

Building Science Institute, Ltd. Co. Procedure D-2023 Certification Candidate Review

This procedure applies to the Building Science Institute, Ltd. Co.

Reference Document

BSI Process 002 Building Science Education Training & Certification System

Receive Current Certification Information

1. Capture first & last name
2. Capture company name
3. Capture work email
4. Capture ICC ID number
5. Capture RESNET© ID number
6. Capture RESNET© Provider name
7. Capture City
8. Capture State

Verify Certification Status

1. Verify ICC certification
2. Verify RESNET© RFI certification
3. Verify RESNET© Rater certification
4. Verify RESNET© Energy Modeler certification
5. Verify RESNET© QAD certification
6. Verify BPI certification
7. Verify ENERGY STAR® Single Family certification
8. Verify ENERGY STAR Multi Family certification
9. Verify Indoor airPLUS certification
10. Verify Zero Energy Ready Home Single Family certification
11. Verify Zero Energy Ready Home Multi Family certification

Review Candidate

1. Are certification(s) current?
2. Are there disciplinary actions?

Determine Eligibility

Eligible

1. Certifications are current
2. No disciplinary actions taken

Eligible but Investigate

1. Certifications are current
2. Disciplinary actions taken

Ineligible

1. Certification(s) are not current

Next Steps

Eligible Candidates

1. Candidate meets prerequisites
2. Candidate completes HouseRater training
3. Candidate receives provisional Building Science Institute certification
4. Candidate completes ICC certification within 12 months
5. Candidate receives full Building Science Institute certification

Eligible Candidates (Investigation)

1. Investigate certification problems
2. Investigate disciplinary actions

Ineligible Candidates

1. Inform candidate they are ineligible and why

Approved by the Building Science Institute, Ltd. Co. Quality Council on April 24, 2023

Approve: Amber Wood, Brian Christensen, Erik Straite, Kevin Burk

Reject: None

Not Voting: Brett Dillon, Chair; Wes Davis

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