

Memorandum

DATE: April 5, 2018

WAP Memorandum 034

REPLY TO

ATTN OF: James Carlisle, Operations Supervisor ^{JDC}
Weatherization and Intergovernmental Program Office

SUBJECT: Clarification of WPN 15-4; Definitions of Comprehensive Training (Tier 1) and Specific Training (Tier 2)

TO: Weatherization Assistance Program Grantees

The Department of Energy (DOE) implemented the Quality Work Plan (QWP) in Weatherization Program Notice (WPN) 14-4, Quality Work Plan Requirement, in 2013. In 2014, WPN 15-5, Quality Work Plan Requirement Update, superseded WPN 14-4. Both guidance documents described the Weatherization Assistance Program (WAP) requirements for training to implement and maintain guidelines and standards in Section 4.

This Memorandum clarifies training plan requirements of WAP Grantees and better defines Tier 1 and Tier 2 trainings, including the introduction of new terminology to avoid confusion in the future.

WPN 15-4, Section 4 states:

Beginning in Program Year 2014, Grantee training plans must include comprehensive training for all WAP workers that is aligned with the NREL Job Task Analysis (JTA) for the position in which the worker is employed.

Training Plans must address two distinct categories:

1. Tier 1 Training: Comprehensive, occupation-specific training which follows a curriculum aligned with the JTA for that occupation. Tier 1 training must be administered by, or in cooperation with, a training program that is accredited by a DOE-approved accreditation organization for the JTA being taught.

2. Tier 2 Training: Single-issue, short-term, training to address acute deficiencies in the field such as dense packing, crawlspace, ASHRAE, etc. Conference trainings are included in this category.

Training Plans must ensure that all Weatherization field staff receives regular Tier 1 training. Each Grantee will decide on the regularity of training based on workforce needs and availability of funds. The training plan should include an analysis of training needs and a plan for meeting those needs over a defined period of time, which can span multiple Program Years.

Tier 2 training can be provided on an as-needed basis, however, the majority of worker training should occur in Tier 1.

This Memorandum clarifies the above statement to read:

*Beginning in Program Year 2014, Grantee training plans must include routine, Comprehensive Training for all WAP workers that is aligned with the NREL Job Task Analysis (JTA) for the position in which the worker is employed. **The Grantee must determine what constitutes “regular” training, e.g., once every 3 years, every 5 years, or within a certain time after being hired into the network, for each job category.***

Training Plans must address two categories of training:

1. Comprehensive Training (previously called “Tier 1 Training”): *Comprehensive, occupation-targeted training which follows a curriculum aligned with the JTA for that occupation.*

Comprehensive Training must be administered by, or in cooperation with, a training program accredited by a DOE-approved accreditation organization for the specific JTA being taught.

Examples of Comprehensive Training include:

- *Retrofit Installer/Technician, Crew Leader, Energy Auditor and Quality Control Inspector courses delivered by Interstate Renewable Energy Center (IREC)-accredited training providers, accredited for the JTA matching the job category.*

Search for accredited training programs here:

<https://irecusa.org/credentialing/credential-holders/>

Currently, IREC is the only accreditation body accrediting weatherization training programs. If another accreditation body enters the field, this Memorandum will be updated to include it.

Comprehensive Training shall be provided to technical field staff on a regular schedule, as determined by the Grantee.

2. Specific Training (previously called “Tier 2 Training”): *Short-term training to address acute deficiencies in the field, single-issue training, conferences, and program management or leadership training is considered Specific Training since they do not encompass an entire JTA. Examples of Specific Training include:*

- *On-the-job dense-pack insulation training*
- *State or agency training on new field guides or program guidance*
- *Software training for administrative personnel*
- *Management or leadership training seminar*
- *Weatherization conference sessions*

Specific training may be provided by accredited or non-accredited training providers.

Specific Training should be provided on an as-needed basis, as determined by monitoring reports, self-surveys, or other methods.

Why an accredited training provider?

DOE requires the use of accredited training providers for regular Comprehensive Training because the accreditation process provides a 3rd-party assessment of quality of the training program. Different training programs could meet the accreditation requirements differently, but every accredited training provider will have:

- Facilities that meet requirements, including but not limited to:
 - Lighting levels
 - Work surfaces

- Access to potable water and restrooms
- Curriculum that has been reviewed and shown to align with the relevant JTA,
- End-of-course assessments of attendees (not just certificates of attendance),
- Course and instructor evaluations completed by students, and policies to incorporate the results into continual course improvements,
- Defined student-to-instructor ratio, with justification of how all students get practice during hands-on exercises,
- And much more.

To learn more about accreditation, review these Frequently Asked Questions:

<https://irecusa.org/credentialing/faq/>

Access the JTAs the training curricula are assessed against for accreditation here:

<https://www.energy.gov/eere/wipo/guidelines-home-energy-professionals-accredited-training>

To assist in your training planning and reporting, access the optional T&TA Planning and Reporting Template here, posted at the bottom of the page:

<https://www.energy.gov/eere/wipo/downloads/training-resources>

If you have questions regarding the information in this Memorandum, please contact your DOE Project Officer.