Quality Assurance Provider, the Provider's Primary QAD, and RESNET. These violations may include but are not limited to:

903.1.3.3.1.1 Failure to submit to RESNET any material information required to be submitted by the Rating Quality Assurance Provider, in accordance with obtaining or maintaining accreditation;

903.1.3.3.1.2 Failure to make changes/updates to a Rating Quality Assurance Provider's Policies and Procedures;

903.1.3.3.1.3 Failure to follow a Provider's own Policies and Procedures

903.1.3.3.1.4 Failure to report a change in the status of any QAD to RESNET;

903.1.3.3.1.5 Failure to adhere to requirements for quality assurance of HERS Raters, HERS Modelers, and RFIs, per RESNET Standards;

903.1.3.3.1.6 Failure to adhere to requirements for HERS Rater, HERS Modeler, and RFI certification and recertification;

903.1.3.3.1.7 Failure to enforce disciplinary action requirements for HERS Raters, HERS Modelers, and RFIs having non-conforming QA results.

903.1.3.3.1.8 Failure to meet the requirements of RESNET programs, such as RESNET approved EEPs, for which the Rating Quality Assurance Provider submits rating files.

903.1.3.3.1.9 Failure to adhere to one or more administrative and documentation/reporting provisions of the RESNET Standards.

903.1.3.3.2 More serious compliance violations found through a Rating Quality Assurance Provider QA process, RESNET quality assurance monitoring or through the RESNET complaint resolution process shall result in disciplinary compliance probation. These violations may include but are not limited to:

903.1.3.3.2.1 Failure to correct the terms of a confidential administrative probation during the time period defined in the issuance of probation;

903.1.3.3.2.2 Failure to notify RESNET and/or replace a Primary QAD within the time frame required by these Standards;

903.1.3.3.2.3 Ethics or compliance complaint(s) investigated and validated by RESNET against a Rating Quality Assurance Provider;

903.1.3.3.2.4 Failure to follow Rating Quality Assurance Provider complaint resolution process and/or disciplinary procedures;

903.1.3.3.2.5 Allowing individuals who are not certified as Quality Assurance Designees by RESNET to perform Quality Assurance reviews;

903.1.3.3.2.6 Allowing QADs to conduct Quality Assurance on ratings for which the QAD performed any portion of the rating.

903.1.3.3.3 RESNET shall, at its discretion, make a final determination regarding the necessity of posting a disciplinary probation on the RESNET web site.

903.1.3.3.4 RESNET shall determine the length of administrative or disciplinary probation resulting from violations defined in this chapter not to exceed 12 months.

903.1.3.4 Right to Hearing

An accredited Rating Quality Assurance Provider has the right to challenge the finding of non-compliance, proposed corrective action, and/or proposed disciplinary action under this section pursuant to the Hearing Procedures in Section 911 – Hearing Procedures.

903.1.3.4.1 The effective date of a proposed disciplinary action under this Section shall be no less than fifteen (15) business days after the notification is delivered to the Quality Assurance Designee, no less than five (5) business days after any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures, and in any event no later than any corrective action required pursuant to Section 903.1.3.2 – Disciplinary Action Options for Rating Quality Assurance Providers. The Quality Assurance Designee shall be notified in writing of the result of any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures prior to the effective date of the disciplinary action.

903.1.3.4.2 Failure to maintain adequate knowledge of the RESNET Standards will not be considered a defense in the hearing process.

903.1.3.5 Suspension or Revocation of Rating Quality Assurance Providers

903.1.3.5.1 The Rating Quality Assurance Provider may have their accreditation suspended. RESNET shall determine the length of suspension not to exceed 12 months. These violations may include, but are not limited to:

903.1.3.5.1.1 A Provider has had more than one (1) Disciplinary Probation violation within a three-year period;

903.1.3.5.1.2 Failure to correct the terms of a Disciplinary Probation during the time period defined in the notice of probation:

903.1.3.5.1.3 Submission of false information to RESNET in accordance with obtaining or maintaining accreditation or certification;

903.1.3.5.1.4 Misrepresentation of any accreditation status in marketing materials, or services offered or provided, for which the Rating Quality Assurance Provider organization does not possess the appropriate RESNET accreditation or affiliated individuals do not possess the appropriate RESNET certification;

903.1.3.5.1.5 Knowingly registering fraudulent ratings to the RESNET Registry;

903.1.3.5.1.6 Willful Misconduct by Rating Quality Assurance Provider, defined as an intentional disregard of any provision of the RESNET Standards, which a Party knew or should have known if it was acting as a reasonable person, but shall not include any error of judgment or mistake made in good faith.

903.1.3.5.1.7 Violation of RESNET's Whistle Blower Protection Policy as specified in Section 910 – RESNET Whistle Blower Protection Policy.

903.1.3.5.2 The Rating Quality Assurance Provider may have their accreditation revoked in any of the following circumstances:

903.1.3.5.2.1 A Rating Quality Assurance Provider has had more than one (1) suspension within a five-year period;

903.1.3.5.2.2 In the event that deficiencies stipulated in a notice of suspension have not been remedied within the period set forth in such notice;

903.1.3.5.2.3 Accredited Rating Quality Assurance Providers that elect not to renew or fail to meet renewal requirements;

903.1.3.5.2.4 Rating Quality Assurance Provider goes out of business;

903.1.3.5.2.5 Fraudulent Activity involving RESNET, including but not limited to:

903.1.3.5.2.5.1 Falsifying inspections;

903.1.3.5.2.5.2 Falsifying data, files reports, and any other documents;

903.1.3.5.2.5.3 Registering other program ratings, knowing that inspections were not completed as required by the program. For example: program required inspection(s) and/or checklist(s) were not completed, but the address was registered as ENERGY STAR qualified";

903.1.3.5.2.5.4 Knowingly allowing "non-certified" persons to perform inspections, testing, quality assurance, or ratings;

903.1.3.5.2.5.5 Knowingly allowing HERS Raters, HERS Modelers, or RFI's to perform inspections, testing and/or ratings while on any RESNET disciplinary actions barring them from doing so;

903.1.3.5.2.5.6 Colluding with any Provider(s), such as other QA providers, software providers, etc. to by-pass RESNET requirements;

903.1.3.5.2.5.7 Colluding with other QA Provider(s) to fix pricing;

903.1.3.5.2.6 Non-payment per RESNET's Fee Payment Policy for QA Providers;

903.1.3.5.2.7 Severe violation of the Code of Ethics;

903.1.3.5.3 RESNET shall remove the Rating Quality Assurance Provider from the appropriate RESNET Directory when accreditation is suspended or revoked.

903.1.3.5.4 RESNET shall prohibit the provider from uploading rating files to the RESNET Building Registry until the Provider successfully complies with the terms of the suspension or revocation. Any rating files uploaded by the Provider after it received the notification of non-compliance shall be removed from the RESNET Building Registry until the Provider successfully complies with the terms of the suspension or revocation.

903.1.3.5.5 RESNET shall post on its website Rating Quality Assurance Providers whose accreditation has been suspended or revoked. The Rating Quality Assurance Provider suspension or revocation listing shall be removed when they have successfully complied with the terms of the suspension or revocation, within five (5) business days of successfully resolving the issue.

903.1.3.5.6 RESNET shall electronically inform a Rating Quality Assurance Provider's known client(s), other accredited Providers, program administrators, rating software suppliers, Quality Assurance Designees, HERS Raters, HERS Modelers, Rating Field Inspectors, and any affected EEPs of the Rating Quality Assurance Provider's suspended or revoked status. To the extent feasible, the Rating Quality Assurance Provider and Quality Assurance Designees shall assist RESNET with notifications.

903.1.3.5.7 Prior to reinstatement, the Rating Quality Assurance Provider shall successfully resolve the issue(s) that resulted in the Rating Quality Assurance Provider being suspended or revoked and inform RESNET in writing as follows:

903.1.3.5.7.1 That the issue(s) has (have) been successfully resolved:

903.1.3.5.7.2 State the steps taken to resolve the issue(s);

903.1.3.5.7.3 State the steps that will be taken to prevent the issue(s) from occurring again in the future.

903.2 RESNET Oversight of Quality Assurance Designees (QADs)

RESNET will be responsible for oversight of the work performed under these Standards by certified approved Quality Assurance Designees.

903.2.1 RESNET GENERAL OVERSIGHT OF QUALITY ASSURANCE DESIGNEES

903.2.1.1 RESNET shall certify all Quality Assurance Designees and maintain a national registry of certified Quality Assurance Designees;

903.2.1.2 RESNET shall review QAD applications to become a certified QAD and respond within 10 business days.

903.2.2 RESNET DISCIPLINARY ACTIONS AGAINST A QUALITY ASSURANCE DESIGNEE

RESNET shall comply with the following due process procedures in considering any probation, suspension or revocation actions against a certified Quality Assurance Designee.

903.2.2.1 NOTIFICATION OF NON-COMPLIANCE AND PROPOSED DISCIPLINARY ACTION

If RESNET determines at any time that a Quality Assurance Designee has failed to adhere to the requirements set forth in these Standards, RESNET shall notify the Quality Assurance Designee and the Rating Quality Assurance Provider by email, or other method which provides evidence of delivery, of the non-compliance and proposed disciplinary action under this section. Notification shall include:

903.2.2.1.1 Entire basis and justification for the disciplinary action;

903.2.2.1.2 Corrective Action. Any applicable corrective action required to be taken no later than twenty (20) business days after the date set forth in such notification;

903.2.2.1.3 Proposed disciplinary action and its effective date, which shall be no less than fifteen (15) business days after the notification is delivered, no less than five (5) business days after any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures, and in any event no later than any corrective action required pursuant to Section 903.2.2.1.2 – Corrective Action; and

903.2.2.1.4 Clarification of the procedures as stipulated in this Standard and the Quality Assurance Designee's right to a hearing under Section 911 – Hearing Procedures of this chapter, including the deadline and process for submitting a written challenge to the finding of non-compliance, proposed corrective action, and/or proposed disciplinary action pursuant to Section 911 – Hearing Procedures.

903.2.2.2 DISCIPLINARY ACTION OPTIONS FOR QUALITY ASSURANCE DESIGNEES

Failure of a Quality Assurance Designee to properly fulfill their responsibilities as specified in these Standards may include one or more of the following actions by RESNET after satisfaction of the due process procedures set forth in Section 903.2.2 – RESNET DISCIPLINARY ACTIONS AGAINST A QUALITY ASSURANCE DESIGNEE and Section 911 – Hearing Procedures of this chapter:

903.2.2.2.1 The QAD being placed on probation as set forth in Section 903.2.2.3 – PROBATION OF QUALITY ASSURANCE DESIGNEES or suspension as set forth in Section 903.2.2.4 – SUSPENSION OR REVOCATION OF QUALITY ASSURANCE DESIGNEES;

903.2.2.2.2 Revocation of QAD certification as set forth in Section 903.2.2.4 – SUSPENSION OR REVOCATION OF QUALITY ASSURANCE DESIGNEES;

903.2.2.2.3 Removal of the QAD from the RESNET Directory of certified QADs as set forth in Section 903.2.2.4 SUSPENSION OR REVOCATION OF QUALITY ASSURANCE DESIGNEES;

903.2.2.2.4 RESNET no longer recognizing the QAD as a HERS Rater;

903.2.2.2.5 At the Rating Quality Assurance Provider's expense, further oversight by RESNET of the QAD and the Provider's processes and procedures;

903.2.2.3 PROBATION OF QUALITY ASSURANCE DESIGNEES

903.2.2.3.1 Administrative probation resulting from violations defined in this chapter shall remain confidential between the QAD, Rating Quality Assurance Provider, and RESNET. RESNET shall determine the length of administrative probation not to exceed 12 months. These violations may include, but are not limited to:

903.2.2.3.1.1 Failure to submit to RESNET any material information required to be submitted by the Quality Assurance Designee, in accordance with obtaining and maintaining accreditation;

903.2.2.3.1.2 Failure to comply with a QA Provider's Policies and Procedures as they pertain to Rater Quality Assurance outcomes and disciplinary tracking;

903.2.2.3.1.3 Failure by the Primary QAD to report a change in status of any QAD to RESNET;

903.2.2.3.1.4 Failure to adhere to requirements for quality assurance of HERS Raters, HERS Modelers, and RFIs, such as RESNET Quality Assurance checklist, that causes a deficiency in the QA of one or more HERS Raters, HERS Modelers, or RFIs;

903.2.2.3.1.5 Failure to adhere to requirements to oversee HERS Rater, HERS Modeler, and RFI certification and recertification;

903.2.2.3.1.6 Failure to provide timely notification to RESNET regarding a Rating Quality Assurance Provider who fails to enforce corrective action requirements for HERS Raters, HERS Modelers, or RFIs having non-conforming QA results;

903.2.2.3.1.7 Failure to use the most recent version of RESNET Accredited Software within the prescribed time frame;

903.2.2.3.1.8 Failure to adhere to one or more administrative and documentation/reporting provisions of the RESNET Standards;

903.2.2.3.1.9 Failure of the Primary QAD to ensure the accuracy of a QA Provider's Annual Report pertaining to the Field and File Quality Assurance reports and the records of QA findings, corrective action and discipline.

903.2.2.3.2 More serious compliance violations found through a Quality Assurance Designee's QA process, RESNET quality assurance monitoring, or through the RESNET complaint resolution process shall result in disciplinary compliance probation. These violations may include but are not limited to:

903.2.2.3.2.1 Failure to correct the terms of a confidential administrative probation during the time period defined in the issuance of probation;

903.2.2.3.2.2 Intentional failure to report non-compliance of QA Providers, HERS Raters, HERS Modelers, and/or RFIs to RESNET;

903.2.2.3.2.3 Ethics or compliance complaint(s) investigated and validated by RESNET against a Quality Assurance Designee;

903.2.2.3.2.4 Failure to follow complaint resolution process and/or disciplinary procedures;

903.2.2.3.2.5 Intentional failure to follow a Provider's HERS Rater, HERS Modeler, and/or RFI Disciplinary procedures; or

903.2.2.3.2.6 Intentional failure to apply the appropriate RESNET Standards while performing QAD responsibilities.

903.2.2.3.3 RESNET shall, at its discretion, make a final determination regarding the necessity of posting a disciplinary probation resulting from violations on the RESNET web site.

903.2.2.3.4 RESNET shall determine the length of administrative or disciplinary probation resulting from violations defined in this chapter not to exceed 12 months.

903.2.2.4 SUSPENSION OR REVOCATION OF QUALITY ASSURANCE DESIGNEES

903.2.2.4.1 The Quality Assurance Designee may have their certification suspended. RESNET shall determine the length of suspension not to exceed 12 months. These violations may include, but are not limited to:

903.2.2.4.1.1 Quality Assurance Designee has had more than one (1) Disciplinary Probation violation within a three-year period;

903.2.2.4.1.2 Intentional failure to report significant non-compliance of QA Providers; QADs, HERS Raters, HERS Modelers, and/or RFIs to RESNET;

903.2.2.4.1.3 Failure to correct the terms of a Disciplinary Probation during the time period defined in the notice of probation;

903.2.2.4.1.4 Failure to adhere to requirements for quality assurance of HERS Raters, HERS Modelers, and/or RFIs that causes a major deficiency in the QA of one or more HERS Raters, HERS Modelers, and/or RFIs, such as falsifying records, or misrepresentation of qualifications for RESNET approved programs;

903.2.2.4.1.5 Submission of false information to RESNET in accordance with obtaining or maintaining certification of QADs, HERS Raters, HERS Modelers, or RFIs and/or accreditation of QA Providers;

903.2.2.4.1.6 Misrepresentation of any certification status in marketing materials, or services offered or provided, for which the QAD does not possess the appropriate RESNET accreditation or certification;

903.2.2.4.1.7 Knowingly registering fraudulent ratings to the RESNET Registry;

903.2.2.4.1.8 Willful misconduct by QAD, defined as an intentional disregard of any provision of the RESNET Standards, which a Party knew or should have known if it was acting as a reasonable person, but shall not include any error of judgement or mistake made in good faith; or

903.2.2.4.1.9 Violation of RESNET's Whistle Blower Protection Policy as specified in Section 911 – RESNET Whistle Blower Protection Policy.

903.2.2.4.2 The Quality Assurance Designee may have their certification revoked in any of the following circumstances:

903.2.2.4.2.1 The Quality Assurance Designee has had more than one (1) Disciplinary Probation violation within a three year period;

903.2.2.4.2.2 In the event that deficiencies stipulated in a notice of suspension have not been remedied within the period set forth in such notice;

903.2.2.4.2.3 Quality Assurance Designee that elects not to renew or fail to meet renewal requirements;

903.2.2.4.2.4 Fraudulent Activity, including but not limited to:

903.2.2.4.2.4.1 Falsifying inspections;

903.2.2.4.2.4.2 Falsifying data, files reports, and any other documents;

903.2.2.4.2.4.3 Registering other program ratings, knowing that inspections were not completed as required by the program. For example: program required inspection(s) and/or checklist(s) were not completed, but the address was registered as ENERGY STAR qualified;

903.2.2.4.2.4.4 Intentionally allowing “non-certified” persons to perform modeling, inspections, testing, quality assurance, and/or ratings;

903.2.2.4.2.4.5 Intentionally allowing suspended or revoked HERS Raters, HERS Modelers, or RFI’s to perform modeling, inspections, testing and/or ratings while on any RESNET disciplinary actions barring them from doing so;

903.2.2.4.2.4.6 Colluding with any Provider(s), such as other QA providers, software providers, etc. to by-pass RESNET requirements;

903.2.2.4.2.4.7 Colluding with Provider(s) or other QAD(s) to price fix;

903.2.2.4.2.4.8 Severe violation of the Code of Ethics;

903.2.2.4.3 RESNET shall remove the Quality Assurance Designee from the appropriate RESNET Directory when certification is suspended or revoked.

