



Performance Tested Comfort Systems®

Certified Technician Participation Application

Technicians interested in being listed as a provider of PTCS duct sealing and/or heat pumps for Bonneville Power Administration (BPA) utilities must complete this form and submit to BPA for consideration. Qualified and approved applicants will be listed [online](#). All sections of this form are required. Technicians who are sole-proprietors shall complete all sections as both Technician and Company. Submit to ResHVAC@bpa.gov or by fax to 877-848-4074, attn: PTCS Program. This form was last updated on 08/21/2012.

Contact Information

Company:		Company Rep:	
Address:		City/State /Zip:	
Technician Name:		Phone:	
Contractor license#		Email:	

PTCS Certified Technician Requirements

Please provide your PTCS#s. If you do not have PTCS#s please provide information on the PTCS certifications for which you are requesting a #			
Duct Sealing – New Construction	PTCS#:	Date of training:	Name of training company or instructor:
Duct Sealing – Retrofit, New Construction, Manu. Homes	PTCS#:	Date of training:	Name of training company or instructor:
Air Source Heat Pump Commissioning and controls	PTCS#:	Date of training:	Name of training company or instructor:
Ground Source Heat Pumps IGSHPA#: _____	PTCS#:	Date of training:	Name of training company or instructor:
The Technician agrees to:			
<ol style="list-style-type: none"> 1. Meet all PTCS duct sealing and/or heat pump commissioning technical requirements as specified by the Regional Technical Forum, and program requirements specified by BPA, as found at www.bpa.gov/reshvac. 2. Maintain all state and locally required licenses and insurance coverage. 3. Conduct business in an ethical and professional manner. 4. Complete all PTCS work according to current program specifications, using program-required testing methods and equipment where indicated. 5. Ensure that a carbon monoxide alarm is installed if a combustion appliance is present and duct sealing work was completed. 6. Accurately and completely record all jobs on the PTCS Form (hardcopy) or PTCS Web Entry Form (electronic) and submit materials to the PTCS program within 30 days of performing the tests. 7. Report all necessary job information to the local utility in accordance with the local utilities' requirements. 8. Remedy jobs that require corrective action, within 30 days of receiving notice from the utility and/or Quality Assurance Inspector. 9. Provide and maintain current Technician contact information with BPA. 			



PTCS Certified Technician Company Requirements

The Certified Technicians Company, or the Certified Technician (if a sole-proprietor or otherwise not employed), must agree to the following terms.

The Company agrees to:

1. Maintain the appropriate license(s) and be licensed by the Construction Contractors Board (“CCB”) and/or the State if required by law or regulations and maintain such licensing upon signing this Agreement. Company must comply with all applicable laws (such as workers’ compensation and employment laws) and continuously maintain all appropriate licenses and certifications for the work they perform under the PTCS program.
2. Ensure that Company’s technicians will install equipment in accordance with applicable ordinances, codes and accepted industry standards including PTCS standards.
3. Provide proof of and maintain valid insurance for workers’ compensation, general liability (commercial coverage) and automobile liability insurance.
4. Company must complete all PTCS work according to the current program specifications, using program-required methods and testing equipment where indicated. Company’s technicians must meet all the specification and guideline requirements as spelled out by the following documents:
 - a. Regional Technical Forum (“RTF”) Performance Tested Comfort Systems Duct Technical Specifications.
 - b. RTF Performance Tested Comfort Systems Air-Source Heat Pump System Installation Standards.
 - c. RTF Performance Tested Comfort Systems Ground-Source Heat Pump System Installation Standards.
 - d. Bonneville Power Authority (“BPA”) Implementation Manual (most current version) for jobs being submitted to BPA utilities.
5. Company must submit PTCS job information to the PTCS Registry within 30 days of test being completed. Company must submit the paperwork to the utility program, as arranged with that utility.
6. Provide utilities and/or BPA with any additional required information for jobs submitted to the PTCS program.
7. Remedy jobs that require corrective action, within 30 days of receiving notice from the utility and/or Quality Assurance Inspector.
8. Company must report all the necessary job information to the local utility, in accordance with the local utility’s requirements.
9. Company will ensure the presence of a PTCS Certified Technician at all jobs where PTCS testing is conducted, and will ensure that all testing is conducted by a certified PTCS Certified Technician.
10. Company must proactively inform customers about utility incentives and PTCS program benefits where eligible by appropriate means which may include listing on company website, having PTCS program information in the office or in the sales staff’s informational material.
11. New Technicians shall give each utility for which they install measures advance notice of their schedule at least one week in advance for PTCS projects until the first three have been observed and/or inspected by the utility. The utility and/or BPA may require additional inspections if the first three projects are not in compliance with program requirements.

Signatures

By signing below, the Applicant certifies that all information provided in this application is true and correct to the best of their knowledge, and shall comply with the terms of this application.

Applicant Signature:

Date:

The Company Representative further certifies that they are authorized to sign on behalf of the Company, that all information provided in this application is true and correct to the best of their knowledge, and that the Company shall comply with the terms of this application.

Company Representative Signature:

Date: