



Efficiency Excellence Network

Addendum: Heat Pump Trade Group

This addendum agreement (“Agreement”) is between the Vermont Energy Investment Corp. d/b/a Efficiency Vermont and _____ (“Participating Contractor”) and outlines the terms between the parties effective January 1, 2016. This Agreement sets out the terms and conditions required to participate in the Efficiency Excellence Network (EEN) Heat Pump Trade Group. The terms specific to the Heat Pump program supplement those of the EEN General Participation Agreement, and except as specifically noted herein do not supersede the terms and conditions of the EEN General Participation Agreement.

1. Heat Pump Program Enrollment

- a. Contractors that wish to participate in the Efficiency Excellence Network Heat Pump program must (i) become a Participating Contractor in the Efficiency Excellence Network by signing and meeting all requirements of the EEN General Participation Agreement, and (ii) submit this addendum signed by an authorized company representative.
- a. If the Participating Contractor wishes to list branches under its membership in this Heat Pump trade group, each branch must submit documentation of compliance with the requirements listed below. Additionally, each branch/division must submit at least one project annually in order to remain active and listed on the Efficiency Vermont website.

2. Heat Pump Contractor Requirements

Participating Contractors in the Heat Pump program must:

- a. **Employ heat pump technicians that hold an EPA refrigerant license.**
 - i. All Heat pump technicians who install and service heat pumps must meet certification requirements as stated under Section 608 of the Clean Air Act 1990
 - ii. Provide copies of Section 608 Technician Credentials to Efficiency Vermont
- b. **Have installed a minimum of 20 heat pump systems.** Prior to joining the EEN Heat Pump Trade Group, Participating Contractor must self-certify (using Efficiency Vermont supplied “Heat Pump Installation Self-Certification” document) that it has installed a minimum of 20 heat pump systems.
- c. **Have relevant installation and service training.** Prior to joining the EEN Heat Pump Trade Group, Participating Contractor must provide Efficiency Vermont with documentation demonstrating that all technicians who oversee the service and installation of heat pump equipment have completed the following minimum training requirements:
 - i. For installing companies that have completed 20-50 heat pump installations, a minimum of 8 hours of “Approved Technician Training” as specified below;
 - ii. For installing companies that have completed more than 50 heat pump installations, a minimum of 4 hours of “Approved Technician Training” as specified below; or
 - iii. For installing companies that have completed more than 100 heat pump installations and that supply a letter of reference to this effect from either a Participating Distributor partner with Efficiency Vermont, or a heat pump Manufacturer or Manufacturer’s Representative, no minimum training is required.
 - iv. **Approved Technician Training.** To meet the requirements of Section 2.c.i-ii above, technician training must:
 - a. Include the following key installation principles:
 1. Product Introduction
 2. Unit Location Considerations
 3. Tools



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4. Piping & Charging
5. R-410A & PVE Oil
6. Evacuation & Charging
7. Electrical Wiring
8. Condensate Management
9. Controls
10. Field Settings
11. Start-Up
12. Troubleshooting

b. Satisfy at least one of the following:

1. Be part of an Efficiency Vermont qualified heat pump manufacturer-approved training program provided by an authorized representative of a heat pump manufacturer, or;
2. Be listed as an “Approved Heat Pump Technician Training” on the Efficiency Vermont website training calendar, or;
3. Be recognized as an approved training by a Participating Distributor partner of Efficiency Vermont, or;
4. Be submitted to and approved by Efficiency Vermont on a case-by-case basis

- d. Offer customers premium Cold Climate Heat Pump equipment. Participating Contractor commits to offering all customers efficient products that meet Efficiency Vermont program eligibility requirements for heat pump equipment. Participating Contractor shall inform customers of any relevant rebates and discounts from Efficiency Vermont.
- e. Respond in a timely manner to referrals from Efficiency Vermont. Participating Contractor recognizes that the leads and referrals received from Efficiency Vermont constitute a benefit and will make every effort to respond to these leads in a timely manner within 3 business days.

3. Benefit to Heat Pump Contractors

- a. Access to the Heat Saver Loan. To comply with the terms of the Heat Saver Loan program as required by the Vermont Department of Public Service, the loan will be made available only to customers who work with members of Efficiency Vermont’s Efficiency Excellence Network.

By signing this Agreement, Participating Contractor’s duly authorized representative is certifying that:

- Participating Contractor’s representative has the necessary legal authority to act on Participating Contractor’s behalf;
- Participating Contractor agrees to provide its customers, partners and Efficiency Vermont with information that is true and accurate to the best of its knowledge, including all information provided herein;
- Participating Contractor has read, understood, and hereby agrees to comply with all terms and conditions of this addendum Agreement, and will ensure everyone working for Participating Contractor understands and complies with all terms and conditions of this addendum Agreement.
- Participating Contractor consents to any other inquiry to verify or confirm the information provided; and
- Participating Contractor understands and accepts that approval or rejection of this addendum Agreement is in the sole discretion of Efficiency Vermont and that only upon signature of this Agreement by an authorized representative of Efficiency Vermont will the contractor be a Participating Contractor in the Heat Pump program.



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This agreement is not binding until signed by both parties.

Participating Contractor Signature

AUTHORIZED SIGNATURE

DATE

PRINTED NAME AND TITLE

Company Name

Company Mailing Address

City

State

Zip Code

Phone Number

Website

Email Address

Primary Market Served (check one): RESIDENTIAL/LIGHT COMMERCIAL LARGE COMMERCIAL

Efficiency Vermont Signature

AUTHORIZED SIGNATURE

DATE

PRINTED NAME AND TITLE

Complete and E-mail, Fax or Mail to:

Efficiency Vermont
ATTN: EEN Program Coordinator
128 Lakeside Avenue, Suite 401
Burlington, VT 05401-5907
Phone: 802.540.7827
Fax: 802.658.1643
E-mail: EEN@efficiencyvermont.com