Candidate Manual

For

California Title 24

Nonresidential Mechanical

Acceptance Test Technicians and Employers
Candidate Manual for California Title 24 Nonresidential Mechanical Acceptance Test Technicians and Employers

Disclaimer

The National Environmental Balancing Bureau (NEBB) produced the following Candidate Handbook under the 2013 and 2016 Building Energy Efficiency Standards for Residential and Nonresidential Buildings Title 24, Part 6 and Associated Administrative Regulations in Part 1, Sections 10-103.2 Nonresidential Mechanical Acceptance Test Training and Certification and 120.5 Required Nonresidential Mechanical System Acceptance.

This Handbook is being provided as means for the Employer and Technician applicants and certificate holders to understand the process to become certified and their responsibilities once certified through NEBB. All sections in this manual are based on the 2013 and 2016 Building Energy Efficiency Standards for Residential and Nonresidential Buildings Title 24, Part 6 and Associated Administrative Regulations in Part 1, Sections 10-103.2 Nonresidential Mechanical Acceptance Test Training and Certification and 120.5 Required Nonresidential Mechanical System Acceptance. This manual should be updated to reflect the current edition of the Building Energy Efficiency Standards.

© Copyright 2017, updated April 2019
NEBB
8575 Grovemont Circle
Gaithersburg, MD 20877-4121

This Candidate Handbook may not be reproduced in any form without written permission of the copyright owner.
1.0 Introduction
   1.1 Definitions and Acronyms
   1.2 Overview
      1.2.1 Organizational Structure
   1.3 Purpose
2.0 Process for Certification
   2.1 Employer Certification Process
      2.1.1 Employer Certification Exam
   2.2 Technician Certification Process
      2.2.1 Prequalification Criteria
      2.2.2 Curricula
      2.2.3 Technician Certification Exams
3.0 Oversight and Accountability
   3.1 Compliants
      3.1.1 Sources of Complaint
      3.1.2 Process Options
      3.1.3 Valid Compliant
      3.1.4 Format for Complaint
      3.1.5 Complaint Filing Process
      3.1.6 Costs and Funding
   3.2 Investigation Stage
      3.2.1 Appointment of Investigator
      3.2.2 Investigation process and timeline
      3.2.3 Report Format
      3.2.4 Investigator’s Authority to Act
   3.3 Assessment
   3.4 Actions
      3.4.1 Corrective Actions
      3.4.2 Decertification or Suspension
      3.4.3 Notification of Determination
3.5 Appeal Process
   3.5.1 Review/Appeal Process
   3.5.2 Follow up on Certificate Holder Performance
3.6 Program Limitations
3.7 Annual Audit
3.8 Certification Identification Numbers and Cards
4.0 Annual Reports
5.0 Recertification
6.0 NEBB and the Registry
7.0 Oversight and Accountability Program Contact Information
1.0 Introduction

1.1 Definitions and Acronyms

ANSI: American National Standards Institute
ATE: Acceptance Test Employer
ATT: Acceptance Test Technician
ATTCP: Acceptance Test Technician Certification Provider – NEBB
BEES: Building Energy Efficiency Standards
BOD: NEBB Board of Directors
CEC: California Energy Commission
Certification: In the context of this manual it always refers to the NEBB Acceptance Test Employer or Acceptance Test Technician certification
CCR: California Code of Regulations
Employer: In this manual it always refers to a NEBB Certified Acceptance Test Employer (ATE)
HVAC: Heating, Ventilating and Air Conditioning
ISO: International Standards Organization
Manual: Refers to this document in its entirety.
NRCA-MCH: Non-Residential Compliance Mechanical Acceptance Form
O&A: Oversight and Accountability Program
OP’s: Operational Procedures
PIA: Permit Issuing Authority
Registry: In this manual refers to the registry provided by ESCO at escodocreg.com
SME: Subject Matter Expert
TAB: Testing, Adjusting and Balancing
Technician: In this manual it always refers to a NEBB certified Acceptance Test Technician (ATT)

1.2 Overview

NEBB is an ANSI Accredited Standards Developer and an International Association of Certified Firms that perform:

Building Systems Commissioning
Building Enclosure Testing
Cleanroom Performance Testing
Fume Hood Testing
Retro Commissioning for Existing Buildings (RCx)
Sound Testing
Vibration Measurement Testing
Testing, Adjusting and Balancing of HVAC systems
Mechanical Acceptance Testing under California’s Title 24 Program.

