TITLE

APPLICATION FOR APPROVAL OF NLCAA, (THE NATIONAL LIGHTING CONTRACTORS ASSOCIATION OF AMERICA), AS A LIGHTING CONTROLS ACCEPTANCE TEST TECHNICIAN CERTIFICATION PROVIDER.

DESCRIPTION

Submission to the California Energy Commission to Certify NLCAA, (The National Lighting Contractors Association of America), as a LIGHTING CONTROLS ACCEPTANCE TEST TECHNICIAN CERTIFICATION PROVIDER as defined in section § 10-102 DEFINITIONS, per The 2013 Building Energy Efficiency Standards, per § 10-103-A; as required to train persons for duties described in § 130.4 (c), and to further provide certification of individuals to meet the definitions of § 10-102 ACCEPTANCE TEST TECHNICIAN, LIGHTING CONTROLS ACCEPTANCE TEST TECHNICIAN and § 10-102 ACCEPTANCE TEST EMPLOYER, LIGHTING CONTROLS ACCEPTANCE TEST EMPLOYER and to further certify LIGHTING CONTROLS ACCEPTANCE TEST TECHNICIANS as FIELD TECHNICIANS as defined by § 10-102 DEFINITIONS.

§ 10-103-A (a) Scope.

NLCAA recognizes and verifies that as a Certification Provider it must abide by the requirements of:
§ 10-103-A

§ 10-103-A (b) 2. Industry Coverage by Certification Providers – “... certification costs ...”

NOTICE: NLCAA reserves the right to reduce or waive any charges specified by this document or shown in Appendix 3: Fee Summary.
To Whom it may Concern:

ABSTRACT

The National Lighting Contractors Association of America, (NLCAA), proposes to become a Lighting Controls Acceptance Test Technician and Lighting Controls Acceptance Test Employer provider by submitting an application as specified in § 10-103-A (e)(1) of the 2013 Building Energy Efficiency Regulations and adhering to the specifications outlined in this document conforming to the 2013 Building Energy Efficiency Regulations - § 10-103-A (c)(1)-(3) including documentation included to demonstrate that the certification of Field Technicians and Employers shall include training and testing on the Building Energy Efficiency Standards lighting control acceptance testing procedures and the Building Energy Efficiency Standards acceptance testing compliance documentation for lighting control systems.

In addition: The National Lighting Contractors Association of America, (NLCAA), will provide information meant to demonstrate the ability to provide “reasonable access to certification” per § 10-103-A (b) 2, both within and outside the confines of section 10-103-A (c) B. (iii).

In addition: The National Lighting Contractors Association of America, (NLCAA), will provide information meant to demonstrate the ability to “Provide Annual Reports” per § 10-103-A (d).

Within the confines of this document, the Lighting Controls Acceptance Test Technician and Lighting Controls Acceptance Test Employer Certification Provider shall be deemed to be NLCAA – referred to variably as the “National Lighting Contractors Association of America” or “NLCAA”. Within the confines of this document the business entity of California Electrical Training, Inc., 3301 E. Hill Street, Suite 408, Signal Hill, CA, shall be variably referred to as: “California Electrical Training” or “CET”.

Within the confines of this document, a Certified Lighting Controls Acceptance Test Technician shall be referred to variably as: “AT Technician” or “ATT” or “Acceptance Test Technician” or “Field Technician”.

Within the confines of this document, a Certified Lighting Controls Acceptance Test Technician Employer shall be referred to variably as: “ATT Employer” or “Acceptance Test Technician Employer” or “Acceptance Test Employer” or “Employer” or “Lighting Controls Acceptance Test Employer”.

Within the confines of this document, a Lighting Controls Acceptance Test Technician Certification Provider may be referred to as an “ATTCP”.

Within the confines of this document, the California Energy Commission may be referred to as the “CEC”.

For the purposes of this document: “lab”, “laboratories”, or “labs” shall refer to “hands-on experience” or “hands-on” as referred to in the 2013 Building Energy Efficiency Standards; § 10-103-A (c) 3. A. and/or § 10-103-A (c) 3. B. (ii) respectively. Additionally, “lab” demonstrations may be viewed by Acceptance Test Technician Employer candidates.
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"... The Certification Provider(s) shall provide reasonable access to certification ... class availability"

NLCA herewith provides their pledge to provide reasonable access to all pre-qualified potential participants in the Lighting Controls Acceptance Test Technician certification program and all pre-qualified potential participants in the Lighting Controls Acceptance Test Employer certification program. "Reasonable access" shall include, (but not be limited to): Printed copies of course materials, "live" “slide-shows” of course material, online access of course materials, classroom lectures on course material, electronic copies of course materials, hard copy video versions of course materials, hard copy video versions of course material “slide shows”, hard copy videos of lectures on course materials, and hard copy or downloadable multi-media presentations of course material and online streaming versions of course materials including “webinars” as specified in § 10-103-A (c) C.; Printed quizzes, online quizzes, electronic copies of quizzes, verbal quizzes in a classroom setting, and hard copy or downloadable multimedia quizzes; Secure and timed online testing of course material, and printed and proctored testing on course material in a classroom setting; Hands-on “labs” or exercises, live “lab” demonstrations, online videos or slide-shows of “lab” demonstrations, hard copy video versions of video recordings of “lab” demonstrations or “slide-shows” of “lab” demonstrations, and hard copy or live interactive (“webinar”) versions of “lab” demonstrations, or downloadable multimedia demonstrations of “labs”. Additionally, if circumstances require, training may be provided by actual testing of lighting control installations or through the use of an Energy Commission-approved “challenge test” as described in section 13.11.1 of the 2013 Nonresidential Compliance Manual for the 2013 Building Energy Efficiency Standards.

"reasonable access"

The pre-qualification procedures will not be denied to any applicant based on: Gender identity, Race or ethnicity, Religious persuasion, Country of origin, Native language, Educational background, or Political beliefs or affiliations. Affiliation or membership in any union, collective-bargaining group or association will not be an impediment to an applicant’s pre-qualification. The pre-qualification procedures will not be denied to any applicant based on any physical or mental infirmity unless opined by NLCA or their agents or proxies that said physical or mental infirmity will prevent said applicant from fulfilling their obligations under § 130.4 (c). †

† Any applicant denied the pre-qualification procedure for any reason other than work history will be supplied a non-binding “warning” form signed by a director of NLCA or their agent or proxy, additionally a “Pre-qualification Appeal” form will be presented to said applicant simultaneously, which they may submit either physically or electronically. (see Attachment 9) †

† Note: If applicant files an appeal form, (see Attachment 10), they will be considered motivated enough to be admitted to the course and upon successful completion will have proved NLCA, their agents or proxies incorrect and will be granted certification.
A detailed description of the criteria and review process used by the ATTCP, (NLCAA), to determine the relevance of technician professional experience shall be presented under § 10-103-A (c) 3. B. (iii) – Prequalification.

§ 10-103-A (c) Qualifications and Approval of Certification Providers.

This document will constitute the written application for NLCAA, and shall include a summary and any related background documents as attachments to this document.

§ 10-103-A (c) 1. Requirements for Applicant ATTCPs to Document Organizational Structure.

The requirements of § 10-103-A (c) 1. Shall be met by the appending of Attachment 1, “Bylaws of National Lighting Contractors Association of America”.

Supervision, and support of the acceptance test training and certification process shall be supplied through independent oversight by the Training Consultant for California Electrical Training as detailed in the portion of this application addressing: § 10-103-A (c) F. Quality Assurance and Accountability.

§ 10-103-A (c) 2. Requirements for Certification of Employers. “certification”

The course material provided by NLCAA supports three goals in training Acceptance Test Technician Employers:

1) To find and understand specific information in the four code reference documents – The (current) Building Energy Efficiency Standards regarding their responsibilities, an overview of the design and compliance process and the mandatory lighting controls that must be installed, the (current) Appliance Efficiency Regulations, the (current) Reference Appendices Testing procedures, and the (current) forms other than the Acceptance Testing Forms.

2) To have a basic understanding of the Acceptance Tests the Acceptance Test Technician must perform and a basic understanding of how to fill out and verify the Acceptance Testing Forms.

3) Their responsibilities to the State of California and to NLCAA in signing Acceptance Testing forms.

Additional training material for Acceptance Test Employers will be detailed under § 10-103-A (c) 3. C. – Lighting Controls Acceptance Test Employer Training.

The steps in Lighting Controls Acceptance Test Employer certification are as follows:

1) Prequalification (§ 10-103-A (c) B. (iii))

2) Payment of fees and signing NLCAA Lighting Controls Acceptance Test Technician Employer Associate contract (see Attachment 11)

3) Training and testing
§ 10-103-A (c) 2. Requirements for Certification of Employers. “certification”

Prequalification (§ 10-103-A (c) B. (iii))

“Participation in the technician (Employer) certification program shall be limited to persons ...”

Conforming to the standards of NLCCA, “Participation in the technician certification program shall be limited to persons” described, (and not excluded or rejected), by the following requirements:

Requirements for the Employer Application:

- If the employer applicant or any of the owners, officers or partners of the employer had a contractor license or business license suspended or revoked any time in the last five years, they are not eligible to become a NLCAA Employer.

- If the Employer applicant or any of the its owners, officers or partners has ever been found liable in a civil suit or found guilty in a criminal action for fraud, theft, or any other acts of dishonesty, they are not eligible to become a NLCAA Employer.

- The Employer applicant must have applicable business license(s) or business tax certificate(s) number for all offices that are registering to employ acceptance test technicians.

- NLCAA Employers must have a comprehensive general liability insurance policy with a policy limit of at least $1,000,000.

- NLCAA Employers must have workers compensation insurance and provide a copy with the application.

- NLCAA Employers must have completed the online NLCAA Lighting Controls Acceptance Test Technician Employer application
§ 10-103-A (c) 2. Requirements for Certification of Employers. “... oversight of Acceptance Test Employers to ensure quality control and appropriate supervision ... for Acceptance Test Technician(s)”

Oversight of Acceptance Test Technician EMPLOYERS and their FIELD TECHNICIANS, (as defined in § 10-102), is provided through the Audit Procedure, (Attachment 5), and Audit Form, (Attachment 4). Both parties are required to fill out the form together. This ensures that Acceptance Test Technician EMPLOYERS and their FIELD TECHNICIANS maintain communication through the years. The Audit Form is filled out for a specific job. The Audit Form requires input regarding the types of lighting controls installed and their locations as identified on the Acceptance Forms. Additionally, some data values are required – as well as “Yes / No / I Don’t Know” responses. This form will be parsed by a computer “expert system” or human agent for possible inconsistencies or logical flaws. Should a sufficient number of these be detected, the form will be “initially flagged”1. A form that is “initially flagged”1 shall have its data values compared against the data values entered on the Acceptance Testing Form(s) for the job in question by a computer “expert system” or human agent. If a discrepancy is detected between the Audit Form and Acceptance Testing Form(s) data values – the parties in question shall be contacted via telecommunications1 by an NLCAA director, or NLCAA agent, or by the CET training consultant. Should the response(s) of the aforementioned Acceptance Test Technician Employer(s) and/or Acceptance Test Technician(s), (Field Technician(s)), be deemed unsatisfactory by the aforementioned NLCAA director, or NLCAA agent, or the CET training consultant – then the Audit Field Inspection1 process shall be set in motion per the NLCAA Audit procedure. (§ 10-103-A (c) 3. F.” Quality assurance ...”)

§ 10-103-A (c) 2. Requirements for Certification of Employers. The Audit Process:

The Audit form in its present state is appended as attachment 4, (Audit Form).

The Audit Procedure is appended as attachment 5, (Audit Procedure).

§ 10-103-A (c) 2. Requirements for Certification of Employers. “support for Acceptance Test Technician(s)”

Support for Acceptance Test Technicians will be aided by the inclusion of extra material into the Lighting Controls Acceptance Test Technician Employer course covering recommended equipment required by their Field Technicians. This course material will include: Equipping Field Technician(s) with - appropriate light meters; appropriate directional, dimmable light sources of proper technology; appropriate voltmeters, ammeters, or multi-meters as required. This course material will include: Safety training for working on combination “high” and “low” voltage systems; Test equipment ratings; Lock-out/tag-out procedures. Every effort will be made to impart the complexity of certain acceptance testing procedures to the Lighting Controls Acceptance Test Technician Employer to aid in properly bidding jobs and allowing the Lighting Controls Acceptance Test Technician sufficient time to properly complete testing procedures.
§ 10-103-A (c) 3. Requirements for Applicant ATTCPs to Document Training and Certification Procedures.