903.2.2.4.4 RESNET shall post on its website, pending the results of any appeal, Quality Assurance Designees whose certification has been suspended or revoked. The Quality Assurance Designee’s suspension or revocation listing shall be removed when they have successfully complied with the terms of the suspension or revocation, within five (5) business days of successfully resolving the issue.

903.2.2.4.5 RESNET shall inform a Quality Assurance Designee’s known client(s), QA Providers, HERS Raters, HERS Modelers, Rating Field Inspectors, program administrators, rating software suppliers and any affected EEPs of a Quality Assurance Designee’s suspended or revoked status. To the extent feasible, the Quality Assurance Designee and QA Provider shall assist RESNET with notifications.

903.2.2.4.6 Revoked Quality Assurance Designees are eligible to re-apply to RESNET for certification after a period of 180 days unless their certification was revoked for fraud. Prior to reinstatement after suspension or revocation, the Quality Assurance Designee shall successfully resolve the issue(s) that resulted in the Quality Assurance Designee being suspended or revoked and inform RESNET in writing as follows:

903.2.2.4.6.1 That the issue(s) has(have) been successfully resolved;

903.2.2.4.6.2 State the steps taken to resolve the issue(s);

903.2.2.4.6.3 State the steps that will be taken to prevent the issue(s) from occurring again in the future.

903.2.2.5 RIGHT TO HEARING

A certified Quality Assurance Designee has the right to challenge the findings of non-compliance, proposed corrective action, and/or proposed disciplinary action under this Section pursuant to the Hearing Procedures in Section 911 – Hearing Procedures.

903.2.2.5.1 The effective date of a proposed disciplinary action under this Section shall be no less than fifteen (15) business days after the notification is delivered to the Quality Assurance Designee, no less than five (5) business days after any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures, and in any event no later than any corrective action required pursuant to Section 903.2.2.2 – DISCIPLINARY ACTION OPTIONS FOR QUALITY ASSURANCE DESIGNEES. The Quality Assurance Designee shall be notified in writing of the result of any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures prior to the effective date of the disciplinary action.

903.2.2.5.2 Failure to maintain adequate knowledge of the RESNET Standards will not be considered a defense in the hearing process.

904 Responsibilities and Requirements for Rating Quality Assurance Providers

904.1 General Responsibilities for Rating Quality Assurance Providers

904.1.1 Maintain knowledge of current RESNET Standards

904.1.2 Submit accurate and current Rating files to the RESNET Registry

904.1.3 Document Rating Quality Assurance Provider Policies and Procedures per Chapter 1 of these standards.

904.1.4 Enforce the Policies and Procedures of the Rating Quality Assurance Provider.

904.1.5 Document disciplinary action policies and procedures for Raters and Rating Field Inspectors (RFIs) within their rating providership. A QA Provider shall work with their QAD to jointly decide on appropriate disciplinary action based on the QA Provider's policy and procedures manual. Disciplinary action is a documented step in the progressive disciplinary process of a Rating Quality Assurance Provider or RESNET. Disciplinary actions follow the progression of Probation, Suspension, and Revocation as detailed in these standards.

904.1.6 A Rating Quality Assurance Provider shall enforce disciplinary action against Raters or RFIs when non-compliance is found.

904.1.7 To the extent feasible, the Rating Quality Assurance Provider and their Quality Assurance Designee(s) shall assist RESNET with notifications to known clients when any Rating Quality Assurance Providers, QADs, Raters, or RFIs have their accreditation or certification revoked or suspended.

904.2 Rating Quality Assurance Provider QAD Assignment

A Provider shall designate a single RESNET certified officer, employee, or contractor to be the Primary Quality Assurance Designee (QAD) for the Quality Assurance Provider's organization. The Primary QAD is responsible for quality assurance within the organization. This does not preclude a Provider from having more than one QAD on staff or as a contractor, as may be necessary for business models, such as where QADs perform Ratings.

904.2.1 Changes to a Rating Quality Assurance Provider's QAD(s)

904.2.1.1 If a Rating Quality Assurance Provider changes the Primary QAD, or a Rating Quality Assurance Provider's Primary QAD leaves the organization, is terminated as an outside contractor, or is no longer eligible, the following steps shall be taken:

904.2.1.1.1 Within five (5) business days of the Primary QAD change, departure, termination, or knowledge of ineligibility, the QA Provider shall inform RESNET of the change, departure, termination, or ineligibility;

904.2.1.1.2 In the case of a change in Primary QAD as a result of departure, termination, or ineligibility, the QA Provider shall have twenty (20) business days from the date of departure, termination, or knowledge of ineligibility to appoint a replacement Primary QAD and notify RESNET of the newly designated officer, employee, or contractor, including proof of qualifications.

904.2.1.1.3 If a Rating Quality Assurance Provider with multiple QADs adds or removes a QAD, the Rating Quality Assurance Provider shall inform RESNET within five (5) business days of the change.

904.2.1.1.4 If a Rating Quality Assurance Provider becomes aware of any significant non-compliance of the requirements set in these standards by a Quality Assurance Designee, the Provider shall inform RESNET in writing of the specific instance within five (5) business days with as much detail as possible.

904.2.1.2 No step in the QA process may be performed by the same individual that performed any part of the testing, inspection or rating of the home being subject to the QA review. Any ratings performed by a QAD which are submitted as part of a Rating Quality Assurance Provider's QA Submission to RESNET shall be reviewed for quality assurance by a separate individual who meets the QAD requirements established by RESNET.

904.3 Quality Assurance of HERS Raters and Ratings

904.3.1 Ratings included in QA File and QA Field reviews.

904.3.1.1 For QA File and QA Field reviews, the HERS Rater's "annual total of ratings" shall mean all ratings entered into the National RESNET Registry (based on "date registered") for a calendar year, i.e. the twelve month period from January 1st through December 31st.

904.3.1.2 Ratings selected for QA File and QA Field review may be registered in the previous quarter but the annual total required is always based on the total number of ratings registered in a calendar year.

904.3.2 HERS Rater Quality Assurance File review (QA File review)

904.3.2.1 The RESNET QA Review Checklist shall be used for all QA File reviews. The scoring of the RESNET QA Review Checklist shall be used to determine pass/fail of all QA File reviews. Data from all QA Review Checklists will be uploaded directly into the RESNET Buildings Registry. The data shall consist of all the line items on the applicable QA Review Checklist, which are dictated by the Minimum Required Features for verification and modeling as specified in the ANSI and MINHERS Standards under which the home is registered.

904.3.2.1.1 Rating Providers must use the RESNET QA application to complete all QA reviews (File and Field); OR

904.3.2.1.2 Rating Providers must receive prior written approval from RESNET of any alternative formats in the current version of the QA Review Checklist before any alternative formats are allowed to be used for QA Reviews.

904.3.2.2 QA File review of RESNET Flagged Files. Quality Assurance Designees shall review ratings with apparent errors flagged by the RESNET QA File review for further Quality Assurance review, investigating the specific issues of concern and working with the HERS Rater and Rating Quality Assurance Provider to correct any errors.

904.3.2.3 For each HERS Rater, the Provider's Quality Assurance Designee shall be responsible for an annual QA File review of the greater of one (1) rating or ten percent (10%) of the HERS Rater's annual total of Confirmed, Threshold or Sampled Ratings. When determining the number of ratings to review for a HERS Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 ratings x 10% = 10.1 means that 11 ratings shall be reviewed.

904.3.2.4 Parties included in QA File review. The QA File review shall assess the rating as a whole. The Rater of Record is the responsible party for communicating with the Quality Assurance Designee, acknowledging the review, and ensuring any necessary corrections are made. Feedback shall be shared with all HERS Raters/RFIs/HERS Modelers participating in the rating.

904.3.2.5 HERS Modelers. For HERS Raters utilizing HERS Modelers, the Quality Assurance Designee shall ensure that a QA File review is completed on a minimum of one (1) rating on a completed home per year. The HERS Modeler QA File reviews may fulfill all of the HERS Rater's annual QA File review requirement.

904.3.2.6 QA File reviews shall be conducted on an ongoing basis as appropriate for the volume of ratings being completed and submitted to the National RESNET Registry, and at a minimum quarterly.

904.3.2.7 The QA File review completed by a Quality Assurance Designee shall consist of, at a minimum, the following:

904.3.2.7.1 Ratings shall be selected using a nonbiased selection process from the entire pool of ratings available at the time of the review for each HERS Rater. It may be necessary to first select ratings that represent any particular area of concern in either the rating or construction process. Once it is ensured that ratings from these areas of interest will be included in the quality assurance process, a nonbiased selection process can then be applied such as random selection. If ratings exist in the pool of available ratings which represent a RESNET supported credential beyond HERS Rater certification, such as ENERGY STAR or ANSI/RESNET/ACCA Standard 310 Inspections, a minimum of one rating representative of each supported certification shall also be included. (see below informative note 1) Special effort should be taken to make certain that the selected ratings are as representative as possible of the ratings being completed, i.e. new and existing homes, geographic location, builder, trade contractor, variety of floor plans, etc., which, in some instances, may require more than the minimum (1) rating or ten percent (10%).

*Informative Note 1- The pool is based per rater. If the rater does not require QA for the current quarter, then no additional QA is required. *

904.3.2.7.2 While Section 102.1.4.11 and 303.3.7 require that HERS Raters submit energy simulation files for every rated home to their Providers, the QA file review does not require that Raters submit quality assurance data files, as defined in Appendix B, to their Provider and/or Quality Assurance Designee for every home that is rated. Only quality assurance data files for the ratings selected for quality assurance shall be required to be submitted for review by the Provider's Quality Assurance Designee.

904.3.2.7.3 For each Confirmed Rating, confirm that the values entered into the HERS Rating Software for all Minimum Rated Features are supported by actual on-site field-verified test data;

904.3.2.7.3.1 At minimum, the Rating Provider shall collect, review, and maintain (for a period of 3 years) the following supporting documentation for each file QA:

Date and time of the inspection/test

The name of the Certified Rater or RFI conducting the inspection/test

Plans (or alternative documentation showing building dimensions)

RESNET Home Energy Rating Standard Disclosure

Photos of the following building features where applicable to the rated Dwelling Unit. Where photos lack sufficient detail (See below informative note 2), the Quality Assurance Designee shall require additional supporting documentation.

a. Building assemblies as required by ANSI/RESNET 301 Appendix B Inspection Procedures for Minimum Rated Features.

b. All heating, cooling, and service hot water equipment including nameplate/model number

c. Dwelling Unit Mechanical Ventilation System including nameplate/model number and controls

d. Infiltration test result or automated test report

e. Duct leakage test result(s) for each system

f. Dwelling Unit Mechanical Ventilation System test result(s) for each system

g. The building's front, back, right, left elevations

h. Appliances (refrigerator, dishwasher, washer, dryer) including nameplate/model number

For File QA on a rating that includes an additional RESNET supported credential, collect, review, and maintain supporting documentation required by the RESNET-supported credential. This may include, but is not limited to the following:
EEP or Program Verification Forms/Checklists
Photographs of test results or automated test reports for program required verification tests.

Informative Note 2- For example, where equipment is located in narrow utility closets that prohibit clear photo of nameplate/model number, or when the building feature required is not present at the time of inspection.

904.3.2.7.4 Confirm that paper and/or electronic files are being maintained and archived by HERS Raters for each rating and/or unique floor plan, including the HERS Rating Software Energy Simulation File and all supporting documentation required to validate the inputs into the rating software file (e.g., architectural drawings, threshold specifications, field data). These files shall be maintained a minimum of three (3) years;

904.3.2.8 QA File review for Sampled Ratings. For Sampled Ratings, annually review sample sets, the sampling process, and the worst-case projected rating energy simulation files for ratings rated through sampling.

904.3.2.8.1 The QA File review for sampled ratings shall include a review of the greater of one (1) file or ten percent (10%) of the projected worst-case energy simulation files for each new sampled community in order to confirm that minimum rated features and worst-case specifications have been entered into the rating software accurately. Energy simulation files for an existing sampled community shall receive a QA File review, at a rate of one (1) file or ten percent (10%) of the worst-case energy simulation files.

904.3.2.8.2 The QA File review for sampled ratings shall include an analysis and confirmation that the sampling process, as defined in Chapter 6, is being properly followed, including sample set creation and the application of testing and failure protocols.

904.3.2.8.2.1 QA File review of the sampling process shall be completed on the greater of one (1) sample set or one percent (1%) of the HERS Rater's annual total of sample sets. When determining the number of sample sets to review for a HERS Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 sample sets x 1% = 1.01 means that 2 sample sets shall be reviewed.

904.3.2.8.2.2 For each sample set QA File review, the quality assurance data file(s) shall be reviewed to confirm that data collected in the field (i.e. sample controls) are equal to or better than the minimum rated feature threshold specification inputs for the worst-case energy simulation file for the home(s) that received sample controls for the sample set.

904.3.2.8.2.3 If a discrepancy in minimum rated features is identified that requires more stringent threshold specifications for a floor plan, then the worst case projected rating energy simulation file for that plan and home, or for the entire set of homes (as appropriate), subject to sampling shall be reviewed.

904.3.3 HERS Rater Quality Assurance Field review (QA Field review).

904.3.3.1 The RESNET QA Review Checklist shall be used for all QA Field reviews. The scoring of the RESNET QA Review Checklist shall be used to determine pass/fail of all QA Field reviews. Data from all QA Review Checklists will be uploaded directly into the RESNET Buildings Registry. The data shall consist of all the line items on the applicable QA Review Checklist, which are dictated by the Minimum Required Features for verification and modeling as specified in the ANSI and MINHERS Standards under which the home is registered.

904.3.3.1.1 Rating Providers must use the RESNET QA application to complete all QA reviews (File and Field); OR

904.3.3.1.2 Rating Providers must receive prior written approval from RESNET of any alternative formats in the current version of the QA Review Checklist before any alternative formats are allowed to be used for QA Reviews.

904.3.3.2 Determining the number of ratings to receive QA Field reviews.

904.3.3.2.1 HERS Raters. For each HERS Rater, the Provider's Quality Assurance Designee shall be responsible for an annual onsite QA Field review of the greater of one (1) rating on a completed home or one percent (1%) of the HERS Rater's annual total of ratings for which Confirmed, Threshold or Sampled ratings were provided. When determining the number of QA Field reviews to complete for a HERS Rater, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 ratings x 1% = 1.01 means that 2 QA Field reviews shall be completed.

904.3.3.2.2 Rating Field Inspectors. For HERS Raters utilizing RFI's, the Quality Assurance Designee shall ensure that a QA Field review is completed on the greater of one (1) rating on a completed home or one percent (1%) of each RFI's annual total of Confirmed, Threshold or Sampled ratings the RFI assisted with. When determining the number of QA Field reviews to complete for an RFI, round up to the next whole number when the percentage calculation yields a decimal point, e.g. 101 ratings x 1% = 1.01 means that 2 QA Field reviews shall be completed. The RFI QA Field reviews may fulfill all of the HERS Rater's annual QA Field review requirement, but only if the HERS Rater does not do field inspections on completed homes. When a HERS Rater also does field inspections on completed homes, they must have field QA at the same calculated rate of 1% using the above methodologies.

904.3.3.2.3 Pre-drywall QA Field reviews. QA Field reviews on new homes, the Quality Assurance Designee may perform one or more pre-drywall QA Field reviews on each HERS Rater or RFI. Pre-drywall QA Field reviews can be used to meet all or part of the annual 1% QA Field review requirement for a HERS Rater or RFI with the following limitation: Pre-Drywall Field QA Reviews may NOT be used to satisfy the full field QA requirement for a given rater or RFI in consecutive years.

904.3.3.2.4 HERS Raters and RFIs are exempt from receiving a QA field review for pre-drywall or final inspections and/or testing if they have not performed inspections and/or testing of any minimum rated features for pre-drywall or completed homes within the calendar year. For example, if a HERS Rater of RFI have not completed any pre-drywall inspections within the calendar year, they are exempt from QA Field reviews for pre-drywall inspections.

904.3.3.2.5 "Remote" QA Field reviews. All HERS Raters must annually receive a minimum of one (1) on-site, in-person QA Field review on total annual Confirmed, Threshold or Sampled ratings completed. All RFIs must annually receive a minimum of one (1) on-site, in person QA field review on the total annual pre-drywall or final field inspections completed. All other QA Field reviews, for completed and pre-drywall homes, may be performed using a "remote" QA Field review methodology specified by RESNET.

904.3.3.2.6 Sampled Ratings. For the purposes of calculating the one (1) rating/home or one percent (1%) QA Field review requirement for HERS Rater and RFI sampled ratings, all the homes rated by a HERS Rater, or for which an RFI assisted, using sampling shall be considered and not just the number of homes tested and inspected. If at least two (2) homes are required for QA Field review, a maximum of one (1) of the homes shall be a non-tested, sampled home. To ensure that Quality Assurance is being completed on HERS Raters and RFI's rather than builders, the balance of homes included in the QA Field reviews shall have received field testing and/or inspections.

904.3.3.2.7 Quality Assurance Designees shall complete a minimum of 1% quarterly QA Field reviews of Rating Quality Assurance Provider's ratings, based on the total number of ratings registered by the Provider in the previous quarter, until all annual QA requirements for the Provider have been met for each Rater. QA field reviews are not required on every Rater every quarter.

