

everblue[®]

Training the Earth's Sustainable Workforce



Course Catalog 2013

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About Everblue

Overview

Everblue's mission is to address the environmental and climate challenges facing the global community through exceptional hands-on training and education.

Sustainability training courses aim to cultivate a new group of building professionals with the knowledge, experience, and proficiency to manage and lead future industry professionals toward a more sustainable way of life.

Location

Headquarters located 20 minutes north of Charlotte, NC

8936 Northpointe Executive Park Drive, Suite 140, Huntersville, NC 28078

Classroom/Web

Everblue's training courses are available in 100+ cities worldwide. When a live class isn't an option, students may enroll in an online course. Everblue offers different types of online courses, including Live Webinars, On-Demand Webinars, and Blended Learning Webinars. Everblue will provide all necessary equipment to hold each course held at a physical location. Any equipment required by students will be communicated to each enrollee at the point of their enrollment.

Live Webinars

This is an instructor-led, interactive course experience just like the classroom. Have a question about the concepts being presented? Ask your instructor questions in real time and receive answers instantly. The live online webinar features the same content as the live classroom course but makes itself available to students across the world. The primary benefit of the online webinar is that students do not have to travel, and they get to take the course in bite-sized chunks rather than bootcamp style. Included with registration is access to additional resources available in the student's Everblue Account.

On-Demand Webinars

To meet the needs of busy professionals, Everblue makes its training available via on-demand webinar. An on-

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demand webinar features the same content as a live class. The only difference is that the class has been pre-recorded. Students who register for the on-demand webinar will have access to the content immediately after registering for the course. The benefit to this training is that students with limited availability can view the online sessions at their leisure and revisit the content when they are ready. Students can access the content 24 hours a day, 7 days a week from any computer (home or work). They can play, pause, and restart the webinar as needed to meet their desired pace. Included with registration is access to additional resources available in the student's Everblue Account.

Blended Learning Webinars

This training format, which blends live sessions with on-demand sessions, will offer a very unique experience -- but with a big punch. This format allows students to get the best of both worlds by working at their own pace while still having the ability to interact with an instructor. Students will be asked to view multiple recorded webinars and then participate in live, scheduled webinar sessions with their instructor. Included with registration is access to additional resources available in the student's Everblue Account.

Accreditation and Licensure

Everblue is the continuing education division of the International Academy of Design & Technology-Chicago (IADT Chicago). IADT Chicago is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). Everblue offers non-credit, short-term courses approved by ACICS, the American Institute of Architects (AIA), Building Performance Institute (BPI), Green Building Certification Institute (GBCI), and the North American Technician Excellence (NATE).

Everblue is licensed by the North Carolina Community College System and approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

History and Statement of Ownership

Everblue was founded by veterans in 2008. Everblue is now a division of International Academy of Design and Technology – Chicago, which is owned by International Academy of Merchandising & Design, Ltd., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 231 N. Martingale Road, Schaumburg, IL 60173.

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interior design, and construction industries. Everblue provides education courses including Leadership in Energy and Environmental Design (LEED) training for contractors, owners, operators, architects, engineers, interior designers, and government workers. Everblue offers educational sessions in many U.S. cities and abroad. Additional information about course offerings, course availability, and enrollment can be found at <http://www.everblue.edu>.

Students

Everblue specializes in providing intense green jobs training for government employees, architects, engineers, property managers, facility managers, and general contractors.

Hours of Operation

Holiday Hours

Thursday Nov. 24, Closed
Friday Nov. 25, 11 a.m. - 6 p.m. (EST)

Monday - Friday

East Coast 8:00 a.m. - 8:00 p.m.
West Coast 5:00 a.m. - 5:00 p.m.
London, UK 1:00 p.m. - 1:00 a.m.
Abu Dhabi, UAE 5:00 p.m. - 5:00 a.m.
Hong Kong, HK 9:00 p.m. - 9:00 a.m.

Saturdays & Sundays

East Coast 1:00 p.m. - 3:00 p.m.
West Coast 10:00 a.m. - 12:00 p.m.
London, UK 6:00 p.m. - 8:00 p.m.
Abu Dhabi, UAE 10:00 p.m. - 12:00 a.m.
Hong Kong, HK 2:00 a.m. - 4:00 a.m.

Holidays

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Black Friday

Admissions

Enrollment & Deposits

Rather than paying the full tuition amount at the time of registration, many of our courses offer the opportunity for a registrant to place a deposit at the time of registration to hold his or her seat. In the event a student places a deposit on the course rather than paying the full tuition amount, the student will not be placed on the roster, allowed in the classroom, or provided any study materials until full payment is provided.

Course Materials

Course materials are included in the course tuition. Students will be able to access their course materials in their online Everblue student accounts. Course materials include, but are not limited to the following: books, practice questions, take-home solar kits, study sheets, provisional HERS ratings, software simulations, and certificates of completion. Students will not gain access to these course materials until their full course tuition has been paid.

Tardiness or Early Departures

Students must attend at least 75% of course training to qualify as completing the program. Planned tardiness or early departures must be communicated to Everblue before the course begins. Students who miss more than 25% of the hours of any scheduled course may transfer to another course session -course transfer fees may apply.