Acceptance Test Technician Employer Training Course manual and materials – Rev01B

Lighting Controls Acceptance Test Technician Course manual and materials – Rev01B

§ 10-103-A (c) 3. A. Training Scope.

Lighting Controls Acceptance Test Technician Course – Rev01B

Theoretical training such that Acceptance Test Technicians demonstrate their ability to apply the Building Energy Efficiency Standards acceptance testing and documentation requirements shall include (but not be limited to): Material made public by the dissemination techniques detailed previously as:

“... The Certification Provider(s) shall provide reasonable access to certification ... class availability”

The quizzes shall be of varying length and consist of multiple-choice-type questions with four answers of which one and only one is the correct response.

The examination shall be 50 questions in length and consist of multiple-choice-type questions with four answers of which one and only one is the correct response. An applicant achieving a score of 35 correct responses shall be deemed to have passed the written or interactive examination. A passing score on the examination is required for certification.

§ 10-103-A (c) B. (i) Curricula

Theoretical training topics shall include, (but not be limited to), the topics presented in Attachment 2: “Lighting Controls Acceptance Test Technician Class Outline”.

Additionally, the NLCAA Lighting Controls Acceptance Test Technician course of instruction shall meet or exceed the requirements of: § 10-103-A (c) B. (ii) Hands-on training
§ 10-103-A (c) 3. B. (i) Curricula.

Lighting Controls Acceptance Test Technician Training.

The Lighting Controls Acceptance Test Technician course of instruction as outlined in Attachment 2: “Lighting Controls Acceptance Test Technician Class Outline”; shall meet the following requirements:

The NLCAA Acceptance Test Technician Certification Provider training curricula for Lighting Control Acceptance Test Technicians shall include, but not be limited to, the analysis, theory, and practical application of the following:

a) Lamp and ballast systems;

b) Line voltage switching controls;

c) Low voltage switching controls;

d) Dimming controls;

e) Occupancy sensors;

f) Photosensors;

g) Demand responsive signal inputs to lighting control systems;

h) Building Energy Efficiency Standards required lighting control systems;

i) Building Energy Efficiency Standards required lighting control system-specific analytical/problem solving skills;

j) Integration of mechanical and electrical systems for Building Energy Efficiency Standards required lighting control installation and commissioning;

k) Safety procedures for low-voltage retrofits (<50 volts) to control line voltage systems (120 to 480 volts);

l) Accurate and effective tuning, calibration, and programming of Building Energy Efficiency Standards required lighting control systems;

m) Measurement of illuminance according to the Illuminating Engineering Society’s measurement procedures: (IESNA Lighting Handbook)

n) Building Energy Efficiency Standards acceptance testing procedures, and;

o) Building Energy Efficiency Standards acceptance testing compliance documentation for lighting controls.
 § 10-103-A (c) B. (ii) **Hands-on training**

Hands-on training to practice and certify competency in the technologies and skills necessary to perform the acceptance tests shall be supplied by laboratories which allow illuminance data to be collected and analyzed to provide proper values for entry on acceptance testing forms: NRCA-LTI-03-A and NRCA-LTI-04-A.

The laboratories allow measurements to be taken on the following simulated scenarios:

1) Continuously Dimmed Closed-Loop Daylighting System
2) Four Stage, Step Switched, Open-Loop Daylighting System
3) Five-Room Building with Demand Response System (that works)
4) One-Room Warehouse with Demand Response System (that fails)

Additional hands-on training to practice and certify competency in the technologies and skills necessary to perform the acceptance tests shall be supplied by laboratories which allow visual observations to be used to provide proper entries on acceptance testing forms: NRCA-LTI-02-A and NRCA-LTO-02-A.

5) Automatic Time Switch (Indoor) with Part-OFF Occupancy Sensor and Override
6) Automatic Time Switch (Outdoor) Program Verification and Demonstration

The estimated total time for completion of all laboratories is 4 hours.

The technical specifications for all laboratories is contained in Appendix 1 – Laboratory Descriptions

The laboratory instruction and lab sheets will be contained in the course material submitted for the NLCAA Lighting Controls Acceptance Test Technician Course.

“... reasonable access to certification ... considering factors such as certification costs commensurate with the complexity of the training being provided, prequalification criteria, class availability, and curriculum.”

The charge for the NLCAA Lighting Controls Acceptance Test Technician Certification course of instruction is: $1500.00
§ 10-103-A (c) B. (iii) Prequalification

Lighting Controls Acceptance Test Technician Training Candidate Prequalification.

The prequalification procedure for the NLCAA Lighting Controls Acceptance Test Technician Training course consists of three steps.

1) Submission of an application for approval to take the course of instruction.

2) Verification of “at least three years of verifiable professional experience and expertise in lighting controls and electrical systems as determined by the Lighting Controls ATTCP …”, (NLCAA).

3) Successful completion of prerequisite online courses.

Upon successfully completing - (to the satisfaction of NLCAA) - all of the steps above: Candidates must sign a Lighting Controls Acceptance Test Technician Training Associate, ATTCP, (NLCAA), contract establishing that they agree to, and are aware of, any financial or physical obligations they will have to the ATTCP, (NLCAA), and to the State of California, as a Lighting Controls Acceptance Test Technician. Candidates for NLCAA Lighting Controls Acceptance Test Technician certification must present proof of successful completion of the prerequisite online courses prior to beginning training.

Step 1)

Candidates for prequalification must fill out an online, “Application for NLCAA Technician Certification” which includes a questionnaire requesting lighting controls experience, (both initial and most recent date), for the following categories of lighting controls:

a) Occupancy Sensors and Photosensors;

b) Low Voltage and Line Voltage Dimming;

c) Demand Response Systems;

d) Time-based Scheduling Systems;

e) Indoor Lighting;

f) Outdoor lighting

“Preliminary online courses” are: The Lighting Controls Association, [www.lightingcontrolsassociation.org]; “Education Express” courses - currently located at: [http://aboutlightingcontrols.org/education].

Courses EE-101; EE-102 §1, §2; EE-103 §1, §2; EE-105; EE-110; EE-201 (70% to Pass)
§ 10-103-A (c) B. (iii) **Prequalification**

In addition, applicants must state whether they are:

A) Electrical Contractors;
B) State Certified General Electricians;
C) Professional Engineers;
D) Commissioning Agents;
E) Controls Installation and Start-up Contractors;
F) Qualifying Military Veterans;
G) Qualifying Certified Individuals;
H) Individuals Holding an Engineering or Science Degree

The ability to upload supporting documents to NLCAA for the above is provided.

**NLCAA Review Process**

NLCAA will review each application to verify the following: attached License, Certificate, Professional Engineer License, Commissioning agent documentation, and Control Installation Startup documentation, copy of DD-214 (or equivalent), copy of State or Federal certification, Transcript, Diploma, or Certificate of training – (as applicable), (see Attachment 8). Anyone failing to produce proper documentation will not be eligible for certification as a Lighting Controls Acceptance Test Technician.

**Step 2)**

Verification of “at least three years of verifiable professional experience and expertise in lighting controls and electrical systems as determined by the Lighting Controls ATTCP ...”, must be supplied by the applicant to NLCAA in a form deemed acceptable.

**Step 3)**

Proof of Successful completion of prerequisite online courses is required prior to beginning the course of training.

“Preliminary online courses” are: The Lighting Controls Association, [www.lightingcontrolsassociation.org]; “Education Express” courses - currently located at: [http://aboutlightingcontrols.org/education].

Courses EE-101; EE-102 §1, §2; EE-103 §1, §2; EE-105; EE-110; EE-201 (70% to Pass)
§ 10-103-A (c) (iii) **Prequalification**

Individuals applying to NLCAA for Lighting Controls Acceptance Test Technician Training by virtue of Military Experience, Prior Certification, or Degree Earned may use this professional experience to *partially* fulfill the “... three years of verifiable professional experience and expertise in lighting controls and electrical systems” requirement.

Details may be found in Attachment 8, “Prequalification based on Military Experience, Certification, or Degree Earned”.

Prior to beginning training: prequalified NLCAA Lighting Controls Acceptance Test Technician Training Candidates must read, review and sign the “NLCAA Lighting Controls Acceptance Test Technician Associate Contract” (Attachment 12). NLCAA Lighting Controls Acceptance Test Technician Training Candidates must state that they are aware of any additional physical or monetary burdens they will face in the future as NLCAA Certified Lighting Controls Acceptance Test Technicians.

§ 10-103-A (c) (iv) **Instructor to Trainee Ratio**

To ensure integrity and efficacy of the curriculum and program, the personal experience of the CET Training Consultant suggests that a ratio of no more than 18 students per 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.

In the personal experience of the CET Training Consultant a ratio of no more than 9 students per instructor is to be allowed for overseeing the laboratory exercises which are part of the Lighting Controls Acceptance Test Technician curriculum.

§ 10-103-A (c) (v) **Tests**

As previously described under § 10-103-A (c) 3. A. Training Scope.

Lighting Controls Acceptance Test Technician candidates shall pass a 50 question multiple-choice examination to achieve certification – in addition to successful completion of hands-on training.

Also;

In addition to the requirements of: § 10-103-A (c) C. Lighting Controls Acceptance Test Employer Training:

Lighting Controls Acceptance Test Employer candidates shall pass a 27 question multiple-choice examination to achieve certification.
§ 10-103-A (c) B. (vi) Recertification

Regardless of the original date of certification of a Lighting Controls Acceptance Test Technician, (Field Technician), (as defined in §10-102 DEFINITIONS, of The 2013 Building Energy Efficiency Standards), recertification shall be required each time the Building Energy Efficiency Standards is updated with new and/or modified acceptance test requirements. In addition, NLCAA Directors may, at their discretion, require recertification when a new Building Energy Efficiency Standards is released as part of the “code cycle” process.

Regardless of the original date of certification of a Lighting Controls Acceptance Test Employer, (as defined in §10-102 DEFINITIONS, of The 2013 Building Energy Efficiency Standards), recertification shall be required each time the Building Energy Efficiency Standards is updated with new and/or modified acceptance test requirements. In addition, NLCAA Directors may, at their discretion, require recertification when a new Building Energy Efficiency Standards is released as part of the “code cycle” process.

Both Lighting Controls Acceptance Test Technicians, (Field Technicians), and Lighting Controls Acceptance Test Employers must pass an examination of 27 questions in length which consists of multiple-choice-type questions with four answers of which one and only one is the correct response. A participant achieving a score of 19 correct responses shall be deemed to have passed the written or interactive examination. A passing score on the examination is required for recertification.

Prior to beginning recertification training¹: qualified NLCAA Lighting Controls Acceptance Test Technician Training recertification candidates must read, review and sign the “NLCAA Lighting Controls Acceptance Test Technician Associate Contract” (Attachment 12). NLCAA Lighting Controls Acceptance Test Technician Training Candidates must state that they are aware of any additional physical or monetary burdens they will face in the future as NLCAA Certified Lighting Controls Acceptance Test Technicians. The signing of this “NLCAA Lighting Controls Acceptance Test Technician Associate Contract” will render any previously signed and dated “NLCAA Lighting Controls Acceptance Test Technician Associate Contract” null and void. The NLCAA Lighting Controls Acceptance Test Technician shall be assumed to be operating under the current contract and any predated “NLCAA Lighting Controls Acceptance Test Technician Associate Contract(s)” shall be considered null and void.

Prior to beginning recertification training¹: qualified NLCAA Lighting Controls Acceptance Test Employer Training recertification candidates must read, review and sign the “NLCAA Lighting Controls Acceptance Test Employer Associate Contract” (Attachment 11). NLCAA Lighting Controls Acceptance Test Employer Training Candidates must state that they are aware of any additional physical or monetary burdens they will face in the future as NLCAA Certified Lighting Controls Acceptance Test Employers. The signing of this “NLCAA Lighting Controls Acceptance Test Employer Associate Contract” will render any previously signed and dated “NLCAA Lighting Controls Acceptance Test Employer Associate Contract” null and void. The NLCAA Lighting Controls Acceptance Test Technician Employers shall be assumed to be operating under the current contract and any predated “NLCAA Lighting Controls Acceptance Test Employer Associate Contract(s)” shall be considered null and void.
§ 10-103-A (c) B. (vi) Recertification

If, (in the opinion of the majority of Directors of NLCAA) - “… each time the Building Energy Efficiency Standards (are) updated with new and/or modified acceptance test requirements.” – is occurring with excessive frequency, or that changes are too insubstantial, to require “Recertification” under § 10-103-A (c) B. (vi) – NLCAA certified Lighting Controls Acceptance Test Technicians, or NLCAA certified Lighting Controls Acceptance Test Technician Employers shall not be required to undergo “Recertification Training”¹: Said NLCAA certified persons shall, rather, undergo “Acceptance Code Update Training¹”.

