



All interested persons have had a reasonable time since August 1, 2014, to review the posted information. Comments on the Staff Evaluation Report and CALCTP's application were received and reviewed by Energy Commission staff.

Upon consideration of the application and comments received, I find that CALCTP's application to be a Lighting Controls ATTCP meets the criteria and procedures required by the Standards and recommend that the Energy Commission confirm these findings and approve CALCTP as an authorized Lighting Controls ATTCP. This approval would designate and authorize CALCTP to certify Technicians and Employers to perform the Nonresidential Lighting Controls Acceptance Tests under the Standards.

## **II. Background**

CALCTP applied on March 17, 2014 to the Energy Commission to be approved as a Lighting Controls ATTCP, to certify technicians and employers to perform the Nonresidential Lighting Controls Acceptance Tests under the Standards.

Pursuant to section 10-103-A(e), the Energy Commission may approve CALCTP as an interim provider to certify Employers and Technicians on the lighting Acceptance Tests through the interim approval period. On April 29, 2014, Energy Commission staff determined that CALCTP's application met all the requirements for interim approval in Section 10-103-A(e) of the Standards. Interim approval allows CALCTP to certify Employers and Technicians on the lighting controls Acceptance Tests.

On June 18, 2014, the Energy Commission determined that the Industry Certification Threshold conditions in Section 10-103-A(b)1 and Section 10-103-A(b)2 of the Standards have been met. Effective July 1, 2014, Lighting Controls Acceptance Tests may only be completed by a certified Lighting Controls Acceptance Test Technician for major lighting retrofits and newly constructed buildings.

## **III. CALCTP Meets the Requirements for Providers Under Sections 10-103-A(c)**

Section 10-103-A(f) of the Standards authorizes the Energy Commission to review Lighting Controls ATTCP applications according to the criteria and procedures in section 10-103-A(c) of the Standards to determine if the applicant may be approved to provide Acceptance Testing certification services. Section 10-103-A(f) of the Standards requires Energy Commission staff to review and validate all information received in the Lighting Controls ATTCP application and determine if the application is complete and contains sufficient information to be approved. As stated below, and as articulated in the Energy Commission staff Evaluation Report, Energy Commission staff has determined that CALCTP's application meets the requirements of section 10-103-A(f) of the Standards.

1. Section 10-103-A (c)1: Requirements for Applicant ATTCP to Document Organizational Structure

CALCTP's application fulfills this requirement by providing information regarding its organizational structure including its status as a nonprofit organization governed by a Board of

Directors, by-laws, a listing of the current Board of Directors and its responsibilities, and the selection process for the Board of Directors.

2. Section 10-103-A (c)2: Requirements for Certification of Employers

CALCTP's application fulfills this requirement by providing a six-hour training program for employers. The training gives an overview of the Acceptance Test documents and how to ensure their technicians are filling them out properly. Employers must maintain internal systems of quality control governing their operations. Quality control procedures will involve some combination of the use of quality manuals; project specification; assurance that only CALCTP-certified Acceptance Technicians will conduct Acceptance Testing; testing of key parameters before and at the end of each project; accurate documentation on every project; and provision of timely electronic information to CALCTP upon request.

3. Section 10-103-A (c)3: Requirements for Applicant ATTCP's to Document Training and Certification Procedures.

CALCTP's application fulfills this requirement by providing a complete copy of all training and testing procedures, manuals, handbooks and materials for technicians and employers. Energy Commission staff has reviewed all the training material and determined that it satisfied these requirements.

4. Section 10-103-A (c)3A: Training and Scope

CALCTP's application fulfills this requirement by providing hands-on and theoretical training for both technicians and employers. Energy Commission staff has reviewed all the training material and curricula and has determined that it satisfied these requirements.

5. Section 10-103-A (c)3B: Lighting Controls Acceptance Test Technician Training

CALCTP's application fulfills this requirement by providing hands-on and theoretical training for technicians. Energy Commission staff reviewed the curricula, and determined that it satisfied this requirement.

CALCTP's application fulfills the prequalification requirements by providing information demonstrating that the applicants have at least three years verifiable professional experience and expertise in lighting controls for occupancy sensors and photosensors, low-voltage and line-voltage dimming, demand-response systems, time-based scheduling systems, indoor lighting, and outdoor lighting.

CALCTP's application fulfills the Instructor to Trainee Ratio requirement by providing information to demonstrate the instructor to trainee ratio for technicians will be no more than 20 students per one instructor for lectures and no more than 10 students per instructor for labs. For employer training the instructor to trainee ratio is no more than 20 students per instructor for lectures.

CALCTP's application fulfills the Test requirement by providing information to demonstrate that each applicant is competent in all specified subjects. Testing procedures for technicians include:

- 1) A final exam of 60 questions requiring a minimum score of 75 percent.
- 2) Four labs, which require a minimum score of 100 percent.

Testing procedures for employers is an exam of 35 questions, which requires a minimum score of 70 percent.

CALCTP's application fulfills the recertification requirement by providing the process technicians and employers must follow to become recertified. Certification of a technician is good for one year. CALCTP will determine further need for training at that time. When the Standards are changed, CALCTP requires technicians to undergo additional training for recertification.

#### 6. Section 10-103-A (c)3C: Lighting Controls Acceptance Test Employer Training

CALCTP's application fulfills this requirement by providing a six-hour classroom training program for employers. The training gives an overview of the Acceptance Test documents and when Acceptance Tests are required. The training reviews all the different types of lighting controls and how these controls work.

#### 7. Section 10-103-A (c)3D: Complaint Procedures

CALCTP's application fulfills the Complaint Procedure requirement by providing details of its complaint process. Complaints can be filed on CALCTP's website. The CALCTP application describes the complaint procedure process that includes a process to register complaints about technicians and employers. Complaints can be filed by mail or on CALCTP's website. There is a list of circumstances where deficiency notices will be issued. There are timelines in place for CALCTP, technicians, and employers to respond and comply.

#### 8. Section 10-103-A (c)3E: Certification Revocation Procedures

CALCTP's application fulfills the Certification Revocation Procedures requirement by providing information on its revocation procedures. The revocation procedures start with the complaint process. CALCTP will determine the severity of the Accreditation Deficiency and will issue an Accreditation Deficiency Decision, which can include accreditation with conditions, accreditation suspension, and accreditation revocation. An Accredited Company may appeal the Accreditation Deficiency Decision.

#### 9. Section 10-103-A (c)3F: Quality Assurance and Accountability

CALCTP's application fulfills the Quality Assurance and Accountability requirement by describing its procedures for conducting quality assurance, independent oversight, and accountability measures. CALCTP will conduct form audits by reviewing the technicians' completed forms. CALCTP will conduct field audits at job sites on a random basis and inspect the technicians' work. During years one through three, ICF will review six percent paper audits and on-site audits at six percent of a technicians' work. During years four through five, ICF will review four percent paper audits and on-site audits at four percent. After five years, ICF will review two percent paper audits and on-site audits at two percent. If discrepancies are found, additional audits will be conducted.

10. Section 10-103-A (c)3G: Identification Numbering and Verification of ATT Certification Status

CALCTP's application fulfills the Identification Numbering and Verification of ATT Certification Status requirement by providing details of its identification numbering system, which Energy Commission staff has reviewed and approved. CALCTP lists all certified employers on its website for the public to view.

Energy Commission staff has reviewed and validated all information received on CALCTP's Lighting Controls ATTCP application. The Energy Commission Staff Evaluation Report for CALCTP's application ("Evaluation Report") is attached as "Exhibit A."

Pursuant to section 10-103-A(f)(2) of the Standards, Staff's Evaluation Report and CALCTP's non-confidential portions of the application were made available to interested parties on August 1, 2014, at: <http://www.energy.ca.gov/title24/attcp/>.

Energy Commission staff received public comments on CALCTP's application and these comments have been posted at: [http://www.energy.ca.gov/title24/attcp/documents/CALCTP\\_comments/](http://www.energy.ca.gov/title24/attcp/documents/CALCTP_comments/).

**IV. Conclusion**

Pursuant to section 10-103-A(f)(3) of the Standards, Energy Commission staff has completed a thorough review and validation of the information received in CALCTP's Lighting Controls ATTCP application. Energy Commission staff deemed CALCTP's application complete on August 1, 2014. Energy Commission staff considered the comments received in response to the Notice of Availability for CALCTP's application, all oral and written comments, and the Energy Commission Staff Evaluation Report, which was posted for public comment on August 1, 2014. Comments received did not change Energy Commission staff's conclusion on CALCTP's application.

Accordingly, I find that CALCTP's application to be a Lighting Controls ATTCP meets the criteria and procedures required by the Standards and recommend that the Energy Commission confirm these findings and approve CALCTP as an authorized Lighting Controls ATTCP. This approval would designate and authorize CALCTP to administer the program described in its application to certify technicians and employers to perform the Nonresidential Lighting Controls Acceptance Tests under the Standards.

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ROBERT P. OGLESBY  
Executive Director  
California Energy Commission

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Date



## **EXHIBIT A**