

The Contractors Guide to The West Virginia Energy Efficiency Contractor Training Program

Contents

Summary……3

Abbreviations ……3

Application / Participation ……..…4

Contractor Application Questions ……..5

Contractor Commitment Agreement ……..…5

Career Pathways and Certifications……...…6

Certifications and Endorsements ……..7

Continued Education Courses……..…8

Training Partner(s).....8

Program Entrants / Apprenticeship Program ……...…….9

Energy Efficiency Contractor / State and Federal Certification ……...……..9

Closed Network of Providers……...……...10

Organizations…….....……..……10

Incentives……..……11

Contractor Network Oversight and Management ……..……....11

Awarded Projects……..……12

Outreach and Marketing……..……12

Fraud Prevention / Mitigation and Penalties ……..……13

Getting Started ……..……...15

Appendix ……..……..20

Summary

This document provides a comprehensive guide to the certifications and qualifications necessary for local contractors to participate in state-led transformative energy initiatives. As part of the Home Energy Rebates program, contractors will have the opportunity to earn nationally recognized certifications endorsed by the West Virginia Office of Energy (WVOE), Department of Energy (DOE) and the Environmental Protection Agency (EPA) and others. These certifications will enable contractors to join an exclusive network of certified providers, authorized to deliver energy efficiency upgrades across the state. With the energy sector projected to grow by over 20% in the coming decade, driven largely by advancements in energy technology and efficiency measures, this initiative positions contractors to take advantage of emerging opportunities in this high-demand field. By aligning with national standards, the state ensures that its workforce remains competitive while meeting the growing demand for skilled professionals in energy efficiency.

Abbreviations

WVOE	West Virginia Office of Energy
BPA	Building Performance Association
DOE	The Department of Energy
EPA	The Environmental Protection Agency
POC	Point of Contact
BPI	Building Performance Institute
NATE	North American Technician Excellence
HPIP	High Performance Insulation Professional
QCI	Quality Control Inspection
OJT	On the job training
WVEEC	West Virginia Energy Efficiency Contractor

Definitions

For this document, key terms are defined as follows:

- *Contractor*- An individual that possesses at least one certification outlined in the required coursework to obtain the WVEEC and has a minimum of 6 months of verifiable work experience.
- *Apprenticeship*- Eight-month training program being designed by The West Virginia Office of Energy and its partners.
- *Program Entrant*- An individual with no prior contractor experience.
- *Energy Audit*- A survey and analysis of a building's energy.

Application / Participation

Contractors interested in participating in state-led energy efficiency initiatives will apply to be part of the closed network of providers. During the application process, contractors will be required to provide key details such as professional references and their years of industry experience. Additionally, they will have the opportunity to upload any current certifications and licensures that demonstrate their qualifications. This information will be crucial for determining their provisional acceptance into the program.

Upon submission of the application, the regional implementation partner assigned to the applicant’s county of residence will conduct a thorough review and evaluation. Once approved, the regional implementation partner will collaborate closely with the training provider to design and implement a customized training curriculum, tailored to the applicant’s specific areas of interest and expertise.

Provisional acceptance into the closed network of providers is granted when a contractor has active licensing or certifications correlating to the requirements of the program and has passed the internal vetting processes of the Regional Implementation Partner. For instance, an HVAC provider will be provisionally accepted to only complete jobs related specifically to HVAC, given that this is the contractors only certification.

Program entrants applying to join the closed network of certified providers will follow the same application process as outlined for new contractors. This includes submitting professional references, documenting years of experience, and providing any relevant certifications or licensures. While the structured apprenticeship program is being developed, contractors with prior experience will be given priority in the application process to ensure a strong foundation of skilled professionals within the network. Additionally, those who obtain the West Virginia Energy Efficiency Contractor (WVEEC) designation will have the opportunity to apply as mentors in the apprenticeship program. This mentorship role not only contributes to the professional development of new entrants

but is also paired with additional compensation and formal recognition, reinforcing a culture of excellence and leadership within the program.