904.3.3.3 Requirements for QA Field reviews.

904.3.3.3.1 HERS Raters. The QA Field review shall confirm the accuracy of all stages of the rating process (e.g. data collection, reporting, and energy simulation file creation and/or updating) for the rating receiving a QA Field review.

904.3.3.3.1.1 Collect dimensional measurements in the field for the home to evaluate the accuracy of those determined by the HERS Rater in the field or from plans, including conformance to the requirements set forth in ANSI/RESNET/ICC Standard 301.

904.3.3.3.1.2 Complete in the field all necessary performance testing and all necessary inspections of minimum rated features for the home to evaluate the accuracy of those determined by the HERS Rater, including conformance to the requirements set forth in ANSI/RESNET/ICC Standards 301 and 380 of these Standards. As applicable (see below informative note 3), complete all necessary performance testing and inspections as required by RESNET supported credentials beyond HERS Rater certification, such as ENERGY STAR or ANSI/RESNET/ACCA Standard 310 Inspections.

For Field QA on a rating that includes an additional RESNET supported credential, collect, review, and maintain supporting documentation required by the RESNET-supported credential. This may include, but is not limited to the following:
EEP or Program Verification Forms/Checklists
Photographs of test results or automated test reports for program required verification tests.

904.3.3.3.1.3 Evaluate inputs entered by the HERS Rater into the energy simulation file for the rated home to determine conformance with data from 904.3.3.3.1.1 and 904.3.3.3.1.2 as well as ANSI/RESNET/ICC Standard 301.

904.3.3.3.2 Rating Field Inspectors. The QA Field review shall confirm the accuracy of data collection and reporting by the RFI for the rating receiving a QA Field review.

904.3.3.3.2.1 As necessary, collect dimensional measurements in the field for the home to evaluate the accuracy of those that may have been determined by the RFI, including conformance to the requirements set forth in ANSI/RESNET/ICC Standard 301.

904.3.3.3.2.2 Complete in the field all necessary performance testing and all necessary inspections of minimum rated features for the home to evaluate the accuracy of those that may have been determined by the RFI, including conformance to the requirements set forth in ANSI/RESNET/ICC Standards 301 and 380 of these Standards. As applicable (see below informative note 3), complete all necessary performance testing and inspections as required by RESNET supported credentials beyond HERS Rater certification, such as ENERGY STAR or ANSI/RESNET/ACCA Standard 310 Inspections.

Informative Note 3- The features to be reviewed/performed during the QA visit are only required to be those that were originally performed as part of the rating.

904.3.3.3.3 Pre-drywall. For homes receiving a QA Field review prior to the installation of drywall, the QA shall complete in the field all necessary performance testing and all necessary inspections of minimum rated features for the home to evaluate the accuracy of those determined by the HERS Rater or RFI, including conformance to the requirements set forth in ANSI/RESNET/ICC Standard 301.

904.3.3.3.4 Each rating selected for a QA Field review for each HERS Rater and RFI shall be randomly selected to ensure that a representative sample of all home types, locations and builders is achieved. If ratings exist in the pool of available ratings which represent RESNET supported credentials beyond HERS Rater certification, such as ENERGY STAR or ANSI/RESNET/ACCA Standard 310 Inspections, a minimum of one rating representative of each supported credential shall also be included.

904.3.3.3.5 Remote QA Field reviews. QA Field reviews not completed on-site, in-person by a Quality Assurance Designee, may be completed remotely using video technology and processes, protocols, and procedures approved by RESNET.

904.3.3.3.5.1 “Remote” QA Field reviews. A HERS Rater or RFI is eligible to receive remote QA Field reviews to satisfy their Field QA requirement if they meet the following criteria and approved by their provider:

904.3.3.3.5.1.1 The HERS Rater or RFIs average Checklist Percentage Score from the RESNET Registry using the QA Review Checklist over the previous QA Evaluation Period within the evaluating Rating QA Provider’s organization is from 100% to 90%.

904.3.3.3.5.1.2 The Quality Assurance Designee responsible to perform the Remote Field QA is not subject to disciplinary compliance probation or suspension as defined in 903.2.2.3 PROBATION OF QUALITY ASSURANCE DESIGNEES.

904.3.3.3.5.2 A HERS Rater or RFI is not eligible to receive a remote QA Field review to satisfy their Field QA requirement if any of the following circumstances apply:

904.3.3.3.5.2.1 The HERS Rater or RFIs average Checklist Percentage Score from the RESNET Registry using the QA Review Checklist over the previous QA Evaluation Period within the evaluating Rating QA Provider's organization is less than 90%.

904.3.3.3.5.2.2 The HERS Rater or RFI is in their initial certification period as a RESNET certified HERS Rater or RFI.

904.3.3.3.5.2.2.1 A HERS Rater or RFI may begin to receive remote QA Field review starting in their initial certification period providing they have received a minimum of five In-Field Field QAs and the HERS Rater or RFIs average Checklist Percentage Score from the RESNET Registry using the QA Review Checklist within the evaluating Rating QA Provider's organization is from 100% to 90%. A newly certified Rater who was an RFI at the beginning of a QA Evaluation Period shall keep the same count of In- Field Field QA completed as an RFI toward the minimum required.

904.3.3.3.5.2.3 The HERS Rater or RFI is within their first four quarters with a new Rating QA Provider.

904.3.3.3.5.2.3.1 A HERS Rater or RFI may begin to receive remote QA Field review within their first four quarters providing they have received a minimum of five In-Field Field QAs and the HERS Rater or RFIs average Checklist Percentage Score from the RESNET Registry using the QA Review Checklist within the evaluating Rating QA Provider's organization is from 100% to 90%.

904.3.3.3.5.2.4 The HERS Rater or RFI has not yet had an In-Field Field QA for the type of rating being performed by the Rating QA Provider. The following shall be considered a new rating type:

904.3.3.3.5.2.4.1 Construction Type (e.g. single-family, multi-family, etc.)

904.3.3.3.5.2.4.2 Foundation Type

904.3.3.3.5.2.4.3 A rating performed under a RESNET EEP including but not limited to the following:

904.3.3.3.5.2.4.4 ENERGY STAR

904.3.3.3.5.2.4.5 IAP

904.3.3.3.5.2.4.6 DOE ZERH

904.3.3.3.5.2.4.7 ANSI/RESNET/ACCA Standard 310 Inspections

904.3.3.3.5.2.4.8 Other items at the Provider's discretion

904.3.3.3.5.2.5 The HERS Rater or RFI has not yet had an In-Field Field QA for the EEP being verified in their current certification period.

904.3.3.3.5.2.6 The HERS Rater or RFI has had 3 failed field OR file QA's within the QA Evaluation Period.

904.3.3.3.5.2.7 All of the above circumstances shall be tracked in the Rater or RFI's RESNET Registry Profile.

904.3.3.3.5.3: The HERS Rater has previously completed a minimum of one (1) passing in field QA for the calendar year period.

904.3.3.3.6 A HERS Rater or RFI who is ineligible to receive remote QA Field review due to the circumstances outlined in 904.3.3.3.5.1.1 or 904.3.3.3.5.1.2 shall receive notification from the Rating QA Provider of their suspension from eligibility of remote QA within twenty (20) business days in accordance with Section 102.2.9.3.1 Probation. A HERS Rater or RFI can regain eligibility for remote QA Field reviews using one of the following methods:

904.3.3.3.6.1 Submit a written statement of proposed process improvements that have been reviewed with and approved by the Rater/RFI Rating QA Provider and reported to RESNET. The written statement shall include at minimum:

904.3.3.3.6.1.1 A summary of the issue(s) from past QA reviews that have negatively impacted the Rater/RFI's Average QA Score

904.3.3.3.6.1.2 A description identifying what aspect(s) of the Rater/RFI's field process is enabling the deviation from RESNET Standards.

904.3.3.3.6.1.3 An action statement detailing how the test procedures/behavior/data collection process will be modified to realign with RESNET Standards.

904.3.3.3.6.1.4 A “stated date” upon which process improvements will be implemented, and dates and descriptions of any planned training activities supporting the improvements.

904.3.3.3.6.1.5 Following review and approval, eligibility will be immediately reinstated under a one-time probationary status for up to 180 days of this notice, or as early as the start of the next QA evaluation period. Upon which time:

904.3.3.3.6.1.5.1 Probation will be lifted, and 100% Remote Field QA will be reinstated provided the following conditions have been satisfied:

904.3.3.3.6.1.5.1.1 Average QA score is at or above the minimum of 90%

904.3.3.3.6.1.5.1.2 Passing score on first file or field QA following stated date of process improvements

904.3.3.3.6.1.5.2 The above conditions are not met, and the Rater/RFI will lose access to eligibility for 100% Remote QA until the conditions have been met when reviewed under the next annual QA evaluation period.

904.3.3.3.6.2 Raise their average QA performance to qualify in the next QA evaluation period in accordance with Section 904.3.3.3.5.1.

904.3.3.3.7 All HERS Raters must receive a minimum of one (1) In-Field QA review on total Confirmed, Threshold or Sampled ratings completed within their three-year certification period. All RFIs must receive a minimum of one (1) In-Field QA review on the total pre-drywall or final field inspections completed within their three-year certification period. All Remote QA Field reviews, for completed and pre-drywall homes, must be performed using a Remote QA Field review methodology specified by RESNET.

904.3.3.3.8 Sampled Ratings. For the purposes of calculating the one (1)rating/home or one percent (1%) QA Field review requirement for HERS Rater and RFI sampled ratings, all the homes rated by a HERS Rater, or for which an RFI assisted, using sampling shall be considered and not just the number of homes tested and inspected. If at least two (2) homes are required for QA Field review, a maximum of one (1) of the homes shall be a non-tested, sampled home. To ensure that Quality Assurance is being completed on HERS Raters and RFI's rather than builders, the balance of homes included in the QA Field reviews shall have received field testing and/or inspections.

904.3.3.3.9 Quality Assurance Designees shall complete a minimum of 1% quarterly QA Field reviews of Rating Quality Assurance Provider's ratings, based on the total number of ratings registered by the Provider in the previous quarter, until all annual QA requirements for the Provider have been met for each Rater. QA field reviews are not required on every Rater every quarter.

904.3.4 Quality Assurance for Multifamily Projects

904.3.4.1 In addition to the Quality Assurance requirements specified in this Chapter, quality assurance for multifamily projects shall include, at a minimum, the following:

904.3.4.1.1 All dwelling units that are certified or qualified by the use of sampling shall be considered to be "Ratings". QA File and QA Field reviews shall be conducted on a percentage of all the dwelling units certified or qualified under sampling, rather than the percentage of tested and inspected dwelling units.

904.3.4.1.2 If units within a multifamily building have multiple space conditioning configurations such that some units have ducts and other units do not, the Quality Assurance Designee shall choose a unit with ducts for QA Field review. Additionally, if the building has some units with ducts that are within conditioned space while others have ducts that are outside of the building envelope, the Quality Assurance Designee shall choose a unit with ducts outside of the envelope for QA Field review.

904.3.4.1.3 For multifamily projects, when selected, QA Field reviews shall include a comprehensive inspection of all minimum rated features that are possible to be inspected within the selected units and within the building during the time of the QA Field review. This means that the Quality Assurance Designee shall inspect attic insulation via a common attic access where present, mechanical rooms that house common mechanical systems that serve multiple units, common ventilation systems, common laundry etc.

904.3.4.2 If the annual rating volume of a HERS Rater is such that more than one QA Field review is required for that annual period's QA Field review quota (i.e. the HERS Rater completed more than 100 ratings during the annual period), no more than one QA Field review within a particular multifamily development shall count toward meeting the total QA Field review quota.

904.3.4.2.1 Exception. If a Rater/RFI did not perform ratings on any other single or multifamily buildings for the calendar year and the multifamily building is 100 units or less, then pre-drywall and final QA Field reviews may be performed on the multifamily building that was rated.

904.3.4.2.2 Exception. If a particular multifamily development contained more than 100 units. In such an instance, one QA Field review per every 100 units of that development shall count towards the annual QA Field review quota.

904.3.4.2.3 Exception. If the HERS Rater had one or more RFI's who worked with them throughout the annual period, the Quality Assurance Designee may select multiple units within a particular multifamily development to count towards the annual QA Field review quota for each RFI as long as those additional QA Field reviews represent work performed by each individual RFI during the annual period.

904.3.5 QA Provider Disciplinary Action for Raters and RFIs

In the case of non-compliance of a reviewed rating or misconduct of a HERS Rater/RFI/HERS Modeler, Rating Quality Assurance Providers are obligated to enforce disciplinary action if corrective action outlined by the Quality Assurance Designee is not effective.

904.3.5.1 The Provider shall work jointly with QAD to initiate appropriate disciplinary action on the HERS Rater/RFI/HERS Modeler in accordance with the Provider’s written HERS Rater/RFI/HERS Modeler disciplinary procedures.

904.3.5.2 If a Rater, HERS Modeler or RFI refuses disciplinary action, Rating Quality Assurance Providers are required to report any non-compliance to RESNET Registry.

904.4 Rating Quality Assurance Provider's Responsibility For Maintaining Accuracy Of Records And Registry Information

904.4.1 Rating Quality Assurance Providers are responsible for maintaining the accuracy of the following information within the RESNET registry.

904.4.1.1 Identification of Primary QAD for the Rating Quality Assurance Provider;

904.4.1.2 Registries of RESNET HERS Raters, HERS Modelers and RFIs affiliated with the Rating Quality Assurance Provider;

904.4.1.3 Ensuring any status change and/or disciplinary action of a HERS Rater, HERS Modeler or RFI is accurate and current in the RESNET Registry, including, but not limited to:

904.4.1.3.1 When a HERS Rater, HERS Modeler or RFI establishes a new relationship with the Providership;

904.4.1.3.2 Changing the HERS Rater, HERS Modeler or RFI to "active" when the HERS Rater or RFI completes their probationary activities;

904.4.1.3.3 Changing the HERS Rater, HERS Modeler or RFI to "inactive" when the HERS Rater or RFI is no longer conducting ratings or the HERS Modeler is no longer performing modeling;

904.4.1.3.4 If a HERS Rater, HERS Modeler or RFI is in any step of the disciplinary action process or has satisfied the requirements to be removed from the disciplinary action process;

904.4.1.3.5 If a Quality Assurance Designee reports that a HERS Rater, HERS Modeler or RFI refused corrective action, the Rating Quality Assurance Provider shall place the HERS Rater, HERS Modeler, or RFI under disciplinary probation and update the HERS Rater, HERS Modeler or RFI's profile in the RESNET Registry to reflect the status change;

904.4.1.3.6 If a HERS Rater, HERS Modeler or RFI's relationship with the Providership has been terminated.

904.4.1.4 QA Providers shall update the registry within five (5) business days of a change in fact for any status changes and/or disciplinary action.

904.4.2 Rating Quality Assurance providers are responsible for maintaining the accuracy of the following information, either in their own records or, optionally, within the RESNET registry, including, but not limited to:

904.4.2.1 Original HERS Rater, HERS Modeler or RFI training certification documentation;

904.4.2.2 Professional development and recertification records;

904.4.2.3 Equipment calibration records. For equipment, reference ANSI/RESNET/ICC 310, ANSI/RESNET/ICC 380 and ANSI/ACCA 12 QH, Appendix A, Sections A3 and A4.

904.4.2.4 Maintenance of QA Records for all ratings, including those for RESNET recognized Energy Efficiency Programs (EEPs), shall include:

904.4.2.4.1 Documentation as required by RESNET and as required by recognized EEPs

904.4.2.4.1.1 For RESNET QA Records, documentation shall include, but not be limited to, the RESNET QA Review Checklist.

904.4.2.4.2 The Quality Assurance Data File for each home that receives QA review at a minimum containing the information required by these standards

904.4.2.4.3 A database of results of all QA reviews for each HERS Rater, HERS Modeler or RFI, including, at a minimum, for each home reviewed:

904.4.2.4.3.1 HERS Rater, HERS Modeler, and/or RFI's first and last name and RTIN or RFIIN;

904.4.2.4.3.2 Home address and/or Registry ID;

904.4.2.4.3.3 Date rated;

904.4.2.4.3.4 Date QA reviewed;

904.4.2.4.3.5 Name and RTIN of QA Designee who performed the review

904.4.2.4.3.6 The result of the completion of the QA checklist and any action taken by the QA Designee.

904.4.2.4.4 The QA Record for each home shall be maintained for a minimum of seven (7) years.

904.4.2.4.5 Upon RESNET's request, a Rating Quality Assurance Provider shall submit to RESNET the QA Records for the specified time period, and the number of homes for which ratings, including those for RESNET recognized EEPs, were provided. The ratings, including those for RESNET recognized EEPs, shall be identified by type (to include projected and Confirmed ratings for new and existing homes and the number of homes verified for RESNET recognized EEPs).

904.5 Annual Rating Quality Assurance Provider Report Submission

904.5.1 Rating Quality Assurance Providers are responsible for completing an annual submission of their Quality Assurance results and professional records to RESNET. RESNET shall designate the date submissions are due, and the content of each submission. The time frame for which data shall be provided is January 1st through December 31st. Rating Quality Assurance Providers will have at least thirty (30) days from notification from RESNET of the annual submission due date until the submission is due.