Transfer Fees

If a student needs to transfer his or her registration to a future offering of this class, Everblue can arrange this, provided space is available. If a request to transfer is received more than two weeks before the scheduled class, there will be no fee. For requests received within two weeks of the scheduled class and up to three days prior to the class, there will be a \$50 transfer fee. This fee will increase to \$175 for any transfer request made within three business days of a scheduled class. For webinar courses, a request for transfer can be made up to one week prior to the course date without a transfer fee. Transfers made within the week of the course start date have a \$50 transfer fee.

Admissions

Student Substitutions

Should a student be unable to attend a course, he or she may substitute another individual at no additional charge, provided Everblue is notified of the substitution before 5:00pm (EST) one business day before the program begins.

Travel, Lodging, and Other Expenses

Everblue bears the right to postpone courses given that students have a week of notice. Everblue must postpone courses when student registration does not reach the minimum required amount. In the event of a course postponed, students are provided with alternative dates to transfer into. If you must book your travel arrangements (ie, airline travel) more than a week prior to the class start, please contact Everblue to ensure that the course has met minimum registration requirements.

Cancellations

Should a student need to cancel a registration for a course, Everblue will process a full refund of the registration fee, provided it receives notice of the student's cancellation according to the following schedule:

1-2 Day Courses	14 days prior to the course start date
3+ Day Courses	30 days prior to the course start date
Webinar Courses	7 days prior to the course start date

For Courses Shorter Than 1-2 Days:

Cancellations received after 5:00 p.m. (EST) two weeks prior to the class start date will receive a refund but be charged a \$50 late cancellation fee. No refunds will be made for cancellations received within 3 business days of the class start date, or for those who fail to attend the course.

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For Courses Longer Than 3 Days:

Cancellations after 5:00 p.m. (EST) 30 days prior to the class start date will receive a refund but be charged a \$400 late cancellation fee. No refunds will be made for cancellations received within 7 days of the class start date, or for those who fail to attend the course.

For All Webinar Courses:

Cancellations after 5:00 p.m. (EST) 7 days prior to the class start date will receive a refund but be charged \$50 late cancellation fee.

A student who cancels this agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this agreement is not accepted by Everblue or if Everblue cancels this agreement prior to the first day of class attendance, all monies will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to Everblue, 8936 Northointe Executive Park Dr., Suite 140, Huntersville, 28078. Cancellation requests can also be made via email (support@everblue.edu).

Cancellation Policy for Texas Residents

A student who cancels this agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If this agreement is not accepted by Everblue or if Everblue cancels this agreement prior to the first day of class attendance, all monies will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to Everblue, 8936 Northpointe Executive Park Dr., Suite 140, Huntersville, 28078. Cancellation requests can also be made via email (support@everblue.edu).

Refund Policy

After the last day of the drop and add period for each course, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at Everblue. Refunds are made for a student who withdraws or is withdrawn from Everblue prior to the completion of his/her program and is based on the tuition billed for the course in which the Student withdraws, according to the schedule set forth below.

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Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any course beyond the term of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Program Manager. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution.

Refund Policy for Texas Residents

Pursuant to 132.061 of the Texas Education Code, as a condition for granting certification each school must maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter a program in which the student is enrolled or withdraws or is discontinued from the program at any time prior to completion, and such policy must provide:

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentation by the owner or representatives of the school.
6. Refund Policy for Students Called to Active Military Service: A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other

Admissions

charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

North Carolina Residents Only

In the event that a student withdraws or is dismissed from a course, refunds of tuition and fees will be calculated according to the following schedule:

1. A 100% refund will be given to students withdrawing from a course prior to its start date, or upon the cancellation of any course.
2. A 75% refund will be given to students withdrawing from a course on its start date through the 25% point of the course.
3. No refunds will be given if a student has attended 25% or more of a course.

Grievance Policy

The purpose of this Grievance Policy is to ensure that participants understand how to report grievances to Everblue upon inappropriate actions by any instructor or employee of this organization and that Everblue has a standardized process to resolve grievances.

A participant may pursue a grievance if he or she believes that an employee of Everblue has violated his or her rights. This Grievance Policy applies to:

- Alleged discrimination on the basis of race, color, religion, sex, age, national origin, or disability

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- Final grades or certificates of completion
- Issues related to customer service, registration, and/or record keeping
- Problems arising between a participant and an Everblue employee not recognized in this policy

It is strongly suggested that the student discuss his or her grievance with the person involved in the situation that has caused the grievance.

The discussion should be held as soon as the participant first becomes aware of the behavior that requires resolution. The participant may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the participant promptly, either orally or in writing.

If an individual decides not to resolve the grievance with the person or the individual does not feel as if the situation was resolved appropriately, he or she may present the grievance in writing to any senior administrator at Everblue. Written grievances and/or notifications must be presented to an administrator at least thirty business days after the individual was involved in the situation that created the grievance. The administrator will conduct an informal investigation to resolve the issue as quickly as possible.

Based upon this investigation, the administrator will recommend actions to be taken by all parties involved. The written determination shall include process involved during the investigation, reasons for the decision made by the administrator, and the actions to be taken by each party to resolve the situation as quickly as possible. All decisions are final.

For more information regarding this policy or to file a formal grievance, please contact 800-460-2575 or address your complaint to the following commission:

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, Room 226T
Austin, Texas 78778-0001
Phone: 512-936-3100
<http://csc.twc.state.tx.us>

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Student Conduct Policy

Everblue has adopted a Student Conduct Policy to protect the rights of students, faculty, and staff. This policy ensures that the Everblue community is one characterized by mutual respect, civility, and good citizenship. Everblue students, faculty, and staff are expected to accept and adhere to these high standards of personal conduct.