Contractor Application Questions

Personal	Name
	DOB
	Address
	Contact Phone
	Email
Work History	Experience 1
	Experience 2
	Experience 3
Education/Certifications	Education
	Certifications
References	Professional
	Personal
Uploads	Document upload (certifications / supporting documentation)
	Resume
Agreement	Application disclosure and agreement

Contractor Commitment Agreement

All contractors participating in state-led energy initiatives are required to agree to and sign the Contractor Commitment Agreement.[1] This agreement serves as a binding document that outlines the contractor's unwavering commitment to supporting the state's collective energy objectives. By signing, contractors pledge to uphold the highest standards of service, ensuring that their work aligns with statewide efforts to promote sustainability, reduce energy consumption, and deliver long-term value to residents and businesses. The agreement highlights the contractor's role not just as a service provider, but as a

[1] Appendix A

partner in advancing energy goals that benefit the community, economy, and overall energy landscape.

Key elements of the Contractor Commitment Agreement include a focus on consumer protection, transparency, and fair, equitable pricing. Contractors must guarantee that their services are delivered with integrity, providing clear and honest communication with consumers about project costs, timelines, and expected outcomes. Fair pricing is a critical component, ensuring that energy upgrades remain accessible to a broad range of residents. Additionally, contractors agree to adhere to industry best practices and ethical standards, safeguarding the interests of consumers while contributing to the overall success of state-led initiatives. This agreement reinforces the contractor's accountability and strengthens public trust, ensuring that all stakeholders benefit from the program's implementation.

Career Pathways and Certifications

To obtain a state and federally recognized certification, contractors are required to successfully complete all relevant training programs and certifications outlined in the WVEEC Course Attachment[2]. These certifications cover essential knowledge areas, including building science principles, energy efficiency techniques, and compliance with both state and federal energy regulations. By completing these rigorous training modules, contractors demonstrate their expertise and readiness to deliver high-quality energy efficiency services in alignment with regulatory standards.

Once contractors have obtained or submitted proof of current licensures related to their role—such as HVAC, insulation, or energy auditing—they will be provisionally accepted into a closed network of certified providers. This provisional acceptance grants contractors the ability to engage in projects directly tied to their certifications, ensuring that critical energy efficiency work can move forward while the final endorsement process is underway. During this period, contractors can apply their skills and knowledge in the field, contributing to the reduction of energy consumption and the enhancement of building performance, even prior to receiving the official state and federally endorsed certification.

This structured certification process not only helps to standardize the quality of work being delivered but also accelerates the professional development of contractors within the energy sector. It fosters a workforce that is well-equipped to meet the growing demand for energy-efficient solutions while ensuring compliance with evolving industry standards and best practices. Moreover, by streamlining the acceptance process, the program

[2] Appendix B

structure supports the timely implementation of energy-saving projects that drive sustainability goals and economic benefits at both the state and federal levels.

The West Virginia Office of Energy strongly encourages all contractors accepted into the closed network of certified providers to pursue the West Virginia Energy Efficiency Contractor (WVEEC) designation. However, we recognize that some professionals may choose to specialize in a particular trade—such as HVAC, insulation, or electrical work—and that specialization is both valuable and welcomed within the program. Earning the WVEEC is not a requirement to participate, nor must contractors obtain the full suite of certifications to contribute meaningfully to the program. Those who wish to focus on specific disciplines may obtain targeted certifications and perform work exclusively within their area of expertise. That said, we encourage all participants to take full advantage of this unprecedented opportunity to expand their skills, increase their marketability, and access the robust training, mentorship, and resources available. By investing in continued education and skill development, contractors not only strengthen their own professional standing but also enhance the overall quality and impact of energy services in West Virginia.

Certifications and Endorsements

The state and federally endorsed contractor certification is a prestigious credential that sets a new standard in the energy efficiency industry. Developed through a collaborative effort between the West Virginia Office of Energy, key stakeholders, and national experts, this certification represents a culmination of advanced training, rigorous assessments, and compliance with both state and federal energy standards. By achieving this certification, contractors join an elite group of professionals recognized for their expertise in delivering high-quality, innovative energy solutions. The West Virginia Office of Energy has worked diligently to ensure that this certification aligns with the latest industry innovations and regulatory requirements, positioning it as a leading benchmark for excellence in the energy sector.

WEST VIRGINIA OFFICE OF ENERGY	The West Virginia Office of Energy

U.S. DEPARTMENT OF ENERGY	The US Department of Energy
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY	The Environmental Protection Agency
BUILDING PERFORMANCE ASSOCIATION	The Building Performance Association (BPA)
ASHRAE®	American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)

The exclusivity of this certification presents contractors with a wealth of new opportunities. As the demand for diversified energy solutions continues to rise, certified contractors will be uniquely positioned to lead high-impact projects across both residential and commercial sectors. This certification not only affirms their technical expertise but also grants them access to a select network of certified providers, elevating their professional standing and marketability. With official endorsements at both the state and federal levels, contractors can confidently expand their services, playing a critical role in advancing West Virginia's long-term energy objectives. Participation in this pioneering initiative offers contractors the opportunity to be at the forefront of a movement that is reshaping the future of energy and sustainability in West Virginia and beyond.