1.2.1 Organizational Structure

- Type: 501(c)6 Nonprofit Trade Association
- Ownership Structure: Non-Profit Organization
- Certification: Program Provider and Administration
- Board of Directors shall govern the business and affairs of NEBB.
1.3 Purpose

NEBB as an approved ATTCP shall provide testing and training to both employers and technicians wishing to become Title 24 Certified through NEBB’s mechanical acceptance testing training program. The California Energy Commission 2013 and 2016 Building Energy Efficiency Standards lays out the overall requirements for the ATTCP (NEBB), ATT (Technician) and ATE (Employer). This manual describes the process and specific details to become a Certified Employer or Technician through NEBB’s current program.

NEBB’s Title 24 Oversight and Accountability Program (T24 O&A) will include quality assurance, independent oversight and accountability measures such as independent oversight of the certification processes and procedures, computer generated reports for the activity of each Certified Employer and Technician, auditor visits to building sites where Certified Technicians are completing acceptance tests (when required), certification process evaluations, building department surveys to determine acceptance testing effectiveness and expert review of the training curricula developed for Building Energy Efficiency Standards (BEES), Section 120.5.

Additionally, the online Non-Residential Mechanical Data Registry (Registry) program provides all those with login rights (mechanical contractors, mechanical engineers, architects, technicians, building departments, etc.) procedures for submitting complaints regarding the performance of any Certified Employer (ATE) or Certified Acceptance Test Technician (ATT).

2.0 Process for Certification

2.1 Employer Certification Process

Training for Mechanical Acceptance Test Employers shall consist of a class or webinar consisting of a minimum of four hours of instruction that covers the scope and process of the acceptance tests in Building Energy Efficiency Standards, Section 120.5. As a prerequisite to attending the class or webinar, applicants are required to read a summary of the code sections and be familiar with the overall process.

A review of the acceptance forms, their purpose, when and under what circumstances they are applicable, specific sections of the code related to each acceptance form, and the employers administrative responsibility will be covered in the class or webinar.

2.1.1 Employer Certification Exam: The exam is a written exam consisting of two parts. The first part contains questions relating to the current code as it pertains to acceptance testing and is conducted “open book”, whereas the second part, conducted “closed book”, contains questions related to the employer’s administrative responsibilities and NEBB oversight policies.

Employer’s interested in performing acceptance tests will be required to pass the above exams and employ ATT’s who are certified in the tests the ATE plans on performing.
Application

Training and Testing

Certification

Submission

Validation

ATTCP Determination

Accept

Reject

Employer Process to Title 24 Certification

ATTCP Determination

Administrative Action

Pass

Fail

Training

Testing

CEC

ATTCP

Registry
2.2 Technician Certification

NEBB provides a process that allows for a separate certification for each NRCA-MCH form. Technicians are able to apply for only the forms in which they have experience and wish to be certified in. The pre-qualification criteria for each test is as follows:

2.2.1 Pre-qualification Criteria: Participation in the technician certification program shall be limited to persons who have at least three years of verifiable professional experience and expertise in mechanical controls and systems of the specific acceptance test as determined by NEBB. Additionally, all applicants must pass a written entrance exam. Individual entrance exams have been created to verify the applicant’s knowledge as it pertains to each form.

Exception: NRCA-MCH-02-A requires two entrance exams.
   1. Contains only questions related to CAV systems.
   2. Contains only questions related to VAV systems.

Rationale: Most small contractors and their technicians work on light commercial and residential and have never designed, installed or serviced VAV systems. Therefore, to guarantee inclusion of light commercial contractors and their technicians within the certification program, NEBB shall require that;

   1. Technicians certified in CAV Outdoor Air Acceptance Testing may not be certified in form NRCA-MCH-07-A
   2. Technicians certified in VAV Outdoor Air Acceptance Testing may not be certified in form NRCA-MCH-03-A

Technicians may be certified in both CAV and VAV systems.

2.2.2 Curricula: Eighteen separate training programs have been developed. Two programs address NRCA-MCH-02-A and sixteen address each of the remaining forms.

