Guidelines for Home Energy Professionals Project Glossary

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accreditation – Designation for a training provider, bestowed upon by a third-party organization, after meeting project-defined standards to provide consistent, high-quality training or certifications based on the project-specific home energy professional competencies.

certification – Designation given to an individual worker by an accredited training program after demonstrating a pre-set level of knowledge, skills, and abilities to perform a certain job.

certification blueprint – A chart of the specific knowledge and competencies an energy professional must possess within the four energy professional job classifications—crew leader, energy auditor, quality control inspector, and retrofit installer technician.

certifying body – An organization that awards worker certifications and credentials on the basis of the worker's understanding and skill level. Specifically, an accredited certifying body is one that has met the standards of quality and rigor established by the Guidelines project and ISO 17024.

crew leader – One of four common job classifications established during the project's identification of key job task analyses. A residential energy efficiency professional who is responsible for supervising the activities specified in the scope of work.

energy auditor – One of four common job classifications established during the project's identification of key job task analyses. A residential energy efficiency professional who evaluates the energy efficiency, health, and safety of a home and conducts field measurements to identify areas for savings.

guideline – An overview of the voluntary actions that home energy professionals will take in order to improve quality of worker training, professional development/certification, and product delivery.

Guidelines for Home Energy Professionals – The formal project name, capitalized, often followed by the word project. This term can be shortened to Guidelines after the first reference. See the bulleted list below for three main components of this project.

- **Guidelines for Quality Work** – The standard work specifications and technical reference guide for residential energy upgrades. (Note: more often than not, this component is referred to as "standard work specifications".)

- **Guidelines for Effective Training** – Identifies critical tasks and core competencies (based on the four job task analyses) and provides a foundation for developing strong curricula.

- **Guidelines for Professional Certification** – Information for certifying bodies interested in certifying professionals in the weatherization and professional home energy industry, with a goal of developing nationally-recognized certifications for industry-specific jobs.

Guidelines for Effective Training – One of the three key components of the Guidelines for Home Energy Professionals. These guidelines are based on the four job task analyses conducted for quality control inspector, energy auditor, crew leader, and retrofit installer technician. Effective training identifies the knowledge and skills that must be conveyed to students so that they have the understanding and ability to conduct specific tasks. It is used to develop applicable curricula for people entering this workforce and for those seeking additional professional development (see Guidelines for Home Energy Professionals).

Guidelines for Professional Certification – One of three key components of the Guidelines for Home Energy Professionals. These guidelines have been developed for certifying bodies to thoroughly and consistently certify professionals in the weatherization and home performance industry. These guidelines are based on the four job task analyses conducted for quality control inspector, energy auditor, crew leader, and retrofit installer technician. A key component of these guidelines is the use of the ISO 17024 standard (see Guidelines for Home Energy Professionals).

Guidelines for Quality Work – One of three key components of the Guidelines for Home Energy Professionals, consisting of the standard work specifications and a technical reference guide to be used by professionals in order to conduct high quality energy upgrades. There will be three separate sets of guidelines: single family homes, multifamily buildings, and mobile homes. These guidelines are based on the four job task analyses conducted for quality control inspector, energy auditor, crew leader, and retrofit installer technician (see Guidelines for Home Energy Professionals).

industry – The distinct group of enterprises specializing in weatherization, home performance, and energy upgrade construction work.

International Organization for Standardization (ISO) 17024 – International standard that provides a framework for the quality and rigor of a certification program.

Interstate Renewable Energy Council – The third-party organization tasked with evaluating training programs that are pursuing accreditation. The IREC acronym can be used for second and subsequent references on any page or publication).

IREC – Acronym used for the Interstate Renewable Energy Council (used for second and subsequent references on any page or publication).

job task analysis - A specific, formal analysis of a task that isolates the core competencies required to successfully conduct the task (see JTA).

JTA – Acronym for the job task analyses conducted for the Guidelines for Home Energy Professionals project, used for second and subsequent references on any page or publication (see job task analysis).

knowledge, skills, and abilities – A specific evaluation of what working knowledge a home performance or weatherization professional must have in order to conduct a residential energy upgrade measure (see KSA).

KSA – Acronym for the knowledge, skills, and abilities identified for the Guidelines for Home Energy Professionals project used for second and subsequent references on any page or publication (see knowledge, skills, and abilities.)

manufactured housing – A dwelling built on a steel chassis that is completely or mostly constructed in a factory setting and then moved to and installed in a more permanent site. Manufactured housing is the preferred term when referencing the Guidelines for Home Energy Professionals project .

mobile home - Another name for manufactured housing. However, manufactured housing is preferred when referencing the Guidelines for Home Energy Professionals project.

modular home – Another name for manufactured housing. However, manufactured housing is preferred when referencing the Guidelines for Home Energy Professionals project.

multifamily – A structure in which two or more families live. (Note: one word; no hyphen.)

quality control inspector –One of four common job classifications established during the project's identification of key job task analyses. A residential energy efficiency professional who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodological audit and inspection of the building, performing safety and diagnostic tests, and observing the work.

retrofit – (noun) A measure taken to increase the energy efficiency of a structure. (Note: energy upgrade is preferred.)

retrofit – (verb) To do an action that increases the energy efficiency of a structure.

retrofit installer technician – One of four common job classifications established during the project's identification of key job task analyses. A residential energy efficiency professional who installs energy efficiency upgrades in single-family homes, and in small multifamily homes (2-4 units).

single-family home – A free-standing residence that has one address associated with it, and is intended to house one family or set of residents.

specification – A detailed list of actions or materials that are summarized for a particular measure (intervention) that is part of a home energy upgrade .

standard – A minimum performance requirement recognized by industry in order to make claims for outcomes for a given measure that is part of a home energy upgrade in the marketplace.

standard work specification – Performance criteria for high-quality energy efficiency home energy upgrades and the minimum conditions necessary to achieve desired outcomes for a given measure that is part of a home energy upgrade.

training program – A program that provides training to professional energy and weatherization workers.

training provider – An organization that provides training programs and/or curricula to professional energy and weatherization workers.

Workforce Guidelines for Home Energy Upgrades – The name of the original document containing single-family standard work specifications, technical reference guide, job task analyses, and knowledge, skills, and abilities. This document was created to outline the minimum requirements for high-quality energy upgrades of single-family homes.