The endorsement of this certification by federal agencies and leading industry organizations further underscores its unmatched credibility and importance. Supported by national authorities, this certification is more than a professional milestone—it's an entryway into an exclusive network of experts recognized for their leadership in the energy sector. These high-level endorsements provide contractors with a significant competitive advantage, unlocking access to prestigious projects and sustained growth in the expanding energy sector. By obtaining this certification, contractors align themselves with the best in the industry, positioning themselves as leaders in transforming the future of energy solutions.

Continued Education Courses

Continued education courses for contractors, required every two years, play a vital role in ensuring that professionals stay current with emerging trends, technologies, and best practices in the evolving energy market. As the energy landscape diversifies, and sustainable building practices advances, contractors must be well-versed in new standards and tools to remain competitive and compliant. These courses not only sharpen their technical skills but also reinforce their understanding of updated safety regulations, codes, and customer needs, fostering higher-quality workmanship and reliable project outcomes.

Given the rapid pace of change in energy technologies, continued education helps contractors adapt to advancements that impact their field, such as the integration of smart home technologies, improved HVAC systems, and more advanced insulation practices. By completing these courses every two years, contractors can maintain their licenses and certifications while ensuring they contribute to the overall success of energy efficiency programs and initiatives. The proactive notification 90 days prior to certification expiration provides ample time for contractors to meet these educational requirements, minimizing disruptions to their business and ensuring continued adherence to industry standards.

Training Partner(s)

The West Virginia Office of Energy has partnered with Everblue to serve as the primary provider of all training and certifications. Other partners include:

- The Building Performance Association
- The West Virginia Home Builders Association
- West Virginia Regional Development Councils
- WV211
- American Electric Power (AEP)
- WorkForce WV
- West Virginia Department of Economic Development
- CHANGE Inc.
- Coalfield Community Action Agency
- Community Action of Southeastern West Virginia
- PRIDE Community Services
- Southwestern West Virginia Community Action Agency
- West Virginia Eastern Community Action Agency

Program Entrants / Apprenticeship Program

The West Virginia Office of Energy (WVOE) has partnered with key industry leaders, including the Division of Labor, and is in the process of designing an innovative 8-month apprenticeship program intended to build a highly skilled, energy-efficient workforce. This program combines a hybrid approach of virtual coursework with immersive on-the-job training, ensuring participants gain both theoretical knowledge and practical experience. A cornerstone of this initiative is the mentorship pairing between apprentices and certified energy professionals who have earned the exclusive WVEEC credential. These seasoned mentors provide direct, real-world guidance, equipping apprentices with advanced technical skills and a thorough understanding of regulatory compliance.

Throughout the program, apprentices shadow their mentors on diverse projects, ranging from conducting residential energy audits to executing large-scale retrofitting initiatives. This hands-on training offers unparalleled insights into industry best practices and cutting-edge techniques, fostering a deep understanding of the complexities and nuances of energy innovations implementation. The mentorship component not only accelerates the learning curve but also strengthens apprentices' industry networks, preparing them to transition seamlessly into leadership roles within the energy sector.

By the program's conclusion, apprentices will emerge as highly competent professionals, armed with practical expertise, strategic knowledge, and the confidence to drive innovation in energy efficiency. This apprenticeship program exemplifies WVOE's commitment to workforce development and its dedication to cultivating a sustainable energy future for West Virginia.

West Virginia Energy Efficiency Contractor (WVEEC)

Contractors who successfully complete all certification courses will be awarded a state endorsed certification (WVEEC), granting exclusive eligibility to participate in and lead state and federally funded energy efficiency initiatives. The certification is valid for 2 years and will require additional courses for renewal. Contractors receive a one-time $2,000 incentive for obtaining this exclusive certification.

Closed Network of Providers

Once contractors have earned the WVEEC, they will be placed on an exclusive list of certified providers. This list will be publicly available on the state's energy website and accessible to all program participants. All projects commencing from energy initiatives

initiated in part or whole by the WVOE, will be performed solely by those contractors who have been placed on the closed network of providers list.