In order to provide technicians employed by small contractors engaged in light commercial applications with an opportunity to participate, NEBB has developed more content for the areas of competency that are frequently addressed by this group of technicians.

2.2.3 Technician Certification Exams: Each technician candidate must pass the entrance exam, complete an online/on-demand course, and a performance (hands-on) exam.

The written exam is designed to determine that the applicant for certification possess all of the knowledge relevant to the specific discipline and protocols contained within the acceptance form related to the certification. The exam shall be professionally proctored and administered, closed book in a secure online format.

The performance exam is designed to demonstrate an ability to understand and proficiently and reliably perform the Mechanical Acceptance Test for which the technician has applied for certification training. The performance exam will be conducted in a manner that replicates field acceptance testing conditions and shall be conducted by NEBB appointed examiners. Technicians that fail an entrance exam, may retake the exam after 90 days.
Application

Testing and Training (By Form)

Submission

Validation

ATTCP Determination

Accept

Reject

Online Training

Hands-on Training

Hands-on Testing

Certification

ATTCP Determination

Administrative Action

Supplemental Training (Through 3rd Party Vendors)

CEC

ATTCP

Registry

Employer
3.0 Oversight and Accountability

3.1 Complaints

The scope of reviewable complaints is limited to actions directly related to the knowledge or technical performance of the Non-residential Mechanical Certified Acceptance Test Technician or Certified Employer. The building owner or the party who engaged the Certified Employer may file the complaint. Any other complainant will be considered outside the scope of NEBB’s Oversight and Accountability Program.

Acknowledgement of receipt of a reviewable complaint will be sent to the complainant within seven days. If the complaint is determined not to be within the scope of the T24 O&A, notice will be sent to the complainant within seven days.

3.1.1 Sources of Complaint: A project’s owner, his representative, general contractor, mechanical contractor, engineer, or a representative of the Permit Issuing Authority (PIA) may initiate a complaint.

3.1.2 Process Options: A complaint is initiated by completing the complaint form on the Registry to NEBB. The Registry will forward a copy of the complaint to the NEBB office where it will be reviewed.

3.1.3 Valid Complaint: Limitation of complaints will cover forms only. No contractual issues will be reviewed.

3.1.4 Format for Complaint: Fill out a complaint form found on the Registry, www.escodocreg.com. The complaint form will include:

- **Complainant’s:** Name, Title, Company, Mailing Address, Contact information, and a description of Complainant’s Role in Project.

- **Project:** Project Registry Number, Project name, Street Address, City, State, ZIP Code, Contact Name, Contact Title, Company, Contact information, and Description of Project.

- **Certified Employer:** Company, Certified Employer Number, Contact Name, Title, Mailing Address, Contact information and Description of Certified Employer’s role in the Project.

- **Certified Mechanical Acceptance Technician:** Certified Technician Number, Name, Title, Mailing Address, Contact information and Description of Certified Technician’s role in Project.

- **Complaint Detail:** Summary of Complaint, Details, Evidence of Complaint (including PDF and JPG files), Requested Resolution.

- **Electronic:** Signature and date

3.1.5 Complaint Filing Process: Upon receipt of a complaint, NEBB will conduct an investigation of the complaint. A decision will be made relative to any necessary corrections for additional training or decertification. Upon determination that either action or no action is required, all parties involved will be notified in a timely manner as to the disposition of the complaint.

3.1.6 Costs and Funding: Costs for T24 O&A are offset by a surcharge added to each form and processed through the Registry. All certified employers and certified
technicians are required to use the NEBB approved Registry at http://www.escodocreg.com.

3.2 Investigation Stage

3.2.1 Appointment of Investigator: Upon receipt of a written complaint, NEBB will initiate a review of the complaint. NEBB will first endeavor to resolve the issue(s) by discussion.

3.2.2 Investigation process and timeline: NEBB will select a qualified, third party professional to evaluate and address all issues within seven days after receiving an initial complaint.

NEBB’s T24 appointed investigator will contact the Certified Acceptance Test Technician, employer and the person who initiated the complaint within seven working days of receiving the complaint.

