



DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

www.red.state.nv.us

MEMORANDUM

To: Training Program Administrator
From: Gail Anderson, Administrator
Date: June 22, 2011
Re: Training and Practice Requirements for Licensing as an Energy Auditor

AB 432, Section 5 sets forth the requirements for issuance of a license as an energy auditor. Subsection (c) sets forth the training and practice qualifications: "Has successfully completed not less than 40 hours of training and practice in the following areas: 1 – 21."

I must evaluate certification programs to determine whether they meet the requirements set forth in Section 5 for training and practice and whether the inclusive training for conducting an energy audit includes evaluation of all of the components set forth in Section 6 of the AB 432.

In order for me to review and approve certification programs, you will need to submit:

1. Contact information regarding the entity submitting the certification program for review for acceptance to meet the qualifications set forth in the law:
 - a. Contact name and mailing address
 - b. E-mail address
 - c. Telephone
 - d. Fax (if applicable)
2. The curriculum: including a copy of any text book, instructor manuals/notes, course materials/handouts, quizzes and tests.
3. A complete and detailed sub-point outline for the course. The outline must show instruction time in minutes per section and subsection on the outline with the minutes/hours totaled at the end. Break down to show time intervals by topic sections (think 15 to 30 minute intervals). **The outline must total a minimum of 40 hours of instruction.**
4. Curriculum must include instruction in the preparation of an evaluation as required in Section 6 of AB 432.
5. A written description of:
 - a. How attendance is verified for each student to complete the mandatory hours of training and practice;
 - b. Any attendance or make-up session policy;
 - c. How the training goes beyond "classroom" training and "book learning" and covers hands-on practice in mastering the skills;
 - d. How trainees are tested and evaluated on their understanding and mastery of the material;

- e. Equipment that is demonstrated, taught, and utilized and a brief description of how each tool or piece of equipment relates to the inspection and evaluation of components in an energy audit;
 - f. The criteria that must be met for a trainee to receive a Certificate.
6. Resumes for all instructors that conduct the training for the issuance of a Certificate for the training program showing experience and qualifications of that instructor as an energy auditor.
7. Sample of the Certificate that will be issued. Certificate must include:
- a. Name of trainee who successfully completed the approved training and practice program;
 - b. Name of sponsor or entity which was approved to present the material;
 - c. Date of completion/issuance of Certificate;
 - d. Statement which says "Approved by Real Estate Division Administrator;"
 - e. Original signature (in pen) of the instructor issuing the Certificate.

**Submit to me in person or by delivery at:
2501 East Sahara Avenue, Suite 102, Las Vegas, NV 89104.**

Applications for licensure will become available July 1, 2011 on the Division's web site:
www.red.state.nv.us

I will prioritize reviewing curriculum and outlines and submittals as they are received. As soon as it is approved, I will notify the sponsor by e-mail and the list of approved certification program sponsors will be posted on our web site.

I hope you were anticipating this request coming – and that you can provide me what I need to review training programs quickly.

Do not hesitate to call or e-mail me if you have questions in regard to your submittal:
702-486-4034 (direct) gjanderson@red.state.nv.us (e-mail)