

NLCAA LIGHTING ATTCP APPLICATION §10-103-A

Evaluation Form

Below is the form used by staff to review NLCAA's application to become a Lighting ATTCP. NLCAA's curriculum and testing material has been granted as confidential (Docket Number TN 72722) and therefore limited information is included on the form in these areas.

| NLCAA application for full ATTCP providership submitted on 1/16/14. | | YES | NO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|----|
| I. Document Organizational Structure ([§10-103-A(c)1] | | | |
| By-laws (Laws that govern organization type) | | X | |
| pg 35 to 39 Section includes principal office, instructions for changing principal address location. Purpose of corporation, directors responsibilities, compensation, terms etc. | | | |
| Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | | |
| Ownership Structure | | X | |
| pg 36 to 39. Owned by directors who will hold office until the next annual meeting where they can be replaced by election of the board. Comments : Requested additional information on 2/4/14. Final approved information received 7/2/14 | | | |
| II. Certification of Employers (Contractors) [§10-103-A(c)2] | | | |
| How the ATTCP ensures quality control and appropriate supervision of Acceptance Test Employers? | | X | |
| pg 8. Employer's are required to attend one day of training that includes information on how they are to provide oversight and assistance to technicians. Employers are also required to fill out employer audit forms and upload to NLCAA's registry. These employer audit forms will be reviewed and compared to the technician's acceptance forms for consistency and completeness. At first these evaluations will be performed manually but eventually computers will be used. If there are inconsistencies the technician and employer well be contacted and additional action might be taken to revoke certification. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | | |
| How the employer provides supervision and support for Technicians? | | X | |
| pg 8 Training for employers includes their requirements for oversight including and a requirement that enough time be given to the technician to complete an acceptance test. Comments : Requested additional information on 2/4/14. Final approved information received 7/2/14 | | | |
| III. Training and Certification Procedures [§10-103-A(c)3] | | | |
| Copies of training and testing procedures, manuals, handbooks & materials? [§10-103-A(c)3] | | X | |
| The applicant provided a very thorough training and testing manual that is approximately 700 pages long for technicians and 400 pages for employers. Comments : Reviewed by Staff who requested additional information on 3/3/14. Final approved information received 5/2014 | | | |
| NLCAA OFFERING CHALLENGE TESTS? | | | X |
| NLCAA's application does not include any provisions to allow Challenge Tests or Certificates by Examination (test-out options). Any changes to the training procedures provided herein would be subject to the requirements of section 10-103-A(f) of the 2013 Energy Standards. | | | |
| Theoretical (classroom) Training? [§10-103-A(c)3A] | | X | |
| Comments: Classroom training is approximately 600 pages long for the technician. Comments: Reviewed by Simon Lee of the Standards Development office. SIO requested additional information on 3/3/14. Final approved information received 5/2014 | | | |
| Hands-on (Labs) training? [§10-103-A(c)3A] | | X | |
| Information contained in Technician Training Manual: There are 24 labs the technicians must complete using laboratory racks. The labs cover the use and training of power meters, how to use the DALI program, measuring currant draw, set up time control switches of various mfg, and closed loop continuous dimming to name a few. Comments: Reviewed by Staff who requested additional information on 3/3/14. Final approved information received 5/2014 | | | |
| Acceptance Test Technician Training [§10-103-A(c)3,B,i] | | X | |
| Listed in this section are many areas of which the training must cover. | | X | |
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| Hands On Training [§10-103-A(c)3,B,ii] | X | |
| Description of design and technical specifications of the laboratory boards, equipment and other elements? The application includes a description of the Laboratory Racks, their basic design and tests that can be conducted. Comments: Reviewed by Staff who requested additional information on 3/3/14. Final approved information received 5/2014. | X | |
| Prequalification [§10-103-A(c)3,B,iii] | X | |
| 103-A(c)3,B,iii | X | |
| pg 12 All applicants must complete the online Lighting Controls Associate course and pass with a minimum score of 70%. Their application must include three years of verifiable profession experience and expertise in lighting controls and electrical systems. The applicants must provide the type of license they have received and include documentation. The applicant must supply information showing they have at least 3 years of experience. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | |
| Instructor to Trainee Ratio? [§10-103-A(c)3,B,iv] | X | |
| pg 14 Ratio of no more than 18 students per one instructor is to be allowed for lectures and examination procedures – this applies to both the Lighting Controls Acceptance Test Technician curriculum and the Lighting Controls Acceptance Test Employer curriculum. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | |
| Tests submitted? [§10-103-A(c)3,B,v] | X | |
| There are 8 quizzes that must be taken and passed as part of the lecture. Quizzes include approximately 10 questions each. There is a final exam with 50 questions and a minimum score of 35 must be achieved in order to pass. Comments: Reviewed by staff who requested additional information on 3/3/14. Final approved information received 5/2014 | | |
| Recertification - [§10-103-A(c)3,B,vi] procedures for recertification when Standards are modified? | X | |
| pg 15 If there are only minor changes to the acceptance tests then recertification shall consist of taking an exam. For any major changes or new acceptance tests, the technician and employer will be required to attend training and testing similar to original certification. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | |
| Employer Training - [§10-103-A(c)3,C] Training cover scope & process of acceptance tests? | X | |
| NLCAA will require employers to attend a one day training class and understand the acceptance process, forms and their requirements as overseeing technicians. They must also pass a test. Comments: Reviewed by Simon Lee of the Standards Development office. SIO requested additional information on 3/3/14. Final approved information received 5/2014 | | |
| Complaint Procedures - [§10-103-A(c)3,D] Procedure for complaint processing? | X | |
| pg 20 NLCAA has a process in place that includes complaint forms. There are timelines in place for NLCAA as well as technicians and employers to respond and comply. There is also a list of 10 different disciplinary actions that can be taken by NLCAA. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | |
| Revocation Procedures - [§10-103-A(c)3,E] Procedures for revocation of certification for technicians and employers | X | |
| pg 22 Revocation procedures are in place that includes time lines for NLCAA as well as technicians and employers to respond and comply. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | |

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| Quality Assurance - [§10-103-A(c)3,F] Written plan for Quality Assurance, Independent Oversight, and Accountability? | X | |
| pg 25 Quality Assurance procedures - On a random basis forms will be reviewed at a 2% rate to ensure proper completion. Failures will require additional forms review and possible site visits. There are times where field inspections will occur when the technician is conducting testing. There will also be random field inspections where NLCAA will verify completed jobs at a 1% rate on a random basis and within 24 hours of the technician completing their job where feasible. Independent Oversight will be completed by individuals who are independent from NLCAA who will oversee the training material, labs, and tests. Oversight and Accountability NLCAA has included a building department survey as part of the building department log-on process. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | X | |
| Certification Identification Number and Verification of ATT Status [§10-103-A(c)3,G] | X | |
| Assign number, according to "standardize" format agreed upon between CEC and providers. | X | |
| pg 31 Technicians identification number was approved by staff. Comments : Requested additional information on 2/4/14. Final approved information received 7/2/14 NLCAA must make listing of certified technicians, their ATT number, and their certification status readily available to the public. | X | |
| pg 31 This information will be on the providers website. Comments: Requested additional information on 2/4/14. Final approved information received 7/2/14 | | |
| Requirements for ATTCP Annual Reports [§10-103-A(d)] | X | |
| Provide annual report to the Energy Commission summarizing certification services provided. | X | |
| (a) During the reporting period to date. | X | |
| pg 32 A list of 12 items will be provided to the Commission in NLCAA's annual report. Comments: Final approved information received 7/2/14 | | |
| (b) The ATTCP shall report to the Energy Commission what adjustments have been made to the training curriculum. | X | |
| pg 32 All updates to the training will be delivered to the Commission. Comments: Final approved information received 7/2/14 | | |

Reviewed by Tav Commins, Engineer, Standards Implementation Office

Reviewed by Simon Lee, Engineer, Building Standards Office

Application deemed complete 7/2/14.

Date: July 2, 2014