During an initial investigation, the NEBB T24 appointed investigator may:

- Review applicable plans and specifications.
- Review job specific procedures and submittals.
- Review applicable reports and field conditions.
- Review the accuracy of field data.
- Conduct an onsite review.
- Attempt to mediate a resolution between the parties.
- Take further action as deemed appropriate.

3.2.3 Report Format: At the conclusion of the initial investigation, the T24 appointed investigator will issue a written report to NEBB based on the communications and the mediation attempts with all parties related to the complaint.

3.2.4 Investigator’s Authority to Act: Certified Employers and Technicians must cooperate with an investigator. Failure to cooperate with an investigator will result in immediate suspension or revocation of certificate.

3.3 Assessment

The investigator’s report must determine that the employer, its agent(s) and/or the technician(s) adequately and properly performed the required acceptance test(s), and completed the paperwork as required under T24, or detail those areas of the test(s) and/or paperwork that was not adequately and properly performed and/or completed.

If the investigator’s report supports the complaint, the investigator will include in the report the extent of impact on the client.

The report shall be delivered by the investigator to NEBB, whose duties shall include determining from the investigator’s report, what, if any, action is required
NEBB reserves the right, based on the investigator's report, to require either corrective action, or decertification of the Certified Employer and/or the Certified Technician. In addition to corrective action, NEBB may require additional training and/or recertification of the Certified Technician.

3.4 Actions

3.4.1 Corrective Actions: If NEBB determines that corrective action is required, NEBB will perform one or more of the following actions to resolve the issue:

- Prepare a scope of work document that outlines the corrective actions that are necessary.
- Revisit the required remedial work by the original certified employer, provided the original Certified Employer agrees to perform the work. Said Certified Employer will pay all costs for re-review and re-verification of the performed work. If payment is not made, then the Certified Employer shall be de-certified. The NEBB Registry administrator maintains the status of Certified Employers and Technicians, e.g. active, suspended, and revoked, etc. and shall immediately be notified of any change in the status of an employer or technician.

If the Certified Employer does not comply with a determination requiring corrective action, NEBB shall decertify the Certified Employer and suspend the certificates of all technicians in its employ. (A technician’s certificate status is only “Active” when employed by a Certified Employer). Employers and technicians may appeal a de-certification and present additional information and evidence in support of reversal of decertification (see process below).

3.4.2 Decertification or Suspension: NEBB, upon review of the investigator’s report may select to decertify or suspend an employer and/or technician.

3.4.3 Notification of Determination: A copy of the written determination, of either corrective action or decertification, shall be sent to all parties including the Certified Technician and Employer, the California Energy Commission and NEBB.

3.5 Appeal Process

Decertified and/or suspended employers and/or technicians may request to appeal their certificate status. All appeals must be submitted in writing within 90 days of decertification or suspension.

3.5.1 Review/Appeal Process: If the NEBB Nonresidential Mechanical Acceptance Test Technician or Employer disagrees with NEBB’s decision to decertify or suspend their certificate, the NEBB Nonresidential Mechanical Acceptance Test Technician and/or Employer may appeal the decision and present information and evidence heretofore not considered, for consideration by NEBB.

3.5.2 Follow up on Certificate Holder Performance: If a certificate holder’s certificate has been suspended for a certain period, upon completion of the suspension and reactivation, in addition to the annual performance review, additional review and auditing will be conducted. A reinstatement fee, as well as additional review fees may be imposed upon the reinstated certificate holder.
3.6 Program Limitations

NEBB will, in no event, assume liability for damages suffered by a customer or any other person attributable to the failure of a NEBB certified Nonresidential Mechanical Acceptance Test Technician or Employer to complete contractual obligations in accordance with applicable documents.

The T24 O&A will not apply to or address any issues other than those related to compliance with NEBB Nonresidential Mechanical Acceptance Test Certification.

The complainant must cooperate with NEBB to affect appropriate resolution. If they chose not to cooperate, the investigator will note the refusal of cooperation in the report and the complaint will be archived in the Registry and marked “Closed”.

NEBB will not intervene if the complaint is filed with NEBB later than three (3) months from the date of acceptance testing completion.

3.7 Annual Audit

This is our current Quality Assurance Program:

1. The 2013 process focused on the Acceptance Test Technician (ATT) whereby an onsite audit of 1% of all acceptance tests conducted by the ATT would be performed. Prior notification of an onsite audit was provided to the ATT.