Academic Integrity

Everblue expects students to fulfill their academic obligations through honest and independent effort. Academic misconduct includes but is not limited to the following: knowingly furnishing false or misleading information, plagiarism in any form, willfully aiding another in any act of academic dishonesty, and/or any joint effort in examinations (unless authorized by the instructor).

Class Conduct

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following: disorderly conduct, harassment, verbal abuse, assault, interference with the educational opportunity of other students, and/or attending class under the influence of alcohol or other drugs.

Readmission

Students will be granted readmission upon request. Everblue administrative staff will give students the option to refund their entire tuition or to attend the same course in a different setting at no additional cost. All requests for readmission must be made in writing and mailed or hand delivered to Everblue, 8936 Northpointe Executive Park Dr., Suite 140, Huntersville, 28078. Readmission requests can also be made via email (support@everblue.edu).

Grading & Pass Rates

Attendance will be taken to prove that the student was present for the majority (over 50%) of the session(s). Everblue's certificate of completion may serve as proof of one's attendance in a sustainability training course. This process works the same for Everblue webinar sessions that are pre-recorded; however, the student must complete additional required quizzes in order to validate his/her participation and attendance. The quizzes work in a pass/fail format, but if a student fails, he/she is given another opportunity to retest.

Admissions

Students not in attendance for the first 25% of a course will be dismissed and not allowed to attend for the remainder of the course. Students not attending a course, not successfully completing a program, or not completing the appropriate make-up sessions within 14 days of the completion of the course will be required to re-register, charged tuition, and attend the course again to earn a certificate of completion.

Everblue is a training provider for many certifying organizations. Everblue provides a certificate of completion to each student once a course session(s) has expired. A certificate of completion does not take the place of an actual certification, which can only be earned through a separate exam registration and passing score process.

A certifying organization separate from Everblue often coordinates and administers the certification exams and determines eligibility for certification. Upon earning a passing exam score, students should expect to receive an official certificate from one of the following certifying organizations: U.S. Green Building Council (USGBC), Building Performance Institute (BPI), Residential Energy Services Network (RESNET), or North American Board of Certified Practitioners (NABCEP).

The USGBC, BPI, and RESNET do not disclose grades or pass rates. NABCEP has disclosed that Everblue is the largest provider of NABCEP PV Entry Level Exam prep and test administration. Everblue's NABCEP PV Entry Level Exam pass rate is above the national average.

Attendance & Leave of Absence

Because of the short length of the courses offered by Everblue, each student is expected and strongly encouraged to participate in the entire course of which he or she is enrolled. Participants are expected to arrive on time for each course and stay through the duration of the day. In extenuating circumstances, the instructor will work with the student to make up time lost during the course. These situations are handled on a case-by-case basis. For all individuals with planned absences, please contact Everblue's customer service line to transfer into another course.

In the event of an unanticipated absence, the instructor will work with the student to determine the best way to make up the time spent out of the class. This might include visiting another course, viewing pre-recorded webinars, participating in live webinars, or other means by which the instructor deems appropriate for making up lost instruction.

Admissions

Transfer Credits

Credit for previous courses attended at Everblue or another institution cannot be transferred to any Everblue course.

Enrollment Dates

Everblue operates short-term courses throughout the year. Please visit our website at www.everblue.edu for the most current list of course dates.

Student Records

Student education records are electronically maintained on Everblue's student registration database. Requests for these records can be made to:

Everblue - Registration & Records
8936 Northpointe Executive Park Drive, Suite 140
Huntersville, NC 28078
800-460-2575

Programs

Energy Efficiency

- BPI AC/Heat Pump Professional
- BPI Building Analyst
- BPI Envelope/Shell Professional
- BPI Heating Professional
- BPI Insulation & Air Sealing Technician
- BPI Multi-family Building Analyst
- Commercial Building Energy Auditor
- NATE Certification Training
- RESNET HERS Rater



LEED Certification & Green Building

- Certified Sustainability Manager
- LEED Green Associate
- LEED Project Experience
- LEED AP Building Design + Construction
- LEED AP Existing Buildings, Operations, and Maintenance Exam Prep
- LEED Credential Maintenance Program

Renewable Energy

- Solar PV Associate
- Solar PV Installer
- Solar Sales Professional
- Solar Heating Associate



BPI AC/Heat Pump Professional

35 Contact Hours, Available in Live Classroom Settings

Course Code BPI204

This course includes an overview of health and safety, installation, commissioning, service and repair, and diagnostic tests associated with a variety of A/C and Heat Pump configurations. An in-depth view of A/C and Heat Pump systems and their operations will give students an inspector's perspective on how systems should be designed, serviced, and maintained. Students will also learn how airflow and ducting, controls, electrical systems, and refrigerant charges affect the performance and safety of cooling and heat pump systems.

Prerequisites:

BPI Building Analyst Certification, or experience with HVAC systems and their operations, is strongly recommended. EPA 608 Type II certification is REQUIRED. Training will include review of some Building Analyst concepts, but this is not a Building Analyst preparatory course.

