Certified Program:

CalCERTS, Inc. HERS PROVIDER

Training managed by:

Center for Sustainable Energy™

Class I: HERS Basics

Class Code: 151109ES

Location: Educational Cultural Complex (ECC)
4343 Ocean View Blvd. Building C, Room 109 *(see map at end of this flyer)*
San Diego, CA 92113
(Corner of Ocean View & Elizabeth Street)

Parking Passes will be provided on the first day of class.

Class Date: Monday, November 9th, 2015

Class Time: 8:00 am-5:00 pm *(lunch NOT provided, however, there is a cafeteria available on campus)*

Cost: $340 per person*

You can sign up for the class on-line and pay via credit card at: energycenter.org/calcerts

***Please Note:** There is an annual $120.00 subscription fee due if you choose to become a CalCERTS HERS Rater. This fee covers your CalCERTS HERS membership and the administrative duties on our part to maintain your records. Project uploads for compliance verifications, whole-house ratings, and/or Energy Star certifications are subject to additional fees. **Prices subject to change without notice**

Target Market for this Course:

HERS Basics is the first class of many required to become a California HERS Field Verification & Diagnostic Testing Rater. Candidates should be 18 years or older. This is a great class for those interested in the California HERS program and how they might be able to participate. Construction trades, designers, technicians, job supervisors, and mangers all will gain insight into how the HERS system works, what its purpose is, and how they can potentially be a part of the program.

Incoming Skills Necessary:

Although this is the first course in the HERS series and the content is "basic" there is still the expectation that those choosing to enter the HERS program as a Rater possess some knowledge, skills, and abilities in the construction industry. An understanding of how homes are constructed and put together helps a Rater perform his/her duties and shows clients that they are competent in their role as a rater.

In the course of rater work you may be required to have the following knowledge, skills, and abilities required which are not taught in any CalCERTS trainings:

- High School diploma or GED
- 10th Grade English & Math minimal (especially fractions, percentages, geometry)
- Computer literacy

- Firm grasp of the English language (most codes and regulations are only in English)
- Ability to lift heavy objects (50 lbs. or more)
- Ability to inspect dark, tight, spaces

Learning Objectives:

Class I: HERS Basics is a 1-day class that is taught by a qualified CalCERTS, Inc. trainer and long-time expert on energy efficiency programs and diagnostic testing. Class I: HERS Basics is an introduction to the California Home Energy Rating System program. The intent of this class is to provide an introduction and overview of the California HERS program as well as to cover basic concepts needed to continue on the path to becoming a California HERS Field Verification & Diagnostic Testing Rater. This is also a great class for those interested generally in the HERS program and how they might be able to participate. Construction trades, designers, technicians, job supervisors, and mangers all will gain insight into how the California HERS program works, what its purpose is, and how they can potentially be a part of the program.

Prerequisites:

It is assumed that all candidates attending any of our HERS training courses have completed 10th grade English and math as well as being computer literate. These skills are not taught in any of our trainings and you'll need them as a HERS Rater in California.

Topics Covered in HERS Basics:

- Overview of the Certification Process
- Work Practices
- Professional Conduct
- Evolution of the Home Energy Rating System
- HERS Regulations
- HERS Rater Classifications
- CEC Publications, Overview
- Title 20 – California HERS Regulations
- CalCERTS' Quality Assurance Policy
- What is Energy?
- Thermodynamics
- Mechanisms of Heat Flow
- Overview of HVAC Systems

Standards of Candidate Evaluation (for individual certificate issuance):

At the end of the training day, all participants will take an open-book, multiple-choice exam based upon all the written materials provided to the candidate, the presentations projected in class, and the verbal education by the Trainer.

The initial written exam must be taken on the day of instruction, no exceptions. A score of 80% overall is required to pass this exam.

CalCERTS HERS Rater Written Exam Policies

These rules are intended to ensure fairness, accuracy, consistency and validity of exam results. Failure to abide by these rules could result in ejection, or other disciplinary action.