2. The 2016 process focuses on the Acceptance Test Employer (ATE) whereby the performance of an onsite audit of 1% of each ATE’s projects per calendar year, is required. Onsite audits will be conducted on a random basis without prior notification to the ATE or ATT.

3. NEBB has contracted the ESCO Group to provide third party independent onsite audits.

NEBB Quality Control Process:

Audit Frequency and Triggers

Paper Audit of Acceptance Test Employer (ATE).

Required: 1% of ATE’s Acceptance Test forms completed per calendar year.

The Non-Residential Mechanical Document Registry (escodocreg.com) uses “Trip Wires” and certain algorithms within each form to analyze every form for anomalies. The Registry notifies NEBB of those forms that have been earmarked as anomalous so that they may be reviewed. This process reviews 100% of the completed forms exceeding the 1% review requirement.
Complaint Generated Audit of an ATE’s Project

A complaint must be initiated by a party with standing, e.g. the project’s property owner, commissioning agent, installing contractor, etc. NEBB, upon investigation, may choose to order a partial or complete onsite audit of the project in question.

Complaints

The scope of reviewable complaints is limited to actions directly related to the knowledge or technical performance of the Non-residential Mechanical Certified Acceptance Test Technician or Certified Employer. The building owner or the party who engaged the Certified Employer may file the complaint. Any other complainant will be considered outside the scope of NEBB’s Oversight and Accountability Program.

Acknowledgement of receipt of a reviewable complaint will be sent to the complainant within seven days. Notice that a complaint is not within the scope of the T24 O&A will be sent to the complainant within seven days.

Sources of Complaint: A project’s owner, his representative, general contractor, mechanical contractor, engineer, or a representative of the Permit Issuing Authority (PIA) may initiate a complaint.

Process Options: A complaint is initiated by completing the complaint form on the Registry to NEBB. The Registry will forward a copy of the complaint to the Northern and Southern NEBB Chapters and the NEBB Office. A majority of the T24 O&A and the NEBB leadership committee will review the complaint.

Valid Complaint: Limitation of complaints will cover forms only. No contractual issues will be reviewed.

Format for Complaint: Fill out a complaint form found on the Registry, www.escodocreg.com. This form will include:

Complainant’s: Name, Title, Company, Mailing Address, Contact information, and a description of Complainant’s Role in Project.

Project: Project Registry Number, Project name, Street Address, City, State, ZIP Code, Contact Name, Contact Title, Company, Contact information, and description of Project

Certified Employer: Company, Certified Employer Number, Contact Name, Title, Mailing Address, Contact information and description of Certified Employer’s role in the Project.
Certified Mechanical Acceptance Technician: Certified Technician Number, Name, Title, Mailing Address, Contact information and Description of Certified Technician’s role in Project.

Complaint Detail: Summary of Complaint, Details, Evidence of Complaint (including PDF and JPG files), Requested Resolution.

Electronic: Signature and date.

Complaint Filing Process: Upon receipt of a complaint, NEBB will conduct an investigation of the complaint. A decision will be made relative to any necessary corrections for additional training or decertification. Upon determination that either action or no action is required, all parties involved will be notified in a timely manner as to the disposition of the complaint.

Onsite Audit of ATE

Required: 1% of each ATE’s Projects per calendar year

General Overview

NEBB has contracted the ESCO Group to provide, independent third party, onsite audit services. ESCO Group will perform onsite audits of no less than 1% of each Acceptance Test Employer’s (ATE) calendar year projects. Whenever feasible, onsite audits will be performed across multiple projects at various building-sites and include multiple Acceptance Test Technicians (ATT) employed by the ATE.

Onsite audits shall be performed on or before each ATE’s 50th project within a calendar year. *

*Some ATEs, due to the infrequency of their projects, may require audits after as few as 10 projects. ATEs performing less than 10 projects per calendar year may not have an onsite audit until the following calendar year. The IQAP shall submit a report to the CEC no later than January 31, of each year. The report shall contain a list of ATEs that did not receive an onsite audit during the previous calendar year. The IQAP will make a good faith effort to audit all ATEs listed in the annual unaudited ATE report on a priority basis (as early in the calendar year as possible).

