



Prescriptive Duct Sealing Program Requirements

A Guide for Technicians

Introduction

This document sets forth the minimum program requirements for trainers and trainings, technicians and installations, and quality assurance (QA) delivered in connection with Prescriptive Duct Sealing measures. This Technician Guide is a subset of the PTCS Program Requirements document, and any changes to that document will be reflected here, including numbering of sections.

2. Technician Requirements

- 2.1 A BPA-provided program orientation is required for Prescriptive Duct Sealing. Technicians will be ineligible to do work or access the online registry until orientation has been completed.
- 2.2 Technician must complete, sign, and submit the *Certified Technician Application for PTCS and Prescriptive Duct Sealing* to BPA and be approved prior to installing heat pump or duct sealing measures. Technicians will be ineligible to do work or access the online registry until the application has been approved.
- 2.3 Technician shall submit dated proof of training completion for the measures they install. In addition to PTCS Certifications from BPA-approved trainers, additional acceptable trainings are listed below.
 - 2.3.1 BPI® Heating Professional, BPI Envelope Professional, BPI® Air Conditioning and Heat Pump Professional, a vocational degree in duct construction and sealing, or a verifiable apprenticeship with a BPA-approved technician lasting a minimum of 2 years. Regardless of certification type, technicians seeking to PTCS certify duct sealing shall have been trained to test duct leakage according to PTCS standards.
- 2.4 Technicians are responsible for maintaining current knowledge of technical standards and program requirements.
- 2.5 Technicians shall respond promptly and correctly to data input issues and QA inspections. Technicians are required to correct errors identified during the QA inspection within 10 business days of notification. Failure to do so may result in disqualification from BPA programs.
- 2.6 Technicians shall be responsible for ensuring data from project(s) are entered into the online registry.

3. Quality Assurance Requirements

- 3.7 The QA inspector has the responsibility to: (1) fail any system that he/she finds does not meet the specifications adopted by BPA at the time of installation; (2) report that failure to the BPA program manager, utility and technician; (3) identify corrective actions required to bring substandard systems up to measure specifications; (4) support BPA audits of prior QA inspections as requested.
- 3.9 In the case of new technicians, QA inspector shall observe and/or inspect at least three (3) installations by new technicians within three months of their first job being submitted to the online registry.
- 3.10 If a technician is found to repeatedly submit inaccurate data, training may need to be scheduled, or a stricter approach may be taken to encourage the development of better practices. BPA reserves the right to disqualify technicians from the program when appropriate.