“Acceptance Code Update Training¹” will not require the signing of a new “NLCAA Lighting Controls Acceptance Test Employer Associate Contract” or “NLCAA Lighting Controls Acceptance Test Technician Associate Contract”. Acceptance Code Update Training¹ may/or may not require a quiz to complete.

NLCAA reserves the right to present either: “Acceptance Code Update Training¹” or “recertification training¹” by any avenue presented to address:

“... The Certification Provider(s) shall provide reasonable access to certification ... class availability”

The anticipated length of recertification training¹ is 8 hours – (minimum)

The anticipated length of Acceptance Code Update Training¹ is 2 hours – (minimum)

“... (re)certification costs commensurate with the complexity of the training being provided ...”

The charge for recertification training and examination shall be $400.00

The charge for Acceptance Code Update Training shall be $110.00
§ 10-103-A (c) C. Lighting Controls Acceptance Test Employer Training.

§ 10-103-A (c) 3. A. Training Scope.

Acceptance Test Technician Employer Training - “REV01B”

Theoretical training such that Acceptance Test Technicians Employers demonstrate their understanding of the Building Energy Efficiency Standards acceptance testing and documentation requirements shall include (but not be limited to), course material provided by methods listed to address:

“… The Certification Provider(s) shall provide reasonable access to certification … class availability”

The quizzes shall be of varying length and consist of multiple-choice-type questions with four answers of which one and only one is the correct response.

The examination shall be 27 questions in length and consist of multiple-choice-type questions with four answers of which one and only one is the correct response. An applicant achieving a score of 19 correct responses shall be deemed to have passed the written or interactive examination. A passing score on the examination is required for certification.

Theoretical training topics shall include, (but not be limited to), the topics presented in Attachment 3: “Acceptance Test Technician Employer Class Outline”

Practical training such that Acceptance Test Technicians Employers demonstrate their understanding of the Building Energy Efficiency Standards acceptance testing and documentation requirements shall include (but not be limited to), a demonstration which allows the collection of illuminance data to be observed and analyzed to provide proper values for entry on acceptance testing form: NRCA-LTI-03-A. The demonstration generates measurements taken on the following simulated scenario:

1) Continuously Dimmed Closed-Loop Daylighting System

Prior to beginning certification training: prequalified NLCAA Lighting Controls Acceptance Test Employer Training certification candidates must read, review and sign the “NLCAA Lighting Controls Acceptance Test Employer Associate Contract” (Attachment 11). NLCAA Lighting Controls Acceptance Test Employer Training Candidates must state that they are aware of any additional physical or monetary burdens they will face in the future as NLCAA Certified Lighting Controls Acceptance Test Employers.

“… reasonable access to certification … considering factors such as certification costs commensurate with the complexity of the training being provided, prequalification criteria, class availability, and curriculum.”

The charge for the NLCAA Lighting Controls Acceptance Test Technician Employer Certification course of instruction is: $650.00
§ 10-103-A (c) 3. **C. Lighting Controls Acceptance Test Employer Training.**

“... instruction that covers the scope and process of the *acceptance tests* in Building Energy Efficiency Standards, Section 130.4”

Theoretical training topics shall include, (but not be limited to), the topics presented in Attachment 3: “Acceptance Test Employer Class Outline”.

§ 10-103-A (c) 3. **C. Curricula.**

The NLCAA Acceptance Test Employer Certification Provider training curricula for Lighting Control Acceptance Test Employers shall include, but not be limited to, the analysis, theory, and practical application of the following:

[130.4(a)]

Building Energy Efficiency Standards required lighting control systems: Building Energy Efficiency Standards Sections; 10-103 (a), 130.1, 130.2, 140.6 (a), 140.6 (a) 1., 140.6 (a) 2., 140.6 (b) 3., 140.6 (d) and the 2012 Appliance Efficiency Regulations Section: 1605.3 (l) (2)

1. Certifying that plans, specifications, installation certificates, and operating and maintenance information meet the requirements of part 6 )for acceptance testing): Building Energy Efficiency Standards Sections; 130.4 (a), 130.4 (b), 140.6 (a) 2., 140.6(d), 130.0 (d), 110.9 (a), 110.9 (b) – Forms; NRCC-LTI-01-E, NRCC-LTI-02-E, NRCC-LTO-01-E, NRCC-LTO-02-E, NRCI-LTI-02-E, NRCI-LTO-02-E, NRCI-LTI-05-H

2. Completing all applicable procedures in Reference Nonresidential Appendix NA7.6, NA7.7, and NA7.8: Forms; NRCA-LTI-02-A, NRCA-LTI-03-A, NRCA-LTI-04-A, NRCA-LTO-02-A

3. Certifying that Automatic Daylight Controls comply with Section 130.1 (d) and Reference Nonresidential Appendix NA7.6.1 Acceptance Testing and submitting Acceptance Form NRCA-LTI-03-A;

4. Certifying that lighting shut-OFF Controls comply with Section 130.1 (c) and Reference Nonresidential Appendix NA7.6.2 Acceptance Testing and submitting Acceptance Form NRCA-LTI-02-A;
   a) Occupancy sensors;
   b) Automatic Time Switches;
   c) Power adjustment factor for large open-plan offices;

5. Certifying that demand responsive lighting control systems comply with Section 130.1 (e) and Reference Nonresidential Appendix NA7.6.3 Acceptance Testing and submitting Acceptance Form NRCA-LTI-04-A;
§ 10-103-A (c) 3. **C. Lighting Controls Acceptance Test Employer Training.**

6. Certifying that outdoor lighting control systems comply with Section 130.2 (a) and 130.2 (c) and Reference Nonresidential Appendix NA7.8 Acceptance Testing and submitting Acceptance Form NRCA-LTO-02-A;

[130.4(b)]

1. Verifying that when a lighting control system is installed to comply with lighting control requirements in part 6, that the appropriate Installation Form is present and complete;

2. Verifying that when an Energy Management Control System is installed to comply with lighting control requirements in part 6, that the appropriate Installation Form is present and complete;

[130.4(c)]

Completing Certificate of Acceptance documentation in accordance with Building Energy Efficiency Standards Section 10-103 (a) 4. and information from Sections 10-102, 10-103-A, and 110.9 will be presented.
§ 10-103-A (c) D. **Complaint Procedures**

“... Procedures for accepting ... complaints regarding the performance of any certified acceptance test technician or employer”

The NLCAA Complaint Form, (Attachment 6), may be transmitted to NLCAA, an agent, or proxy, in writing or by E-mail. Additionally an interactive NLCAA Complaint Form is present on the NLCAA website for use by concerned individuals.

“... explain how building departments and the general public will be notified of these (complaint) procedures ...”

When an authorized party is granted access to the results of Acceptance Testing on the NLCAA database server, a Portable Document Format file representing the State Acceptance Testing Compliance Form will be generated for download. Appended to this file download will be a copy of the NLCAA Complaint Form and Complaint Procedure in Portable Document Format, (pdf), rendering it immediately accessible to the authorized parties. Authorized parties may view a list of Field Technicians and Employers who have had their certifications suspended or revoked due to complaint proceedings.

“... Procedures for addressing ... complaints regarding the performance of any certified acceptance test technician or employer”

A copy of the NLCAA complaint procedure, (Attachment 7), is appended to this document. Upon receipt of a Complaint Form generated by the offended party, (including any Director of NLCAA), the Complaint Process shall be set in motion.

**Step 1:** A Complaint Form is received, (or generated by), NLCAA or their agent.

**Step 2:** Within 3 business days of Complaint Form receipt, (or generation), by NLCAA or their agent; a notification, (including the contents of the Complaint Form), shall be sent to the Lighting Controls Acceptance Test Employer(s) and /or Technician(s) concerned. This notification shall be sent by both: e-mail and certified mail.

**Step 3:** The ATT Employers or AT Technicians notified shall respond within 20 business days of the receipt of the Complaint Notification. This response shall be in writing.

**Step 4:** Once the written responses are received - a committee of 3 NLCAA Directors will determine what, (if any), disciplinary action(s) will be invoked.

As a courtesy to other Acceptance Test Technician Certification Providers an e-mail shall be transmitted to them if appropriate when Field Technicians or Employers have not complied with complaint procedure disciplinary actions within the time frame allowed.

A disciplinary action spreadsheet will be made available online for perusal by CEC staff.
§ 10-103-A (c) D. Complaint Procedures

Disciplinary Actions can include the following:

1) NLCAA directs ATT Employer(s) and AT Technician(s) to complete, (one or more as specified within “Step 4” of the Complaint Process), Audit Form(s) per the Audit Procedure Process for any prior or subsequent jobs as desired by NLCAA.

2) NLCAA informs ATT Employer(s) and/or AT Technician(s) that, (one to six as specified within “Step 4” of the Complaint Process), “Form Review(s)\(^1\)” will be accomplished, with applicable charges.

3) NLCAA directs ATT Employer(s) and/or AT Technician(s) that, (one to ten as specified within “Step 4” of the Complaint Process), “Disciplinary Form Review(s)\(^1\)” will be accomplished, with applicable charges.

4) NLCAA directs ATT Employer(s) and/or AT Technician(s) to complete, (one or more as specified within “Step 4” of the Complaint Process), “Complaint Procedure Field Inspection(s)\(^1\)” with applicable charges.

5) NLCAA directs ATT Employer(s) and/or AT Technician(s) to complete, (one or more as specified within “Step 4” of the Complaint Process), “Disciplinary Field Inspection(s)\(^1\)” with applicable charges.

6) NLCAA directs ATT Employer(s) and/or AT Technician(s) to complete “Recertification Training\(^1\)” (§ 10-103-A (c) B. (vi) Recertification), with applicable charges.

7) NLCAA directs ATT Employer(s) and/or AT Technician(s) to complete “Repeat Training\(^1\)” (§ 10-103-A (c) C. or § 10-103-A (c) B.), with applicable charges up to original certification training fee.

8) NLCAA directs ATT Employer(s) and/or AT Technician(s) to complete “Disciplinary Training\(^1\)” with applicable charges.

9) NLCAA informs ATT Employer(s) and/or AT Technician(s) that their certification status is “suspended\(^1\)” for a period of up to 5 months, or until “Disciplinary Training\(^2\)” with applicable charges, is successfully completed. Suspension status for those involved will be posted on the NLCAA website.

10) NLCAA directs ATT Employer(s) and/or AT Technician(s) they have been deemed unsuitable as an associate of NLCAA and, (pending a ruling of any written appeal, (“Step 5” of the Complaint Process)), they will have their Lighting Controls Acceptance Test Technician and/or Employer certifications revoked.

A summary of findings and recommended disciplinary actions shall be sent, via certified mail, to the ATT Employer(s) and/or AT Technician(s) in question within 20 business days.

Step 5) Upon receipt of NLCAA’s findings: the ATT Employer(s) and/or AT Technician(s) in question shall have 20 business days to appeal the decision of NLCAA regarding any disciplinary action recommended. This appeal shall be in writing.

Step 6) Within 15 business days of receiving the appeal from the ATT Employer(s) and/or AT Technician(s) in question, NLCAA shall render a final disposition on the matter which may include any, (or none), of the disciplinary measures outlined in “Step 4”, of the complaint procedure, above.
§ 10-103-A (c) D. Complaint Procedures

Upon final disposition by NLCAA, the ATT Employer(s) and/or AT Technician(s) in question shall have 60 days to comply with NLCAA’s disciplinary actions specified. Satisfactory compliance shall be determined by the directors of NLCAA. Failure to comply with NLCAA’s specified disciplinary actions may lead to certification revocation procedures or to NLCAA generating a fresh complaint against the ATT Employer(s) and/or AT Technician(s) in question. Appropriate notifications shall be sent to the California Energy Commission in accordance with Building Energy Efficiency Standards Section 10-103-A (d).

“... whether in their entirety certification costs (are) commensurate with the complexity of the training being provided ...”

The charge for an Audit Procedure Process is: Nothing; $0

The charge for a Complaint Procedure Form Review¹ is: $150.00

The charge for a Disciplinary Form Review¹ is: $200.00

The charge for a Complaint Procedure Field Inspection¹ is: $400.00

The charge for a Disciplinary Field Inspection¹ is: $1500.00 per day

The charge for Recertification¹ Training is: $400.00

The charge for Repeat Training¹ is: up to $650.00 for ATT Employers, up to $1500.00 for AT Technicians

The charge for Disciplinary¹ Training¹ is: $2000.00

¹The length of Disciplinary Training¹ is 4 days.