Course Objectives:

- Learn the basics of AC/Heat Pump configuration and operation
- Understand the functionality of system operational, electrical, and safety controls and mechanisms
- Review operational, maintenance, and service-related issues

Course Includes:

- Course Manual
- BPI Technical Standards
- BPI Written & Field Exams
- Everblue Certificate of Completion

BPI Building Analyst

28 Contact Hours, Available in Live Classroom Settings

Course Code BPI101

This course is aligned with the Building Performance Institute (BPI) Building Analyst Professional standards for energy auditing and provides instruction for energy efficiency analysis using the house-as-a-system approach. There are no prerequisites for this BPI Building Analyst Course. This residential energy efficiency training course will provide individuals with the knowledge necessary to provide homeowners with an overview of consumption and options to save money through conservation. Students will participate in classroom and field training, as well as written and field testing.

Prerequisites:

None

Course Objectives:

- Understand airflow, heat flow, and moisture flow within a home
- Learn how to operate a blower door, manometer, combustible gas leak detector, and CO analyzer
- Conduct a comprehensive assessment of a home
- Identify combustion safety and indoor air quality issues

Course Includes:

- Online Resources for Pre-Course Study
- Live Field Training (including combustion safety training)
- INTERCAZ Software - interactive CAZ simulator
- Recorded Online Video for Independent Study
- Practice Questions
- Course Manual
- BPI Technical Standards
- Written & Field Exams
- Everblue Certificate of Completion

BPI Envelope/Shell Professional

16 Contact Hours, Available in Live Classroom Settings

Course Code BPI201

Students will learn the house-as-a-system concept, fundamentals of building science, systems within a home, common thermal envelope and pressure boundary problems and solutions, how to conduct a home performance inspection, and make recommendations for repairs and remediation based on BPI Technical Standards.

Prerequisites:

BPI Building Analyst Professional Training

Course Objectives:

- Define building shell and understand how it relates to a home's energy consumption
- Use diagnostic equipment to evaluate a building's thermal envelope and pressure boundary
- Conduct a comprehensive assessment of a home

Course Includes:

- Online Resources for Pre-Course Study
- Classroom & Live Field Training
- INTERCAZ Software - interactive CAZ simulator
- Course Manual
- BPI Technical Standards
- Written & Field Exams
- Everblue Certificate of Completion

BPI Heating Professional

32 Contact Hours, Available in Live Classroom Settings

Course Code BPI203

This Everblue BPI Heating Specialist Certification course includes five days of classroom and field training, as well as the BPI Heating Professional written and field exams. This course covers heating systems in depth, including load requirements, system sizing, ventilation system design & installation, and system diagnostics.

Prerequisites:

BPI Building Analyst Certification, or experience with HVAC systems and their operations, is strongly recommended. Training will include review of some Building Analyst concepts, but this is not a Building Analyst preparatory course.

Course Objectives:

- Understand the different types of heating systems in a home
- Calculate airflow and max leakage for forced air distribution systems
- Conduct distribution system efficiency calculations for a home

Course Includes:

- Course Manual
- BPI Technical Standards
- BPI Written & Field Exams
- Everblue Certificate of Completion

BPI Insulation & Air Sealing Technician

24 Contact Hours, Available in Live Classroom Settings

Course Code BPI102

This course is intended for individuals who want to become BPI Air Leakage Control Installers. Students will learn how to install specific air leakage control measures in residential attics, crawl spaces, wall cavities, and on ducts by installing and connecting appropriate materials in a durable fashion.

Prerequisites:

None

Course Objectives:

- Understand the effects of airsealing a building
- Identify common building envelope air leakage points
- Learn how to physically airseal gaps, cracks, openings, ducts, and cavities using a variety of materials and techniques
- Learn how to properly dense pack insulation typically used in existing homes and side wall applications
- Learn how to prepare attic spaces and crawlspaces, including confirmation of air sealing completeness before the installation of loose fill, blanket, or rigid board insulation

Course Includes:

- Classroom Training
- Hands-on Airsealing Training
- Course Manual
- BPI Technical Standards
- BPI Exam
- Everblue Certificate of Completion

BPI Multi-family Building Analyst

16 Contact Hours, Available Online

Course Code BPI2020

This course is intended for individuals who want to learn home performance inspection requirements for multi-family housing. Students will learn the fundamentals of building science and then learn to apply those concepts to the unique nature of multi-family residential housing.

Prerequisites:

BPI Building Analyst Certification, or experience with HVAC systems and their operations, is strongly recommended. Training will include review of some Building Analyst concepts, but this is not a Building Analyst preparatory course.

Course Objectives:

- Understand the fundamentals of building science
- Know the energy systems that impact a multi-family complex's energy consumption and durability
- Identify common building envelope problems that reduce efficiency, air quality, comfort, and occupant health & safety
- Conduct an energy audit/comprehensive multi-family building assessment

Course Includes:

- Course Manual
- BPI Technical Standards
- Multi-family Whole Building Audit Template
- BPI Written & Field Exams
- Everblue Certificate of Completion

Commercial Building Energy Auditor

40 Contact Hours, Available in Live Classroom Settings and Online Course Code BPI301 (Live) or BPI301O (Online)

This course is intended for individuals who want to become energy managers for commercial and non-residential buildings. Students will learn the fundamentals of building science and how to apply those concepts to various non-residential building types. Core energy saving opportunities addressed in this class include HVAC system upgrades, HVAC controls, building envelope improvements, electrical conservation, lighting retrofit opportunities, on-site renewables, and non-renewable power generation, pumps, motors, and variable speed drives.