Organizations

Contracting organizations with multiple employees seeking to perform energy upgrades on behalf of the State of West Virginia must adhere to all regulatory requirements set forth under WV Code §30-42-6. This statute mandates that any agency or organization completing work under state programs must maintain current licensure to ensure compliance with established safety, quality, and performance standards. If work is conducted by an apprentice or an employee in training, the licensed contracting organization assumes full responsibility for the quality and integrity of all work performed under its supervision. Contractors engaged in state-affiliated projects must demonstrate their capability to execute energy efficiency measures in accordance with industry best practices, ensuring both consumer protection and adherence to state regulatory frameworks. Organizations employing multiple contractors should establish rigorous oversight and verification protocols to maintain compliance, mitigate risk, and uphold the standards required for participation in West Virginia's transformative energy initiatives.

Incentives

The West Virginia Office of Energy (WVOE) recognizes the critical role of continued professional development in the energy sector and is committed to supporting contractors who complete the required certification courses. We understand that contractors' time is valuable, and we remain mindful of that fact by ensuring that training is both impactful and accessible. Through a series of robust and comprehensive training modules, participants gain specialized knowledge and practical skills necessary to excel in energy and sustainability projects. To recognize their dedication and expertise, WVOE offers financial incentives to contractors who successfully complete these certification programs. The pay scale outlined below reflects the compensation tied to each certification earned, ensuring that contractors are rewarded for their advanced qualifications and contributions to the state's energy initiatives.

Certification / Training	Incentive (Fixed Payment)	Incentive (Hourly)
ASHRAE 62.2	$160.00	
ASHRAE BEAP	$500.00	
BPI AC and Heat Pump	$450.00	
BPI Building Analyst Technician	$1,250.00	

BPI Building Science Principles	$320.00	
BPI Infiltration & Duct Leakage	$200.00	
BPI Multifamily Building Analyst	$240.00	
HEP Quality Control Inspector	$300.00	
Introduction to Heat Pumps	$150.00	
Multifamily QCI Training	$800.00	
NATE	$150.00	
Onboarding	$100.00	
OSHA 10	$200.00	
OSHA 30	$600.00	
SnuggPro	$400.00	
HEP Energy Auditor	$960.00	
OJT		$20.00
Apprenticeships		$20.00
West Virginia Energy Efficiency Contractor	$2,000.00	

Incentive Agreement

Contractors participating in state-led energy efficiency training programs funded by the West Virginia Office of Energy (WVOE) are required to adhere to specific terms and conditions as a prerequisite for receiving certification funding. By accepting program funds to obtain energy-related certifications, contractors agree to accept energy-related job assignments and actively participate in energy efficiency projects for a minimum of two (2) years following certification. Failure to comply with this commitment—including refusal to accept qualifying work assignments, failure to meet program performance requirements, or voluntarily ceasing to participate in energy-related work during the two-year period—will result in the contractor being required to reimburse the full amount of funds provided for their certification. This repayment obligation is enforceable under the terms of the agreement signed upon entry into the program and is designed to ensure alignment with the program's objectives of building and sustaining a robust energy workforce. Please note incentive amounts are estimates based upon average course completion times and may vary as the program evolves.

Contractor Network Oversight and Management

During the initial application process, regional implementation partners will serve as the primary point of contact for applicants. Once the application has been reviewed and approved, the regional implementation partner will work with the approved training provider to facilitate a comprehensive, personalized training program. During this, contractors may accept work related to their current certifications and will be paid accordingly for obtained certifications.

Once desired certifications have been obtained, the contractor will enter agreements with the regional implementation partner overseeing their county of residence. Individual agreements and requirements may vary based upon the administrative requirements of each regional implementation partner. Contractors are awarded work and submit invoices directly to their Regional Implementation Agency.

The WVOE and their Central Implementation Partner will work in collaboration to effectively provide oversight and support to all regional implementation partners.