§ 10-103-A (c) E. Certification Revocation Procedures

Certification Revocation Procedures are initiated through the NLCAA Complaint Process, ( § 10-103-A (c) D. Complaint Procedures ). NLCAA directors or their agents may initiate a Complaint Procedure involving any ATT Employer(s) and/or AT Technician(s) holding NLCAA certifications.

Complaint proceedings may be initiated against any ATT Employer(s) and/or AT Technician(s) holding NLCAA certifications for reasons including, (but not limited to):

Poor quality work, (including, but not limited to);

Erratic or incorrect Acceptance Testing Form entries,

Use of substandard equipment, material or techniques leading to Acceptance Testing errors,

Using incorrect analysis techniques leading to Acceptance Testing errors,

Ineffective work, (including, but not limited to);
Failure to use NLCAA Acceptance Testing Data Entry Software without a compelling reason,
Incomplete Acceptance Testing Form entries,
Incomplete Acceptance Testing procedures,
Damage to equipment without restoring, repairing, or replacing same,
Damage to building structure, fixtures, or furnishings without restoring, repairing, or replacing same,
Modifying program settings in equipment without restoring original settings,
Chronic failure to appear at jobsite(s) within scheduled periods,
Failure to perform Acceptance Tests;
Falsification of documents, (including but not limited to);
Falsification of “check-off” items,
Falsification of data entries,
Signing for another Field Technician or Acceptance Test Employer,
Knowingly allowing another Field Technician or Acceptance Test Employer to sign for you,
Failure to comply with the documentation requirements of, (including but not limited to) - Building Energy Efficiency Standards: Sections: 10-103 (a); 10-103-A; or Title 24 parts 1 or 6 - (including but not limited to);
Failure to test all specified lighting controls on Compliance Form: NRCC-LTI-02-E,
Failure to test all specified lighting controls on Compliance Form: NRCC-LTO-02-E,
Failure to verify specified lighting control system or EMCS entries on Installation Form: NRCI-LTI-02-E,
Failure to verify specified lighting control system or EMCS entries on Installation Form: NRCI-LTO-02-E,
Or;
Other specified actions deemed to require a Complaint Form filing by NLCAA.

ATT Employer(s) and/or AT Technician(s) in question, facing suspension or revocation of certification through final disposition in the Complaint Procedure shall be informed via certified mail. Upon proof of delivery: NLCAA, (director, agent or proxy), shall institute the certificate suspension and revocation procedure within 3 business days.
§ 10-103-A (c) E. Certification Revocation Procedures

Continued ...

Upon exhaustion of the appeal process contained within the Complaint Procedure, (Attachment 7), the ATT Employer(s) and/or AT Technician(s) in question, (if facing suspension or revocation of certification1), may contact NLCAA by telecommunications within 3 business days of receiving notice of imminent suspension of, or revocation of, certification status as described in the paragraph above. This will be the last chance for the ATT Employer(s) and/or AT Technician(s) to present a compelling argument against their certification suspension or revocation. This last communication between the NLCAA and the ATT Employer(s) and/or AT Technician(s) shall not extend beyond the 3 business day period mentioned previously in this paragraph. The burden to contact NLCAA, (director or agent), as described in this paragraph shall lie entirely upon the ATT Employer(s) and/or AT Technician(s) in question.

The ATT Employer(s) and/or AT Technician(s) NLCAA Associate Contract, (Attachment 11 or Attachment 12, as applicable), will be considered null and void after 3 business days from NLCAA receiving proof of delivery of the certification revocation notice to the ATT Employer(s) and/or AT Technician(s) in question unless special accommodations have been made.

Any Arbitration agreement signed by ATT Employer(s) and/or AT Technician(s) who have had their certification revoked or suspended shall be considered to remain binding, valid, and in effect.

When an ATT Employer and/or AT Technician has had their certification suspended or revoked, notice shall be made to the CEC and all other currently approved Lighting Controls ATTCPs via certified mail as soon as practical. A list of all persons with certifications revoked, suspended, or surrendered shall be posted on the NLCAA website for public purview.

§ 10-103-A (c) E. Certification ... Procedures – Surrender of Certification

Any ATT Employer(s) and/or AT Technician(s) working under a NLCAA Associate Contract may surrender their respective certifications with NLCAA whenever they choose. Notice must be given to NLCAA in writing. The ATT Employer(s) and/or AT Technician(s) NLCAA Associate Contract, (Attachment 11 or Attachment 12, as applicable), will be considered null and void immediately upon NLCAA receiving notice of certification surrender.

Any Arbitration agreement signed by ATT Employer(s) and/or AT Technician(s) who have surrendered their certification shall be considered to remain binding, valid, and in effect.

When an ATT Employer and/or AT Technician have surrendered their certification, notice shall be made to the CEC and all other currently approved Lighting Controls ATTCPs via certified mail as soon as practical.
§ 10-103-A (c) F. Quality Assurance and Accountability

“The ATTCP shall describe ... how their certification business practices include ... independent oversight and accountability measures ... “

Independent oversight of the Lighting Controls ATTCP, (NLCAA), will be conducted by California Electrical Training, (CET). This oversight will be conducted by the current Training Consultant associated with California Electrical Training. NLCAA, (the ATTCP), shall be responsible to the CET Training Consultant who will oversee the development of, and reasonable access to, course material developed by the CET Training Consultant or others. NLCAA Directors shall be accountable to the CET Training Consultant in the following manner(s):

1) The CET Training Consultant may demand, at his discretion, that NLCAA ATTCP training material be modified, discarded, replaced, or augmented at any time. NLCAA shall have 60 calendar days to reply to this request and must show proof to the CET Training Consultant that said training material has been modified in the training material dissemination process.

2) The CET Training Consultant shall reserve the right to inspect and approve any initial changes to course material prior to expert review of the training curricula.

3) The CET Training Consultant may, at his discretion, demand a vote of NLCAA directors for the removal of one of their number.

“... independent oversight of the certification processes and procedures ...”

Independent oversight of the Lighting Controls ATTCP, (NLCAA), certification processes and procedures will be conducted by California Electrical Training through the offices of the CET Training Consultant, (currently: Robert A. Shearer, BSEE).

The CET Training Consultant shall insure that the ATTCP, (NLCAA), abides by the requirements of the Building Energy Efficiency Standards Sections 10-103-A (c) and 10-103-A (d), as detailed in this application required by Section 10-103-A (e).

Any variance from this application effecting the certification processes and procedures detailed in this application shall be duly reported to the California Energy Commission, (CEC), by the CET Training Consultant.

“... accountability measures, such as, ... building department surveys to determine acceptance testing effectiveness ...”

When an authorized party is granted access to the results of Acceptance Testing on the NLCAA database server, a Portable Document Format file representing the State Acceptance Testing Compliance Form will be generated for download. Appended to this file download will be a copy of the NLCAA Building Department Survey Form (Attachment 13), in Portable Document Format, (pdf), rendering it immediately accessible to the authorized parties.
§ 10-103-A (c) F. Quality Assurance and Accountability

Continued ...

“... accountability measures, such as ... expert review of the training curricula developed for Building Energy Efficiency Standards, Section 130.4.”

Expert review of training curricula developed (currently) by Robert A. Shearer, BSEE, for Building Energy Efficiency Standards, Section 130.4 and satisfying 10-103-A (c) B. (i), as appropriate, will be provided by directors and associates of the NLCAA. Current expert review is provided by Mr. Gary Flamm, and Mr. Rick Miller, P.E., as well as Mr. Bernardo Torres, (representing the Electrical Contractor community).

“... accountability measures, such as ... certification process evaluations ...”

Certification process evaluation by NLCAA shall take the form of the “Form Review” or “Disciplinary Form Review” as defined for this document, (see Appendix 2, Definitions).

“Form Review(s) may be dictated by the Audit Procedure, Complaint Procedure, or “Randomly”. Said Form Reviews(s) will be completed by: a computer implemented “expert system”, or by a human agent.

“Disciplinary Form Reviews will be completed by a human agent.

“Random Form Reviews will be completed by a human agent or by a computer implemented “expert system”.

The “Form Review” process allows NLCAA directors or their agents to review Acceptance testing forms for signs of “irregularities” or “inconsistences” as determined by NLCAA directors or their agents.

Under Audit Procedure rules, “Form Review(s)” allow comparisons between Audit Forms submitted for a job and Acceptance testing forms submitted for the same job.

Under Complaint Procedure rules, “Form Review(s)” allow the same comparisons as under the Audit Procedure, but additional past Audit Forms may be pulled for comparison, with applicable charges. No more than 6 “Form Review(s)” may be invoked during a single complaint proceeding.

Under Complaint Procedure rules “Disciplinary Form Review(s)” may be called for in any quantity up to 10 as specified by NLCAA directors. This allows the inspection of any or all Acceptance Testing Forms and/or Audit Forms previously submitted by the NLCAA Certified AT Technician(s) and/or ATT Employer(s) under scrutiny to be examined, with applicable charges.
§ 10-103-A (c) F. Quality Assurance and Accountability

Continued ...

“Random Form Reviews\(^1\)” will be initiated once every 12 months, (no later than 30 days after the Annual Report required by § 10-103-A (d) has been submitted to the Energy Commission). “Random Form Reviews\(^1\)” will begin taking place when 50 or more NLCAA Certified AT Technicians exist. Annual “Random Selection\(^1\)”, (as described in Attachment 14), from amongst all currently NLCAA certified AT Technicians shall comprise a number representing 2% of their number with “remainder” groups of less than 26 disregarded, and “remainder” groups of 26 or more rounded up to 50. Monetary charges will apply. NLCAA reserves the right to distribute “Random Form Reviews\(^1\)” over the subsequent 12 months after “Random Selection\(^1\)” at their discretion.

“… Reasonable access … provided by … certification costs commensurate with the complexity of …”

The charge for an Audit Procedure Form Review\(^1\) is: Nothing; $0

The charge for a Form Review\(^1\) is: $150.00

The charge for a Random Form Review\(^1\) is: $150.00

The charge for a Disciplinary Form Review\(^1\) is: $200.00
§ 10-103-A (c) F. Quality Assurance and Accountability

“... accountability measures, such as ... visits to building site(s) where certified technicians are completing acceptance tests ...”

The “Field Inspection” procedure is summarized below and found in Appendix 2 of this application. The requirement for a “Field Inspection” will be imposed upon AT Technician(s) and/or ATT Employer(s) due to a variety of circumstances:

Audit Procedure “inspection process”, (Attachment 5), due to unsatisfactory results of Audit Procedure;

The Complaint Procedure, (Attachment 7), due to disciplinary action of NLCAA directors;

Quality Assurance “Scheduled Field Inspection”, scheduled as summarized below;

“Random Field Inspection”, scheduled due to ongoing “1% Random Sampling”

All of the above are “Field Inspections”, and vary as to whether they apply to a future site to undergo Acceptance Testing by Field Technicians, or as noted below.

In brief: A “Field Inspection” is a “(visit) to (a) building site where certified technicians are completing acceptance tests”. This site visit shall be arranged by an Acceptance Test Technician Employer for the Field Technician under inspection. This “Field Inspection” should occur on the next possible occasion after the Employer has been notified by First Class Mail – (and telecommunications, when convenient for NLCAA). A “Field Inspection” will consist of a minimum 2-hour site visit during which the Field Technician performing acceptance testing will be observed and interviewed. In addition: any or all of the following may occur; verification of acceptance tests completed, observation of acceptance testing methods, testing of lighting controls by NLCAA or their agent(s), testing of additional lighting controls not sampled by the Acceptance Test Technician(s) performing acceptance tests.

An “Audit Procedure Field Inspection” is a “Field Inspection” as described above;

A “Random Field Inspection” is a “Field Inspection” as described above - EXCEPT it is performed at a visit to a site that has been previously tested. A “Random Field Inspection” requirement is generated by the 1% Random Selection process, (Attachment 14). A Random Field Inspection should be completed within 24 hours of acceptance testing completion at a site if feasible.

A “Scheduled Field Inspection” is a “Field Inspection” as described above;

A “Complaint Procedure Field Inspection” is a “Field Inspection” as described above – EXCEPT it is performed at a visit to a site that produced an acceptance testing complaint. A “Complaint Procedure Field Inspection” requirement is only generated by the Complaint Procedure, Attachment 7.
§ 10-103-A (c) F. Quality Assurance and Accountability

Continued ...

