

# Weatherization Training Pathway | Technical Staff

## Pre-Certification

- Gain a basic knowledge of the WAP Program (mission, cost, scope of work)

## Primary Certification

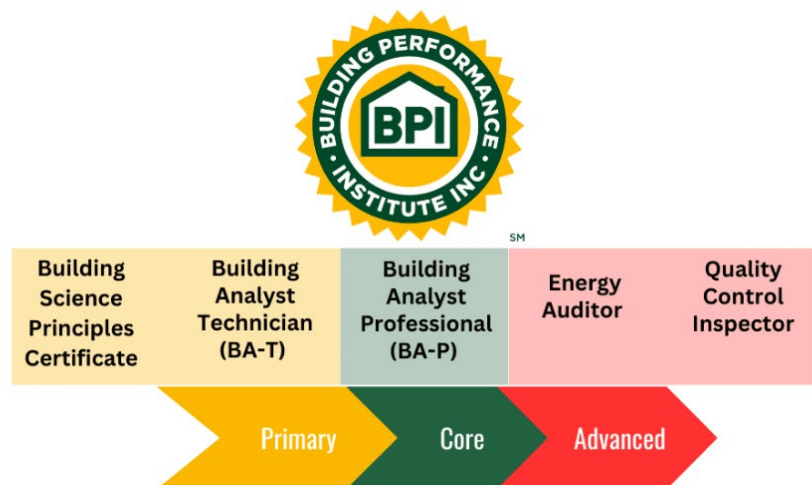
- Building Science Principles ([BSP](#)) and Building Analyst Technician ([BA-T](#))
  - BSP** - Gain an introductory knowledge of Building Science.
  - BA-T** - Learn to perform energy audits and on-site diagnostics.

## Intermediate (Core) Certification

- Building Analyst Professional ([BA-P](#))
  - BA-P** - Learn to create and analyze energy models from site-collected data.

## Advanced Certification

- HEP Energy Auditor ([EA](#)) and HEP Quality Control Inspector ([QCI](#))
  - EA** - Gain an advanced-level knowledge of energy audits and diagnostic testing.
    - EA Certification requires that BPI verifies [field experience prerequisites](#). *Generally, this requires a minimum of 1000 hours (6 months, full-time) work experience in home energy, as well as a combination of trainings and other experience.*
  - QCI** – Learn to perform Quality Control Inspections post-audit.



Visit the [BPI website](#) for more information about technical progressions in Weatherization.

## State of MN Certification Requirements

### **To perform an Energy Audit**

- ✓ HEP Energy Auditor, or
- ✓ with Agency supervision:
  - Building Analyst Technician
  - Building Analyst Professional
  - Building Analyst (valid through PY25)

\* Per MN Policy Manual 4.4, 4.6, 5.10  
\*\* Or equivalent non-BPI certification,  
as approved by Commerce

### **To perform a Quality Control Inspection**

- ✓ HEP Quality Control Inspector

### **To perform a Multifamily Quality Control Inspection**

- ✓ HEP Quality Control Inspector with Multifamily Gap Training

### **To perform a Standalone Quality Control Inspection**

- ✓ HEP Quality Control Inspector, or
  - HEP Energy Auditor
  - Building Analyst Technician
  - Building Analyst Professional
  - Building Analyst (valid through PY25)

## Essential Training

### **Online**

- [Weatherization Installer Badges Trainings](#) - Commerce Weatherization LMS
  - Including Retrofitting Minnesota SWS-Aligned Field Guides and DOE Job Aids
- [Health and Safety Training](#) - Commerce Weatherization LMS
- [Policy Manual](#): Minnesota-specific policies, guidance and other information can be found in the Policy Manual and appendices.
- Weatherization Assistant (WA) Trainings (NEAT and MHEA)
  - [Oak Ridge National Laboratory](#) provides [training resources](#), manuals, and technical assistance for Weatherization Assistant.
  - Additional WA Training is offered periodically through Commerce.

### **In Person**

- Mechanical Systems Training
  - Offered regularly. Water and space heating, combustion, and ventilation.

### **Non-Commerce Trainings for Technical Staff Onboarding**

- OSHA 10
- EPA Lead Renovate-Repair-Paint (RRP)
- Asbestos Safety

## Advanced Trainings for Technical Staff

### *In Person or Online*

- BPI Multifamily QCI
- BPI Healthy Homes Evaluator

### *Online (Commerce Weatherization LMS)*

- Air Leakage Diagnostics
- Solar Site Assessment
- Building Ventilation

## General Training Guidance

- **Commerce Training Schedule:** [PY 2023 Training Schedule](#)
- **Training Reporting:** All training activities should be tracked reported to Commerce quarterly.
- **BPI CEU Reporting:** All trainings can be self-reported to BPI for those wishing to acquire CEUs. Some training agencies will report attendance to BPI on behalf of attendees.
- **Commerce Weatherization LMS Login**
  - [Minnesota Weatherization Training Learning Management System](#) is available to all Service Providers. Staff will be added when Commerce receives a Staff Change Notification Form or by request.
  - **LMS Sign-in**
    - Usernames are staff's email address.
    - Passwords were sent out in an auto-generated email.
    - There is an option to reset your password if you no longer have that email.
    - Please email: [weatherization.commerce@state.mn.us](mailto:weatherization.commerce@state.mn.us) with any sign-in issues.
  - **LMS Courses**
    - Users can self-enroll in most courses and complete at their own pace.

## Additional Skills and Abilities for Technical Staff

- Additional potential soft skills and abilities for outside training
  - Client Education
  - Project Management (including crew and contractor interaction)
  - Conflict Resolution
  - Implicit Bias, Diversity, Equity, and Inclusion

## Free Training Resources

- **WxTV:** Developed during ARRA, WxTV has over 70 episodes on various aspects of weatherization. <http://wxtvonline.org/episodes/>
- **Weatherization Assistant (WA) Training:** [Oak Ridge National Laboratory](#) provides an 18-hour online WA Training. This is a general software training. Minnesota specific instructions are found in Appendix C of the policy manual, especially the WA Manual Addendum.
- **NASCSP:** [NASCSP Weatherization Training Menu](#)

### **Additional Reference Materials and Tools**

- [WAP Program Notices and Memorandums](#)
- [RED Calc Tool](#)
- Audit Events Diagnostic Tests
  - [Audit-even-energy-audit-diagnostic-tests.pdf \(mn.gov\)](#)
  - [Audit Event – QCI Diagnostic Tests](#)
  - [Standalone Event – QCI Diagnostic Tests](#)
  - [ANSI/BPI Standard Practice for Basic Analysis of Buildings](#)
- [ASHRAE Standards](#)
- [Standard of Work Specifications](#) (SWS)