Prerequisites:

None

Course Objectives:

- Understand the fundamentals of building science
- Know the energy systems that impact a commercial building's energy consumption and durability
- Identify common building envelope problems that reduce efficiency, air quality, and occupant health and safety
- Conduct an energy audit/comprehensive commercial building assessment

Course Includes:

- Course Manual
- Commercial Building Energy Auditor Exam
- Everblue Certificate of Completion

NATE Certification Training

40 Contact Hours, Available Online **Course Code NATE1000**

NATE stands for North American Technician Excellence and is the nation's largest certification organization for heating, ventilation, and air conditioning (HVAC) technicians. NATE is the only third-party certification body governed, owned, operated, developed, and supported by the HVAC industry. Everblue offers training and testing for the NATE Core Service, NATE Air-to-Air Heat Pump, NATE Air Conditioning, and NATE Gas Furnace Service specialty certifications. All four courses are available in one on-demand webinar package!

Prerequisites:

None

Course Objectives:

- Understand HVAC basics
- Learn how to install outdoor units and packaged units
- Become familiar with state and local regulations and codes

Course Includes:

- Course Manual
- Study Guide
- Practice Questions
- Everblue Certificate of Completion

RESNET HERS Rater

40 Contact Hours, Available in Live Classroom Settings

Course Code HERS201

This course is designed to prepare individuals to become HERS raters certified by Residential Energy Services Network (RESNET). RESNET's energy rating standards provide a mechanism to quantify a home's energy consumption using energy modeling software and a HERS score. Students will learn the fundamentals of energy efficiency, conduct blower door and duct pressurization testing, and complete two required supervised ratings prior to taking the 50-question HERS certification exam.

Prerequisites:

None

Course Objectives:

- Understand the fundamentals of building science
- Know how to perform a residential energy model
- Identify the benefits of energy improvement mortgages
- Explain the HERS rating system

Course Includes:

- Classroom & Field Training
- Course Manual
- Two Provisional Ratings
- HERS Exam
- Everblue Certificate of Completion

Certified Sustainability Manager

24 Contact Hours, Available in Live Classroom Settings and Online Course Code LEED102 (Live) or LEED1020 (Online)

This class includes lectures, knowledge review quizzes, and in-class exercises that allow students to apply the corporate sustainability information they learn in real-world scenarios. Corporate sustainability is designed for all professionals in the sustainability field, purchasing agents who must understand the sustainability of their supply chain, management and program managers tasked with managing sustainability initiatives, and everyone else interested in reducing their organization's impact on the environment.

Prerequisites:

None

Course Objectives:

- Identify factors forcing our organizations to be more sustainable
- Understand how sustainability contributes to the success of your organization and the protection of the planet
- Create and implement a sustainability plan

Course Includes:

- Course Manual
- Reference Summary Sheets
- Certified Sustainability Manager Exam
- Everblue Certificate of Completion

LEED Green Associate

14 Contact Hours, Available in Live Classroom Settings and Online **Course Code LEED101 (Live) or LEED101O (Online)**

The LEED Green Associate credential is for professionals who want to demonstrate green building expertise in non-technical fields of practice. This credential denotes basic knowledge of green design, construction, and operations. LEED Green Associate is the best introduction to green building that you will find - it is high level and comprehensive in nature, providing insights into 100+ areas of green building.

Prerequisites:

None

Course Objectives:

- Define LEED and the major LEED rating systems
- Explain the core concepts associated with building a LEED building
- Define the LEED application process
- Understand integrated project delivery and how green building differs from traditional building

Course Includes:

- Course Manual
- 500 Practice Exam Questions
- Credit Memorization Study Sheets
- Everblue Certificate of Completion

LEED Project Experience

15 Contact Hours, Available Online

Course Code LEED1030

This five-week internship program includes the benefits of both live, instructor-led training and short internship assignments to keep students on track. During this class, students will learn how to manage the LEED project process. This includes project demonstration requirements, project calculations, and software tools. Students will also learn how to register a LEED project and submit LEED credits.

Prerequisites:

LEED Green Associate Training

Course Objectives:

- Understand how to register a LEED project
- Learn how to use the LEED Online interface
- Define specific credit submissions, including sustainable sites, water efficiency, material resources, and indoor air quality

Course Includes:

Everything needed to fulfill the LEED Project Experience Requirement

LEED AP Building Design + Construction

14 Contact Hours in Live Classroom Settings or 8 Contact Hours Online

Course Code LEED201 (Live) or LEED201O (Online)

This LEED course provides a complete review of LEED credits and strategies for passing the exam, as well as a review of the processes, procedures, and calculations associated with attaining LEED certification for a building. LEED Building Design + Construction is the largest and broadest of the U.S. Green Building Council's LEED rating systems.

Prerequisites:

LEED Project Experience is required, and LEED Green Associate accreditation is recommended.

Course Objectives:

- Demonstrate knowledge of LEED Credit Intents and Requirements
- Verify, participate in, and perform technical analyses required for LEED credits

Course Includes:

- Course Manual
- 5 Online Practice Quizzes
- 2 Online Simulated BD+C Practice Exams
- Credit Memorization Study Sheets
- Everblue Certificate of Completion

LEED AP Existing Buildings, Operations, and Maintenance Exam Prep

14 Contact Hours in Live Classroom Settings or 8 Contact Hours Online

Course Code LEED202 (Live) or LEED2020 (Online)

This LEED course provides a complete review of LEED credits and strategies for passing the exam. LEED for existing buildings addresses whole-building cleaning and maintenance issues, recycling programs, exterior maintenance programs, and system upgrades.