A “Scheduled Field Inspection” system has been devised to satisfy the requirements of CEC staff. The schedule for requiring a “Scheduled Field Inspection” is thus:

After an Acceptance Test Technician has completed 11 acceptance testing assignments, the NLCAA database manager software will produce a “flag” indicating that the Field Technician has reached the required number of acceptance tests to demand a “Field Inspection”. The employer of record for this 11th job shall receive a notification, (as described under ‘In brief: A “Field Inspection”’, (above)). Should the results of this “Field Inspection” prove satisfactory — the Field Technician in question will have their “Scheduled Field Inspection” schedule shifted to every 25th acceptance testing job — otherwise, NLCAA will generate a Complaint Procedure against the Field Technician in question, and the scheduling criteria will remain: every 12th acceptance testing job.

Should the results of the Field Technicians’ every 25th acceptance testing jobs “Field Inspection” be satisfactory then the ‘every 25th job’ scheduling criteria will be increased to ‘every 50th job’; otherwise: complaint generated by NLCAA and scheduling criteria remains the same.

Should the results of the Field Technicians’ every 50th acceptance testing jobs “Field Inspection” be satisfactory then the ‘every 50th job’ scheduling criteria will be increased to ‘every 100th job’; otherwise: complaint generated by NLCAA and scheduling criteria remains the same.

Thereafter, every 100th acceptance testing job for the Field Technician shall require a Field Inspection.

A “Random Field Inspection” is a “Field Inspection”.

“Random Field Inspections” will apply to each Field Technician under certification. A “Random Field Inspection” trigger will be placed in the NLCAA database manager when a NLCAA Certified AT Technician has completed 20 acceptance testing jobs. A flag will be produced by the NLCAA database manager at this point and two rolls of a ten-sided die will be cast to determine which of the next 100 jobs scheduled for the Field Technician will undergo a Random Field Inspection. Should the results of this inspection be deemed unsatisfactory by NLCAA or its’ agent; NLCAA reserves the right to increase the sampling rate to two inspections out of 100 jobs and/or initiate Complaint Proceedings.
§ 10-103-A (c) F. Quality Assurance and Accountability

Continued ...

A “Disciplinary Field Inspection” is NOT a “Field Inspection”, but is separately defined.

A “Disciplinary Field Inspection” can only be instituted by a Complaint Procedure, attachment 7.

A “Disciplinary Field Inspection” shall be a visit to a building site where certified technicians are completing acceptance tests, or have previously completed acceptance tests. This building site shall be the building site identified in the Complaint Procedure. The Acceptance Test Technician Employer shall arrange with the building owner(s) of the property shown on the complaint in question to allow NLCAA or their agents to enter the property in question to perform testing to verify the Acceptance Testing results. This retesting may encompass anything up to and including a complete retest of any or all lighting controls installed at the property in question. This retesting should be arranged to occur within 60 calendar-days of notification that an inspection is required, or; If for any compelling reason the “Disciplinary Field Inspection” cannot be carried out in the time frame allotted, a new Complaint Form, (Attachment 6), will be generated by NLCAA for any or all of the Acceptance Test Technician(s) or Acceptance Test Technician Employer(s) involved in the original complaint. The recommended finding of this new complaint will be retraining.

Under special circumstances, (as determined by NLCAA directors), a “Disciplinary Field Inspection” may be allowed to occur at a site other than the site involved in the Complaint Procedure.

A “Disciplinary Field Inspection”, (as defined in Appendix 2), is a thorough inspection verifying, at a minimum, (should they exist):

a) 2 (previously tested) Occupancy sensors, and 2 (untested) Occupancy sensors;

b) 1 (previously tested) Building Timer

c) 1 (previously tested) Automatic Daylighting System

d) Automated Demand Response System (if practical)

“... reasonable access to certification ... considering factors such as certification costs commensurate with the complexity of the training being provided ...”

The charge for a Field Inspection is: $400.00

The charge for a Disciplinary Field Inspection is: $1500.00 per day
§ 10-103-A (c) F. Quality Assurance and Accountability – Refresher Training

In the opinion of the directors of NLCAA: the Acceptance Test Technician course of instruction is complex enough to require periodic retraining for Acceptance Test Technicians. To this end, as a courtesy to our Field Technicians an online refresher course will be made available – free of charge.

§ 10-103-A (c) G. Certification Number and Verification of ATT Certification Status.

NLCAA or their agent(s) or proxies shall issue a unique Lighting Controls Acceptance Test Technician identification number.

The following is submitted by NLCAA to meet the requirements of § 10-103-A (c) G.

NLCAA will issue the Acceptance Test Technician a unique identification number starting with the prefix ATT followed by 4 digits representing the year and month and ending with a 5 digit number representing that months’ graduates.

Sample ATT-1405-00002

(Where) 14 indicate(s) the year and 05 indicates the month (and) 00002 was the second student certified that month.

The NLCAA website has postings for both the contractors, (acceptance test technician employers), and acceptance test technicians. The posting will also indicate if they are eligible to perform testing, list any complaints filed, and show certification or suspension status.

Additionally:

Acceptance Test Technician Employers may be identified in the NLCAA database by name, contact information and date of original certification.

NLCAA will issue the Acceptance Test Technician Employer a unique identification number starting with the prefix ETT followed by 6 digits representing the order in which ATT Employers were certified.

ETT-000000

NLCAA shall provide verification of current ATT certification status upon request to authorized document Registration Provider or enforcement agency personnel …

“... costs commensurate with the complexity …”

A fee of $200.00 will be assessed prior to the use of NLCAA Acceptance Testing Data Entry Software for a single building permit issued for a building site where certified technicians are completing acceptance tests.
§ 10-103-A (d) Requirements for ATTCPs to Provide Annual Reports.

NLCAA shall provide an annual report to the Energy Commission quantifying the following information:

1) Total number of Acceptance Test Technicians certified during the reporting period;
2) Total number of Acceptance Test Technician Employers certified during the reporting period;
3) Total number of Acceptance Test Technicians certified since July 1st, 2014;
4) Total number of Acceptance Test Technician Employers certified since July 1st, 2014;
5) Total number of Acceptance Test Technicians currently under certification by NLCAA;
6) Total number of Acceptance Test Technician Employers currently under certification by NLCAA;
7) Total number of Acceptance Test Technicians with certifications revoked during the reporting period;
8) Total number of Acceptance Test Technician Employers with certifications revoked during the reporting period;
9) Total number of Acceptance Test Technicians with certifications surrendered during the reporting period;
10) Total number of Acceptance Test Technician Employers with certifications surrendered during the reporting period;
11) Total number of Acceptance Test Technicians with certifications under suspension on last day of the reporting period;
12) Total number of Acceptance Test Technician Employers with certifications under suspension on last day of the reporting period;

Additionally, summaries of adjustments to training curricula will be reported when required to:

1) Address changes to lighting technology and controls currently found in the field;
2) Address changes to the Building Energy Efficiency Standards Acceptance testing requirements;
3) Address updates to the Building Energy Efficiency Standards;

Additional reports to the California Energy Commission shall be submitted, as required, to demonstrate that adjustments to training are reflective of the requirements noted above and are being introduced, (when practical), no less than 6 months prior to the adoption of changes to the Building Energy Efficiency Standards.

Required annual reports shall be transmitted to the California Energy Commission within 30 days of the end of the reporting period. All required reports shall contain a signed certification that NLCAA has met all requirements for this program.
Summary - § 10-103-A (c)

The National Lighting Contractors Association of America, (NLCAA), shall be the organization certifying Lighting Controls Acceptance Test Technicians and Employers of same.

Independent oversight of this process shall be provided by the training consultant of California Electrical Training.

Reasonable Access to the course material is shown by the methods of dissemination shown on page 5 of this document. Hands-on training, (§ 10-103-A (c) 3. B. (iii)) will be required for the training of Field Technicians.

Prequalification procedures for both Field Technicians and Employers are detailed in this document.

Oversight of the certification processes and procedures will be accomplished through:

The Audit Procedure;

The Complaint Procedure;

Form Reviews;

Field Inspections, and;

Building Department Surveys.

The ability of NLCAA to suspend or revoke certification of Field Technicians and Employers is detailed in this document.

Requirements for additional training and recertification procedures are detailed in this document.

The ability of NLCAA to reduce or waive fees for training and other services appears in this document.

The ability to provide certification identification numbers and verification of certification to the California Energy Commission is outlined in this document. The ability to provide acceptance testing forms and data to authorized parties, (along with Complaint Procedures and Building Department Surveys), is described in this document.

NLCAA shall provide annual reports containing, (at a minimum), the information outlined in § 10-103-A (d).
Rob Pieroth, Director

Richard D. Des Lauriers, Director

Gary Collier, Director

Jack Yapp, Director

Jack Yapp
Secretary

June 25, 2014.
BYLAWS

OF

NATIONAL LIGHTING CONTRACTORS ASSOCIATION OF AMERICA

ARTICLE 1-OFFICES

SECTION 1. PRINCIPAL OFFICE

The principal office of the corporation for the transaction of its business is located at 3301 E. Hill Street Suite 408 Signal Hill in Los Angeles County, California.

SECTION 2. CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

SECTION 3. OTHER OFFICES

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the board of directors may, from time to time, designate.

ARTICLE II - PURPOSE

SECTION 1. OBJECTIVES AND PURPOSES

The primary objectives and purposes of this corporation shall be:

a) Provide training and education to State, Counties, Cities, and their municipalities regarding required energy efficient lighting and control systems.
b) Provide training and education to its members.
c) Promote energy efficient lighting and controls systems.
ARTICLE III - DIRECTORS

SECTION 1. NUMBER

The corporation shall have three directors and collectively they shall be known as the Board of Directors. The number may be changed by amendment of this Bylaw, or by repeal of this Bylaw and adoption of a new Bylaw, as provided in these Bylaws.

SECTION 2. POWER

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

SECTION 3. DUTIES

It shall be the duty of the directors to:

a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this corporation, or by these Bylaws;
b) Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
c) Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
d) Meet at such times and places as required by these Bylaws;
e) Register valid email and physical addresses with the Secretary of the corporation for all official corporate correspondence.

SECTION 4. TERMS OF OFFICE

Each director shall hold office until the next annual meeting for election of the Board of Directors as specified in these Bylaws, and until his or her qualified successor is elected.

SECTION 5. COMPENSATION

Directors shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article. Directors may not be compensated for rendering
services to the corporation in any capacity other than director unless such other compensation is reasonable and is allowable under the provisions of Section 3 of this Article

SECTION 6. PLACE OF MEETINGS

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such place within or without the State of California which has been designated from time to time by resolution of the Board of Directors. In the absence of such designation, any meeting not held at the principal office of the corporation shall be valid only if held on the written consent of all directors given either before or after the meeting and filed with the Secretary of the corporation or after all board members have been given written notice of the meeting as hereinafter provided for special meetings of the board. Any meeting, regular or special, may be held by conference telephone or similar communications equipment, so as long as all directors participating in such meeting can hear one another.

SECTION 7. REGULAR AND ANNUAL MEETINGS

Regular meetings of the Directors shall be held annually on the third Saturday of August at 10:00 AM.

At the annual meeting held on the third Saturday of August, directors shall be elected by the Board of Directors in accordance with this section. Cumulative voting by directors for the election of directors shall not be permitted. The candidates receiving the highest number of votes up to the number of directors to be elected shall be elected. Each director shall cast one vote, with voting being by ballot only.

SECTION 8. SPECIAL MEETING

Special meetings of the Board of Directors may be called by the Chairperson of the board, the President, the Vice President, the Secretary, or by any two directors, and such meetings shall be held at the place, within or without the State of California, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the corporation.

SECTION 9. NOTICE OF MEETINGS

Regular meetings of the board may be held without notice. Special meetings of the board shall be held upon four (4) days’ notice by first-class mail or forty-eight (48) hours’ notice delivered personally or by telephone or email. If sent by mail or email, the notice shall be deemed to be delivered on its deposit in the mails or on its delivery to the email company. Such notices shall
be addressed to each director at his or her address as shown on the books of the corporation. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place of the adjourned meeting are fixed at the meeting adjourned and if such adjourned meeting is held no more twenty-four (24) hours from the time of the original meeting. Notice shall be given of any adjourned regular or special meeting to directors absent from the original meeting if the adjourned meeting is held more than twenty-four (24) hours from the time of the original meeting.

SECTION 10. CONTENTS OF NOTICE

Notice of meetings not herein dispensed with shall specify the place, day and hour of the meeting. The purpose of any board meeting need not be specified in the notice.

