Memorandum

DATE: **May 20, 2019**   **WAP Memorandum 050**

REPLY TO
ATTN OF: **Erica Burrin, Weatherization Assistance Program, Program Manager**
          Weatherization and Intergovernmental Program Office

SUBJECT: **Crew Lead and Retrofit Installer/Technician Job Task Analysis and Certification Updates,**
          and Badges Toolkit

TO: **Weatherization Assistance Program Grantees**

INTENDED AUDIENCE: **Grantee Program Managers, Grantee Technical Managers, Subgrantee Program**
Directors, Subgrantee Technical Managers, Subgrantee Quality Control Inspectors, Weatherization
Training Centers

Weatherization Program Notice (WPN) 15-4, Section 4 states that Grantee training plans must include comprehensive training for all Weatherization Assistance Program (WAP) workers that is aligned with the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA) for the profession in which the worker is employed. This training requirement stays in place.

This memorandum addresses the 2018 update of the Crew Lead (CL) and Retrofit Installer/Technician (RIT) JTAs, discontinued Department of Energy (DOE) support for the CL and RIT certifications, and the "Badges Toolkit" to provide WAP implementers flexibility in meeting training needs.

JTA Updates

- In accordance with industry best-practices, JTAs are reviewed and updated as needed every 5 – 7 years. The Home Energy Professionals (HEP) JTAs and certification schemes were developed in 2011 – 2012 and were due for the regular update.
- During this review of the CL and RIT JTAs, the scheme committee determined the intent is for a practicing CL to have the skills of an RIT before becoming a CL.
- CL and RIT JTAs are now condensed into one JTA – CL.
- The "prepare" and "implement" domains of the updated CL JTA now encompasses the original RIT JTA.
- Other domains were reorganized to remove redundancy; but the organization, planning, and oversight domains in the current JTA contain what was previously included in the stand-alone CL JTA.

Certification Updates

- DOE will no longer support the CL and RIT _certifications_. These certifications were never required by DOE and voluntary adoption has been minimal. Those will be updated or maintained at the discretion of the Building Performance Institute (BPI).

- Requirements of WPN 15-4 remain:
  - All weatherization field workers must receive comprehensive training for their job category (RIT, CL, Energy Auditor (EA), Quality Control Inspector (QCI)) on a regular basis, whether they hold a certification or not.
  - This training must be provided by (or in coordination with) an Interstate Renewable Energy Council (IREC) accredited training provider.

Badges Toolkit

- A set of 25 "badges" were developed based on the installation portion of the JTA. Each badge defines a task or measure an installer could perform on a home.
- Not all badges may be applicable to regionally specific housing stock.
- Adoption of badges is voluntary at this time.
- The Badges Toolkit includes five pieces:
  - The **How to Use the Badges Toolkit** provides a brief overview of how a Grantee or Subgrantee may approach using the toolkit.
  - In the **spreadsheet**, the badges are aligned with the JTA, indicating which badges address which areas of the JTA.
  - In the **Passport** there are separate pages for each badge, which include places for the installer and the supervisor/trainer to record successful completion of the task a number of times.
  - The **worksheet/template** includes a number of questions an entity would consider when determining whether and how to best incorporate the badges into their Weatherization Assistance Program.
  - The **Badges Verification Criteria** includes sample inspection checklists for each badge. These can be modified as needed based on approved variance requests or more stringent requirements, and should provide a basis for consistent inspections and awarding of badges.
- The Badges Toolkit is available here: https://sws.nrel.gov. You will register to download so that DOE can follow up with users.

Summary

The training requirements described in WPN 15-4 remain in effect. Following industry best practice, the JTA that training is based upon is updated every 5 – 7 years. In the recent RIT/CL JTA update, they were combined into one JTA – CL. The Badges Toolkit was developed to provide additional flexibility in meeting training requirements and demonstrating worker experience/skills in the installer-specific portions of the JTA. DOE highly encourages entities to make use of the Badges Toolkit in whatever ways will make the most sense to their WAP. It is DOE's hope that early adopters will be able to provide valuable feedback to DOE.

Where to Learn More:

If you have any questions, if you are a WAP Grantee, please contact your Project Officer. All others please email WAPTA@doe.gov.