1. At the beginning of each exam, the proctor will announce the time allowed for the exam. The time allowed is based on the number of questions on the exam.
2. The written exam must be taken on the day of instruction (or on the last day of a multiple day delivery), no exceptions.
3. A Scantron form, exam packet and #2 pencil will be provided to the candidate.
4. Fill in (shade) your answers firmly and neatly on the Scantron form. Completely erase any changed answers with a soft eraser. Do NOT staple, fold, tear or crumple the form. Do NOT draw or write on the bar code black lines on the left hand side of the exam. Do NOT write on or in the exam packet.
5. Print your first and last name where indicated on the Scantron form.
6. Print exam version (located on front page of exam packet) in the area above your name.
7. Print the name of the class (i.e. Class I, Class II, etc.) on the "subject" line of Scantron form.
8. Print the date you are taking the exam where indicated on the Scantron form.
9. A score of 80% is required to pass the CalCERTS written exam.
10. Candidates will not be informed which questions they have missed. They will only be informed of their score and whether they passed or failed.
11. Candidates must be prepared to show a valid Photo ID.
12. No cell phones may be used during the exam. Calculators will be provided.
13. No laptop computers may be used during the written exam.
14. The CalCERTS training manuals are the only written materials that may be referenced during the written exam. No other books or notes may be used. The answer to every question may be found or deduced from information in the training manuals. No other materials are needed to pass the exam.
15. Candidates may leave the room during the exam, but must hand over exam packet to Proctor until their return. No time will be added to time allotment for exiting exam.
16. Candidates may NOT write in training manual or exam booklet during exam. Scratch paper will be provided.
17. This is a professional level exam. THERE IS NO TALKING OR COMMUNICATING ALLOWED DURING THE EXAM. You must demonstrate your knowledge of the subject matter without assistance. You may NOT assist others during the exam.
18. There are multiple versions of each exam. They are similar to each other in terms of the topics covered and types of questions. Candidates will take a different version than those sitting to either side of them.
19. ALL exam packets must be turned in to the Proctor at the end of the exam.

Written Exam Re-test Policies

1. Candidates will be given <u>three</u> opportunities to pass each written exam (the initial attempt plus two re-test attempts).
2. Candidates must wait at least 48 hours to re-take any exam.
3. There will be an additional $75.00 charge for a re-test attempt.
4. All of the above exam policies apply to a re-test as well (except item #2 above)
5. Candidates who do not pass an exam on their third attempt must retake the entire class, at full retail price, and pass the written exam if they wish to continue their pursuit of certification.
6. If a candidate does not pass the written exam after retaking the course, they will be excluded from becoming a CalCERTS HERS Rater for that classification indefinitely (i.e. New Construction Rater).

Compliance Field House Exam Policy

1. Candidates must schedule and pass the Compliance Field House practical exam within six months of completing all course work required for certification as an Alterations rater (Classes I, II & III). Six months will start with the attendance date of the final class regardless of whether all written exams associated with those

courses were passed.

2. Any written exam re-tests from the associated course work must be completed before attending the field house and within the same six month window. Candidates who fail to pass written exam re-tests shall be required to re-take the associated class at full cost. If during this period the six month window expires for the field house, the candidate will also be required to re-take Class II - Hands-On Lab, at full cost and will then have another 6 month window to pass the Compliance Field House.
3. If a candidate fails their first attempt at the Compliance Field House, then the one allowed re-test of the field house must be completed within the original six month window. Candidates who fail to pass the Compliance Field House within six months, or who exhaust their re-test eligibility, shall be required to re-take Class II - Hands-On Lab, at full cost and will then have another 6 month window to pass the Compliance Field House.

CalCERTS Class Cancellation Policy:

Cancellations of classes paid for by credit card will be charged a $50 processing fee for each transaction cancelled. We reserve the right to refuse service to anyone. We reserve the right to withhold a processing fee of up to $100 for cancellations made less than two full business days prior to the scheduled class.

We reserve the right to cancel classes for any reason. Every effort will be made to notify you of a cancelled class well in advance. If we cancel a class you will receive a full refund of the class fee, but we are not responsible for other costs (travel, hotel deposit, etc.).

Materials utilized in this Course:

Upon registration, you will receive a digital copy of the 2013 Training Manual. This is an intense training program and it is highly recommended, and expected that you read the manual prior to coming to training. Please note that when you arrive to training, a printed version of the manual will be provided to you.

Each participant will be given a Candidate Binder with all the applicable written course materials as described in the Course Outline above.

Candidates shall bring to class a pencil or pen, a calculator, and notepad.

For questions about any of our trainings managed by CCSE, please call Jeanne Fricot at 858-244-1177 or email jeanne.fricot@energycenter.org

Educational Cultural Complex (ECC)
4343 Ocean View Blvd.
(corner of Ocean View & Elizabeth Street)
San Diego, CA 92113

Building C- Room 109