SECTION 11. WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS

The transactions of any meeting of the board, however called and noticed or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereinafter defined, is present and provided that either before or after the meeting each director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes thereof. All such waiver, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

SECTION 12. QUORUM FOR MEETINGS

A quorum shall consist of Two Directors.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as the initial directors in the Articles of Incorporation of NATIONAL LIGHTING CONTRACTORS ASSOCIATION OF AMERICA, a California nonprofit corporation, and, pursuant to the authority granted to the directors by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, consisting of four pages, as the Bylaws of this corporation.

Dated:_____________

Temistocles Caal, Director    Gary Collier Director    Jack Yapp CEO
Rob Pieroth, Director         Rick Des Lauriers Director
CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Directors of said corporation on the date set forth below.

Dated 7-6-13

Jack Yap, Secretary
Lighting Controls Acceptance Test Technician Class Outline

Introduction
- Why advanced lighting and Title 24?
- Quality and Complaint Policies and Procedures
- Acceptance Test Technician

Modern Lighting Technologies
- Past Technologies
- Luminance and Illuminance
- Units of Interest
  - Lumen Output
  - Footcandles and Lux
  - Absolute vs. Relative Illuminance Measurement
    - Proper Use of Lightmeters
    - Lightmeter Types

IES Lighting Levels and Title 24

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- Fluorescent
- Induction
- HID
- LED

Lamp Specifications
- Correlated Color Temperature
- Color Rendering
- Lamp Markings
- DOE Information Labels

Ballasts and Drivers
- Fluorescent Ballasts: BF and BEF
- Starting Fluorescents and HID
- Magnetic and Electronic Ballasts: Crest Factor
- Fluorescent Dimming
- LED Drivers: Dimming

Controlling Luminaires
- 0-10V Dimming Ballasts and Drivers
- Digital Dimming Ballasts and Drivers
  - Installing and Testing
    - Wiring Techniques
    - Heat Dissipation
    - Grounding
    - Initial Testing
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Area Controls and 130.1 (a)

Switching Schemes
  Line Voltage
  Low Voltage
  Relays, Power Packs, Power Pack Logic Functions

Shut-OFF Controls and 130.1 (b)
  Automatic Time Switches
  Occupancy sensors

Technologies and Applications

Dimming Controls and 130.1 (c)
  Phase Dimmers
  0-10V and Digital Controls
  Zones, Groups, and Scenes

Daylight Harvesting and 130.1 (d)
  Photosensors vs. Photo-controllers
  Open and Closed Loop Systems Introduction

Automated Demand Response and 130.1 (e)
  The Demand Response Signal

Title 20 and Lighting Systems
  Lighting Systems
  Large Lighting Systems

Working with Lighting Controls

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  Avoiding Equipment Damage
  Test Equipment Types and Use
    Test Equipment Ratings
    Test Equipment Safety
  Lock-out/Tag-out and PPE
  Avoiding “Deprogramming” Controls

Reference Documents

Contents of the 4 Reference Documents
Where to find the Reference Documents
Insuring you have the most recent revisions
2013 Building Energy Efficiency Standards
  Definitions, Compliance Process, Design, Mandatory Controls, Acceptance
2013 Reference Appendices
  Acceptance Tests, Installation Tests
2012 Appliance Efficiency Regulations
  Functional Requirements of Lighting Controls
  Insuring devices have been Certified to the Energy Commission
2013 Nonresidential Compliance Manual
  Acceptance Forms, Compliance Forms, Installation Forms
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  The Percent Reduction Formula
  Percentages

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    Installation Forms
    Acceptance Forms

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      Prescriptive methods
      Performance method
    Trade-offs
  Interlocked Lighting Systems

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  Uniformity Requirements by Technology and Wattage
  Where Required and Exceptions
    Dimming Controls

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  When Required
  Construction Inspections
  Functional Testing
  Acceptance Forms

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  Power Adjustment Factors (PAF)
    Calculating and Verifying
    Acceptance Testing

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  Astronomical Time-Switch
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   Part-ON
      Why Utilized
      Where Required
Vacancy Sensors
   Where Realized by an EMCS or Lighting Control System
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   Review of Closed-Loop Lighting Systems
   Introduction
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   Definitions
   Daylit Zones
      Definitions
      Order of Precedence
      Location of Daylit Zones on Plans
   Fixtures Located in Daylit Zones
   Zones Illuminated by Controlled Luminaires
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   Stepped or Continuously Dimmed System?
   Photosensor Location and System Type: (Open or Closed) Loop?
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Full Output Test
Full Daylight Test

Power Reduction Calculation
Partial Daylight Test

Open-Loop Systems
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Full Daylight Test

Power Reduction Calculation (Stepped)
Power Reduction Calculation (Continuous)

Partial Daylight Test
Continuous
Stepped

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Part-Night Controls: Extended Definition per $110.9 (b) 5.

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No Motion
Shut-OFF Controls

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Part-Night Timers
Part-Night Motion or Time-Based System

Demand Responsive Controls

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Minimum Output Test
Special Case: Daylit Spaces

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Form Reviews and Field Inspections
Acceptance Test Technician Employer

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2013 Building Energy Efficiency Standards
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2013 Reference Appendices
Acceptance Tests, Installation Tests
2012 Appliance Efficiency Regulations
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2013 Nonresidential Compliance Manual
Acceptance Forms, Compliance Forms, Installation Forms

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Percentages

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Examination of Forms
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Installation Forms
Acceptance Forms
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- Uniformity Requirements by Technology and Wattage
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- Astronomical Time-Switch

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- Part-ON
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  - Definitions
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- Fixtures Located in Daylit Zones
- Zones Illuminated by Controlled Luminaires
- Reference Location
  - Special Case: Parking Garages
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   Partial Daylight Test

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      Shut-OFF Controls
      Timers
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Demand Responsive Controls
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   Avoiding Equipment Damage
   Test Equipment Types and Use
      Test Equipment Ratings
      Test Equipment Safety
   Lock-out/Tag-out and PPE

Summary
   Who Signs the Forms?
### NLCAA AUDIT FORM

**1 - IDENTIFY THE PROJECT:**

In-House Name of Project: ________________________________________________

In-House Project and/or Work-Order Number(s): _____________________________

Location of Project: ______________________________________________________

Project Identifying Numbers or Names from Plans or Building Permit: ________

**2 - IDENTIFY THE ACCEPTANCE TEST PERSONNEL:**

Name of Responsible Person(s): ____________________________Certification #: __

Name of Responsible Person(s): ____________________________Certification #: __

Name of Responsible Person(s): ____________________________Certification #: __

Name of Responsible Person(s): ____________________________Certification #: __

Name of Documentation Authors(s): ______________________________________

Name of Documentation Authors(s): ______________________________________

Name of Documentation Authors(s): ______________________________________

Name of Field Technician(s): ____________________________Certification #: __

Name of Field Technician(s): ____________________________Certification #: __

Name of Field Technician(s): ____________________________Certification #: __

Name of Field Technician(s): ____________________________Certification #: __

Name of Field Technician(s): ____________________________Certification #: __
NLCAA AUDIT FORM – Page 2

3 - IDENTIFY YOURSELF:
Business Name and Location: ____________________________________________________________

________________________________________________________________________________

Name(s) of Person(s) Filling Out THIS Form: _______________________________,____________________

________________________________________________________________________________

Principle Responsible Person Verifying THIS Form is Complete and Accurate (per 10-103(a) 4., JA7.4.6):

___________________________________________ Job Description __________________________________________

Cell Phone: ___________ Other Phone: ___________ __________________

E-mail: ________________________________________________________________________________

Was/Were Acceptance the Test Technician(s): Your Employee? ○, or Contract Personnel ○

If Field Technician was Contract Personnel, Please Identify Their Employer:

____________________________________________________________________________________

____________________________________________________________________________________

Are YOU: the General Contractor ○, the Electrical Contractor ○, the Lighting Contractor ○,
The Lighting Designer ○, the System Integrator ○, the Building Designer ○, or;
Other?: ○, if “Other”, Please describe: ____________________________________________


4 - THIS AUDIT FORM IS BEING COMPLETED BECAUSE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is an Acceptance Test Technicians’ First Job:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Field Technician Has Had more Than 10 Jobs in 30 Days:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>It Has Been More Than 3-Years Since a Technicians’ Last Audit:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The FINAL Inspection Has Failed on This Job:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLCAA has Prescribed This Audit Due to a Complaint:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLCAA has Prescribed This Audit for Other Reasons:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I Don’t Know ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 – THE SITE UNDERGOING ACCEPTANCE TESTING:

A) Required Testing of INDOOR Lighting Controls ONLY:                      |     |    |
B) Required Testing of OUTDOOR Lighting Controls ONLY:                     |     |    |
C) Required Both INDOOR and OUTDOOR Controls Testing:                      |     |    |

If “A)” is “Yes” Continue – Skip Sections: 12, 13, and 14
If “B)” is “Yes” Skip to Section: 12
If “C)” is “Yes” Continue ...

6 – INDOOR SHUT-OFF CONTROLS:

Did the Building Have One or More Automatic Timers Controlling Lighted Areas? : |     |    |    |

If “No” Skip the Remainder of This Section ...
If “Yes” Answer the Following Questions ...

Was/were the Timer(s) set to ON Condition to Test? |     |    |    |
Were the Effected Area Controls Active in ON Condition: |     |    |    |
Was/were the Timer(s) set to OFF Condition to Test? |     |    |    |
Were the Effected Area Controls Deactivated in Timer OFF Condition: |     |    |    |
Was the Local Override Tested for these Area Controls?: |     |    |    |
Was The Timer Override Time-out Correct? |     |    |    |
Was the Timer Program Restored to Original Settings? |     |    |    |
## 7 - OCCUPANT SENSING DEVICES - THE SITE UNDERGOING ACCEPTANCE TESTING ...

<table>
<thead>
<tr>
<th>Contained Occupancy Sensors?</th>
<th>Yes</th>
<th>No</th>
<th>I Don’t Know</th>
</tr>
</thead>
</table>

If “No” Skip This Section

<table>
<thead>
<tr>
<th>Did All Occupancy Sensors Tested Function Correctly?</th>
<th>Yes</th>
<th>No</th>
<th>I Don’t Know</th>
</tr>
</thead>
</table>

If “No”, Were the Defective Sensors Corrected?
| Yes | No | I Don’t Know |

Were All Tested Sensors Positioned Properly?
| Yes | No | I Don’t Know |

If “No”, Were the Improper Sensors Corrected?
| Yes | No | I Don’t Know |

Was the Maximum Time-out Checked on All Tested Sensors?
| Yes | No | I Don’t Know |

Was the Maximum Time-out on Tested Sensors Between
| 35 Minutes and 45 Minutes? | Yes | No | I Don’t Know |

On the First Occupant Sensing Device Listed as Being Tested – The “visible status indicator” Required by: 1605.3 (L) (2) (G):

<table>
<thead>
<tr>
<th>Was Present and Functioning:</th>
<th>Yes</th>
<th>No</th>
<th>I Don’t Know</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was Present but Disabled:</th>
<th>Yes</th>
<th>No</th>
<th>I Don’t Know</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was Absent:</th>
<th>Yes</th>
<th>No</th>
<th>I Don’t Know</th>
</tr>
</thead>
</table>

On the First Occupant Sensing Device Listed as Being Tested – Was There a Manual Switch Allowing All Lights to Be Manually Turned Off?
| Yes | No | I Don’t Know |

## 8 – MULTI-LEVEL CONTROLS:

Did the Building Have One or More Multi-Level Controls Installed in Controlling Lighted Areas?

| Yes | No | I Don’t Know |

If “No” Skip the Remainder of This Section ...

If “Yes” Answer the Following Questions for Any System or Area YOU Select, NOT Containing Track Lighting Providing General Lighting as Defined in Section 100.1 ...

Was The General Lighting Provided by a Continuously Dimmed System?

| Yes | No | I Don’t Know |

If “Yes” Skip the Remainder of This Section ...

If “No” Answer the Following Questions:

Were Individual LUMINAIRES Switched to Provide Multi-level Control?

| Yes | No | I Don’t Know |

Were Individual LAMPS in LUMINAIRES Switched to Provide Multi-level Control?

| Yes | No | I Don’t Know |
## 9 - AUTOMATIC DAYLIGHTING SYSTEMS - THE SITE UNDERGOING ACCEPTANCE TESTING...