904.5.2 Records that will be submitted and/or recorded to the RESNET Registry for RESNET Staff to review shall include, but are not limited to:

904.5.2.1 RESNET Quality Assurance Report Checklist;

904.5.2.2 Current state of registry information maintained by Provider and verified by the Primary QAD;

904.5.2.3 Professional development and recertification records;

904.5.2.4 Equipment calibration records. For equipment, reference ANSI/RESNET/ICC 310, ANSI/RESNET/ICC 380, and ANSI/ACCA 12 QH, Appendix A, Sections A3 and A4.

904.5.3 Rating Quality Assurance Provider must allow the Primary QAD to have access to all the necessary resources to attest to the accuracy of the submission. This includes access to the Rating Quality Assurance Provider's RESNET registry account.

904.5.4 It is the responsibility of the Rating Quality Assurance Provider that the annual report submitted to RESNET includes the Primary QAD's attestation of accuracy as to the field and file Quality assurance reports and the records of QA findings, corrective action and discipline.

904.5.5 With the annual QA submissions to RESNET, Rating Quality Assurance Providers must provide a listing of the QA Designees performing QA tasks on behalf of the Provider, and a listing of the QADs who have undertaken QA reviews.

904.6 Failure of Rating Quality Assurance Providers to Fulfill Responsibilities

It is the expectation of RESNET that QA Providers fully comply with all the requirements set forth in these Standards. Discovery of one or more areas of non-compliance via the RESNET Quality Assurance process, reporting by a Quality Assurance Designee as part of the QA Provider's Quality Assurance process, or in the course of RESNET's research of an ethics or consumer complaint will result in the Quality Assurance Designee working with a QA Provider to come back into compliance. However, on occasion, there may be instances where actions by a QA Provider are truly egregious and, as such, would be deemed to be "significant non-compliance". This Section seeks to define the thresholds when actions by a QA Provider are deemed to be significant non-compliance, which in addition to the violations meriting suspension or revocation listed in Section 903.1.3.5 – Suspension or Revocation of Rating Quality Assurance Providers would require that the Quality Assurance Designee report the significant non-compliance or violation to RESNET and additional action by RESNET may be taken pursuant to Section 903.1.3 – RESNET Disciplinary Actions Against a Rating Quality Assurance Provider.

904.6.1 Significant non-compliance by Rating Quality Assurance Providers shall include, but not be limited to, the following:

904.6.1.1 Failure by a QA Provider to comply with multiple individual requirements, or requirements impacting multiple HERS Raters, RFIs, and/or ratings as set forth in the RESNET Standards and enumerated in a RESNET Quality Assurance Checklist;

904.6.1.2 Failure by a QA Provider to comply with the RESNET Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure reporting;

904.6.1.3 Failure by a QA Provider to follow a QA Provider's own written Rater, HERS Modeler or RFI disciplinary procedures for known or obvious non-compliance with the RESNET Standards, Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure reporting;

904.6.1.4 Failure by a QA Provider to report significant non-compliance to RESNET.

904.6.2 Quality Assurance Designees must report all suspected non-compliance by a QA Provider to RESNET so that RESNET may assist the Quality Assurance Designee in working with a Provider to come back into compliance. RESNET will hold a reporting Quality Assurance Designee's identity as confidential information and shall only disclose this confidential information to the extent required by a court of competent jurisdiction or other governmental authority, or otherwise required by law.

904.6.3 The Rating Quality Assurance Provider may appeal an action taken by RESNET under this Section using the appeals procedures stipulated in these Standards.

904.7 Probation/Suspension/Revocation Due Process Of A Rating Quality Assurance Provider

904.7.1 Rating Quality Assurance Providers have the right to appeal a probation, suspension or revocation action in accordance with Section 911 – Hearing Procedures.

904.7.2 Failure to maintain adequate knowledge of the RESNET Standards will not be considered a defense in the appeals process.

904.7.3 For any Rating Quality Assurance Providers who have their accreditation revoked or suspended in accordance with this chapter, RESNET shall inform the Rating Quality Assurance Provider's known clients, QADs, Raters, RFIs, program administrators, rating software suppliers and any affected EEPs.

905 Quality Assurance Designee (QA Designee)

905.1 Certification Requirements for RESNET Certified Quality Assurance Designee

905.1.1 Quality Assurance Designees must meet all of the following experience requirements to be certified as a QAD:

905.1.1.1 Previous certification as a Home Energy Rater as stipulated in the standards; and complete one of the following as a certified Home Energy Rater:

905.1.1.1.1 Confirmed ratings on a minimum of twenty-five (25) homes, five (5) of which must have received quality assurance field reviews that pass the RESNET quality assurance checklist in accordance with the RESNET Standards, without significant non-compliance issues and complete QA Field reviews on a minimum of three (3) homes and QA file reviews on a minimum of six (6) homes under the supervision and mentorship of a certified Quality Assurance Designee; OR

905.1.1.1.2 QA Field reviews on a minimum of ten (10) homes and QA file reviews on a minimum of twenty (20) homes under the supervision and mentorship of a certified Quality Assurance Designee.

905.1.1.2 Pass the RESNET Quality Assurance Designee Competency Test with a minimum score determined by RESNET.

905.1.1.3 Successfully complete RESNET Quality Assurance Designee Training.

905.1.2 The requirements above must be met within twelve (12) months of passing the RESNET Quality Assurance Designee Test, or the individual must pass the test again prior to being recognized as a Quality Assurance Designee.

905.1.3 Submit an application to RESNET to be listed as a certified Quality Assurance Designee.

905.2 Professional Development for Quality Assurance Designees

905.2.1 All Quality Assurance Designees annually shall:

905.2.1.1 Document attendance at the RESNET Conference or 12 hours of RESNET approved CEUs;

905.2.1.2 Attend a RESNET Roundtable; and

905.2.1.3 Attend (either in-person or by reviewing the recording) all RESNET in-person or remote QAD update and training sessions.

905.2.2 A Quality Assurance Designee must renew annually with RESNET to maintain certification.

905.2.2.1 A QAD that does not complete the renewal for a given calendar year must have QAD annual Professional Development requirements verified with RESNET in accordance with these standards prior to reinstatement.

905.2.2.2 If two years have lapsed without a QAD completing the renewal requirements, the QAD must retake and pass the RESNET Quality Assurance Designee Test and complete a new application prior to reinstatement.

905.3 Quality Assurance Designee Relationship to QA Provider

905.3.1 All Quality Assurance Designees shall have a signed agreement with the QA Provider to be the QA Provider's Quality Assurance Designee.

905.3.2 The Primary Quality Assurance Designee shall have an agreement that clearly indicates that they are accepting the role and responsibilities as Primary Quality Assurance Designee.

905.4 General Responsibilities of Quality Assurance Designees

905.4.1 Provide thorough Quality Assurance reviews to ensure that QA Providers submit accurate and current files to the RESNET Registry.

905.4.2 Complete all QA File and QA Field reviews for a Rating Quality Assurance Provider as required by these Standards.

905.4.3 Maintain higher knowledge of RESNET Standards to mentor RESNET Raters, RFIs, and Providers.

905.4.4 Serve as a liaison between RESNET and Rating Quality Assurance Providers, assisting with the following:

905.4.4.1 Confirm that Rating Quality Assurance Providers are informed of all changes to the RESNET ANSI and non-ANSI standards.

905.4.4.2 Querying RESNET on behalf of QA Providers if interpretive questions arise about technical or administrative issues regarding ratings.

905.4.4.3 Ensure that Rating Quality Assurance Providers are properly following all RESNET technical and administrative requirements set forth in these Standards or stipulated in formal interpretations issued by RESNET.

905.4.4.4 On behalf of RESNET, ensure that Rating Quality Assurance Providers are properly enforcing disciplinary actions for Raters/RFI's and/or adhering to any disciplinary actions imposed on a Provider by RESNET.

905.4.5 Maintenance of quality assurance files;

905.4.6 Field and file reviews of registered ratings.

905.4.7 QADs must report all significant non-compliance by a QA Provider to RESNET when it becomes known to the QAD so that RESNET may assist the QAD in working with a QA Provider to come back into compliance.

905.4.8 To the extent feasible, Quality Assurance Designees shall assist the Rating Quality Assurance Provider and RESNET with notifications to known clients when any Rating Quality Assurance Provider, QAD, Rater, or RFI have their accreditation or certification revoked or suspended.

905.5 General Responsibilities for Primary Quality Assurance Designees

The Primary QAD shall have ultimate responsibility, on behalf of the QA Provider, for fulfilling the requirements listed below and shall be the single point of contact to RESNET regarding all Quality Assurance matters.

905.5.1 Continuous maintenance of quality assurance files, including:

905.5.1.1 Field and File Quality Assurance reports;

905.5.1.2 Records of QA findings, corrective action and discipline;

905.5.1.3 Oversee the certification of new Raters and RFIs through their probationary period;

905.5.1.4 Reviewing the QA Provider's compliance with the items on the Annual Rating Quality Assurance Provider Report checklist annually for the purpose of verifying a QA Provider's compliance with the individual requirements for QA Providers set forth in the RESNET Standards;

905.5.1.5 Provide an attestation to the accuracy of the Field and File Quality Assurance reports and the records of QA findings, corrective action and discipline, for inclusion in the Annual Rating Quality Assurance Provider Report.

905.5.2 The Primary QA Designee may, at his or her discretion, delegate the work required to create and maintain the items listed in 905.5.1 to other Quality Assurance Designees working for the Rating Quality Assurance Provider. However, the responsibility for the completion, accuracy and reporting of these items may not be delegated and remains with the Primary QAD.

905.5.3 The Primary QAD shall work with the QA Provider to jointly decide on appropriate disciplinary action based on the QA Provider's policy and procedures manual.

905.6 Corrective Action for QA Providers, Raters, And RFIS

Corrective Action is a mandatory action to be taken to correct an error(s) in energy modeling files, rating files, field protocols or to correct administrative issues.

905.6.1 Corrective action directions can be initiated by the Quality Assurance Designee (QAD), RESNET Quality Assurance Staff or Rating Quality Assurance Provider in response to error(s) found when performing a rating file review, field review, QAD requirements or RESNET requirements upon HERS: Raters, Rating Field Inspectors, QAD's or Rating Quality Assurance Providers. The recipient of a corrective action must perform the corrective action or risk disciplinary action.

905.6.2 If the recipient refuses to take corrective action, the requested action may be taken by the requestor to ensure rating files are accurate.

905.6.3 Multiple instances of non-compliance with QA File and/or QA Field review for a Rater or RFI shall trigger an increased rate of QA File reviews or QA Field reviews.

905.6.4 When in the course of quality assurance file or field review, in a twelve (12) month period from January 1st through December 31st, the Quality Assurance Designee determines that three or more rating files consecutively fail file and/or field QA review or that field work (e.g. testing or inspections of minimum rated features) is being completed inaccurately or incompletely, the following, at a minimum, shall occur:

905.6.4.1 The Rater shall be placed on probation;

905.6.4.2 If the noncompliant ratings are due to errors found in QA File review, the Rater's next three (3) ratings submitted following completion of the probation corrective action plan shall receive QA File review and shall not count toward the required minimum 10% of file QA;

905.6.4.3 When appropriate (e.g. the HERS Rater/RFI previously struggled with field compliance, a piece of equipment is used in the rating that is not commonly found in the market or used by a builder, field test results are out of typical range for the market, etc.), a QA Field review shall be completed by the Quality Assurance Designee on a minimum of one of the ratings that were out of compliance. Where QA Field review of the specific dwelling is not possible, the next available unit shall receive a QA Field review;

905.6.4.4 If the noncompliant ratings are due to inaccurate or incomplete field work, the Rater and/or RFI Field QA shall be increased by 1 rating for low-volume Raters/RFIs or 2 ratings for all other Raters/RFIs.

905.6.5 If additional noncompliance or major errors are discovered during the period of increased File or Field QA, the Quality Assurance Designee shall review 100% of the next five (5) rating files submitted or field inspections conducted. If noncompliance or major errors continue to be discovered, the Rater may be suspended in accordance with the Provider's written HERS Rater/RFI disciplinary procedure.

905.6.6 A Quality Assurance Designees will conduct an evaluation using the RESNET QA Review Checklist to determine if the file or field QA review complies with the RESNET Standards or needs corrective action.

905.6.7 Under the supervision of the Quality Assurance Designee, non-compliant rating(s) shall be corrected in order to come into compliance with RESNET technical Standards.

905.6.8 The Quality Assurance Designee shall develop and implement a coaching action plan for the HERS Rater that addresses the underlying problems that led to the non-compliant rating. The coaching plan shall include mentoring the HERS Rater.

905.6.8.1 Record any findings requiring corrective action to the files, or warranting disciplinary action, and report these to the QA Provider

905.6.8.2 Enforce corrective action for any errors found in a QA Provider's rating files

905.6.8.3 If a Rater or RFI refuses corrective action, Quality Assurance Designees are required to report any non-compliance to the Provider and report it to the RESNET Registry

905.7 Failure of a QAD To Fulfill Responsibilities

It is the expectation of RESNET that Quality Assurance Designees fully comply with all the requirements set forth in these Standards. Discovery of one or more areas of non-compliance via the RESNET QA process, reporting by a QAD as part of the QA Provider's QA process, or in the course of RESNET's research of an ethics or consumer complaint will result in RESNET working with the QAD to come back into compliance. However, on occasion, there may be instances where actions by a QAD are truly egregious and, as such, would be deemed to be "significant non-compliance". This Section seeks to define the thresholds when actions by a QAD are deemed to be significant non-compliance, which in addition to the violations meriting suspension or revocation listed in Section 903.2.2.4 – SUSPENSION OR REVOCATION OF QUALITY ASSURANCE DESIGNEES would require that other QADs or the Rating Quality Assurance Provider report the significant non-compliance to RESNET and additional action by RESNET may be taken pursuant to Section 903.2.2 – RESNET DISCIPLINARY ACTIONS AGAINST A QUALITY ASSURANCE DESIGNEE.

905.7.1 Significant non-compliance by Quality Assurance Designees shall include, but not be limited to, the following:

905.7.1.1 Failure by a Quality Assurance Designee to comply with multiple individual requirements for QADs, or requirements impacting multiple HERS Raters, HERS Modelers, RFIs, and/or ratings, as set forth in the RESNET Standards and enumerated in a RESNET Quality Assurance Checklist;

905.7.1.2 Failure by a Quality Assurance Designee to comply with the RESNET Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure reporting;

905.7.1.3 Failure by a Quality Assurance Designee to follow a QA Provider's written HERS Rater, HERS Modeler, and/or RFI disciplinary procedures for known or obvious non-compliance with the RESNET Standards, Standards of Practice, Code of Ethics, or Conflict of Interest Disclosure reporting;

905.7.1.4 Failure by a Quality Assurance Designee to report significant non-compliance to RESNET.

905.7.2 The QAD may appeal an Action taken by RESNET under this Section using the Appeals procedures stipulated in Section 911 – Hearing Procedures of these Standards.

905.8 Types of Probation for Quality Assurance Designees

905.8.1 Confidential Administrative Probation. Results from violations found through a Quality Assurance Designee's QA process, RESNET quality assurance monitoring, or through the RESNET complaint resolution process. Probations resulting from these violations shall remain confidential between RESNET and the QAD. These violations may include but are not limited to:

905.8.1.1 Failure to submit to RESNET any material information required to be submitted by the Quality Assurance Designee, in accordance with obtaining or maintaining accreditation;

905.8.1.2 Failure to comply with a QA Provider's Policies and Procedures as they pertain to Rater Quality Assurance outcomes and disciplinary tracking;

905.8.1.3 Failure by Primary QAD to report a change in status of any QAD to RESNET;

905.8.1.4 Failure to adhere to requirements for quality assurance of Raters and RFIs, such as RESNET Quality Assurance checklist, that causes a deficiency in the QA of one or more Raters or RFIs;

905.8.1.5 Failure to adhere to requirements to oversee Rater and RFI certification and recertification;

905.8.1.6 Failure to provide timely notification to RESNET regarding a Rating Quality Assurance Provider who fails to enforce corrective action requirements for Raters or RFIs having non-conforming QA results;

905.8.1.7 Failure to use the most recent version of RESNET Accredited Software within the prescribed time frame.

905.8.1.8 Failure to adhere to one or more administrative and documentation/reporting provisions of the RESNET Standards.

905.8.1.9 Failure of the Primary QAD to ensure the accuracy of a QA Provider's Annual Report pertaining to the Field and File Quality Assurance reports and the records of QA findings, corrective action and discipline;

905.8.2 Disciplinary Compliance Probation. More serious compliance violations found through a Quality Assurance Designee's QA process, RESNET quality assurance monitoring or through the RESNET complaint resolution process. These violations may include but are not limited to:

905.8.2.1 Failure to correct the terms of a confidential administrative probation during the time period defined in the issuance of probation;

905.8.2.2 Deliberate failure to report non-compliance of QA Providers, Raters, and/or RFIs to RESNET;

905.8.2.3 Ethics or compliance complaint(s) investigated and validated by RESNET against a Quality Assurance Designee;

905.8.2.4 Failure to follow complaint resolution process and/or disciplinary procedures;

905.8.2.5 Deliberate failure to follow a Provider's Rater and RFI Disciplinary procedures.

905.8.2.6 Deliberate failure to apply the appropriate RESNET Standards while performing QAD responsibilities;

905.9 Suspension of Quality Assurance Designees

905.9.1 Any certified Quality Assurance Designee may have their certification suspended. These violations may include, but are not limited to:

905.9.1.1 Quality Assurance Designee has had more than one (1) Disciplinary Probation violation within a three-year period;

905.9.1.2 Deliberate failure to report significant non-compliance of QA Providers, QADs, Raters, and/or RFIs to RESNET;

905.9.1.3 Failure to correct the terms of a Disciplinary Probation during the time period defined in the notice of probation;

905.9.1.4 Failure to adhere to requirements for quality assurance of Raters and/or RFIs that causes a major deficiency in the QA of one or more Raters and/or RFIs, such as falsifying records, or misrepresentation of qualifications for RESNET approved programs;

905.9.1.5 Submission of false information to RESNET in accordance with obtaining or maintaining certification of QADs, Raters, or RFIs and/or accreditation of QA Providers;

905.9.1.6 Misrepresentation of any certification status in marketing materials, or services offered or provided, for which the QAD does not possess the appropriate RESNET accreditation or certification;

905.9.1.7 Knowingly registering fraudulent ratings to the RESNET Registry;

905.9.1.8 Willful misconduct by QAD, defined as an intentional disregard of any provision of the RESNET Standards, which a Party knew or should have known if it was acting as a reasonable person, but shall not include any error of judgment or mistake made in good faith.