Prerequisites:

LEED Project Experience is required, and LEED Green Associate accreditation is recommended.

Course Objectives:

- Demonstrate knowledge of LEED Credit Intents & Requirements
- Verify, participate in, and perform technical analyses required for LEED credits
- Understand the documentation requirements for a project during its performance period

Course Includes:

- Course Manual
- 5 Online Practice Quizzes
- 2 Online Simulated O+M Practice Exams
- Credit Memorization Study Sheets
- Everblue Certificate of Completion

LEED Credential Maintenance Program

15-30 Contact Hours, Available Online

Course Code LEED3010 for LEED Credential Maintenance for Green Associates 2.0

Course Code LEED3020 for LEED Credential Maintenance for Accredited Professionals 2.0

LEED Version 3's arrival in April 2009 brought a number of changes and enhancements along with it, including a new tiered credentialing system known as the Credentialing Maintenance Program (CMP), which requires LEED professionals to complete ongoing continuing education.

LEED Green Associates are required to achieve 15 hours of continuing education credit every two years to maintain their credential. LEED Accredited Professionals are required to achieve 30 hours of continuing education credit every two years to maintain their credential. Everblue's LEED Credential Maintenance programs supply both levels of LEED professionals with all the courses they need to complete this requirement.

Prerequisites:

LEED Green Associate or LEED AP with Specialty Accreditation

Course Objectives:

- Meet the requirements set forth by the Green Building Certification Institute (GBCI)
- Maintain the ability to identify yourself as a LEED professional
- Strengthen your understanding of the LEED Rating System and green building trends

Course Includes:

- Instant Access to Course Materials
- All the Hours Required to Complete the CMP Requirement
- Everblue Certificate of Completion

Solar PV Associate

40 Contact Hours, Available in Live Classroom Settings and Online Course Code SOL201 (Live) or SOL201O (Online)

This course is designed to help individuals understand solar power, one of the fastest growing forms of power generation in the world. Students will have an opportunity to set up a small solar circuit in a lab setting to reinforce the concepts taught in the classroom. As a Solar PV Associate, you will qualify to take the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam.

Prerequisites:

None

Course Objectives:

- Understand safety & electricity basics as they apply to solar photovoltaics
- Understand series and parallel circuits
- Know how to evaluate the solar resource
- Understand solar PV system wiring, components, and installation
- Determine how to properly size a solar PV array

Course Includes:

- Course Manual
- 120 Practice Questions
- Take-Home Solar Kit
- Everblue Certificate of Completion

Solar Sales Professional

20 Contact Hours, Available Online

Course Code SOL3030

This course was developed to train students on understanding the technical components of a solar PV system so they can better communicate its benefits to potential customers. The general populace has only recently discovered the need for renewable energy, so it will be your job to help convey the advantages and cost savings to them. This course will help you to effectively sell solar PV systems. In addition, you will be on your way toward qualifying to take the NABCEP Certified PV Technical Sales Exam.

Prerequisites:

None

Course Objectives:

- Evaluate the customer's energy consumption
- Understand PV system sales incentives and techniques
- Know applicable building codes and standards

Course Includes:

- Course Manual
- Practice Exam
- Everblue Certificate of Completion

Solar PV Installer

40 Contact Hours, Available in Live Classroom Settings

Course Code SOL301

This Solar PV Installer course is designed to teach individuals how to physically install solar panels, modules, and components. Students will be constructing an actual array on a roof deck rack and installing the balance of components, including inverters, charge controllers, and battery banks for grid-tied and off-grid systems. This hands-on solar training course will provide you with the skills required to work for an installer or to work toward becoming a Solar Contractor yourself. In addition, you will be on your way toward qualifying to take the NABCEP Certified PV Installer Exam.

Prerequisites:

Solar PV Associate Training

Course Objectives:

- Understand PV system safety
- Complete a site assessment
- Select a system design, mechanical, and electrical
- Install subsystems and components
- Perform a system checkout and inspection

Course Includes:

- Course Manual
- Hands-on Solar Panel Training
- Everblue Certificate of Completion

Solar Heating Associate

40 Contact Hours, Available in Live Classroom Settings **Course Code SOL302**

Everblue's interactive Solar Heating Associate course delves into hands-on applications of solar thermal hot water systems. It includes plumbing, pool, and hot water heating. This course is an exam prep course for the NABCEP Solar Heating Installer Certification examination. This certification is designed for a professional who performs system installation.

Prerequisites:

None

Course Objectives:

- Explain the basics of heat transfer
- Determine how to properly size a solar thermal system
- Understand solar thermal systems components and installation

Course Includes:

- Course Manual
- Everblue Certificate of Completion



The information contained in this brochure is true and correct to the best of my knowledge.