AGENCY	Southwestern Community Action Council	Coalfield Community Action Partnership	Community Action of Southeastern WV	Eastern WV Community Action Agency	PRIDE, INC.	CHANGE, INC.
COUNTY	Cabell Jackson Lincoln Pleasants Putnam Ritchie Wayne Wirt Wood	Boone Calhoun Clay Gilmer Kanawha Mingo Roane	Greenbrier Mercer Monroe Pocahontas Raleigh Summers	Barbour Berkley Grant Hampshire Hardy Jefferson Mineral Monongalia Morgan Pendleton Preston Randolph Taylor	Braxton Fayette Lewis Logan McDowell Nicholas Upshur Webster Wyoming	Brooke Doddridge Hancock Harrison Marion Marshall Ohio Tyler Wetzel

Regional Implementation Partners

Southwestern Community Action Council (SCAC)

540 5th Avenue
Huntington, WV. 25701
(304) 525-5151

Coalfield Community Action Partnership
1626 W 3rd Avenue
Williamson, WV. 25661
(304) 235-1701

Community Action of Southeastern West Virginia (CASE)
355 Bluefield Avenue
Bluefield, WV. 24701
(304) 325-3511

Eastern West Virginia Community Action (Eastern Action)
228 Clay Street
Moorefield, WV. 26836
(304) 538-7711

PRIDE, INC.
699 East Stratton Street
Logan, WV. 25601
(304) 752-6868

CHANGE, INC.
3158 West Street
Weirton, WV. 26062
(304-459-4010

Awarded Projects

To ensure seamless project implementation and equitable access for all certified contractors, the following process outlines the assignment of projects under the Home Energy Rebates Program.

Geographic Assignment of Projects

1. Energy Audit Assignments
   When a consumer applies to the program, the certified energy auditor geographically closest to the applicant's residence will be assigned to perform the initial energy audit. This proximity-based approach enhances efficiency and reduces travel costs while ensuring prompt service delivery.
2. Contractor Assignments
   Following the completion of the energy audit, a recommended scope of work will be generated, and projects will be awarded based on alignment with the contractor's certifications, qualifications, and geographic proximity to the service address. This ensures that all work is performed to the highest standards and aligns with program goals.

- Contractors traveling more than 21 miles to a service address may submit mileage for reimbursement at the rate of $0.70 per mile.
- If a contractor is unable to accept a project due to demand or other constraints, the next closest contractor will be notified and provided the opportunity to accept the assignment.

This geographic and qualification-based assignment model ensures fair and equitable access to all certified contractors within the program's closed contractor network. By distributing projects based on proximity, certifications, and capacity, the program balances workload demands and fosters a collaborative, high-quality contractor network.

Outreach and Marketing

The West Virginia Office of Energy (WVOE) is committed to ensuring that its training initiatives reach the widest possible audience, positioning the program as an accessible and attractive opportunity. To maximize the impact of the training programs, the WVOE has developed a multi-channel marketing and outreach strategy, leveraging both traditional and innovative methods to effectively engage target stakeholders. Central to this approach is the strong network of industry partnerships established with key players, ensuring that information about the training programs is disseminated through highly visible and trusted sources.

Community Action Agencies will play a fundamental role as one-stop hubs, providing contractors with the necessary resources and guidance to participate in these training opportunities. These agencies are ideally positioned to offer a seamless experience for contractors and workers interested in upskilling or entering the energy workforce, acting as local access points where potential participants can receive all the information they need. The WVOE's strategy also involves embedding local community ambassadors into the outreach process. These ambassadors will attend community-based events, distribute program literature, and actively engage with residents, ensuring that the program is well-represented at the grassroots level. This localized, face-to-face engagement fosters trust and encourages broader participation across West Virginia's diverse regions for both contractors and homeowners.

The West Virginia Office of Energy (WVOE) is launching a comprehensive statewide marketing campaign in the spring of 2025, running through the summer of 2026. This initiative will take WVOE representatives across the state, introducing students and communities to transformative energy sustainability programs and workforce development opportunities. A key component of this outreach is the collaboration with the West Virginia Board of Education to introduce high school seniors to apprenticeship

opportunities. Materials outlining career pathways in the energy sector, including apprenticeships, will be distributed to schools, providing students with a clear understanding of how they can transition into this growing field. This targeted approach not only builds awareness among our youth but also positions training initiatives as viable post-secondary options. By engaging students early, WVOE aims to address workforce gaps and establish a strong pipeline of skilled labor for the energy sector.

The WVOE is ensuring that its training programs are accessible, relevant, and aligned with the needs of West Virginia's evolving energy landscape. The combined efforts of CAAs, community ambassadors, and educational institutions reflect the Office's dedication to creating opportunities for a wide array of stakeholders, from high school students to seasoned contractors, driving participation and building a skilled, sustainable workforce.

