

The Master Energy Advisor (MEA) Review Committee and Procedures:

- The committee will be composed of three members who are MEAs and one is a board member.
- The executive director shall be an ex officio member of the MEA Review Committee.
- The office will redact applications to reduce potential biases before they are sent to the Committee.
- Step 1:
 - Applications will be reviewed by each MEA Committee member independently.
 - The reviewers will score the application using the score sheet/marketing rubric.
- Step 2:
 - The MEA Committee will meet and discuss the merit of each application.
 - They will collectively determine if additional information and/or input from the Board of Directors is required.
 - The MEA Committee will come to a consensus on each application or conduct a vote.
 - The MEA Committee's final decision will be recorded on the candidate score sheet.
 - The CACEA office will retain the Committee member score sheets and applications. The documents will not be shared with the applicants.
- Step 3:
 - The executive director, based on the MEA Committee's discussion and overall scores, will provide a letter of approval, a digital badge, a certificate, and an MEA pin to the successful candidates. The MEAs will be listed on the CACEA website and noted in the upcoming CACEA "e-News" newsletter.
 - The executive director will provide committee feedback to unsuccessful candidates, highlighting why they were not approved.
- A candidate may appeal the Committee's decision by sending an email or letter to the executive director (manager@cacea.ca) within 20 days of receiving the executive director's communication. The MEA Committee will reconvene to consider the appeal. They may request additional information and/or support documentation, and/or engage the CACEA Board of Directors for further direction.