905.9.1.9 Violation of RESNET's Whistle Blower Protection Policy as specified in section 910.

905.9.2 A Quality Assurance Designee shall at a minimum be placed on suspension if they have any Disciplinary Probation violations within twelve months of reinstatement from a suspension.

905.9.3 Prior to reinstatement, the Quality Assurance Designee shall successfully resolve the issue(s) that resulted in the Quality Assurance Designee being suspended and inform RESNET in writing as follows:

905.9.3.1 That the issue(s) has(have) been successfully resolved;

905.9.3.2 State the steps taken to resolve the issue(s);

905.9.3.3 State the steps that will be taken to prevent the issue(s) from occurring again in the future

905.10 Revocation of Quality Assurance Designees

905.10.1 Any Quality Assurance Designee certified by RESNET may have their certification revoked in any of the following circumstances:

905.10.1.1 A Quality Assurance Designee has had more than one (1) Disciplinary Probation violation within a five-year period;

905.10.1.2 In the event that deficiencies stipulated in a notice of suspension have not been remedied within the period set forth in such notice;

905.10.1.3 Quality Assurance Designee that elects not to renew or fails to meet renewal requirements;

905.10.1.4 Upon expiration of a QA Designee's right to appeal a suspension of certification pursuant to Section 911 of this chapter or the conclusion of the appeals process in which a Quality Assurance Designee's appeals are unsuccessful;

905.10.1.5 Fraudulent Activity, including but not limited to:

905.10.1.5.1 Falsifying inspections, data, files, reports and other documents or information;

905.10.1.5.2 Registering ratings for EEPs or other programs knowing that inspections were not completed as required by the program (example – checklist inspection not completed, but registering the home as ENERGY STAR qualified);

905.10.1.5.3 Deliberately allowing non-certified persons to perform inspections, testing and ratings;

905.10.1.5.4 Deliberately allowing suspended or revoked Raters or RFIs to perform inspections, testing and/or ratings;

905.10.1.5.5 Colluding with Provider(s) or other QAD(s) to by-pass RESNET requirements;

905.10.1.5.6 Colluding with QA Provider(s) or other QAD(s) to price fix

905.10.1.5.7 Severe violation of the Code of Ethics;

905.11 Probation/Suspension/Revocation Due Process Of Quality Assurance Designees

905.11.1 Quality Assurance Designees have the right to appeal a probation, suspension or revocation action in accordance with Section 911 of this chapter.

905.11.2 Failure to maintain adequate knowledge of the RESNET Standards will not be considered a defense in the appeals process.

905.11.3 For any QAD who has had their certification revoked or suspended in accordance with this chapter, RESNET shall inform the QAD's Providers, Raters, RFIs, program administrators, rating software suppliers and any affected EEPs.

906 Quality Assurance Requirements for Third-Party Energy Efficiency Programs

906.1 Third Party EEP

See Appendix B- Glossary of Terms for definition of Third Party Energy Efficiency Program (EEP).

906.2 EEP QA

Quality Assurance, as specified in Section 904, may be provided for EEP's by Quality Assurance Designees as part of the RESNET Quality Assurance process when RESNET and the EEP enter into a formal agreement. Where EEP Quality Assurance requirements are greater than specified in Section 904, those Quality Assurance requirements shall be specified in writing by an EEP and provided to RESNET for approval in order to be included in the RESNET Quality Assurance process.

906.3 QA Data Files and Onsite Rating Verification

Quality Assurance data files and the results of onsite verification of ratings files will be made available by Providers to EEPS only for the EEP's quality assurance initiatives and, additionally, only if the EEP has agreements with rating clients in the program that allow for HERS Raters to release rating information.

906.4 QA Reporting

EEP files will be inspected for quality assurance pursuant to Section 904.3 Quality Assurance of HERS Raters and Ratings and shall include those items related to energy efficiency specific to the EEP that may be in addition to the Home Energy Rating. Significant non-compliance by Providers shall be reported to EEP’s when they become known to RESNET.

907 Ethics and Appeals Committee

The Ethics and Appeals Committee shall have the responsibility of holding hearings for RESNET disciplinary actions and resolving appeals of an Application or Renewal Application that has been denied. The Committee shall report to the RESNET Deputy Director.

907.1 Committee Membership

The Ethics and Appeals Committee shall be chaired by a chairperson approved by the RESNET Board of Directors. Nomination of Committee members shall be made by the Chairperson. The Committee shall be composed of six (6) members, including the Chairperson. The Chairperson is a non-voting member of the committee. The entire Committee, including the Chairperson, shall be inactive in the HERS industry. “Inactive” shall mean a member who has not provided services as a Certified HERS Rater, HERS Modeler, Rating Field Inspector, or an accredited Rating Quality Assurance or Training or Software Provider since at least January 1 of the calendar year preceding their nomination to the Committee. Any Committee member who resumes providing services as a Certified HERS Rater, HERS Modeler, Rating Field Inspector, or an accredited Rating Quality Assurance or Training or Software Provider must resign from the Ethics and Appeals Committee.

908 Ethics and Compliance Complaints

908.1 Filing of Ethics and Compliance Complaints

908.1.1 Ethics complaints may be filed for violation of the RESNET Code of Ethics.

908.1.2 Compliance complaints may be filed for failures to comply with the RESNET Standards

908.1.3 Complaint Documentation. To be acted upon, a complaint shall document the alleged violation(s) or compliance issue(s). The complaint shall also be specific about which section(s) of the RESNET Code of Ethics or the RESNET Standards have been violated. To be considered, the full and complete complaint and supporting documentation shall be submitted on the RESNET online ethics or compliance complaint form posted on the RESNET website and shall contain the following information:

908.1.3.1 The name of the complainant and contact information;

908.1.3.2 The name of the party that is the subject of the complaint;

908.1.3.3 A complete description of the alleged violation(s);

908.1.3.4 A recitation of all the facts documenting the complaint; and

908.1.3.5 Copies of all relevant documents.

908.2 Investigation of Complaints

908.2.1 Upon receipt of a complaint, the RESNET Quality Assurance Director shall assign a case number and the Chair of the Ethics and Appeals Committee shall be informed by electronic mail within 10 business days. The RESNET Quality Assurance Director shall consider the documentation submitted pursuant to Section 908.1.3 – Complaint Documentation as the means of deciding whether to proceed with an investigation or dismiss the complaint within 45 business days.

908.2.2 In cases where the RESNET Quality Assurance Director finds the documentation submitted does not adequately allege an ethics or compliance violation, the complaint shall be dismissed. The Chair of the Ethics and Appeals Committee, the complainant, and the party that is the subject of the complaint shall be notified of the RESNET Quality Assurance Director's finding by electronic mail.

908.2.3 Upon a decision by the RESNET Quality Assurance Director that the complaint adequately alleges an ethics or compliance violation, the RESNET Quality Assurance Director shall immediately (i) notify the complainant of RESNET staff's finding by electronic mail and (ii) notify the party that is the subject of the complaint by electronic mail, and (iii) notify the Rating Quality Assurance Provider and Primary QAD by electronic mail. Notification shall include:

908.2.3.1 Entire basis and justification for the complaint, including a copy of the complaint and supporting documentation;

908.2.3.2 Proposed disciplinary action and any applicable corrective action and its effective date, which shall be no less than fifteen (15) business days after the notification is delivered, and no less than five (5) business days after any hearing on the complaint under Section 911 – Hearing Procedures; and

908.2.3.3 Clarification of the procedures and Respondent’s right to a hearing under Section 911 – Hearing Procedures of this chapter, including the deadline and process for submitting a written challenge to the complaint, proposed corrective action, and/or proposed disciplinary action pursuant to Section 911 – Hearing Procedures.

908.2.4 All complaints, responses, and supporting documentation received by RESNET shall be handled in strict confidence by RESNET staff, and the Ethics and Appeals Committee.

909 Probation, Suspension, and Revocation of Accreditation of Providers

It is the expectation of RESNET that Providers fully comply with all the requirements set forth in these Standards. Discovery of one or more areas of non-compliance via the RESNET Quality Assurance process, via reporting by a Quality Assurance Designee as part of a Provider's Quality Assurance process, or in the course of RESNET's research of an ethics or compliance complaint will result in RESNET and/or the Quality Assurance Designee working with a Provider to come back into compliance. However, on occasion, there may be instances where actions by a Provider are truly egregious and, as such, would be deemed to be "significant non-compliance". This Section defines the thresholds when actions by a Provider are deemed to be significant non-compliance. In cases of significant non-compliance or violations meriting suspension or revocation listed in Sections 909.4 – Suspension of a Provider and 909.5 – Revocation of a Rating Quality Assurance Provider, Training Provider, or Software Provider, all RESNET Providers, Quality Assurance Designees, HERS Raters, Rating Field Inspectors, and HERS Modelers are required to report the significant non-compliance or violation to RESNET. Any stakeholder may report significant non-compliance or a violation to RESNET. Upon receipt of a report of significant non-compliance or a violation, additional action may be taken by RESNET pursuant to this Section 910 – Probation, Suspension, and Revocation of Accreditation of Providers.

909.1 Disciplinary Actions Against a Provider

RESNET shall comply with the following due process procedures in considering any probation, suspension or revocation actions against a Provider

909.2 Notification of Non-Compliance and Proposed Disciplinary Action

If RESNET determines at any time that an accredited Provider failed to adhere to the requirements set forth in these Standards, RESNET shall notify the Provider by email, or other method which provides evidence of delivery, of the non-compliance and disciplinary actions under this section. Notification shall include:

909.2.1 Entire basis and justification for the disciplinary action;

909.2.2 Corrective Action. Any applicable corrective action required to be taken no later than twenty (20) business days after the date set forth in such notification;

909.2.3 Proposed disciplinary action and its effective date, which shall be no less than fifteen (15) business days after the notification is delivered, no less than five (5) business days after any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures, and in any event no later than any corrective action required pursuant to Section 910.2.2 – Corrective Action; and

909.2.4 Clarification of the procedures as stipulated in this Standard and the Provider's right to a hearing under Section 911 – Hearing Procedures of this chapter, including the deadline and process for submitting a written challenge to the finding of noncompliance, proposed corrective action, and/or proposed disciplinary action pursuant to Section 911 – Hearing Procedures.

909.3 Probation of a Provider

After satisfaction of the due process procedures set forth in Section 909 and Section 911 of this chapter, RESNET may impose one or more of the following probation actions.

909.3.1 Administrative probation results from violations found through RESNET quality assurance monitoring or through the RESNET complaint resolution process shall remain confidential between RESNET and the Provider. These violations may include but are not limited to:

909.3.1.1 Failure to submit to RESNET any material information required to be submitted by the Provider, in accordance with obtaining or maintaining accreditation;

909.3.1.2 Failure to adhere to one or more administrative and documentation/reporting provisions of the RESNET Standards.

909.3.2 More serious compliance violations found through RESNET's Quality Assurance process, RESNET quality assurance monitoring or through the RESNET complaint resolution process shall result in disciplinary compliance probation. These violations may include but are not limited to:

909.3.2.1 Failure to correct the terms of an administrative probation during the time period defined in the issuance of probation;

909.3.2.2 Ethics or compliance complaint(s) investigated and validated by RESNET against a Provider;

909.3.2.3 A Provider shall at a minimum be placed on Disciplinary Probation if they have been placed on Administrative Probation twice within twelve months.

909.3.3 RESNET shall, at its discretion, make a final determination regarding the necessity of posting a disciplinary probation on the RESNET web site.

909.3.4 RESNET shall determine the length of administrative or disciplinary probation resulting from violations defined in this chapter not to exceed 12 months.

909.4 Suspension of a Provider

After satisfaction of the due process procedures set forth in Section 909.2 – Notification of Non-Compliance and Proposed Disciplinary Action and Section 909 – Hearing Procedures of this chapter, RESNET may impose one or more of the following suspension actions.

909.4.1 A Provider may have their accreditation suspended. These violations may include, but are not limited to:

909.4.1.1 A Provider has had more than one (1) Disciplinary Probation violation within a three-year period;

909.4.1.2 Failure to correct the terms of a Disciplinary Probation during the time period defined in the notice of probation;

909.4.1.3 Submission of false information to RESNET in accordance with obtaining or maintaining accreditation;

909.4.1.4 Misrepresentation of any accreditation or certification status in marketing materials, Services offered or actually provided for which the Provider organization does not possess the appropriate RESNET accreditation or affiliated individuals do not possess the appropriate RESNET certification;

909.4.1.5 Knowingly allowing ratings to be submitted under a primary rater without those ratings being under that primary rater's supervisory control or without allowing that primary rater to review the final product;

909.4.1.6 Willful Misconduct by the Provider, defined as an intentional disregard of any provision of the RESNET Standards, which a Party knew or should have known if it was acting as a reasonable person, but shall not include any error of judgment or mistake made in good faith;

909.4.1.7 Sixty (60) days or more of delinquency of rating registration fees.

RESNET shall determine the length of suspension not to exceed 12 months.

909.4.2 A Provider shall, at a minimum, be placed on suspension if they have any Disciplinary Probation violations within twelve months of reinstatement from a suspension.

909.4.3 A Provider shall, at a minimum, be placed on suspension if they have any violation of RESNET's Whistle Blower Protection Policy as specified in section 911 – RESNET Whistle Blower Protection Policy.

909.4.4 RESNET shall remove the Provider from the appropriate National Registry of Accredited Providers when accreditation is suspended.

909.4.5 RESNET shall restrict the Provider from uploading rating files into the RESNET National Registry until the Provider successfully complies with the terms of the suspension. Any rating files uploaded by the Provider after it received the notification of non-compliance shall be removed from the RESNET Building Registry until the Provider successfully complies with the terms of the suspension.

909.4.6 RESNET shall post on its website Providers whose accreditation has been suspended. The Provider suspension listing shall be removed when the Provider successfully complies with the terms of the suspension, within five (5) business days of successfully resolving the issue.

909.4.7 RESNET shall electronically inform known clients, HERS Raters, RFIs, HERS Modelers, other Providers, program administrators using HERS or $HERS_{H2O}$ Ratings, Rating Software Providers, Accredited Instructors, and any affected EEPs of a Provider's accreditation suspension. To the extent feasible, the Provider shall assist RESNET with notifications.

909.4.8 Prior to reinstatement, the Provider shall successfully resolve to RESNET's satisfaction the issue(s) that resulted in the Provider being suspended and inform RESNET in writing:

909.4.8.1 That issue(s) that resulted in the Provider being suspended have been successfully resolved;

909.4.8.2 State the steps taken to resolve the issue(s);

909.4.8.3 State the steps that will be taken to prevent the issue(s) from occurring again in the future.

909.5 Right to Hearing

An accredited Rating Quality Assurance Provider, Software Provider, or Training Provider has the right to challenge the finding of noncompliance, proposed corrective action, and/or proposed disciplinary action under this Section pursuant to the Hearing Procedures in Section 911 – Hearing Procedures.

909.5.1 The effective date of a proposed disciplinary action under this Section shall be no less than fifteen (15) business days after the notification is delivered to the Rating Quality Assurance Provider, Software Provider, or Training Provider, no less than five (5) business days after any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures, and in any event no later than any corrective action required pursuant to Section 909.2.2 – Corrective Action. The Rating Quality Assurance Provider, Software Provider, or Training Provider shall be notified in writing of the result of any hearing on the proposed disciplinary action under Section 911 – Hearing Procedures prior to the effective date of the disciplinary action.

909.5.2 Failure to maintain adequate knowledge of the RESNET Standards will not be considered a defense in the hearing process.

909.6 Revocation of a Rating Quality Assurance Provider, Training Provider, or Software Provider

After satisfaction of the due process procedures set forth in Section 909 – Notification of Non-Compliance and Proposed Disciplinary Action and Section 909 – Hearing Procedures of this chapter, RESNET may impose one or more of the following revocation actions.

909.6.1 A Provider may have their accreditation revoked. These violations may include, but are not limited to:

909.6.1.1 A Provider has had more than one (1) suspension within a five-year period;

909.6.1.2 Fraudulent Activity involving RESNET, including but not limited to:

909.6.1.2.1 Falsifying inspections;

909.6.1.2.2 Altering data from another Accredited Provider's rating submission to the RESNET National Registry without the previous provider's authorization;

909.6.1.2.3 Falsifying data submitted to the RESNET National Registry, including building files, reports, and any other documents related to ratings for energy or water efficiency programs or codes;

909.6.1.2.4 Registering ratings with knowledge or reasonable suspicion that inspections were not completed as required by the program;

909.6.1.2.5 Allowing "non-certified" persons to perform inspections, testing, quality assurance, energy modeling or any aspect of ratings that are required to be completed by certified persons;

909.6.1.2.6 Allowing HERS Raters, HERS Modelers, or RFIs to perform modeling, inspections, testing and/or ratings while on any RESNET disciplinary actions barring them from doing so;

909.6.1.2.7 Colluding with other Provider(s) to bypass RESNET requirements;

909.6.1.2.8 Colluding with other Provider(s) to fix pricing;

909.6.1.3 Non-payment per RESNET's Fee Payment Policy for Providers;

909.6.1.4 Severe violation of the RESNET Code of Ethics;

909.6.2 At the discretion of RESNET, any Provider accredited by RESNET may have their accreditation revoked in any of, but not limited to the following circumstances:

909.6.2.1 A Provider has two (2) or more Disciplinary Probation violations after completing the terms of a suspension;

909.6.2.2 In the event that deficiencies stipulated in a notice of suspension have not been remedied within the period set forth in such notice;

909.6.2.3 Provider engages in any conduct that is detrimental to the reputation or the best interests of RESNET, the profession or the service.

909.6.3 A Training Provider may have their accreditation revoked. These violations may include, but are not limited to:

909.6.3.1 Compromising the security or integrity of any RESNET certification test. The examination and the items contained therein are the exclusive property of RESNET.

909.6.3.2 Intentionally misrepresenting their RESNET Accreditation by training to curricula that differ from those submitted to RESNET.

909.6.3.3 Violation of RESNET defined test-proctoring procedures.

909.6.3.4 Intentionally misrepresenting their RESNET Accreditation by changing their rater instructor and not notifying RESNET.

909.6.4 RESNET shall remove the Rating Quality Assurance Provider, Software Provider, or Training Provider from the appropriate National Registry of Accredited Providers, restrict the Rating Quality Assurance Provider, Software Provider, or Training Provider from access to the RESNET National Registry, and, as applicable, not allow the Training Provider to set up and/or administer RESNET's tests when accreditation is revoked until the Rating Quality Assurance Provider, Software Provider, or Training Provider successfully complies with the terms of the revocation. Any rating files uploaded by the Rating Quality Assurance Provider or Software Provider after it received the notification of noncompliance shall be removed from the appropriate RESNET Building Registry until the Rating Quality Assurance Provider or Software Provider successfully complies with the terms of the revocation.

909.6.5 RESNET shall post on its website Rating Quality Assurance Providers, Software Providers, and Training Providers whose accreditation has been revoked. The Provider or Training Provider revocation listing shall be removed when they have successfully complied with the terms of the revocation, within five (5) business days of successfully resolving the issue.

909.6.6 RESNET shall electronically inform the Rating Quality Assurance Provider, Software Provider, or Training Provider's known clients, Raters, RFIs, HERS Modelers, Accredited Instructors, other Providers, program administrators using HERS or $HERS_{H2O}$ Ratings, and any affected EEPs about the revocation of the Rating Quality Assurance Provider, Software Provider, or Training Provider's accreditation in accordance with this chapter. To the extent feasible, the Rating Quality Assurance Provider, Software Provider, or Training Provider shall assist RESNET with notifications.

909.6.7 Prior to reinstatement, the Provider shall successfully resolve to RESNET's satisfaction the issue(s) that resulted in the Provider being suspended and inform RESNET in writing:

909.6.7.1 That issue(s) that resulted in the Provider being suspended have been successfully resolved;

909.6.7.2 State the steps taken to resolve the issue(s);

909.6.7.3 State the steps that will be taken to prevent the issue(s) from occurring again in the future.

909.6.8 In the event a Rating Quality Assurance Provider, Software Provider, or Training Provider has its accreditation revoked due to the actions of an owner, founder, or chief executive officer of that Rating Quality Assurance Provider, Software Provider, or Training Provider (Principal), the Principal's Certified HERS Rater, RFI and/or HERS Modeler certification(s), if any, shall also be revoked for the duration of the Provider's revocation.

910 RESNET Whistle Blower Protection Policy

910.0.1 Provider shall not retaliate against a Quality Assurance Designee, HERS Rater, Rating Field Inspector, or HERS Modeler in the terms and conditions of their status with the Provider for any of the following reasons:

910.0.1.1 Reporting to a supervisor, to RESNET or to a federal, state or local agency what the individual believes in good faith to be a violation of the RESNET Standards and/or a local, state or federal law; or

910.0.1.2 Participation in good faith in any RESNET complaint investigation or proceeding;

911 Hearing Procedures

911.1 Hearing Procedures

911.1 The RESNET Ethics and Appeals Committee shall hold hearings for RESNET disciplinary actions and shall resolve appeals of an Application or Renewal Application that has been denied. The Chairperson of the RESNET Ethics and Appeals Committee shall preside over hearings but shall not vote on hearings or appeals.

911.2 Within fifteen (15) business days of receipt of a complaint, other notice of proposed RESNET disciplinary actions, or appealable action by RESNET, the Respondent shall submit any challenge to the finding of non-compliance, proposed corrective action, and/or proposed disciplinary action in writing to the RESNET Ethics and Appeals Committee by electronic mail. All relevant information and documentation shall be included in the Respondent's response. Failure to respond within fifteen (15) business days shall result in a forfeiture of Respondent's hearing or appeal right under this Section 911 – Hearing Procedures.

911.3 If additional information is requested by Respondent prior to responding, a one-time extension of ten (10) business days may be applied in order to allow RESNET staff and/or the complainant sufficient time to respond.

911.4 The RESNET Ethics and Appeals Committee shall set a date for a hearing no later than five (5) business days before the effective date of any proposed disciplinary or corrective action and shall notify Respondent and RESNET staff in writing of the hearing date, location, and procedures. The Committee may request in writing additional information from RESNET staff and/or Respondent. If additional information is requested by the Committee, a one-time extension of the hearing date of ten (10) business days may be applied in order to allow the Respondent and/or RESNET staff sufficient time to respond. Access to the hearing will be closed to the public and any recording of the hearing will remain confidential between the Respondent and RESNET. The Respondent will present first at the hearing, followed by RESNET staff. It is not necessary that a Respondent retain an attorney to represent its interests at the hearing, and if a Respondent elects to have an attorney appear on its behalf, the Respondent must authorize such representation in writing submitted to the Committee at least three (3) days in advance of the hearing. Unless the Committee directs otherwise, each side is allowed one hour for argument but is not required to use all of its the allotted time. Members of the Committee may ask questions during the arguments, time for which will not be deducted from a side's allotted time.

911.5 The RESNET Ethics and Appeals Committee shall render a decision on the complaint, other notice of proposed RESNET disciplinary action, or appealable action by RESNET by majority vote no later than five (5) business days after receipt of the Respondent's challenge. Decisions made by the Committee are final. In the event the effective date of any proposed disciplinary or corrective action shall fall before the date by which the RESNET Ethics and Appeals Committee will issue its decision, the Committee shall issue a stay of the effective date until such time as it can issue a decision.

911.6 The Respondent, the Chair of the Ethics and Appeals Committee, the RESNET Deputy Director, and any complainant shall be notified of the Committee's decision by electronic mail.

1001 General Provisions

1001.1 Purpose

This standard defines a framework for designating contractors as RESNET Energy Smart Contractors, defines an Energy Smart Project, and establishes requirements for the final verification and quality assurance review of an Energy Smart Project.

1001.2 Scope

This document details:

Requirements for Contractor Education and Qualification Providers;

The process by which a contractor shall receive and maintain designation as a RESNET Energy Smart Contractor;

The process by which RESNET Energy Smart Contractors working in partnership with a certified RESNET Home Energy Rating System (HERS) Rater must complete an Energy Smart Project;

The requirements of an Energy Smart Project.

1001.2.1 Relationship to State Law

There may be instances in which state laws or regulations differ from these provisions. In such instances, state law or regulation shall take precedence over these provisions.

1001.3 Definitions and Acronyms

See Appendix B- Glossary of Terms.

1002 Participants Roles and Responsibilities

1002.1 RESNET

Residential Energy Services Network (RESNET) is responsible for the following:

1002.1.1 Accreditation of Contractor Education and Qualification (CEQ) Providers

1002.1.2 Quality Assurance Review of Accredited CEQ Providers

1002.1.3 Quality Assurance Review of Accredited Quality Assurance Providers

1002.1.4 Develop a National Energy Smart Contractors test. The competency categories covered on the 50 question multiple-choice test and the percentage of questions devoted to each category are as follows:
Air sealing (10%)
Client communication (6%)
Combustion safety (6%)
Ducts/distribution (10%)
Energy fundamentals (10%)
Ethics (6%)
Health/safety (6%)
Insulation (10%)
Lighting/appliances (4%)
Moisture management (10%)
Structure (6%)
Ventilation (6%)
Heating/AC (10%)

1002.2 Contractor Education and Qualification (CEQ) Provider

1002.2.1 The CEQ Provider must be an accredited RESNET Rating Provider or Home Energy Audit Provider in good standing.

1002.2.2 The CEQ Provider must have a staff member or representative with at least 10 years of residential construction or home improvement contractor experience.

1002.2.3 The CEQ Provider must provide its Energy Smart Contractor Registry to RESNET.

1002.2.4 The CEQ Provider is responsible for the Quality Assurance review of the Energy Smart Contractors.

1002.2.5 The CEQ Provider must have written policies and procedure for designating Energy Smart contractors in accordance with the following provisions:

1002.2.5.1 Energy Smart Contractor course: Develop and provide an initial eight (8) hour RESNET Accredited Qualified Energy Smart Contractor course that covers the following topics:

1002.2.5.2 The importance of Energy Smart Contractors

1002.2.5.3 The house as a system

1002.2.5.4 Building science basics/ building shell fundamentals

1002.2.5.5 Energy efficiency concepts

1002.2.5.6 Energy related consequences of inefficient construction design and application

1002.2.5.7 Introduction on how a Rater/Auditor utilizes air leakage testing, duct leakage testing, and IR technology during energy audits

1002.2.5.8 Understanding and completing scopes of work as defined in the RESNET combustion appliance testing and writing work scope contained in Chapter 8 of RESNET Standards

1002.2.5.9 Work order, sequences and priority of work, and respect for other contractors

1002.2.5.10 Introduction to RESNET Standards and RESNET Code of Ethics

1002.2.5.11 Quality Homes (QH) Standard

1002.2.6 Continuing Education

Provide at least four (4) hours of Continuing Education (CE) courses per year that are relevant to energy efficiency, home improvement contracting, standards updates, technology updates, new incentive programs, retrofit lessons learned and/or other topics deemed applicable and appropriate by the CEQ Provider.

1002.2.7 De-listing: De-list an Energy Smart Contractor that does not renew every three (3) years.

1002.2.8 Energy Smart Contractor Agreement: Enter into a written agreement with each Energy Smart Contractor, and send an un-executed copy of the agreement to RESNET. The agreement shall contain, at a minimum, the following:

1002.2.8.1 A written commitment by the Energy Smart Contractor to comply with the guidelines in the RESNET Energy Smart Contractor Pledge and Code of Ethics;

1002.2.8.2 A requirement for the Energy Smart Contractor to inform clients about the CEQ Provider's complaint process;

1002.2.8.3 A requirement for the Energy Smart Contractor to provide the client with a disclosure statement for jobs not performed to industry standards;

1002.2.8.4 A requirement for the Energy Smart Contractor to inform the CEQ Provider within 60 days if Energy Smart Contractor's representative leaves the company or is replaced.

1002.2.8.4.1 Complaint Resolution Officer: Have signed agreement with a dedicated Complaint Resolution Officer (CRO) to conduct Non-Compliance Resolution in accordance with Section 1006.5.4.The CEQ Provider shall have sixty (60) days to notify RESNET if the CRO leaves the CEQ Provider, or be subject to suspension of accreditation under provisions of Section 908 of the Mortgage Industry National Home Energy Ratings Standard.

1002.2.8.4.2 Written Energy Smart Contractor discipline procedures, including:

1002.2.8.4.2.1 Probation and minimum requirements for duration and corrective action;

1002.2.8.4.2.2 Suspension of certification and minimum requirements for duration and corrective action that at least meet 1006.4.5 Termination of certification

1002.2.9 Energy Smart Contractor Registry: Maintain an Energy Smart Contractor Registry that contains Energy Smart Contractors' representative's name, company name, mailing address, voice phone number, fax number, and email address.

1002.2.10 Reciprocity with the Air Conditioning Contractors of America (ACCA): RESNET shall recognize contractors trained and designated by ACCA to be Energy Smart Contractors.

1002.3 Complaint Resolution Officer (CRO)

1002.3.1 Shall manage and resolve consumer and Rater/Auditor complaints about Energy Smart Contractors and Energy Smart Contractor or Rater/Auditor complaints about the CEQ Provider.

1002.3.2 Shall submit complaints against the CEQ Provider to RESNET to the attention of the Executive Director.

1002.4 Energy Smart Contractor

1002.4.1 Energy Smart Contractors must be designated as such by a CEQ Provider in accordance with Section 1004.2.5 of this standard1.

1002.4.2 Energy Smart Contractors must be licensed in the state(s) in which they conduct business if that state requires a license.

1002.4.3 An Energy Smart Contractor company shall assign an employee as its representative. The Energy Smart Contractor's representative shall:

1002.4.3.1 Take an initial accredited eight (8) hour Qualified Contractor Course from a RESNET accredited CEQ Provider;

1002.4.3.2 Pass the RESNET National Energy Smart Contractors test administered by a CEQ Provider;

1002.4.3.3 Enter into a written agreement with the CEQ Provider in which the Energy Smart Contractor agrees to comply with the program requirements contained in the RESNET Standards and RESNET Code of Ethics;

1002.4.3.4 Complete a minimum of four hours of Continuing Education annually delivered by the CEQ Provider;

1002.4.3.5 Renew with the CEQ Provider not less than every three years. Failure to do so will result in the Energy Smart Contractor being deleted from the CEQ's Registry and from the RESNET Directory;

1002.4.3.6 Within 60 days of losing their previous representative, the Energy Smart Contractor must notify the CEQ Provider of their new representative.

1002.4.4 Only companies with the Energy Smart Contractor designation from an accredited CEQ Provider are eligible for posting and promotion on the RESNET Directory.

1002.4.5 A company with the Energy Smart Contractor designation must carry a minimum of $1,000,000 in general liability insurance.

1002.4.6 Energy Smart Contractors will install the energy-saving measures from the final, homeowner approved work scope prepared by the Rater/Auditor.

1002.4.7 All Energy Smart Contractors shall have their clients signify that they understand a disclosure statement indicating that all work will or will not meet recognized industry standards.

1002.4.8 All Energy Smart Contractors shall have their clients signify on a disclosure statement that a whole-house audit is recommended.

1002.5 Energy Smart Home Performance Team (Energy Smart Team)

An Energy Smart Team is comprised of the following, as necessary:

1002.5.1 One Project Manager;

1002.5.2 A certified CHERS Rater/BPA;

1002.5.3 An HVAC contractor who is a recognized ACCA QA Program Participant2;

1002.5.4 A RESNET Energy Smart Contractor that specializes in Air Sealing and Insulation who employs at least one senior technician who is an ICAA Certified Insulation Installer or another RESNET recognized quality installation training program;

1002.5.5 Any number of other Energy Smart contractor companies working under the oversight of the Project Manager according to work scope requirements of a certified Rater and applicable RESNET Standards of Practice.

1002.5.6 A Final Verifier who is a 3rd party certified HERS Rater who has passed both the CAZ written and simulation exams.

1002.6 Energy Smart Project Manager

The ES Team will be led by an Energy Smart Project Manager. The following are the requirements for being the Project Manager:

1002.6.1 Shall be certified as either an Energy Smart Contractor or a Rater who has passed both the CAZ written and simulation exams.

1002.6.2 The Energy Smart Project Manager, if not the Rater, shall use a certified RESNET Rater for the diagnosis and preparation of energy retrofit recommendation.

1002.6.3 Is an employee of or contractor to the company with whom the homeowner is under contract for the completion of the Energy Smart Project.

1002.6.4 Must ensure that the initial rating or audit is performed on each Project in accordance with the QH Standard.

1002.6.5 Must ensure that preliminary and post-installation combustion safety testing and inspection of all combustion appliances are completed in accordance with the QH Standard.

1002.6.6 Must provide general oversight of all contractors performing work on the Energy Smart Project to ensure proper sequence and compliance with the work scope prepared by the Rater/Auditor, along with ensuring that industry best practices are followed for all work performed.

1002.6.7 Must deliver the initial rating or audit report along with documentation of all work performed to the Final Verifier.

1002.6.8 Must verify that each project has final verification and calculation of estimated projected energy savings conducted by a Final Verifier.

1002.6.9 Must provide all results and Energy Smart Project documentation to the client.

1002.6.10 Must maintain the initial rating or audit report, documentation of all energy-saving retrofits and installations, and the final verification report with all test-out and estimated energy savings results for each individual Energy Smart Project for a period of no less than three years. This documentation must be made available to the HEA, Rating, or CEQ Provider upon request.

1002.6.11 Ensure that all Energy Smart Team participants are eligible to serve on the team.

1002.6.11.1 Eligible HVAC contractors must be listed on the ACCA QA Contractor Registry.

1002.6.11.2 Energy Smart Contractors must be listed on the RESNET Registry.

1002.7 Rating QA Provider

1002.7.1 The Rating QA Provider will be responsible for performing Quality Assurance (QA) Review of the Rater Final Verification of an Energy Smart Project in accordance with Chapter 9 of these Standards.

