



Missouri Certified Home Energy Auditor Application, Training at Institution Other than BPI or RESNET Instructions for Form 780-2014

Energy Center Fact Sheet

11/2008

1. This application form is only for those individuals who have received formal, organized home energy auditor training from some institution or entity **other than** BPI or RESNET entities (e.g. classroom and field training course on home energy audits offered by a community college). This certification is only for the individual and not the course.
2. The application form section, Contact Information, is for the individual seeking certification. Institution information is in the next section of the form
3. The application form section, Training Information/Location, requires information on the institution or entity that offered the training. The section instructs the applicant to check whether the applicant was trained on and used certain auditor equipment. Check all the boxes that apply.
4. The application form instructs the applicant to check which training subject areas were included in the training program. These training areas are more fully explained in the Department of Natural Resources Program Guidance and correspond to the Department of Natural Resources criteria.
5. The application form lists several items to attach to the form. These are items which more fully describe the institution's Home Energy Auditor training program. Curriculum information should expand on the subject areas checked on the front of the form and describe how the training satisfies the Department of Natural Resources Criteria listed in the department Program Guidance. (How many hours are devoted to the subject area? Is it tested? Method of instruction, etc.)
6. The field exam description should describe in detail how the applicant was evaluated. (How many audits did the applicant complete for the exam? Did the applicant complete a written audit report? Did the applicant actually operate the audit equipment during the field exam? Which pieces of equipment did the applicant operate? etc.)
7. The application form instructs the applicant to attach several items related to operating a business. These items must be attached if the applicant is operating his or her own Home Energy Auditor or related business. The applicant must attach as many of the items as are available to help establish the authenticity of the training claimed in the application.
8. The individual seeking certification must check with the local city and county to determine whether a business license is required. The individual must check with the Secretary of State' office to determine if business name registration is required. If a license or business name registration is required and the individual does not have them, the department will not issue a certification.

9. The Missouri Business Portal, a single point of entry for business registration, filings, licenses and permits for doing business in the State of Missouri is located at:
www.business.mo.gov.
10. Certification of training at an institution other than BPI or RESNET requires a thorough evaluation of the training program and may require an on-site observation of the course or segments of the course. If this is necessary, a department representative will contact the listed institution contact person to schedule such an event.

For More Information

For more information, please contact:

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