**Contained Daylighting System(s)?**
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

If “No” Skip This Section

**Did All “Photosensors” Tested Function Correctly?**
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

If “No”, Were the Defective Sensors Corrected?
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

**Were All Tested Photosensors Positioned Properly?**
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

If “No”, Were the Improper Sensors Corrected?
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

Identify An Automatic Daylighting System of your choice; Answer the Following Questions:

- [ ] __________________________________________________________________________

**Is the Area Served by a Continuously Dimmed System?**
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

If “No”, Skip to the Next Section, Otherwise Answer the Following Questions:

**Is the Area Open or Closed Loop Controlled?**
- [ ] Open-Loop
- [ ] Closed-Loop
- [ ] I Don’t Know

If “Open-Loop”, Answer the “**OPEN-LOOP: Question**”, Also Answer the Following Questions:

**Was a “Design Illumination” Value Found for this Area?**
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

**Was the “Reference Illumination” Measured?**
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

If “Yes”; What was its Value in Foot-Candles? __________ fc
- [ ] n/a
- [ ] I Don’t Know

If “No”; What was the Reference Power Draw? __________ VA or W
- [ ] n/a
- [ ] I don’t Know

**The Power Reduction From “No Daylight (Full Output)” to “Full Daylight” Conditions was:**
- [ ] ______________%;
- [ ] I Don’t Know

**Did this System Pass the “Partial Daylight” Test?**
- [ ] Yes
- [ ] No
- [ ] I Don’t Know

**How was the “No Daylight” Power/Illumination Determined?**

- [ ] Covered Fenestration
- [ ] Tested at Night
- [ ] Adjusted Setpoints Locally
- [ ] System Integrator Adjusted Setpoints
- [ ] I Don’t Know or Other Method

**OPEN LOOP: Question:**

**How was the “Full Daylight” Test Accomplished?**

- [ ] Sensor Ratio
- [ ] Tested in Full daylight
- [ ] Adjusted Setpoints Locally
- [ ] System Integrator Adjusted Setpoints
- [ ] I Don’t Know
10 - AUTOMATIC DAYLIGHTING SYSTEMS - THE SITE UNDERGOING ACCEPTANCE TESTING ...

Contained a Stepped Dimming/Switching Daylighting System(s)?

Yes ☐ No ☐ I Don’t Know

If “No” Skip This Section …

Answer the Following Questions:

Is the Area Open or Closed Loop Controlled? Open-Loop ☐ Closed-Loop ☐ I Don’t Know ☐

If “Open-Loop”, Answer the “OPEN-LOOP: Question”, Also Answer the Following Questions:

Was a “Design Illumination” Value Found for this Area? Yes ☐ No ☐ I Don’t Know ☐

Was the “Reference Illumination” Measured? Yes ☐ No ☐ I Don’t Know ☐

If “Yes”; What was its Value in Foot-Candles? ___________ fc n/a ☐ I Don’t Know ☐

If “n/a”; What was the Reference power Draw? ___________ VA or W n/a ☐ I don’t Know ☐

The Power Reduction From “No Daylight” to “Full Daylight” Conditions was: ______________________ %; or I Don’t Know ☐

Did this System Pass the “Partial Daylight” Test? Yes ☐ No ☐ I Don’t Know ☐

How was the “No Daylight” Power/Illumination Determined?

Covered Fenestration - ☐

Covered Sensor - ☐

Tested at Night - ☐

Adjusted Setpoints Locally - ☐

System Integrator Adjusted Setpoints - ☐

I Don’t Know or Other Method - ☐

How Many Steps Were Tested During the “Partial Daylight” Test: ___________ I Don’t Know ☐

If Less Than 3 Steps; Did the Area Contain Track Lighting? Yes ☐ No ☐ I Don’t Know ☐

Did the Area Contain Less Than .3Watts/ft² of LPD? Yes ☐ No ☐ I Don’t Know ☐

If “Yes”, How do You Know This? ____________________________________________________________

Was the Area a Classroom? Yes ☐ No ☐ I Don’t Know ☐

OPEN LOOP: Question:

How was the “Full Daylight” Test Accomplished?

Sensor Ratio - ☐

Tested in Full daylight - ☐

Adjusted Setpoints Locally - ☐

System Integrator Adjusted Setpoints - ☐

I Don’t Know - ☐

Other Method: ___________________________________________________________ ☐
11 – AUTOMATIC DEMAND RESPONSE SYSTEM(S):
Did the Project Under Test Contain Automatic Demand Response Equipment(s)?  
  Yes ☐  No ☐  I Don’t Know ☐
If “No” Skip This Section ...
For the Largest Demand Response Controlled Area, (by Floor Area Square Footage),
Answer the Following Questions:
What was the Area (in ft²) of the Space in Question? ____________ (ft²)  I Don’t Know ☐
Is the Area in a Daylit Space?  Yes ☐  No ☐  I Don’t Know ☐

DURING THE FULL OUTPUT TEST:
What was the Full Output Illuminance Prior to Demand Response Testing?  
  _______________ fc  or,  I Don’t Know ☐
What was the Full Output Power Draw Prior to Demand Response Testing?  
  _______________ V-A or W  or,  I Don’t Know ☐
What was the Full Output Illuminance After Initiating Demand Response Testing?  
  _______________ fc  or,  I Don’t Know ☐
What was the Full Output Power Draw After Initiating Demand Response Testing?  
  _______________ V-A or W  or,  I Don’t Know ☐
Was the “Daylight Illumination” Measured?  Yes ☐  No ☐  I Don’t Know ☐
If “Yes”; What was its Value in Foot-Candles?  ____________ fc  n/a ☐  I Don’t Know ☐

What was Your Calculated Percent Power Reduction for This Area ____________ %

DURING THE MINIMUM OUTPUT TEST:
What was the Minimum Output Illuminance Prior to Demand Response Testing?  
  _______________ fc  or,  I Don’t Know ☐
What was the Minimum Output Power Draw Prior to Demand Response Testing?  
  _______________ V-A or W  or,  I Don’t Know ☐
What was the Minimum Output Illuminance After Initiating Demand Response Testing?  
  _______________ fc  or,  I Don’t Know ☐
What was the Minimum Output Power Draw After Initiating Demand Response Testing?  
  _______________ V-A or W  or,  I Don’t Know ☐

What was the Percentage of Full Design Output Power for This Area After Initiating a Demand Response Test for the Minimum Output Test?  
  _______________ %
12 – OUTDOOR SHUT-OFF CONTROLS - THE SITE UNDERGOING ACCEPTANCE TESTING ...

Contained One or More Automatic Time Switches for Outdoor Shut-OFF Control?  
Yes ☐  No ☐  I Don’t Know ☐

If “No” Skip This Section ...

Answer the Following Questions:

Was the Timer an Astronomical Time Switch?  
Yes ☐  No ☐  I Don’t Know ☐

If Yes; Were the ON and OFF Times Programmed for Within 99 Minutes of Sunrise and Sunset?  
Yes ☐  No ☐  I Don’t Know ☐

If Yes; How was This Determined?  
Examined Programming ☐  
Observed Controlled Lighting ☐  
Consulted with System Integrator ☐  
Other Method: ________________________________________________ ☐

Was a Timer Present for Night-Time Shut-OFF?  
Yes ☐  No ☐  I Don’t Know ☐

Was the Controlled Lighting OFF During Daylight Hours?  
Yes ☐  No ☐  I Don’t Know ☐

13 – OUTDOOR SHUT-OFF CONTROLS - THE SITE UNDERGOING ACCEPTANCE TESTING ...

Contained One or More Photocontrols for Outdoor Shut-OFF Control?  
Yes ☐  No ☐  I Don’t Know ☐

If “No” Skip This Section ...

Answer the Following Questions:

Did Compliance Form: CEC-NRCC-LTO-02-E Indicate that any “self-contained lighting control devices” are “certified to the Energy Commission”?  
Yes ☐  No ☐  I Don’t Know ☐

If No; Did Compliance Form: CEC-NRCC-LTO-02-E Indicate That an Installation Certificate was Submitted for a Lighting Control system or Energy Management Control System for Outdoor Lighting?  
Yes ☐  No ☐  I Don’t Know ☐

If Yes; Did Installation Form: CEC-NRCI-LTO-02-E Indicate That the Lighting Control system or Energy Management Control System for Outdoor Lighting “meets all applicable requirements for (the/each) application for which (it/they) are installed”?  
Yes ☐  No ☐  I Don’t Know ☐

Was the Controlled Lighting OFF During Daylight Hours?  
Yes ☐  No ☐  I Don’t Know ☐
14 – OUTDOOR SHUT-OFF CONTROLS - THE SITE UNDERGOING ACCEPTANCE TESTING ...
... Contained One or More Motion Sensors for Outdoor Shut-OFF or Part-Night Control?
Yes ☐ No ☐ I Don’t Know ☐
If “No” Skip This Section ...
Answer the Following Questions:
Were ALL Motion Sensors Tested
Yes ☐ No ☐ I Don’t Know ☐

15 – DATE THIS FORM WAS COMPLETED:

_________ / _________ / _________
(mm) (dd) (yyyy)

16 – Lighting Controls Acceptance Test Technician and Employer Who Prepared This Form:

Employer __________________________ certification # __________________

Field Technician __________________________ certification # __________________
**ACCEPTANCE TEST TECHNICIAN EMPLOYER Audit Procedure**

A Test Technician Employer is required to audit a Test Technician’s work when:

1) It is the Acceptance Test Technician’s first job after their certification, (or recertification), as a Field Technician, or;

2) The Acceptance Test Technician has performed 10 or more Acceptance Testing jobs within the last 30 calendar-days, or;

3) The Acceptance Test Technician has not had his or her work audited within the last 3 years, or;

4) When directed by NLCAA or their agents for any reason.

The audit process shall consist of:

1) The Field Technicians Employer shall accompany the Field Technician on their next Acceptance Testing job and review the Acceptance Testing Forms submitted; or review the Acceptance Testing Forms submitted by the Field Technician on his or her most previous Acceptance Testing job; and complete and transmit to NLCAA the required audit form, completed and “signed” by both Employer and Field Technician, within 90 calendar-days of the Field Technicians’ next completed job, when required based on the paragraph above.

2) NLCAA or their agents may, at their discretion, notify the Acceptance Test Technician Employer within 30 calendar-days of receipt of the audit form that a further inspection of the Acceptance Test Technician’s work is required.

If the Acceptance Test Technician Employer is notified that a further inspection of an Acceptance Test Technician’s work is required – the inspection process shall consist of a Field Inspection1:

1) The Acceptance Test Technician Employer shall arrange for NLCAA or their agents to accompany an Acceptance Test Technician of her or his choosing on their next real assignment and observe their actions as part of the Field Inspection Process.

Please note that monetary charges will be incurred for the Field Inspection.

In the event that the NLCAA required Field Inspection results are found to be unsatisfactory:

NLCAA shall submit to itself a complaint form concerning the individual(s) involved and the formal complaint process shall be set in motion by NLCAA.
### NATIONAL LIGHTING CONTRACTORS ASSOCIATION OF AMERICA

**COMPLAINT FORM**

<table>
<thead>
<tr>
<th>Complainant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: __________________ Date: __________________</td>
</tr>
<tr>
<td>Address: __________________ Telephone No. __________________</td>
</tr>
<tr>
<td>E-Mail Address: __________________</td>
</tr>
</tbody>
</table>

**Location of work, if different:**

**Date, time and place of event leading to complaint:**

**Detailed account of occurrence (include names of persons involved, if any):**

**Please state building codes, procedures, or guidelines that you feel have been violated:**

**Proposed solution to complaint, if any:**

The complainant should retain a copy of this form for his/her records. The signature below indicates that you are a filing a complaint and any information on this form is truthful.

Complainant Signature ___________________________ Date ___________________________

Received by ___________________________ Date ___________________________
National Lighting Contractors Association of America

Acceptance Test Technician and Acceptance Test Employer Complaint Procedure

Purpose and Objective

The purpose of this complaint procedure is to provide a mechanism for resolving disputes arising from the use and performance of National Lighting Contractors Association of America (NLCAA) Certified Lighting Controls Acceptance Test Technicians and/or their Employers. It is recognized that issues may arise regarding the performance of lighting controls acceptance testing and this complaint procedure is intended to assist in addressing and resolving those complaints.

The objective of this complaint procedure is to make available to the public and building departments a process to facilitate a fair, impartial and expeditious dispute resolution. This procedure does not limit or infringe on any other rights the parties may have.

Definition

A complaint is a formal written notification of a problem or concern regarding an act, omission, situation or other behavior by a certified field technician or his/her employer.

Complaint Procedure

Step 1: Complete the Complaint Form - what happened or did not happen, name of individual(s) and company involved, dates events took place, location, and an explanation of issues.

Step 2: Within 3 business days of receiving the complaint, a copy shall be sent to the Acceptance Test Technician and his/her employer. The Complaint shall be sent by e-mail, if
address is known, and by certified mail.

Step 3: Within 20 business days of receipt of the Complaint, the certified technician and certified technician’s employer shall submit written responses addressing the concerns raised in the Complaint.

Step 4: Once responses are received, a committee of three (3) NLCAA Directors (at least one contractor representative and at least one instructor representative) shall review and evaluate the merits of the Complaint. The committee shall determine the extent of the infraction, if any, and appropriate disciplinary action. A summary of findings and recommendation of actions shall be sent, via certified mail, to the ATT, ATT Employer, and complainant within 20 business days.

Step 5: The ATT, ATT employer and complainant can either 1) accept the committee’s findings and actions, or 2) file an appeal in writing. Any appeal to the NLCAA’s actions shall be filed within 20 business days of receipt of the ruling.

Step 6: Within 15 business days of receiving the appeal, the NLCAA shall issue a final dispositive ruling on the matter, which shall be binding on all parties. The appeal review shall be performed by a single NLCAA director.

**Post Hearing Matters**

The NLCAA shall maintain records of the proceedings for six (6) years.
ACCEPTANCE TEST TECHNICIAN

Prequalification based on Military Experience, Certification, or Degree Earned

If applicants desiring prequalification have served in any of the ratings listed below, (in conjunction with other sufficient verifiable experience in lighting controls and electrical systems): They will be considered to be Prequalified to take NLCAA’s course of instruction, (including preliminary online courses †), to become eligible for state certification as a Lighting Controls Acceptance Test Technician.

With additional experience in “lighting controls and electrical systems”, (10-103-A (c) 3. B. (iii)), persons in the following military ratings should have sufficient training to complete the NLCAA Lighting Controls Acceptance Test technician course.

U.S. NAVY -

ETx
FTx
STx
IS(T)
CTx
EMx

Cyber Warfare Engineer

Where “x” is any string of alphanumerics or special characters

U.S. Coast Guard -

Avionics Electrical Technician
Electrician’s Mate
Electronics Technician
Information Systems Technician

† “Preliminary online courses” are: The Lighting Controls Association, [www.lightingcontrolsassociation.org]; “Education Express” courses - currently located at: [http://aboutlightingcontrols.org/education].

Courses EE-101; EE-102 §1,§2; EE-103 §1,§2; EE-105; EE-110; EE-201 (70% to Pass)
**U.S. Marines**

Avionics

Aircraft Maintenance RADAR and/or Navigation and /or Weapons

Aircraft Communication Systems Technician

**U.S. ARMY**

13M

14S

14T

25x

94x

Where “x” stands for any alphabetic character

**U.S. Airforce**

Aerospace Ground Equipment

Airborne (ISR)

Aircraft Electrical and Environmental Systems

Avionics Systems

Cable and Antenna Systems

Client Systems

Cybertransport Systems

Avionics Test and Components

Electronic Signals Intelligence Explorer

Ground RADAR Systems

Electrical Systems

Electrical Power Production
U.S. Airforce ... Continued

Precision Measurement Equipment Laboratory

Radio Frequency Transmission Systems

Scientific Applications Specialist

Military Sealift Command

\(\times\) Radio Electronics Technician

Where \(\times\) is any string of alphanumeric or special characters or none

Additionally, persons holding the following Federal Certifications, (in conjunction with other verifiable experience in lighting controls), shall be granted prequalification to the NLCAA course of study for Lighting Controls Acceptance Test Technician upon completion of the required online prequalification courses İ:

FCC GROL (with or without Shipboard RADAR endorsement)

FAA Airman’s Certificate

Additionally, persons holding the following State Certifications, (in conjunction with other sufficient verifiable experience in lighting controls), shall be granted prequalification to the NLCAA course of study for Lighting Controls Acceptance Test Technician upon completion of the required online prequalification courses İ:

Nonresidential Lighting Technician who has attended and successfully completed a State Approved School for the Whole Nonresidential Lighting Technician course of study

Acceptance Test Technician accreditation from an organization other than NLCAA

Additionally, persons holding the following Certifications, (in conjunction with other sufficient verifiable experience), shall be granted prequalification to the NLCAA course of study for Lighting Controls Acceptance Test Technician upon completion of the required online prequalification courses İ:

CALCTP (50-Hour) Advanced Lighting Course

İ “Preliminary online courses” are: The Lighting Controls Association, [www.lightingcontrolsassociation.org]; “Education Express” courses - currently located at: [http://aboutlightingcontrols.org/education].

Courses EE-101; EE-102 §1,§2; EE-103 §1,§2; EE-105; EE-110; EE-201 (70% to Pass)
**Prequalification Based on Higher Education**

Individuals possessing the *minimum* degrees in the following subjects, (in conjunction with other sufficient verifiable experience in lighting controls and electrical systems), will be considered prequalified for the NLCAA Lighting Controls Acceptance Test Technician course upon completion of the required online prequalification courses.

- Bachelors of Science in Electrical Engineering
- Bachelors of Science in Mechanical Engineering
- Bachelors of Science in Chemical Engineering
- Bachelors of Science in Physics
- Bachelors of Science in Chemistry
- Bachelors of Science in Mathematics
- Bachelors of Science in Geology/Geophysics
- Masters of Science in Industrial Engineering
- Masters of Science in Environmental Engineering
- Masters of Science in Philosophy

† “Preliminary online courses” are: The Lighting Controls Association, [www.lightingcontrolsassociation.org]; “Education Express” courses - currently located at: [http://aboutlightingcontrols.org/education].

Courses EE-101; EE-102 §1,§2; EE-103 §1,§2; EE-105; EE-110; EE-201 (70% to Pass)
**ACCEPTANCE TEST TECHNICIAN Pre-qualification Warning Form**

It is the **opinion** of the NLCAA director or agent having the privilege of examining the applicant listed below during the pre-qualification process that said applicant *might* not be able to complete the course of instruction for: Lighting Controls Acceptance Test Technician as defined by the 2013 Building Energy Efficiency Standards section 10-102.

Further, it is the **opinion** of the NLCAA director or agent having the privilege of examining the applicant listed below during the pre-qualification process that said applicant *might* not be able to fulfill the duties of a Lighting Controls Acceptance Test Technician as specified in the 2013 Building Energy Efficiency Standards section 130.4. (c). †

**NAME OF APPLICANT:** ________________________________________________________________

**SIGNATURE OF NLCAA Director or Agent:** ______________________________________________

† Any prior training or professional experience notwithstanding; any NLCAA Director or Agent shall not be considered a Medical Professional, Professional Counselor, or Practitioner in any field that might allow rendering a professional judgment. The **opinion** rendered above shall be considered a personal **opinion**, and will not reflect upon NLCAA as an organization. Said **opinion** shall be considered non-binding, and shall be rendered *null and void* upon said applicant named above signing an appeal form – the “Pre-qualification Appeal Form”. Signing the “Pre-qualification Appeal Form” shall make the applicant named above immediately eligible to pay the required fees and engage in the training course for Acceptance Test Technician assuming all other aspects of the prequalification process are acceptable.
**ACCEPTANCE TEST TECHNICIAN Pre-qualification Appeal Form**

It is the opinion of the applicant signing below that she or he will be able to complete the course of instruction for: Lighting Controls Acceptance Test Technician as defined by the 2013 Building Energy Efficiency Standards section 10-102.

Further, it is the opinion of the applicant signing below that said applicant will be able to fulfill the duties of a Lighting Controls Acceptance Test Technician as specified in the 2013 Building Energy Efficiency Standards section 130.4. (c). †

☐ I require a personal assistant to aid me in completing Lighting Controls Acceptance Testing:

   I certify here that said personal assistant will also be certified as a Lighting Controls Acceptance Testing Technician through a state-approved Lighting Controls Acceptance Test Technician Provider and will be present to assist me during the course of Lighting Controls Acceptance Testing:

   SIGNATURE OF APPLICANT (if applicable): __________________________________________________________

☐ I require a “reasonable accommodation” on a job-site to allow me to complete Lighting Controls Acceptance Testing:

   I certify here that if, in my opinion, a jobsite will not be accessible to me – or will prove dangerous to me – I will decline the job:

   SIGNATURE OF APPLICANT (if applicable): __________________________________________________________

☐ I disagree with the opinion of NLCAA or their agent(s) expressed on the “warning” form and feel competent to complete Lighting Controls Acceptance Testing:

   SIGNATURE OF APPLICANT (required): ______________________________________________________________

☐ I witness and accept this appeals form:

   SIGNATURE OF NLCAA Director or Agent: ____________________________________________________________

† The applicants’ signature(s) on this form will render the “warning” form impotent and allow the collection of appropriate fees from the applicant and allow he or she to commence with the course of training assuming all other aspects of the prequalification process are acceptable.
Lighting Controls

ACCEPTANCE TEST TECHNICIAN EMPLOYER

Associate Contract

☐ I ____________________________, acting as a director, agent, or proxy of NLCAA, (The National Lighting Contractors Association of America), do hereby pledge my support for the Lighting Controls Acceptance Test Technician Employer candidate named below; and do further certify that said individual has successfully completed all NLCAA prequalification criteria per § 10-103-A (c): as determined by NLCAA.

NLCAA Director, or agent, or proxy initials ________________

☐ I ____________________________, as a candidate for NLCAA certification as a Lighting Controls Acceptance Test Technician Employer, do hereby agree to read and review the remainder of this contract.

Lighting Controls Acceptance Test Technician Employer candidate initials ________________

☐ I ____________________________, hereby acknowledge that I will not consider any charges for use of the NLCAA Acceptance Testing Data Entry Software as a “compelling reason” to not use, or to have a NLCAA Certified Lighting Controls Acceptance Test Technician under my supervision not use, the NLCAA Acceptance Testing Data Entry Software.

Lighting Controls Acceptance Test Technician Employer candidate initials ________________

☐ I, as a candidate for NLCAA Lighting Controls Acceptance Test Technician Employer do hereby agree to the requirements and obligations to NLCAA and the State of California as detailed in the literature e-mailed to me upon applying for certification. I have read this information and/or viewed the online presentation: “Your Responsibilities as a Lighting Controls Acceptance Test Technician Employer”.

I understand my obligations pertaining to:

☐ Audit Procedures ☐ Complaint Procedures ☐ Field Inspections ☐ Form Reviews
☐ Recertification ☐ Retraining

Lighting Controls Acceptance Test Technician Employer candidate initials ________________

Certification Candidate __________________________________________ Date ________________
Lighting Controls

ACCEPTANCE TEST TECHNICIAN

Associate Contract

○ I ________________________, acting as a director, agent, or proxy of NLCAA, (The National Lighting Contractors Association of America), do hereby pledge my support for the Lighting Controls Acceptance Test Technician candidate named below; and do further certify that said individual has successfully completed all NLCAA prequalification criteria per § 10-103-A (c): as determined by NLCAA.

NLCAA Director, or agent, or proxy initials ____________

○ I ________________________, as a candidate for NLCAA certification as a Lighting Controls Acceptance Test Technician, do hereby agree to read and review the remainder of this contract.

Lighting Controls Acceptance Test Technician Employer candidate initials ____________

○ I ________________________, hereby acknowledge that I will not consider any charges for use of the NLCAA Acceptance Testing Data Entry Software as a “compelling reason” to not use, or to have a NLCAA Certified Lighting Controls Acceptance Test Technician Employer supervising me not use, the NLCAA Acceptance Testing Data Entry Software.

Lighting Controls Acceptance Test Technician Employer candidate initials ____________

○ I, as a candidate for NLCAA Lighting Controls Acceptance Test Technician do hereby agree to the requirements and obligations to NLCAA and the State of California as detailed in the literature e-mailed to me upon applying for certification. I have read this information and/or viewed the online presentation: “Your Responsibilities as a Lighting Controls Acceptance Test Technician”.

I understand my obligations pertaining to:

○ Audit Procedures ○ Complaint Procedures ○ Field Inspections ○ Form Reviews

○ Recertification ○ Retraining

Lighting Controls Acceptance Test Technician candidate initials ____________

Certification Candidate __________________________________________ Date __________________
LIGHTING CONTROLS ACCEPTANCE TEST PROCESS

Building Department Survey Form

As a member of the Authority Having Jurisdiction responsible for the issuance of a Building Permit for the Project having undergone acceptance testing as evidenced by the attached acceptance testing forms, the National Lighting Contractors Association of America is interested in any comments or feedback you might have:

Please return this form to:      NLCAA
Or visit our Website at:         3301 E. Hill Street, Suite 408
www.NLCAA.org to comment       Signal Hill, CA       90755