1002.7.2 The Rating QA Provider must be RESNET-accredited and in good standing in accordance with RESNET Standards.

1002.7.3 The Rating QA Provider must be independent of the following:

1002.7.3.1 HERS Rater that evaluated the home and prepared the recommendations and work scope;

1002.7.3.2 The Energy Smart Contractors that installed the approved recommended measures.

1002.7.3.3 The independent Rater/Auditor that performed the Final Verification of the Energy Smart Project (the Final Verifier).

1002.7.3.4 Any financial compensation for any of the retrofits performed on the project.

1002.8 HERS Rater

The HERS Rater is responsible for following the QH Standard procedures to complete the following:

1002.8.1 Conducting the initial, comprehensive evaluation of a home.

1002.8.2 Presenting prioritized energy saving measures recommendations to the homeowner.

1002.8.3 Developing a work scope to be approved by the homeowner.

1002.9 Final Verifier

1002.9.1 The Final Verifier must be an independent certified RESNET HERS Rater that does not have a financial interest in any of retrofit work done for the Energy Smart Project, or that is not employed by a company who performs any part of the retrofit work.

1002.9.2 The Final Verifier is responsible for the following:

1002.9.2.1 Must perform applicable combustion appliance testing.

1002.9.2.2 Where there are vented combustion appliances that use indoor air to vent combustion gases, test Worst Case Depressurization in accordance with the QH Standard.

1002.9.2.3 Where any space contains combustion appliances, test for Carbon Monoxide in accordance with the QH Standard.

1002.9.3 Verification of installed measures. The Final Verifier will review the work scope and signed proposal, and confirm that the installed measures are consistent with selected measures and work scope in accordance with the QH Standard.

1002.9.4 Calculation of estimated project energy savings using a RESNET-approved software.

1002.9.5 Must report any non-conformance of an Energy Smart Project with respect to combustion safety testing, installed measures, or estimate of projected energy savings to the Energy Smart Contractors' CEQ Provider's Complaint Resolution Officer (CRO) and the Rating Provider's Quality Assurance (QA) Designee.

1002.9.6 Must report non-conformance of HVAC QA Contractors to the QI Standard to ACCA.

1002.9.7 Must maintain Final Verification records, for a period of no less than three years, for every Energy Smart Project for which final verification was performed. These records include:

1002.9.7.1 Copy of the work scope and signed proposal,

1002.9.7.2 Name and contact information for the Rater/Auditor and Energy Smart Contractors,

1002.9.7.3 Completed final verification checklist,

1002.9.7.4 Energy simulation software file, and

1002.9.7.5 All test-out results.

1003 Energy Smart Projects

1003.1 Energy Smart Project

An Energy Smart Project shall employ an Energy Smart Team and comply with the following:

1003.1.1 Follows accepted industry standards and OEM instructions.

1003.1.2 Includes disclosure statements for work performed that does not meet recognized industry standards.

1003.1.3 Verified and validated by a Final Verifier.

1003.1.4 Consists of work performed by either an Energy Smart Contractor or, for work done on HVAC systems or components, the contractor must be a participant in the ACCA QA Recognition Program.

1003.1.5 Is comprised of two or more trades.

1003.1.6 Has an Energy Smart Project Manager that complies with Section 1004.6.

1003.2 Energy Smart Home

A home designated as an Energy Smart Home shall be recognized by RESNET if:

1003.2.1 The project is in compliance with Section 1003.1 except for the following:

1003.2.1.1 Must undergo an initial rating or audit that is performed in accordance with QH Standard.

1003.2.1.2 The homeowner is provided an estimate of percentage energy savings and a reduction in estimated energy usage of not less than 30% based upon actual installed measures.

1003.2.2 A Final Verifier conducts an independent verification of the project and a calculation of estimated energy savings.

1004 Quality Assurance Oversight

1004.1 The CEQ Provider shall be responsible for providing quality assurance of Energy Smart Contractors and Teams in accordance with the requirements set forth in Chapter 9.

1005 References

ACCA - Air Conditioning Contractors of America (2800 Shirlington Road, Suite 300, Arlington, VA, 22206; tel: 703/575-4477; http://www.acca.org)

ACCA 4 QM - 2007 Maintenance of Residential HVAC Systems in One- and Two-Family Dwellings Less Than Three Stories

ACCA 5 QI -2010 HVAC Quality Installation Specification

ACCA 6 QR- 2007 Standard for Restoring the Cleanliness of HVAC Systems

ACCA 9 QIvp. 2011 HVAC Quality Installation Verification Protocols

ACCA 12 QH 201X Existing Home Evaluation and Performance Improvement

RESNET - Residential Energy Services Network (P.O. Box 4561, Oceanside, CA, 92052-4561; 1-800-836-7057; http://www.resnet.us)

Mortgage Industry National Home Energy Rating Standard

RESNET National Standard for Home Energy Audits

Rating and Home Energy Survey Ethics and Standards of Practice

RESNET Standards for Qualified Contractors and Builders

1. Energy Smart Contractors providing HVAC services must be recognized ACCA QA Program Participants within 90 days of the adoption of this standard.

2. Energy Smart Contractors providing HVAC services must be recognized ACCA QA Program Participants within 90 days of the adoption of this standard.

Appendix A

Appendix A

See the current edition of standard ANSI/RESNET/ICC 301, Appendix B Inspection Procedures for Minimum Rated Features, Standard 301's addenda (see Referenced Standards) and HERS addenda modifying Standard 301 that are incorporated into the Continuous Maintenance HERS Standards.

Appendix B - Glossary of Terms

Glossary of Terms

ACCA

Air Conditioning Contractors of America

ACCA QA Program

A quality assurance recognition program for HVAC contractors, in which participants (1) attest that they have implemented written policies and procedures in the ANSI/ACCA 5 QI-2010 Standard to effect quality on a consistent basis in the field, (2) complete and submit a detailed HVAC system installation checklist, and (3) have specific elements of the installation validated by a 3rd party Rater for compliance to the ENERGY STAR® New Homes Program requirements. More information can be found at http://www.acca.org/qa

Accreditation Committee

A Standing Committee of the RESNET organization that is responsible for the review and approval of all Applications for Provider accreditation submitted to RESNET.

Accreditation Identification Number (AIN)

A unique accreditation number assigned to each Rating Quality Assurance Provider.

Accredited Rating Quality Assurance or QA Provider

A Rating Quality Assurance Provider accredited by RESNET in accordance with Chapter 1 and Chapter 9 of the RESNET Standards to certify and perform quality assurance of Certified HERS Raters, Certified Rating Field Inspectors, and Certified HERS Modelers.

Accredited Training Provider or Training Provider or Rater Trainer

A Training Provider accredited by RESNET in accordance with Chapter 2 and Chapter 9 of RESNET Standards to instruct individuals to become HERS Raters, Rating Field Inspectors, and/or HERS Modelers certified by Accredited Rating Quality Assurance Providers. Only RESNET Accredited Training Providers may offer HERS Rater and HERS Modeler instruction and set up the national rater tests.

Additional Failure

When additional instances of initial failure(s) are identified in one or more of the other homes in the sample set being tested or inspected.

Air Barrier

Any solid material installed to control air leakage either into or out of the Compartmentalization Boundary. The material used shall have an air permeability not to exceed 0.004 cubic feet per minute per square foot under a pressure differential of 0.3 in. water (1.57 psf) (0.02 L/s.m2 @ 75 Pa.) when tested in accordance with ASTM E 2178-01.

Infiltration

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index

ANSI

American National Standards Institute

Approved IDR Review Authority

Shall mean the RESNET Standards Development Committee 300 (SDC 300).

Approved Modeler

Shall mean a RESNET Certified HERS Modeler or Certified HERS Rater who has been certified by a RESNET-accredited Quality Assurance Provider and who is listed in good standing in the National RESNET Registry.

Approved Rating Provider

Shall mean a RESNET-accredited Rating Quality Assurance Provider who is listed in good standing in the National RESNET Registry.

Approved Software Rating Tool

Shall mean a RESNET-accredited HERS® Rating Tool that has been tested and approved in accordance with RESNET Publication 002 and that is listed in the RESNET National Registry of Accredited Rating Software Programs http://www.resnet.us/professional/programs/energy_rating_software

Approved Tester

Shall mean a RESNET Certified HERS Rater or Rating Field Inspector (RFI) who has been certified by a RESNET-accredited Quality Assurance Provider and who is listed in good standing in the National RESNET Registry.

As-measured Carbon Monoxide

A direct measurement of carbon monoxide CO in a sample of air or flue gas, usually measured in ppm (parts per million) units. (See “air-free carbon monoxide.”)

ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning Engineers

ASTM

ASTM International, originally known as the American Society for Testing and Materials (ASTM)

Back Draft

Sustained downdraft during burner operation.

Bedroom

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

BPI

Building Performance Institute

Building Permit Date

The date on which the permit authorizing the construction of a building is issued by the authority having jurisdiction to issue such permits.

CAZ

See “Combustion appliance zone”

Carbon Monoxide (CO)

An odorless, colorless gas that can cause illness or death.

Carbon Monoxide Emissions

Carbon monoxide (CO) resulting from combustion as measured in ppm (parts per million. The measurement of CO emissions in flue gas requires a sample to be taken before dilution air enters the venting system. (See “air-free carbon monoxide” and “as-measured carbon monoxide.”)

Certification Period

The three-year period of certification for a HERS Rater, Rating Field Inspector, or HERS Modeler.

Certified HERS Modeler

An individual meeting the minimum training requirements for Certified HERS Modelers set forth in Chapter 2 of these Standards, documented by an Accredited RESNET Training Provider, and certified by an Accredited Rating Quality Assurance Provider to generate computer models reflecting the minimum rated features of Home Energy Ratings using RESNET Accredited Software tools and who is listed in good standing in the National RESNET Registry.

Certified HERS Rater

An individual meeting the minimum training requirements for Certified HERS Raters set forth in Chapter 2 of these Standards, documented by an Accredited RESNET Training Provider, and certified by an Accredited Rating Quality Assurance Provider to inspect a home to evaluate the minimum rated features and complete Home Energy Ratings and who is listed in good standing in the National RESNET Registry.

Certified Instructor

See RESNET Certified Instructor

Climate Zone

A geographical area defined as having similar long-term climate

Combustion Appliance Zone (CAZ)

A contiguous air volume within a building that contains a combustion appliance; the zone may include, but is not limited to, a mechanical closet, mechanical room, or the main body of a house, as applicable.

Compartmentalization Boundary

See the definition in standard ANSI/RESNET/ICC 380 Standard for Testing Airtightness of Building, Dwelling Unit, and Sleeping Unit Enclosures; Airtightness of Heating and Cooling Air Distribution Systems; and Airflow of Mechanical Ventilation Systems

Complaint Resolution Officer (CRO)

The individual assigned to manage complaint and resolution procedures for the CEQ Provider.

Conditioned Floor Area (CFA)

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index

Conditioned Space

Any directly conditioned space or indirectly conditioned space, as defined in this standard.

Conditioned Space Volume

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index

Confirmed Rating

A Rating accomplished using data gathered from verification of all rated features of the home in accordance with Chapter 3- National Home Energy Rating Technical Standards (see note) and ANSI/RESNET/ICC 380.

Contractor Education and Qualification Provider (CEQ Provider)

An organization approved by RESNET in accordance with the requirements of these guidelines to train and prepare individuals to be an Energy Smart Contractor's Designated Qualification Representative and to perform the other duties of a Contractor Education and Qualification Provider established herein.

Data Collection

The gathering of information on building energy features, energy use history and other relevant building and building operation information.

Design Temperature

99.0% (heating) or 1.0% (cooling) design temperature as published in the ASHRAE Handbook of Fundamentals for the city where the home is located or the most representative city for which design temperature data are available.

Diagnostic Testing

The use of building performance-testing equipment (e.g. blower door, duct blaster, flow hood, infrared camera, CO monitor, etc.) to measure, assess and document specific performance characteristics of the building system.

Dilution Air

Air that enters a draft diverter or draft regulator from the room in which the appliance is located.

Downdraft

Air flow from a chimney or venting system into an enclosed building space.

Draft

A pressure difference that causes combustion gases or air to move through a vent connector, flue, chimney, or combustion chamber.

Draft Diverter

A nonadjustable device built into an appliance or a part of a vent connector that is intended to (1) permit the escape of flue gases in the event of a blockage or backdraft; (2) prevent a downdraft of outdoor air from entering the combustion chamber of an appliance; (3) reduce the effect of the chimney's stack action; and (4) lower the dew point temperature of the flue gas by the infusion of room air.

Draft Regulator

A self-regulating damper attached to a chimney or vent connector for the purpose of controlling draft: A draft regulator can reduce draft; it cannot increase draft.

Dwelling

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Dwelling Unit

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Effective Date

The date on which an amendment approved for publication shall be first allowed, but not required, to be used on any Dwelling Unit or Sleeping Unit. For an amendment that requires a change to Approved Software Rating Tools, the date by which updated Approved Software Rating Tools shall be approved and listed.

Energy Efficiency Program, or EEP

See “Third-Party Energy Efficiency Program”

Energy Analysis Tool

A computerized calculation procedure for determining a home’s energy efficiency rating and estimating annual purchased energy consumption and cost.

Energy Efficiency Ratio, or EER

the ratio of net equipment cooling capacity in Btu/h to total rate of electric input in watts under designated operating conditions.

Energy Efficiency Rating, or Energy Rating

See Home Energy Rating.

Energy Saving Measure, or Feature

Any material, component, device, system, construction method, process, or combination thereof that will result in a reduction of energy use.

Energy Simulation File

The complete set of input data used by a RESNET-accredited rating software tool to determine the Home Energy Rating for the specified home as listed in Section 102.1.4.11 of these Standards.

Energy Smart Contractor

A home improvement contracting company that has been approved by a CEQ Provider to implement energy-saving work scope recommendation prescribed by a Certified HERS Rater or Building Performance Auditor. A home improvement company from any of the trade categories defined on the Directory, who is compliant with the RESNET training, examination and the program requirements contained herein is eligible for designation as Energy Smart and may be listed on the Directory

Energy Smart Contractor Directory (Directory)

A listing of approved Energy Smart Contractors that is posted on the RESNET website.

Energy Smart Contractor Candidate for Recognition (Candidate)

A company with a Designated Qualification Representative who intends to become an Energy Smart Contractor, who shall list itself in the Candidate section, and who shall have 90 days to complete its qualification requirements and receive approval by a CEQ Provider. If the Candidate has not been approved within the time limits, their listing will be removed.

Energy Smart Contractor Representative (Representative)

An individual employed by or a representative of an Energy Smart Candidate, with the necessary level of authority who shall take the required course, pass the RESNET core exam, and otherwise ensure that the contractor, once approved as an Energy Smart Contractor, complies with the terms and conditions of the Directory.

Energy Smart Improved Home

A home that has undergone an Energy Smart Project for which the estimated energy savings calculated by an Independent HERS Rater/Auditor using RESNET-approved software amounts to no less than a 30% reduction in estimated energy usage as a result of the improvements. A home that meets these requirements shall be labeled with the language, “This home is designated as an Energy Smart Home. As such, the estimated energy usage of the home has been reduced by XX%.It is estimated that the improvements to this home will save approximately $XXX per year.”

Energy Smart Project

A home performance improvement project with the goal of achieving a 30% reduction in estimated energy usage. The project shall be completed by an Energy Smart Home Performance Team; as such it must involve at least one Energy Smart Contractor and an Independent RESNET Certified HERS Rater/Auditor, one of which acts as the Project Manager, and in which applicable improvement measures are installed by one or more Energy Smart Contractors based upon the assessment and work scope from a RESNET Certified HERS Rater/Auditor. An Energy Smart project shall include Final Verification of the project post-improvement by an Independent Rater/Auditor, who shall calculate the estimated energy savings using RESNET-approved software.

Energy Smart Project Manager

The company or individual with whom the homeowner contracts for the coordinated installation of comprehensive energy-saving retrofits prescribed by a certified Rater/Auditor, and who is responsible for the duties of Project Manager. The Energy Smart Project Manager could be the HERS Rater/Auditor or an Energy Smart Contractor that meets the additional qualification defined in Section 1004.6.

Energy Smart Home Performance Team (Energy Smart Team)

A team consisting of Energy Smart contracting companies and a RESNET Certified HERS Rater/Auditor who can collectively prescribe, complete and verify an Energy Smart Home Project.

Ethics and Appeals Committee

A Committee that is responsible for investigating ethics and consumer complaints and hearing a Provider's appeal of its non-approval or renewal of an application, probation, suspension, or revocation.

Evaluation

An analysis of the data collected from any survey or audit, on-site data collection and performance testing, available energy usage records to determine energy use and potential savings from improvements.

Examination

Test developed by RESNET and administered by an Accredited Rater Training Provider.

Excess Air

Air supplied to a burner in excess of the amount needed for complete combustion.

Failed Item

A “failed item” constitutes a category of failure, such as insulation installation, duct leakage, prescriptive air sealing requirements, insulation enclosure, eave baffles, mechanical system efficiency, window specifications, etc. For the purpose of follow-up inspections, a “failed item” is not limited to the specific instance in a home but to that category of the minimum rated features as it applies to that home design.

Failure (as used in chapter 6)

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index

Final Verifier

The Final Verifier must be an independent RESNET Rater/Auditor that did not conduct the initial Energy Smart Project rating/audit, or that does not have a financial interest in any of retrofit work done for the Energy Smart Project, or that is not employed by a company who performs any part of the retrofit work

Flame Rollout

A condition in which burner flames discharge from the cabinet of a combustion appliance.

