**HVAC Professionals Pursuing Work within the Indiana Community Action Network Weatherization Assistance Program (WAP)**

* CAA to interview prospective HVAC professional
* CAA to explain the WAP program, timelines, payment timeline, explain paid versus non-paid call back policies, training requirements, certification testing requirements, insurance and liability needs, etc.
* Contact INCAA to arrange a tour of the training facility and to explain the program and training in detail (If CAA chooses to do so) At this time, the INCAA staff will recommend a path of training courses for that particular person based on their familiarity or unfamiliarity of particular subject matter (This is elective but highly recommended)
* Background Check completed to satisfy the IHCDA Policy and Procedures(CAA HR Director should have this documentation) for owners and staff who will be entering client properties
* Establish a contract with HVAC professional, including procurement of pricing
* Submit name, email address, and date of hire/contract to INCAA Training Team Leader
* Provide HVAC professional with a copy of IHCDA Wx Policy and Procedure Manual and a list of other recommended reading (See attachment to this document)

**Minimum Required Courses and Certification. Must be completed within nine months and 45 days from date of hire.**

* OSHA 10 (2-day course with test) must be completed before entering any client home UNLESS accompanied by a person holding OSHA 10. \*If person already has OSHA 10 or OSHA 30, they do not need to take it again. CAA is required to keep a copy of the OSHA credential in the CAA files.
* Lead Safe Weatherization (one day course)
* Moisture Awareness (one day course)
* At least one person from the company MUST carry the EPA RRP Lead Renovator Certification (two day course with test)
* For HVAC contracted companies, you are required by the EPA to become a Lead Certified Firm
* Mechanical Systems for HVAC Professional (three day course with test)
* Indiana Skills Verification Field Testing (one day field test)
  + Must pass written and field test in order to obtain certification
  + Candidate will have three attempts to pass written and field test, if they do not pass, they will be out of the program
  + They will be required to recertify with a field test every 3 years
  + After their first full year in the program, they will be required to attend 1 competency maintenance refresher (CMR) course yearly. They will be awarded 4 CEUs for this training.
  + After their first full year in the program, they will be required to obtain 16 CEUs per year. 4 CEUs will come from the CMR. The remaining CEU can be obtained by attending training courses at INCAA or attending training from INCAA staff while they are on an actual jobsite
  + Within the first 12 months of hire, they will also be required to obtain CEUs on a sliding scale (See IHCDA Policy and Procedures manual, Training Section for scale)

**HIGHLY RECOMMENDED COURSES FOR SUCCESS IN WAP HVAC**

* Heating system and airflow diagnostics
* Client education
* CAZ pressure diagnostics
* New furnace installation inspection
* Venting systems and combustion air requirements
* Electric furnace and heat pump inspections
* Heat Pump installation and diagnostics for HVAC professionals

Ensure the potential HVAC candidate understands that they have INCAA Weatherization Training Team to onsite training and technical assistance at actual jobs, the Wx Training Team is available for email and telephone call assistance as well. The INCAA training center is a free resource to them throughout their tenure as long as they maintain a contract with the CAA.

**TOOLS AND TEST EQUIPMENT REQUIRED**

(Equipment that some contractors may not possess these tools/equipment, but they will be required to have them to perform their job in the WAP. The CAA may require the contractor to have these tools OR the CAA may loan or lease this equipment to the HVAC professional. The CAA should clarify this with HVAC professional and add a checkmark below to equipment that agency will provide on loan or lease)

* Combustion Analyzer that reads carbon monoxide, oxygen, carbon dioxide, stack temperature, excess air, air free carbon monoxide.
* Micro-manometer that reads accurately down to one Pascal of pressure (example, DG-700 or DG-1000 from Energy Conservatory)
* Ambient carbon monoxide alarm for personal protection
* Electronic combustible gas leak detector
* Static pressure measurement tools
* HEPA vacuum for Lead Safe Work Practices
* An ACCA Manual J or ACCA approved Manual J software
* An ACCA Manual D duct sizing calculator or software

**ADDITIONAL HVAC SKILLS and ABILITY REQUIREMENTS**

(Some tests and tasks that may not be familiar to some contractors. INCAA training will provide refresher coaching in each of these area, but the contractor should have some familiarity with these skills and abilities)

* Remove, disassemble and clean blower
* Perform Lead Safe Work Practices
* Clock the gas meter and adjust the firing rate of the furnace
* Perform combustion analysis
* Test limit switch operation
* Measure and adjust blower off temperature
* Perform depressurization testing and measure draft pressure
* Assess airflow by temperature rise and static pressure testing
* Assess vent system sizing using NFPA 54 vent sizing tables
* Size duct systems using ACCA Manual D standards
* Perform a load calculation using ACCA Manual J standards

**To schedule a tour of INCAA Training Facility or to schedule a meeting with the INCAA Training Team please email** [**cwillman@incap.org**](mailto:cwillman@incap.org) **and** [**fclade@incap.org**](mailto:fclade@incap.org)