ESCO Group performs onsite audits utilizing the “job shadow” method conducted by trained and credentialed Quality Assurance Inspectors (QAI).

NEBB will record and make available to the California Energy Commission (CEC) all remedial actions resulting from an audit. This record will include but shall not be limited to remediation and/or discipline actions such as; retraining, suspension, or revocation of an ATE’s or ATT’s certification.
General Responsibilities

Responsible Person Requirements

A Responsible Person must initiate the acceptance testing job opportunity in the Non-Residential Mechanical Document Registry at www.escodocreg.com. The Responsible Person may then put the job out to bid generally or select and assign an ATE of their choice. Once the ATE is accepted by the Responsible Person, it is the ATE’s responsibility to insure that the ATT completes all necessary inputs for the acceptance testing job.

ATT Requirements

During an audit, all ATT’s certified by NEBB must provide documentation of their test instruments calibration to any QAI upon request. Therefore, it is a requirement of certification that all ATTs have such documents available, at the jobsite, while performing Acceptance Tests.

ATE Requirements

All ATEs certified by NEBB are required to register and maintain their projects in the online Non-Residential Mechanical Document Registry at www.escodocreg.com.

All ATEs are required to provide to their Independent Quality Assurance Provider (IQAP) a list of Acceptance Testing Projects (jobs) a minimum of 2 weeks in advance of the scheduled Acceptance Test and notify the IQAP of all date changes. This is will be accomplished via the Non-Residential Mechanical Document Registry.

General Onsite Audit Procedural Outline

Acceptance forms are procured by the ATE through the Document Registry by use of a valid ATT identification code and the entry of an expected date the acceptance test(s) is to be performed.

1 Responsible Person as defined by Title 24, Part 1, Section 10-103(a)4 is a person who is eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design. This is most typically an Architect or Engineer of record, but may also be a contractor or building owner (typically for smaller jobs).

At the time of procurement from the Document Registry, the use of each compliance document requires the assignment of an ATT and the date that the acceptance test will be performed. The ATT cannot be assigned to an acceptance form without also assigning the date the test is to be performed.
In case of a schedule and / or ATT change, the date must be changed by the ATE.

NEBB has access to the audit schedule report, which is filtered by date range. The report includes (by ATE, by ATT) the Project name, forms, and quantity of each form scheduled within the specified date range.

The expected date of the acceptance test must be no less than two weeks from the date of the procurement of the compliance document from the Document Registry and can be updated at any point by the ATE as needed. The ATE must also confirm (or extend, if necessary) the expected date of the acceptance test no less than 24 hours prior to the expected date (this is a simple check box on the Document Registry system). The Document Registry will send an automated alert to the ATE of all acceptance test dates that require 24-hour confirmation at least two days prior to the expected date, as well as, an alert for any acceptance test dates that have not been confirmed on the day of the expected date.

1. The IQAP shall assign and schedule a QA Inspector (QAI) to perform an audit of an ATE’s project (jobsite).

   A list of ATTs assigned to the project will be provided via the Document Registry. The QAI will attempt to monitor and audit as many of the ATTs as practical. The QAI may audit as little as a single form per ATT. Multiple QAIs may be assigned to a given project.

   Neither the ATE or ATT shall be notified of any pending audit. The audit process is intended to be random and without notice.

   a. The IQAP will select at random a list of projects for the QAI to inspect. The IQAP will take into consideration the estimated time for a QAI to observe at least one acceptance test at each jobsite and the distance traveled between project sites to the best of their abilities. The IQAP will select project sites from a list of available jobsites provided by ESCO Group in general compliance with the following criteria:

      i. Onsite audits will be performed on or before each ATE’s 50th project within a calendar year.

      ii. In the event that an ATE works on less than 50 projects within a single year, the project count will be added to the following year.

   b. Prior to beginning an audit, the QAI will present their credentials to the ATT and the project site control authority.
c. The ATT shall provide valid proof of identity such as a driver’s license or other Government issued picture ID, as well as documentation of test instrument calibration to the QAI. Calibration certificates must be dated less than one year prior to using the test instrument in completing an acceptance test.

d. The QAI shall conduct the audit and submit their completed audit forms and notes to the IQAP.

e. The IQAP shall enter all completed audit forms and notes into the Document Registry.

f. Upon completion of an audit day, the QAI will enter the completed audit forms, along with all recommendations relative to any suggested additional training into the Registry. The report may include suggested remediation and/or commendations for excellence or indicate that the ATT could not complete a specific Acceptance Test.

g. The IQAP will determine if each audit performed is a pass, a pass with minor infraction, or a fail. The IQAP may rely on the recommendations of the QAI.

h. The IQAP shall notify by email NEBB, the ATE, and the ATT of the audit results.