HERS Index

A numerical integer value that represents the relative energy use of a Rated Home as compared with the energy use of the HERS Reference Home and where an Index value of 100 represents the energy use of the HERS Reference Home and an Index value of 0 (zero) represents a home that uses zero net purchased energy.

Home

A Dwelling Unit or Sleeping Unit.

Home Energy Assessment

Defined by this standard as one of two levels of energy assessment of a home, including Home Energy Survey and Comprehensive Home Energy Audit.

Home Energy Rater, or HERS Rater or Rater

(See Certified HERS Rater).

Home Energy Rater Candidate, or Rater Candidate

An individual who has received instruction from a RESNET Accredited Training Provider and has passed the required RESNET tests.

Home Energy Rating, or Rating

An unbiased indication of a home's relative energy performance based on consistent inspection procedures, operating assumptions, climate data and calculation methods in accordance with the "National Energy Rating Technical Standards" (Chapter 3 of this Standard). See also "Rating, Confirmed" and "Rating, Projected".

Home Energy Rating Quality Assurance Provider, or HERS QA Provider, or Rating Provider

See Accredited Rating Quality Assurance Provider.

Home Energy Rating (HERS) Software Provider

An organization that develops software accredited by RESNET for use in home energy ratings.

Home Energy Rating System, or HERS®

The procedures, rules and guidelines by which Home Energy Ratings are conducted by accredited Providers (Rating Quality Assurance, Software, Training, Sampling), as specified in these Standards.

Home Performance Assessment

A detailed evaluation of the condition of a home as a building system, including evaluation of all materials, components, features, systems and subsystems that affect the energy use of the home.

HVAC

Heating, Ventilating and Air Conditioning.

IECC

International Energy Conservation Code.

Independent Rater/Auditor

A RESNET Certified HERS Rater/Auditor who performs Final Verification of an Energy Smart Project in accordance with these sections and is certified by a RESNET-accredited Quality Assurance Rating Provider in accordance with RESNET Standards. Independent HERS Rater/HERS Auditors shall be independent of the Auditor/Rater or Contractors(s) who installed the recommended measures, and may receive no financial compensation for any of the retrofits performed on the project.

Infrared Imaging System

An instrument that converts radiation differences associated with surface temperature variations into a two dimensional image by assigning specific colors or tones to the differing temperatures.

In-Field Field QA

An unbiased evaluation of the quality of a specific rating file utilizing data collection performed by the Quality Assurance Designee in the field at the address of the specified Home Energy Rating. An In-Field Field QA may be performed at the pre-drywall or construction complete stage of construction, and may be performed with the Rater of record in attendance (Ridealong Initial Final Field QA) or independently (Blind Field QA) by the Quality Assurance Designee.

In-Home Home Energy Survey

A level of the RESNET Home Energy Assessment process defined by this standard intended to assess both the general energy performance of the home and the level of the commitment to action on the part of the homeowner. The survey may include data be collected and reported on-line by the homeowner or by a home energy survey professional for the purpose of further analysis and general identification of home performance problems. The intent of the energy survey is to refer homeowners to the next level if it is determined that the home needs further analysis, and the homeowner is motivated to invest in improvements. The On-Line or In-Home Home Energy Survey is not required if the homeowner wishes to directly pursue a Diagnostic Home Energy Survey or Comprehensive Home Energy Audit.

Initial Failure

When one or more failure(s) are first identified in a home during the sampling process.

International Energy Conservation Code (IECC)

The model code for building energy conservation as promulgated by the International Code Council.

Interim RESNET Standard or Addendum

A time-critical standard or addendum published by RESNET in accordance with its Standards Development Policy and Procedures Manual or its Standards Development Policy and Procedures Manual for Non-ANSI/RESNET Standards, which requires immediate implementation prior to completion of the final standard development process.

Light Fixture

A complete lighting unit consisting of a lamp or lamps, and ballasting (when applicable) together with the parts designed to distribute the light, position and protect the lamps, and connect the lamps to the power supply. For built-in valence lighting, strings of low-voltage halogens, and track lights, each individual bulb shall count as a fixture.

Living Space -

Any enclosed space inside the primary air enclosure boundary separating indoor and outdoor air and intended for continual human occupancy, including but not limited to living, sleeping, dining, and cooking; or intended for human activities, including but not limited to toilets, closets, halls, storage and utility areas, and laundry areas.

Low-Volume Raters

Certified HERS Raters which complete less than twenty five (25) ratings per year or less than fifty (50) ratings over a two year period.

Metropolitan Area

Metropolitan and micropolitan statistical areas as defined by the United States Office of Management and Budget (OMB) and published by the United States Census Bureau at http://www.census.gov (the most current edition).In areas not included in any defined Metropolitan Area, individual counties may be substituted for the purpose of applying the sampling process.

Model Energy Code: 1993 (MEC '93)

The building energy code as promulgated by the Council of American Building Officials (CABO) in 1992 as amended in 1993.The RESNET representation of MEC '93 is the HERS Reference home as defined in the "Mortgage Industry National Home Energy Rating Standards" dated 1999.

Minimum Rated Features

The characteristics of the building elements which are the basis for the calculation of end use loads and energy consumption for the purpose of a Home Energy Rating, and which are evaluated by Home Energy Raters or Rating Field Inspectors, in accordance with ANSI/RESNET.ICC 301, Appendix B in to order collect the data necessary to create a Home Energy Rating using and Approved Rating Software Tool.

National HERS Rater Test

Computer-based examination developed and administered by RESNET.

National RESNET Registry

The national online registry of all rated homes and Certified HERS Raters, Rating Field Inspectors, HERS Modelers, and Accredited Rating Quality Assurance Providers which is maintained by RESNET.

On-Line Home Energy Survey

A level of the RESNET Home Energy Survey in accordance with this Standard that is a basic energy review of a home using an internet-based tool or software.

Probationary Rating

Ratings conducted by a Rater Candidate while supervised by a Candidate Field Assessor under the auspices of an Accredited RESNET Rating Provider.

Projected Rating

A Rating accomplished using minimum rated feature data derived from home plans and specifications or based on a site audit for a to-be-improved home which have not yet been implemented in the field. Projected Ratings are commonly generated prior to the construction of a new building or prior to the implementation of energy-efficiency improvements to an existing building.

Providership

The organizational structure of an Accredited Rating Quality Assurance Provider.

Purchased Energy

The portion of the total energy requirement of a home purchased from a utility or other energy supplier.

QA Evaluation Period

The twelve (12) month period of QA File and Field Reviews from January 1st through December 31st.

Quality Assurance (QA)

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index

Quality Assurance Data File (QA Data File)

The collection of data that comprises the complete quality assurance information for a specific Home Energy Rating, including take-off forms, field data collection forms, energy simulation files, building plans, RESNET Standard Disclosure Forms, rating certificates, rating reports, QA records (including findings and the resolution of any issues), photo documentation, as well as any documentation required by Third-Party Energy Efficiency Programs (EEP's) such as checklists, copies of labels or third-party certificates), and the names of each certified individual (i.e. Raters and/or Rating Field Inspectors) who worked on the rating (field inspections, modeling, etc.).

Quality Assurance Designee (QA Designee)

An officer, employee, or contractor responsible for quality assurance within a Provider organization, who has met the requirements of section 905.3 of this Chapter and has signed an agreement with the Provider to be the Provider's QA Designee.

Quality Assurance Designee Delegate (QA Delegate)

An individual certified as a HERS Rater, appointed by a Quality Assurance Designee to complete a portion of the Quality Assurance process, who has met the requirements of section 904.7 of this Chapter.

Quality Assurance Designee, Primary (Primary QA Designee)

The one QA Designee for a Provider who shall have ultimate responsibility, on behalf of the Provider, for fulfilling the Provider's QA requirements/responsibilities and who shall be the single point of contact to RESNET regarding all Quality Assurance matters.

Quality Assurance Committee (QA Committee)

A Standing Committee of the RESNET organization that is responsible for the oversight of RESNET's rating quality assurance program, review and ruling on the merits of formal Ethics and Consumer Complaints received by RESNET, and review and rule on the merits of all appeals of non-approval or renewal of an application, probation, suspension, or revocation.

Quality Assurance Plan

A QA Provider's written quality assurance processes and procedures as specifically required in Chapter 9 of these Standards.

Rated Home

The specific home being evaluated using the rating procedures contained in the National Home Energy Rating Technical Guidelines.

Rater

See Certified HERS Rater.

Rater Candidate

See Home Energy Rater Candidate.

Rater Instructor, Certified

See RESNET Certified Instructor

Rater Training Provider, Training Provider or Rater Trainer

See Accredited Training Provider

Rating

See Home Energy Rating.

Rating Field Inspector (RFI)

A Rating Field Inspector under the direct supervision of a Certified HERS Rater may conduct the inspections and necessary basic performance tests (blower door& duct blaster) to produce a home energy rating. This category requires the ability to identify and quantify building components and systems.

Rating Index

See HERS Index.

Rating Quality Assurance Provider or QA Provider

See Accredited Rating Quality Assurance Provider.

Rating, Projected

A rating performed prior to the construction of a new building or prior to implementation of energy-efficiency improvements to an existing building.

Rating Sampling Provider

See Sampling Provider.

Rating Software

A computerized procedure that is accredited by RESNET for the purpose of conducting home energy ratings and calculating the annual energy consumption, annual energy costs and a HERS Index for a home.

Rating Tool

A computerized procedure for calculating a home's energy efficiency rating, annual energy consumption, and annual energy costs.

Reference Home

A hypothetical home configured in accordance with the specifications set forth in Chapter 3 and Standard ANSI/RESNET/ICC 301 as the basis of comparison for the purpose of calculating the relative energy efficiency and Home Energy Rating Index of a Rated Home.

Refrigerant

A compound that absorbs heat when it under goes a phase change, e.g. gas to a liquid. Traditionally, the chlorofluorocarbon (CFC) R-22 was used as a refrigerant for residential air conditioners and heat pumps. Since 1992 time frames have been established for replacing chlorofluorocarbon refrigerants, with non chlorofluorocarbon refrigerants often referred to as R-410A. The ideal refrigerant has a boiling point somewhat below the target temperature, a high heat of vaporization, a moderate density in liquid form, a relatively high density in gaseous form, and a high critical temperature. Since boiling point and gas density are affected by pressure, refrigerants may be made more suitable for a particular application by choice of operating pressure.

Refrigerant Charge

Quantity of refrigerant in a vapor compression refrigeration/heating system, determined by measuring the discharge and suction pressures/temperatures in the system.

Renewable Energy Certificate (REC)

A market-based instrument that represents and conveys the environmental, social, and other non-power attributes of one megawatt-hour of renewable electricity generation.

Energy Smart Contractor Registry

The database maintained by a CEQ Provider of all Energy Smart Contractors they have approved.

Residential Building

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index

RESNET

Residential Energy Services Network

RESNET Accredited Software

See Approved Software Rating Tool

RESNET Candidate Field Assessor

An individual certified by RESNET and designated by an Accredited RESNET Rating Quality Assurance Provider to conduct probationary and field assessments for candidates.

RESNET Certified Instructor

An individual certified by RESNET and designated by an Accredited Training Provider to provide instruction and assistance to candidates. Only RESNET Certified Instructors may provide HERS Rater and HERS Modeler instruction under the auspices of a RESNET Accredited Training Provider.

RESNET Executive Director (Executive Director)

A person elected by the Board of Directors of the Residential Energy Services Network (RESNET) to be the Chief Executive Officer of RESNET.

RESNET National Rater Instructor Competency Test

Certification test developed and administered by RESNET to ensure that accredited Training Providers' trainers have the requisite knowledge and competence to serve as trainers for prospective Certified HERS Raters. The test is based on the national core competency exam developed and maintained by RESNET.

RESNET Rater Simulation Practical Test

Simulation based practical test adopted by RESNET used for the assessment of HERS Rater candidates.

RESNET Quality Assurance Checklist

Checklist developed by RESNET for use by a Quality Assurance Designee in evaluating a Rating Quality Assurance Provider's compliance with the requirements of accreditation and quality assurance as stipulated by Section 904.3 of these Standards, and which enumerates the individual requirements that must be verified annually.

R-Value

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Sample Set

A specific group of homes from which one or more individual homes are randomly selected for sampling controls.

Sampling

An application of the Home Energy Rating process whereby fewer than 100% of a builder's new homes are randomly inspected and tested in order to evaluate compliance with a set of threshold specifications.

Sampling Controls

A collection or set of required tests and inspections performed for a sample set of homes in order to confirm that the threshold specifications have been met."Sampling controls" may refer to the entire set of tests and inspections, or to a particular phase that constitutes a defined subset of those tests and inspections (e.g. pre-drywall, final, HVAC, windows and orientation, etc).

Sampling Provider

An entity, accredited through these standards, that oversees the sampling process and issues the sampling certifications that homes meet a particular set of threshold specifications such as the ENERGY STAR® specifications adopted by the U.S. Environmental Protection Agency.

Shall

As used in this Standard, the word 'shall' means that the action specified is mandatory and must be accomplished by the responsible party.

Sleeping Unit

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Spectral Wavelength

The electromagnetic wavelength interval or equivalent over which observations are made when using an infrared imaging system.

Spillage, Spill

Combustion gases emerging from an appliance or venting system into the combustion appliance zone during burner operation.

Standards (HERS Standards)

The “Mortgage Industry National Home Energy Rating System Standards”, as maintained by the Residential Energy Services Network (RESNET).

Standards Management Board

A Standing Committee of the RESNET organization that is responsible overseeing the Standards Amendment process.

Story Above Grade Plane

Any Story having its finished floor surface entirely above grade plane, or in which the finished surface of the floor next above is:

1. More than 6 feet (1 829 mm) above grade plane; or
2. More than 12 feet (3658 mm) above the finished ground level at any point.

Thermal Boundary

The line or boundary where the air barrier and insulation are installed in a building assembly. The air barrier and insulation should be adjacent to one another in a building assembly to prevent airflow from circumventing insulation.

Thermal bridging

Heat conduction through building components, typically framing, that are more conductive than the insulated envelope.

Thermal Bypass

Air movement, air leakage or convection “cell”, that circumvents the thermal barrier, is usually hidden and is the result of an incomplete or compromised air barrier.

Thermal Image

A recorded electronic or printed image provided by an infrared imaging system of the thermal surface variations of an object or a surface.

Third-Party Energy Efficiency Program, or EEP

A national or local program that has set a standard for energy efficiency in building performance and requires a HERS analysis for verification (e.g. ENERGY STAR® Qualified Homes, Building America’s Builders Challenge, building code, International Code Council, utility companies, etc.)

Threshold Rating

A Rating accomplished using Threshold Specifications to determine the Energy Rating Index where verification of all Minimum Rated Features is accomplished through field inspections and testing conducted on every home.

Threshold Specifications

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Townhouse

A single-family Dwelling Unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides

Transition Period

The period of time beginning on the Effective Date, during which an amendment shall be allowed, but not required, to be used for any Dwelling Unit or Sleeping Unit.

Transition Period End Date

The date that concludes the Transition Period. An amendment shall be required to be used for a Dwelling Unit or Sleeping Unit whose Building Permit Date is after this date.

U-factor

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Unconditioned Space Volume

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Unresolved Complaint

A complaint deemed by the CEQ Provider to require corrective action by the Energy Smart Contractor.

Unvented Combustion Appliance

Any appliances not used with a duct, chimney, pipe, or other device that carry the combustion pollutants outside the home. These appliances can release large amounts of pollutants directly into a home.

U-Value

Thermal transmittance value measured in Btu/h-ft2-F.

Vent Connector

The pipe that connects a combustion appliance to a vent or chimney.

Venting System

A passageway or passageways from a combustion appliance to the outdoors through which combustion gases pass.

Work Scope

A set of written recommendations, including specifications detailing repairs and improvements to be made to a home; a work scope may include pre- and post-work performance testing and acceptance criteria.

Worst-Case Analysis

See the definition in standard ANSI/RESNET/ICC 301 Standard for the Calculation and Labeling of the Energy Performance of Dwelling and Sleeping Units using an Energy Rating Index.

Appendix C (Informative)

General Guidelines for Determining Energy Conservation Measure (ECM) Service Lifetimes and Maintenance Fractions

Improvement Category	ECM Life	Maint. Frac.
Air Sealing, Ducts	20	0
Air Sealing, Envelope	30	0
Attic, Ventilation	30	0
Attic, Radiant Barrier	30	0
Color, Roof Shingles	15	0
Color, Wall Paint	10	0
HVAC, Replacement	15	0
Furnace, Replacement	20	0
Hot Water, Heat Pump	15	0.009
Hot Water, Heat Recovery	15	0
Hot Water, Pipe Insulation	15	0
Hot Water, Tank Wrap	12	0
Hot Water, Solar, Direct	40	0.011
Hot Water, Solar, ICS	40	0.004
Hot Water, Solar, Indirect	40	0.011
Hot Water, Standard System	12	0
Hot Water, Tankless, Gas	12	0.024
Insulation, Block Wall	40	0
Insulation, Ceiling	40	0
Insulation, Frame Wall	40	0
Lighting, High Efficiency	5	0
Pool Pump, High Efficiency	15	0
Refrigerator, Replacement	15	0
Showers, Low Flow	15	0
Window, Replacement	40	0

Improvement Category	ECM Life	Maint. Frac.
Window, Film Tinting	15	0
Window, Solar Screen	15	0

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