- Vince DiFrancesco, VP of Operations & Administration

everblue[®]



Directory

Effective Date: February 1, 2013

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VP of Operations & Administration
M.B.A., Case Western University
B.S., Montana State University
LEED Accredited Professional
BPI Building Analyst Professional
BPI Envelope Professional
BPI Residential Building Envelope Whole House Air
Leakage Control Installer
U.S. Army

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Customer Support Manager
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LEED AP BD+C Specialty
BPI Building Analyst Professional
NAHB Certified Green Professional
NAHB Certified Graduate Associate

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U.S. Navy

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A.D., University of Phoenix

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Director of Business Development
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B.S., Vanderbilt University
LEED Green Associate

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B.S.B.A., Appalachian University

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Instructional Technology Manager
B.A., Michigan Technological University

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Program Manager
RESNET HERS Rater
NAHB Accredited Verifier
OSHA 30 Safety and Health

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LEED Accredited Professional
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BPI Residential Building Envelope Whole House Air
Leakage Control Installer

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LEED Accredited Professional

LEED AP BD+C Specialty

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BPI Building Analyst Professional

BPI Envelope Professional

NATE AC/Heat Pump Service Technician

Erin Murphy

Curriculum Development Specialist

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LEED AP O+M Specialty

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B.S., Tougaloo College

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Customer Support Representative

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BPI Building Analyst Professional
BPI Envelope Professional
NABCEP PV Entry Level Certificate of Knowledge
NABCEP Solar PV Installer Certification

John Costello

Energy Efficiency Instructor

BPI Building Analyst Professional
BPI Envelope Professional
BPI Residential Building Envelope Whole House Air
Leakage Control Installer
BPI Super Proctor
RESNET HERS Rater

Shannon Deeb

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LEED Accredited Professional
LEED AP BD+C Specialty

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Renewable Energy Instructor

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NABCEP Solar PV Installer Certification

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BPI Envelope Professional

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B.A., University of Colorado - Boulder

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B.S., Elizabethtown College
BPI Building Analyst Professional
BPI Envelope Professional
BPI Residential Building Envelope Whole House Air
Leakage Control Installer
LEED Accredited Professional

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Energy Efficiency Instructor

Instructors

Scot Hoover

Energy Efficiency Instructor
M.S., Murdoch University
B.S., Arkansas Tech University
RESNET HERS Rater

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BPI Envelope Professional

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Lead Paint Renovation Specialist
Tax Credit Certified Technician

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M.S., University of Illinois at Urbana - Champaign
B.S., University of Wisconsin - Milwaukee
LEED Accredited Professional

Alex Jarvis

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Certified Advanced Energy Technologies Installer
Certified Commercial PV Site Assessor
Certified Residential Photovoltaic Site Assessor

Certified Residential Solar Domestic Hot Water Site Assessor
NABCEP PV Entry Level Certificate of Knowledge
NABCEP Solar PV Installer Certification

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BPI Residential Building Envelope Whole House Air Leakage Control Installer

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Certified Energy Manager
LEED Green Associate

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Mike Lent

Renewable Energy Instructor

Instructors

Colleen Locker

Energy Efficiency Instructor

B.E.D., University of Colorado

BPI Building Analyst Professional

BPI Envelope Professional

LEED Accredited Professional

LEED AP BD+C Specialty

BPI Multi-family Building Analyst Professional

Certified Energy Auditor

LEED Green Associate

Residential Energy Code Plans Examiner/Inspector

Residential Energy Inspector/Plans Examiner

RESNET HERS Rater

Tim McEnergy

Corporate Sustainability Instructor

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B.A., University of San Francisco

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BPI Building Analyst Professional

BPI Envelope Professional

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Leakage Control Installer

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LEED AP BD+C Specialty

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A.D., Ventura College

EPA Renovator Certification

NABCEP Solar PV Installer Certification

Bruce Oxendale

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B.S., Slippery Rock University

BPI Building Analyst Professional

BPI Envelope Professional

BPI Residential Building Envelope Whole House Air
Leakage Control Installer

RESNET HERS Rater

Rhondalyn Riley

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BPI Envelope Professional

RESNET HERS Rater

Arthur Pakatar

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A.A.S., Hudson Valley Community College

BPI Building Analyst Professional

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BPI Heating Professional

Jessie Robertson

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Instructors

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BPI Building Analyst Professional

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RESNET HERS Rater

Joey Starr

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BPI Envelope Professional

Lynn Streich

LEED Instructor

B.S., U.S. Military Academy at West Point

LEED Accredited Professional

LEED AP BD+C Specialty

U.S. Army

everblue[®]

Training the Earth's Sustainable Workforce



Tuition and Fees

Effective Date: February 1, 2013

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Tuition and Fees

Course Materials

Course materials are included in the course tuition. Students will be able to access their course materials in their online Everblue student accounts. Course materials include, but are not limited to the following: books, practice questions, take-home solar kits, study sheets, provisional HERS ratings, software simulations, and certificates of completion. Students will not gain access to these course materials until their full course tuition has been paid.

Transfer Fees

If a student needs to transfer his or her registration to a future offering of this class, Everblue can arrange this, provided space is available. If a request to transfer is received more than two weeks before the scheduled class, there will be no fee. For requests received within two weeks of the scheduled class and up to three days prior to the class, there will be a \$50 transfer fee. This fee will increase to \$175 for any transfer request made within three business days of a scheduled class. For webinar courses, a request for transfer can be made up to one week prior to the course date without a transfer fee. Transfers made within the week of the course start date have a \$50 transfer fee.

