

## **How to become a GCC Certified Energy Advisor (CEA)**

Green Communities Canada (GCC) is responsible for pre-qualifying, training and certifying advisors that will work for, or are associated with, a Green Community (GC) organization in Ontario.

All advisor candidates **MUST** have proven knowledge and skills in the following areas:

- building construction practices;
- building materials (insulation types, sealants, etc.);
- energy efficient appliances;
- building science, including the principles of the “house as a system;”
- use of computers, modems, the Internet and e-mail;
- basic arithmetic and geometry; and
- client relations (writing and oral customer service skills).

Advisor candidates must be "sponsored" by a Green Community or the GCC (i.e., they must have a working relationship) in order to become a CEA.

### **Steps to become a GCA CEA**

1. Candidates must first write and pass (obtain 50%) a pre-qualification test administered by the GCC. This is a two hour test that was designed to serve two purposes: to ensure that candidates have a sufficient grounding in home energy knowledge and auditing skills to proceed with specialized ecoENERGY training; to indicate areas where candidates could benefit from additional training, either as a condition to continuing with ecoENERGY training or for their personal development as a home energy professional.

Topics in the test cover all areas of energy efficiency including: House as a system, windows and doors, ventilation, appliances, insulation, mechanical equipment, indoor air quality and leakage.

There are courses of study (like home inspectors courses, house as a system, and Heating, Refrigeration, and Air Conditioning Institute courses), and some written material (such as "Keeping the Heat In" and other Canadian Housing and Mortgage Corporation or Office of Energy Efficiency publications) that can help

with getting the knowledge necessary to become an ecoENERGY advisor. Experience within houses helps gain the understanding required.

Candidates are encouraged to apprentice with a certified advisor, particularly to observe auditing procedures, blower door use, and learn about developing retrofit strategies.

2. Approved candidates attend a ten-day training session. Topics covered during the training include: ecoENERGY technical guidelines, blower door theory, HOT2000 software operation, customer reports and recommendations, GCC program delivery policies. Candidates also complete energy evaluations on 6 different houses during training and are expected to complete 7 training houses in total before they are certified.

Candidates will be provided with a full set of manuals, technical guidelines, etc.

4. Candidates must write and pass a final online certification test administered by Natural Resources Canada. Topics in the test cover all areas of GCC-ecoENERGY program delivery (candidates should refer to GCC advisor manual).

Green Communities or the GCC are responsible for developing and maintaining contractual relationships with their CEAs. After certification, the GCC provides ongoing technical support through an email distribution list and through quality assurance support.