2. Based on the audit results, NEBB shall notify the ATE, and the ATT by email of what, if any, remedial actions are required.

a. NEBB will take the following actions upon receipt of a quality assurance report from the IQAP.

i. Minor infraction; warning issued (ATE and ATT)

ii. First Failure; Targeted retraining and retesting (ATE or ATT)

iii. Second Failure; Decertification (ATE or ATT) with the option to restore certification with the successful completion of the full training and testing requirements.

b. NEBB will maintain a record of all remedial actions for any ATE or ATT for no less than five years and will submit a descriptive report annually to the Energy Commission of all quality assurance activities with the assistance of ESCO Group.
3. **QAI quality verification process**, in an effort to maintain the quality of the audit verification process, several special auditors will provide oversite of the QAI's. They will, without prior notification provide onsite monitoring of the QAI's. They will monitor a minimum of 1% of the QAI's assigned projects.

Abbreviations:

- ATE Acceptance Test Employer
- ATT Acceptance Test Technician
- ATTCP Acceptance Test Technician Certification Provider
- CARB California Air Resources Board
- IQAP Independent Quality Assurance Provider
- QAI Quality Assurance Inspector

### 3.8 Certification Identification Numbers and Cards

All NEBB certified individuals shall be issued a unique Certification Identification Number that will be assigned by the Registry. All Certified Technicians shall receive a wallet size certification card.

Technicians are required to have their certification card on their person when performing acceptance testing.

**Verification of Acceptance Test Technicians (ATT)**

A listing of certified technicians and employers, their certification status will be available through NEBB and the Registry website.

**Certification Revocation, Suspension and Appeals Policies:** See O&A sections on audits and complaints.

### 4.0 Annual Reports

NEBB will provide an annual report on substantive changes and adjustments to the curricula to address changes to the Building Energy Efficiency Standards Acceptance Testing requirements, adopted updates to the Building Energy Efficiency Standards, training personnel, training location and equipment, as well as auditor and investigator changes.
An additional report will be generated by the Registry and contain number of certified employers and technicians, number of acceptance tests performed (listed by employer and by technician).

The reports will be accompanied by a signed certification that NEBB has met all requirements for this program.

### 5.0 Recertification

When updates in the California Building Energy Efficiency Standards occur, establishing new and / or modified acceptance test requirements, NEBB shall require recertification of all affected technicians. Training and testing will be limited to the new and / or modified elements of the California Building Energy Efficiency Standards updates.

NEBB also requires recertification of technicians who have not performed a specific acceptance test in 24 Months. Recertification may be limited to a performance test.

Similarly, NEBB may require certified employers to recertify if changes in either Codes or Standards modify the employers administrative responsibilities. Depending on the level and depth of changes and / or modifications to the employer’s administrative responsibilities, NEBB may require one or all of the following:

- A signed statement that they have read and understand the new or modified changes
- That the employers attend a class or webinar
- Pass a written exam

### 6.0 NEBB and the Registry

The Registry will:

- Act as the application portal for certification candidates.
- Retain application during review and approval process.
- Retain examination results.
- Act as a portal for processing and retaining Mechanical Acceptance forms by Certificate holders and others.
- Act as the complaint portal.
- Verify that an engineer’s, contractor’s and technician’s state license is in good standing.
- Provide analytical reports for Audit and other purposes.
7.0 Oversight and Accountability Program Contact Information

NEBB Headquarters
8575 Grovemont Circle
Gaithersburg Maryland 20877
Office Phone: (301) 977-3698
URL: www.nebb.org

NEBB Liaison: Tiffany Meyers, NEBB
Executive Vice President

Direct: (301) 591-0484
Email: tiffany@nebb.org