



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 ptcsnw.com and listed on bpa.gov/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:	
Address:		City/State/Zip:	
Technician Name:		Phone:	
Contractor license#:	Email:		

Completed training and Requirements – submit relevant dated proof of certification

Installation Type	Certification type and #	Training Company or Instructor	Date
Duct Sealing – New Const.			
Duct Sealing – Retrofit, New Const., Manu. Homes			
Prescriptive Duct Sealing (Duct Repair and Sealing)			
Air Source Heat Pump Commissioning and Controls			
Ground Source Heat Pumps	IGSHPA #:		

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

The Technician must agree to:
<ol style="list-style-type: none"> 1. Comply with all Prescriptive duct sealing, PTCS duct sealing and/or PTCS heat pump commissioning technical specifications. 2. Comply with all program requirements as specified in BPA Program Requirements, as posted online at bpa.gov/reshvac. 3. Maintain all state and locally required licenses and insurance coverage. 4. Conduct business in an ethical and professional manner. 5. Accurately and completely record all jobs using the program forms or online registry. 6. Report all required job information to the customer utility in accordance with its requirements. 7. Remedy jobs that require corrective action within 10 days of receiving notice from the utility and/or Quality Assurance Inspector. 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 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 and BPA's Prescriptive 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 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. All installation specifications posted online at www.bpa.gov/reshvac
 - b. Bonneville Power Authority ("BPA") [Implementation Manual](#) (most current version) for jobs being submitted to BPA utilities.
5. Company must ensure that completed jobs are submitted to the PTCS Online Registry. 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 10 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 BPA-approved Technician at all jobs where PTCS testing is conducted, and will ensure that all testing is conducted by a BPA-approved Technician.

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:

