

**CALCTP LIGHTING ATTCP APPLICATION §10-103-A  
Evaluation Form**

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CALCTP application for full ATTCP providership submitted on 3/17/14.	YES	NO
<b>I. Document Organizational Structure ([§10-103-A(c)1])</b>		
By-laws (Laws that govern organization type)	X	
<b>By-law Attachment.</b> The office is located in Pasadena, CA. All actions and decisions of CALCTP are made by the Directors. The Directors are elected at an annual meeting for a term of three years. There are five directors but can change by majority vote of the directors. <b>Comments:</b> Requested additional information on 7/29/14. Final approved information received 8/1/14		
Ownership Structure	X	
<b>Organizational Structure Attachment.</b> The California Advanced Lighting Controls Training Program (CALCTP) was formed in 2008 as a non-profit industry-wide collaborative. In December of 2013, it was reorganized as NALCTP Corp., a California nonprofit mutual benefit corporation. NALCTP was formed in order to allow CALCTP's programs to be taken nationally. NALCTP's California operations continue to do business as CALCTP. As a California nonprofit mutual benefit corporation, NALCTP does not have an "owner" or shareholders. It is controlled by its Board of Directors who can be voted on or off by majority vote of the Board. The Board is made up of various industry stakeholders. In addition to the NALCTP board, a CALCTP advisory board of California-specific industry stakeholders reviews and provides guidance to the CALCTP-specific operations. <b>Comments:</b> Requested additional information on 7/29/14. Final approved information received 8/1/14		
<b>II. Certification of Employers (Contractors) [§10-103-A(c)2]</b>		
How the ATTCP ensures quality control and appropriate supervision of Acceptance Test Employers?	X	
<b>pg 3-8, 20, 21, and 30-31 of Attachment A.</b> Employer's are required to submit an application and be approved to take employer training. Employer must agree to CALCTP's quality assurance process and enter into an Audit Agreement. They must attend a 6 hr training course, pass an exam with 35 questions, and score a minimum of 70%. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		
How the Employer provides supervision and support for Technicians?	X	
<b>pg 5 of Attachment A.</b> Employers must ensure that there is at least one mid- or senior-level official trained per office. The Employer agrees to employ enough certified technicians so the technicians have time needed to complete the tests properly. Employer must ensure the correct calibrated tools are available for all their technicians. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		
<b>III. Training and Certification Procedures [§10-103-A(c)3]</b>		
Copies of training and testing procedures, manuals, handbooks & materials [§10-103-A(c)3]	X	
<b>Material located in Technician training binder and pg 16 to 20 of Attachment A.</b> Attachment A includes a description of Technician training courses. Those who have already been trained and certified by CALCTP under their 50 hour training program only attend a 4 hour class. All others must take the 12 hour online training course, then an additional 32 hours of lectures, and 4 hours of lab. <b>Comments:</b> Reviewed by staff who requested additional information 2/28/14. Final information approved 4/24/14.		
<b>Material located in Employer training binder and pg 20 and 21 of Attachment A.</b> Attachment A includes a description of Employer Training courses. Training covers the energy code, the technicians responsibilities, the employers responsibilities, the acceptance test process, documentation, etc. This training is lecture-only lasting 6 hours, followed by an examination consisting of 35 questions and employers must score a minimum of 70%. <b>Comments:</b> Reviewed by staff who requested additional information 2/28/14. Final information approved 4/24/14.		
<b>CALCTP OFFERING CHALLENGE TESTS</b>		X
CALCTP's application does not include any provisions to allow Challenge Tests or Certificates by Examination (test-out options). Any changes to the training procedures provided herein would be subject to the requirements of section 10-103-A(f) of the 2013 Standards.		
Theoretical (classroom) Training [§10-103-A(c)3A]	X	
Material is located in the Technician Training Binder. Classroom training is approximately 200 pages for the Technician plus a resource binder with the energy regulations. <b>Comments:</b> Reviewed by staff who requested additional information 2/28/14. Final information approved 4/24/14.		

