

Quality Work Plan Checklist and Resources – Section 4

State staff can use this list of questions and related resources to help implement the WAP Quality Work Plan. Each question includes reference to where in 15-4 the guidance behind the question is found, and where in the 2015 Application Package you will describe the answers to DOE.

The last question applies only to Hawaii and the Territories, and the previous 4 questions do not apply to Hawaii and the Territories.

App Section	15-4 Section	Checklist Item	Yes	No	Resources
V.8.4	4	Have you developed a training plan?			
		If yes, date submitted:			
V.8.4	4	Does the training plan include a definition of WAP field workers that will be trained using T&TA dollars (i.e., only agency staff, include contractor installers, HVAC technicians)?			
V.8.4	4	For Tier 2 training (issue-specific training addressing identified deficiencies as needed), have you determined who your training provider(s) will be?			WAP Standardized Training Curricula WAP Training Centers
		Do you have a feedback mechanism so monitoring reports can trigger Tier 2 training when deficiencies are identified?			
V.8.4	4	Does your training plan describe the frequency of comprehensive Tier 1 training for each job category as defined?			
		Have you decided if you want to meet the Tier 1 training over time or in intensive 1 – 2 week training sessions?			
V.8.4	4	If comprehensive training will be delivered over time, does your training plan include a method for tracking the coverage of tasks in the JTA to ensure all necessary personnel receive full training in the allotted timeframe?			NREL Job Task Analyses (JTAs) The 2.0 versions of WAP Standardized Curricula include Master Bibliographies with a spreadsheet listing JTAs.

App Section	15-4 Section	Checklist Item	Yes	No	Resources
V.8.4	4	Have you identified training centers accredited in each of the relevant JTAs that you plan to work with? (Even if you haven't settled yet, your plan must indicate that trainings will be delivered by accredited centers.)			Accredited Training Centers
V.8.4	5	For Hawaii and Territories: Does your training plan include a strategy for ensuring local inspectors and Grantee monitors possess the necessary skill set, including training and/or assessment to verify competencies?			