Fraud Prevention / Mitigation and Penalties

Any allegation of fraud that is made against a contractor, including misuse of funds and/or inadequate installation practices, will be made priority with the WVOE. The state and its partners will access the allegations and follow the formal review process outlined above. This may be a progressive nature stemming from multiple incidents, or it may result in a contractor being removed from the approved contractor list for the program. Penalties may be administrative or criminal, depending on the nature of the issue and may include but are not limited to:

- *Criminal Charges:* Contractors found guilty of fraud can face criminal charges such as theft by deception, fraud in obtaining state funds, or falsifying documents. Fraudulent actions, like overbilling, providing false information on rebates, or not completing work to required standards, can lead to charges of felony fraud, which may result in fines, restitution, and imprisonment no less than 30 days and no more than one year as set forth in WV Code 30-42-14.
- *Civil Penalties:* In addition to criminal charges, contractors may face civil lawsuits from the state for damages. The state may seek repayment of any ill-gotten funds, along with additional penalties under laws like the West Virginia False Claims Act, which allows the state to recover treble damages (three times the amount of the fraud).
- *Debarment or License Revocation:* Contractors involved in fraudulent activity may be subject to debarment, which would prevent them from bidding on or participating in any state-funded contracts in the future. Additionally, state licensing

boards may revoke or suspend the contractor's license, effectively barring them from operating in the state.

- *Restitution:* Fraudulent contractors can be ordered to pay restitution to both the state and affected consumers. This includes reimbursing any funds obtained fraudulently and compensating homeowners for any faulty or incomplete work.
- *Audits and Investigations:* The state may conduct audits or investigations on contractors suspected of fraudulent activity. If fraud is detected, evidence gathered during these audits can be used to prosecute the offending party.
- *Whistleblower Protections:* Under the West Virginia False Claims Act, whistleblowers who report fraud committed by contractors can receive financial rewards and are legally protected from retaliation, encouraging employees or other contractors to report illegal activity.

The state will ensure the inclusion of the holder-in-due course rule included in contracts associated with Home Energy Rebates (IRA Sections 50122 and 50121), so consumer protections are not lost if the contract is assigned to a third-party creditor. Furthermore, the CCA agreement states that contractors who do not finish, or supplement work to a third party, will communicate this arrangement with the WVOE. At this point, the incumbent party will be required to agree to the state's CCA.

The State of West Virginia will take a proactive, multi-step approach to ensure consumer satisfaction and make them whole if issues arise with their home efficiency upgrades. First, as previously mentioned, the state will establish a dedicated consumer resolution team to handle complaints and inquiries promptly. This team, located in the local Community Action Agencies, will be trained to assess the nature of each complaint, from workmanship quality to missed timelines, and provide consumers with clear, actionable steps toward resolution. The state will also implement a standardized complaint intake system, accessible via phone, website, and in person, where consumers can easily submit concerns and track the progress of their cases in real-time.

Once a complaint is received, the state will assign certified inspectors to verify the work performed against contractual agreements and state energy standards. If deficiencies are found, contractors will be required to fix the issues at no additional cost to the consumer. For severe cases, where the work is deemed unsatisfactory or incomplete, the state will either withhold payment to the contractor until the matter is resolved, provide financial compensation or a rebate adjustment to the consumer, and potentially delist the contractor from the approved participation list.

The state will further maintain records on quality inspections including sampling rates, findings, corrective actions taken, and verification of conformance to requirements. These

records will be retained in accordance with the state's standard record retention policies for a period of seven years.

Getting Started

To get started, interested contractors or program entrants should gather any existing certifications, references and resume and visit www.energywv.org and select contractor resources. Once on the homepage, select contractor application and follow the onscreen instructions. During this process if questions arise, please contact the Regional Implementation Partner that serves your county of residence.

All other forms and correlating training documents can be found on the Workforce Landing Page at: https://everbluetraining.com/west-virginia-her-hear-program/

Appendix

Appendix A: Contractor Commitment Agreement



Contractor Commitment Agreement

This agreement outlines the expectations and commitments required of contractors working with the West Virginia Office of Energy (WVOE) and its partners. It establishes a framework for delivering high-quality services, maintaining safety and communication standards, ensuring transparent pricing, and prioritizing clean energy and energy efficiency practices. Additionally, it defines the contractor's service commitment following federally funded training, reinforcing the importance of professionalism, compliance, and sustainable impact. By signing this agreement, the contractor acknowledges these responsibilities and agrees to uphold the standards necessary for the success of WVOE's initiatives.