Building Performance Institute Exams

The Building Performance Institute (BPI) exams are included in the course tuition. The BPI courses require that students complete two exams: a multiple-choice written exam and a hands-on field exam. Both exams will be administered during the duration of the program. The written exam will be administered at the classroom venue, and the one-on-one field exam will be administered at a nearby residence. Everblue staff arranges with a homeowner, or student, to complete field training and exam activities at a residence within driving distance of the classroom venue.

Students who need to retake a BPI written exam must call Everblue staff and pay a \$250 retesting fee to Everblue. Students who need to retake a BPI field exam must call Everblue staff and pay a \$500 retesting fee to Everblue. Everblue staff will arrange for the student to retest during the testing days of an upcoming BPI course.

Tuition and Fees

Certified Sustainability Manager Exam

The Certified Sustainability Manager (CSM) Exam is proprietary and exclusive to Everblue. As such, the exam fee is included in the course tuition. This exam will be administered at the classroom venue.

Commercial Building Energy Auditor Exam

The Commercial Building Energy Auditor (CBEA) Exam is proprietary and exclusive to Everblue. As such, the exam fee is included in the course tuition. This exam will be administered at the classroom venue.

Leadership in Energy and Environmental Design Exams

The Green Building Certification Institute (GBCI) coordinates student completion of the Leadership in Energy and Environmental Design (LEED) exams. Students enroll in Everblue's LEED training courses as an exam preparation method. Upon completion of Everblue's course, students are expected to visit the GBCI website at www.gbci.org to apply for exam eligibility and register for the LEED exam.

The GBCI will collect a \$50 application fee from exam candidates. Within seven days, students will receive an email from GBCI, confirming their exam eligibility. Students will then register for their LEED exam at www.prometric.com/gbci. There are Prometric Testing Centers located in all major cities. Students will be able to schedule a specific time and location for their test.

The cost of the LEED Green Associate exam is \$200, unless exam candidates are full-time students or members of the United States Green Building Council (USGBC). In which case, the exam fee lowers to \$150. The cost of the LEED AP + Specialty exams are \$450 each, unless exam candidates are full-time students or members of the USGBC. In which case, the exam fee lowers to \$300.

The Credential Maintenance Program (CMP) requires that all LEED professionals complete ongoing continuing education to maintain their credential. LEED Green Associates must achieve 15 hours of continuing education hours every two years. These individuals will pay a \$50 CMP fee to the GBCI. LEED APs with Specialty must achieve 30 hours of continuing education every two years. These individuals will pay a \$50 CMP fee to the GBCI.

Tuition and Fees

North American Board of Certified Energy Practitioners Exams

The North American Board of Certified Energy Practitioners (NABCEP) exams are not included in the course tuition. Students pursuing a NABCEP certification must pay a \$120 testing fee, of which \$25 will be taken by Everblue as an administrative fee. Students will complete their NABCEP exams at a nearby Prometric Testing Center. There are Prometric Testing Centers located in all major cities. Students will be able to schedule a specific time and location for their test.

North American Technician Excellence Exams

The North American Technician Excellence (NATE) exams are not included in the course tuition. Students pursuing a NATE certification must pay a \$150 testing fee, of which \$25 will be taken by Everblue as an administrative fee. Students will complete their NATE exams at an approved testing facility, to be found on NATE's website. Students will be able to search by zip code to find the closest approved testing facility. Visit the NATE website for more information: <http://www.natex.org/index.php/technicians/certification-basics101/where-to-test/>.

Residential Energy Services Network Exam

The Residential Energy Services Network (RESNET) exam fee is included in the course tuition. The written exam will be administered at the classroom venue.

Students who need to retake the RESNET written exam must call Everblue staff and pay a \$150 retesting fee to Everblue. Everblue staff will work with the student to arrange for a local library to proctor the student's testing session. The student will be responsible for researching local libraries and inquiring about their proctoring services. The student will need to secure the contact information of an available proctor and send this information to Everblue's RESNET Program Manager. The program manager will submit this information directly to RESNET, thus establishing and confirming a proctored testing environment.

Tuition and Fees

Energy Efficiency Courses	Live Classroom	Live Webinar	On-Demand Webinar
BPI AC/Heat Pump Professional	\$2145	--	--
BPI Building Analyst	\$1895	--	--
BPI Envelope/Shell Professional	\$1895	--	--
BPI Heating Professional	\$2145	--	--
BPI Insulation & Air Sealing Technician	\$2345	--	--
BPI Multi-family Building Analyst	--	--	\$1495
Commercial Building Energy Auditor	\$1895	\$1299	--
NATE Certification Training	--	--	\$399
RESNET HERS Rater	\$1549	--	--

Tuition and Fees

LEED Certification & Green Building Courses	Live Classroom	Live Webinar	On-Demand Webinar
Certified Sustainability Manager	\$895	\$699	--
LEED Green Associate	\$595	\$299	\$299
LEED Project Experience	--	\$499	--
LEED AP Building Design + Construction	\$645	\$299	\$299
LEED AP Existing Buildings, Operations, and Maintenance Exam Prep	\$645	\$299	\$299
LEED Credential Maintenance for Green Associates 2.0	--	--	\$299
LEED Credential Maintenance for Accredited Professionals 2.0	--	--	\$399
Renewable Energy Courses	Live Classroom	Live Webinar	On-Demand Webinar
Solar PV Associate	\$1595	\$595	\$595
Solar Sales Professional	--	--	\$349
Solar PV Installer	\$2195	--	--
Solar Heating Associate	\$1595	--	--