



Missouri Certified Home Energy Auditor Application, Training Institution Instructions for Form 780-2013

Division of Energy Fact Sheet

08/2014

1. This application form for institutions or entities only that offer a home energy auditor training course and would like to have the course certified as meeting the Department of Economic Development's criteria. If the course receives certification, graduates would be eligible to apply to the Department of Economic Development for full certification for Missouri Home Energy Auditor.
2. The application section Training Information/Location instructs the applicant to check whether the students are trained on and use certain auditor equipment. Check all the boxes that apply.
3. The application form instructs the applicant to check which training areas are included in the training program. These training areas are more fully explained in the Department of Economic Development [Program Guidance](#) and correspond to the department's criteria.
4. The application section Instructor Experience refers to instructors for the Home Energy Audit Course only. A short instructor resume (maximum two pages) may be submitted as an attachment to the application form.
5. The application form lists several items to attach to the form. These are items which more fully describe the institution's Home Energy Auditor training program. Curriculum information should expand on the subject areas checked on the front of the form and describe how the training satisfies the department criteria listed in the department [Program Guidance](#) (How many hours are devoted to the subject area? Is it tested? Method of instruction, etc.)
6. The field exam description should describe in detail how the student is evaluated. (How many audits does the student complete? Does the student complete a written audit report? Does every student actually operate the audit equipment during the field exam? Which pieces of equipment do they operate? etc.)
7. Include information as to whether the institution issues its own certification and certification numbers. (How long is the institution certification valid? Does the institution have a recertification program, and if so what is it? Does the institution offer Home Energy Auditor Continuing Education Units and if so, what are the standards to validate a unit? etc.)
8. The application section Training/Experience instructs the applicant to attach several items related to operating a business. The business is the training institution. The applicant should attach as many of the items as are available to help establish the authenticity of the training program.

9. The institution seeking certification must check with the local city and county to determine whether a business license is required. The institution must check with the Secretary of State's office to determine if business name registration is required. If a license or business name registration is required and the institution does not have them, the department will not issue a certification. The Missouri Business Portal, a single point of entry for business registration, filings, licenses and permits for doing business in the State of Missouri is located at: www.business.mo.gov.
10. Certification of a Training Institution requires a thorough evaluation of the training program and may require an on-site observation of the course or segments of the course. If this is necessary, a department representative will contact the listed institution contact person to schedule.

For More Information

For more information, please contact:

Missouri Department of Economic Development
Division of Energy
P.O. Box 1766
Jefferson City, MO 65102-1766
Phone: (573) 526-6508 or 1-855-522-2796
Web: www.ded.mo.gov/energy
e-mail: energy@ded.mo.gov