Commitment to Excellence
The contractor agrees to deliver services of the highest quality, ensuring all work meets or exceeds industry standards.

- *Safety Compliance*: The contractor commits to adhering to all safety regulations and best practices to protect both workers and clients.
- *Communication*: The contractor will maintain clear, respectful, and timely communication with WVOE, clients, and all project stakeholders.
- *Punctuality*: The contractor agrees to honor commitments, including arriving on time for appointments and completing projects within agreed timelines.

Transparent Pricing

- *Detailed Quotes*: The contractor will provide clear and detailed quotes, avoiding hidden fees or unexpected costs.
- *Competitive Pricing*: The contractor commits to offering competitive pricing while ensuring fair compensation for quality work.

Commitment to Clean Energy and Home Efficiency

- *Promotion*: The contractor agrees to promote and use clean energy sources in all projects where feasible.
- *Innovation*: The contractor commits to staying informed about and incorporating the latest clean energy technologies and practices.
- *Energy Efficiency*: The contractor will prioritize energy-efficient solutions in all home improvement projects.
- *Sustainability*: The contractor agrees to implement sustainable practices to minimize environmental impact.

Service Duration
The Contractor agrees to accept project work on behalf of the West Virginia Office of Energy (WVOE), its affiliates, and associated partners for a minimum duration of two (2) years following the completion of any certification courses funded in full or in part by federal funds. This commitment is intended to ensure the investment made in the Contractor's professional development is directly applied to advancing state and partner objectives in energy efficiency, sustainability, and other mission-critical goals. Specifically, the Contractor acknowledges and agrees that:

- *Commitment Period:* The two-year service period begins on the date the federally funded certification course(s) are successfully completed and verified by WVOE or an approved training partner.

- *Scope of Work:* During this period, the Contractor will prioritize and actively accept relevant project work assignments as offered by WVOE and its designated partners, including but not limited to energy audits, efficiency upgrades, renewable energy installations, and other approved tasks aligned with program objectives.
- *Quality and Compliance:* The Contractor agrees to maintain a high standard of quality, professionalism, and compliance with state and federal guidelines in all project work assignments, with a focus on delivering value and sustainable outcomes as per program guidelines.
- *Continuity and Impact:* By committing to this duration, the Contractor contributes to the stability and continuity of WVOE's programs, helping ensure that the knowledge, skills, and competencies gained through federal training investments are maximally leveraged for the benefit of West Virginia's communities.
- *Termination and Consequences:* Should the Contractor terminate their involvement before the two-year period, WVOE reserves the right to seek reimbursement for the training costs or to take other remedial actions, except where early termination is mutually agreed upon due to unforeseen circumstances or as permitted under the agreement.

The Contractors Guide to State Energy Training and Certifications

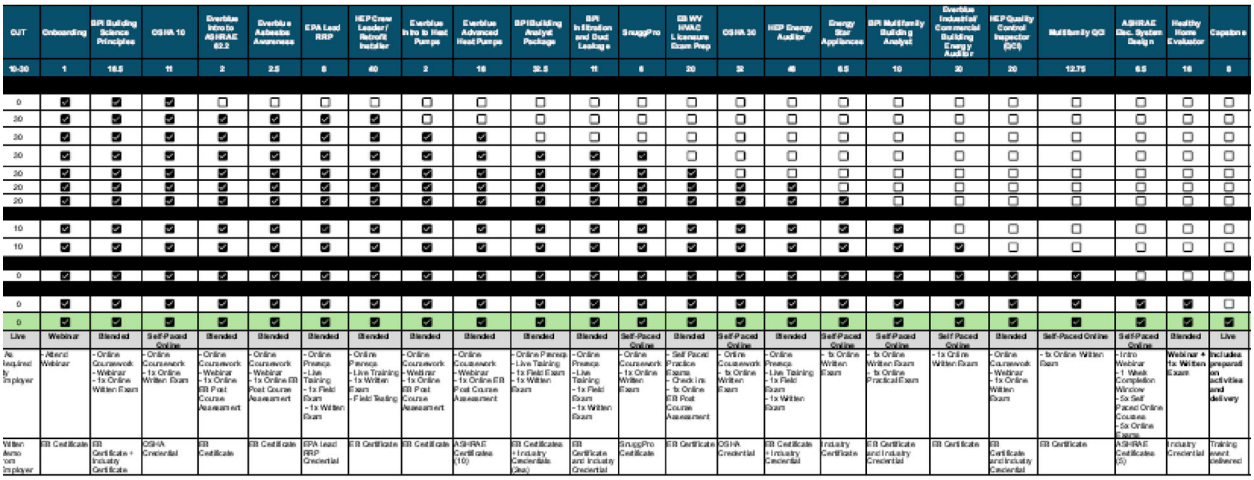
The Contractors Guide to State Energy Training and Certifications will accompany this document. By signing below, the contractor acknowledges receipt of the Contractor Training and Certification Guidance document and agrees to the terms outlined within.

Signatures

This agreement is binding upon the parties and their respective successors and assigns. Any amendments to this agreement must be made in writing and signed by both parties. By signing this agreement, the contractor acknowledges their commitment to the outlined principles and agrees to uphold these standards in all projects undertaken in collaboration with the West Virginia Office of Energy and its partners.

Contractor Signature	*Date*
Witness Signature	*Date*

Appendix B: Certification Pathways



OJT	Onboarding	BPI Building Science Principles	OSHA 10	Everblue Intro to ASHRAE 62.2	Everblue Asbestos Awareness	EPA Lead RRP	HEP Crew Leader / Retrofit Installer	Everblue Intro to Heat Pumps	Everblue Advanced Heat Pumps	BPI Building Analyst Package	BPI Infiltration and Duct Leakage	SnuggPro	EB WV HVAC Licensure Exam Prep	OSHA 30	HEP Energy Auditor	Energy Star Appliances	BPI Multifamily Building Analyst	Everblue Industrial/ Commercial Building Energy Auditor	HEP Quality Control Inspector (QCI)	Multifamily QCI	ASHRAE Sys. System Design	Healthy Home Evaluator	Capstone
10-30	1	16.5	11	2	2.5	8	40	2	16	32.5	11	8	20	32	48	6.5	10	30	20	12.75	6.5	16	8
0	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
30	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
30	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐
20	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐	☐
10	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐
10	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐
0	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐
0	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐
0	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Live	Webinar	Blended	Self-Paced Online	Blended	Blended	Blended	Blended	Blended	Blended	Blended	Blended	Self-Paced Online	Blended	Self-Paced Online	Blended	Self-Paced Online	Self-Paced Online	Self-Paced Online	Blended	Self-Paced Online	Self-Paced Online	Blended	Live
As required by Employer	- Attend Webinar	- Online Coursework - Webinar - 1x Online Written Exam	- Online Coursework - 1x Online Written Exam	- Online Coursework - Webinar - 1x Online EB Post Course Assessment	- Online Coursework - Webinar - 1x Online EB Post Course Assessment	- Online Prereqs - Live Training - 1x Field Exam - 1x Written Exam	- Online Prereqs - Live Training - 1x Written Exam - Field Testing	- Online Coursework - Webinar - 1x Online EB Post Course Assessment	- Online Coursework - Webinar - 1x Online EB Post Course Assessment	- Online Prereqs - Live Training - 1x Field Exam - 1x Written Exam	- Online Prereqs - Live Training - 1x Field Exam - 1x Written Exam	- Online Coursework - 1x Online Written Exam	- Self Paced Practice Exams - Check In - 1x Online EB Post Course Assessment	- Online Coursework - 1x Online Written Exam	- Online Prereqs - Live Training - 1x Field Exam - 1x Written Exam	- 1x Online Written Exam	- 1x Online Written Exam - 1x Online Practical Exam	- 1x Online Written Exam	- Online Coursework - Webinar - 1x Online Written Exam	- 1x Online Written Exam	- Intro Webinar - 1 Week Completion Window - 5x Self Paced Online Courses - 5x Online Exams	Webinar + 1x Written Exam	Includes prepared on activities and delivery
Written Acknowledgement by Employer	EB Certificate	EB Certificate + Industry Certificate	OSHA Credential	EB Certificate	EB Certificate	EPA lead RRP Credential	EB Certificate	EB Certificate	ASHRAE Certificates (10)	EB Certificates (+ Industry Credentials (3ea)	EB Certificate and Industry Credential	SnuggPro Certificate	EB Certificate	OSHA Credential	EB Certificate + Industry Credential	Industry Certificate	EB Certificate and Industry Credential	EB Certificate	EB Certificate and Industry Credential	EB Certificate	ASHRAE Certificates (5)	Industry Credential	Training event delivered