Certified Technician Application

Performance Tested Comfort Systems® and Prescriptive Duct Sealing

All sections of this form are required for any technician interested in participating as a program provider of PTCS Heat Pumps, PTCS Duct Sealing, and/or Prescriptive Duct Sealing for Bonneville Power Administration (BPA). Complete and submit with relevant dated proof of certification. Approved technicians will be given access to the online registry at ptcs.bpa.gov and listed on bpa.gov/goto/reshvac. Sole-proprietors shall complete both Technician and Company sections. Submit to ResHVAC@bpa.gov or by fax to 1-877-848-4074.

Contact Information

Company	Company Rep
Company Address*	Company City/State/Zip*
Technician Name	Contractor license #
Technician Email	Phone
General Company Email	
**Mailing address if different:*	

PTCS or Prescriptive Training Completed

Certification Type	PTCS or Prescriptive Training: Company, Instructor, or Online Module	*Alternative Certification Name & Number *(if applicable)*	Date Trained
PTCS Duct Sealing			
Prescriptive Duct Sealing			
PTCS Air Source Heat Pump			
**Ground Source Heat Pump	**IGSHPA # (Your number if also certified):		

*Certain alternative trainings to PTCS and Prescriptive are accepted. Find the list of accepted alternatives in the Program Requirements document found on bpa.gov/goto/reshvac. Please submit documented and dated proof of training completion.

**Ground Source Heat Pump installs require one PTCS Air Source Heat Pump Tech and one IGSHPA Certified Tech OR one tech certified in both PTCS and IGSHPA. If this technician is IGSHPA Certified as well as PTCS HP Certified, please provide their IGSHPA number in this field.

PTCS Certified Technician Requirements (see Installation Specifications listed on bpa.gov/goto/reshvac)

The Technician must agree to:

1. Maintain all state and locally required licenses and insurance coverage.
2. Comply with all appropriate specifications: Prescriptive Duct Sealing, PTCS Duct Sealing and/or PTCS Heat Pump Commissioning technical specifications.
3. Comply with all program requirements as specified in BPA Program Requirements posted on bpa.gov/goto/reshvac.
4. Conduct business in an ethical and professional manner.
5. Accurately and completely record all jobs using the program forms and online registry.
6. Report all required job information to the customer utility in accordance with its requirements.
7. If required, contact homeowner to schedule corrective action within 10 days of receiving notice from the utility and/or Quality Assurance Inspector. Complete corrective action within 10 working days of contacting homeowner, or as soon as the homeowner is available.
8. Provide and maintain current Technician contact information with BPA.

PTCS Certified Technician Company Requirements

The Certified Technician's Company (or Certified Technician, if a sole-proprietor) must agree to the following:
1. Maintain all state and locally required licenses and insurance coverage (i.e. Construction Contractors Board (CCB), State license if required by law or regulations, worker's compensation, general liability (commercial coverage), and automobile liability). Comply with all applicable employment laws. 2. Conduct all business in an ethical and professional manner. 3. Ensure technician complies with all program requirements as specified in BPA Program Requirements posted on bpa.gov/goto/reshvac. 4. Ensure technician completes all work in accordance with the: a. Applicable ordinances, codes and accepted industry standards including PTCS and Bonneville Power Administration's (BPA) standards. b. Current program specifications listed on bpa.gov/goto/reshvac using program-required methods and testing equipment where indicated. 5. Ensure technician accurately and completely records all jobs using program forms and the PTCS Online Registry and submits required project paperwork to the utility program in accordance to its requirements. 6. If required, ensure technician schedules corrective action on job within 10 days of receiving notice from the utility and/or Quality Assurance Inspector and corrective action is completed within 10 working days of contacting the homeowner, or as soon as the homeowner is available.

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 (Required)	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. **This signature is required even if applicant is a sole proprietor.**	
Company Representative Signature (Required)	Date