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Hands-on (Labs) training [§10-103-A(c)3A]	X	
<b>Page 16 to 20 of Attachment A</b> includes an overview of the information. The actual training material is contained in the Technician Training Manual. There are 4 labs that cover all aspects of acceptance tests using laboratory racks. <b>Comments:</b> Reviewed by staff who requested additional information 2/28/14. Final information approved 4/24/14.		
Prequalification [§10-103-A(c)3,B,iii]	X	
103-A(c)3,B,iii]	X	
<b>pg 11 and 12 of Attachment A.</b> All applicants must complete the online Lighting Controls Associate course and pass the online exams. Their application must include three years of verifiable professional experience and expertise in lighting controls and electrical systems. The applicants must include a letter from their current employer stating that they have at least 3 years of experience. A self-employed individual must include a detailed description of the work they have done and how it relates to lighting controls. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		
Instructor to Trainee Ratio [§10-103-A(c)3,B,iv]	X	
<b>pg 13 of Attachment A.</b> Technician course trainer-to-trainee ration of 1:20 for classroom and 1:10 for lab. Employer course trainer-to-trainee ratio of 1:20 for classroom. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		
Tests submitted [§10-103-A(c)3,B,v]	X	
<b>pg 20 of Attachment A.</b> There are four Technician lecture exams followed by a final exam of 60 questions requiring a minimum score of 75%. Technicians must pass the lab portion with a 100%. <b>pg 21 of Attachment A.</b> The Employer exam includes 35 questions and a minimum score of 70%. <b>Comments:</b> Reviewed by staff who requested additional information 2/28/14. Final information approved 4/24/14.		
Recertification [§10-103-A(c)3,B,vi] procedures for recertification when Standards are modified	X	
<b>pg 3 of Attachment A.</b> Certification of a Technician is only good for one year. CALCTP will determine any needed training at that time. Every three years when the Standards are changed, recertification must occur. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		
Employer Training: Training cover scope & process of acceptance tests [§10-103-A(c)3,C]	X	
<b>pg 20 and 21 of Attachment A.</b> Covers the energy code, the Technicians responsibilities, the Employers responsibilities, the acceptance test process, documentation, etc. This is a lecture-only, lasting 6 hours. An examination consisting of 35 questions requiring a minimum score of 70%. <b>Comments:</b> Reviewed by staff who requested additional information 2/28/14. Final information approved 4/24/14.		
Complaint Procedures [§10-103-A(c)3,D]	X	
<b>pg 47 and 48 of Attachment A.</b> There is a process to register complaints about Technicians and Employers. Complaints can be filed on CALCTP's website. There is a list of circumstances where deficiency notices will be issued. Response time lines are listed and actions required by CALCTP, and Technicians, and Employers. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		
Revocation Procedures: Procedures for revocation of certification for Technicians and Employers [§10-103-A(c)3,E]	X	
<b>pg 39 to 46 of Attachment A.</b> Revocation procedures are in place that includes time lines for CALCTP as well as Technicians and Employers to respond and comply. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		
Quality Assurance: Written plan for Quality Assurance, Independent Oversight, and Accountability [§10-103-A(c)3,F]	X	
<b>pg 30 of Attachment A and E - Quality Assurance procedures</b> - ICF International will conduct CALCTP's QA Program. On a random basis form review and technicians completed work will be reviewed. If discrepancies are found additional tests will be conducted. During years 1 to 3, ICF will review 6% paper audits and on-site audits at 6% of a technicians work. During year 4 to 5 ICF will review 4% paper audits and on-site audits at 4%. After 5 years, ICF will be reviewing 2% paper audits and on-site audits at 2%. Additional testing is required when failures are found. <b>Independent Oversight</b> of CALCTP training and testing material is provided by the Davis Lighting Group. <b>Oversight and Accountability</b> - ICF international is providing oversight and accountability of CALCTP. <b>Comments:</b> Received 2/20/14. Reviewed and approved 7/28/14		

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Certification Identification Number [§10-103-A(c)3,G] Assign number, according to "standardize" format agreed upon between CEC and providers.		X
<b>pg 30 of Attachment A.</b> Technicians identification number was approved by staff. <b>Comments:</b> Requested additional information on 7/29/14. Final approved information received 8/1/14		
Verification of ATT Status: ATT provide verification of current ATT certification status upon request by CEC or building departments [§10-103-A(c)3,G]		X
<b>pg 30 of Attachment A</b> CALCTP will make listing of certified Technicians, Employers, their ATT number, contact information and their certification status readily available to the public. <b>Comments:</b> Requested additional information on 7/29/14. Final approved information received 8/1/14		
Requirements for ATTCP Annual Reports: Provide reports to the Energy Commission summarizing certification services provided [§10-103-A(d)]		X
<b>pg 30 of Attachment A.</b> The ATTCP will provide an annual report that includes the total number of Acceptance Test Technicians and Employers certified by the ATTCP (a) during the reporting period and, (b) to date. <b>Comments:</b> Requested additional information on 7/29/14. Final approved information received 8/1/14		
<b>pg 30 of Attachment A.</b> The ATTCP shall report to the Energy Commission what adjustments have been made to the training curriculum. <b>Comments:</b> Requested additional information on 7/29/14. Final approved information received 8/1/14		

Reviewed by Tav Commins, Engineer, Standards Implementation Office  
Reviewed by Simon Lee, Engineer, Building Standards Office  
Application deemed complete 8/1/14.  
Date: 8/1/14