

INSTRUCTIONS FOR APPLICANT

The MEA designation is granted to highly-experienced registered energy advisor professionals, who are members of CACEA. They must meet the required criteria and be approved by the MEA Committee. The MEA Committee (See [MEA Review Committee](#)) meets twice a year to review applications per a defined [scoring sheet and rubric](#). Applications may be submitted at any time and will be reviewed at the next MEA Committee meeting.

CANDIDATE MUST:

- Be a “Full” member in good standing (Error & Omissions (E&O) insurance, CACEA’s Code of Ethics, annual Service Organization (SO) verification letter, current dues);
- Have an annual **25** hours of CACEA continuing education credits at the time of applying over 12 months;
- Have a minimum of **10 years** as a full-time, continuous practicing NRCan REA working in all sectors – both new and existing **OR** Has completed **500 ERS labels of a diverse variety** (new, existing, different types of dwellings and labels within the past 3 years.(Support of claim may be required);
- Active and engaged member of CACEA, e.g. committee or working group member within the past two years; participant of EA Councils and/or Annual General Meeting, engaged on the online Member Forum, etc.;
- Exemplify a professional energy advisor and demonstrate adherence to CACEA’s Code of Ethics;
- Provide the required supplementary documentation highlighted on this form;
- Additional verification and/or support documentation may be requested based on the application review; and
- Pay the application processing fee of \$250.00 plus tax at the time of application (An administration fee of \$50 will be withheld for unsuccessful applicants).

SUBMISSION REQUIREMENTS:

- Applications must be submitted at one time in one email with all requirement information. The candidate is responsible for collecting and collating the required documentation.
- Applicants must pay the application fee of \$250 + tax when submitting the application fee. (See payment options on Page 2).
- Apply info@cace.ca using the following subject line: *CACEA MEA Application for FIRST AND LAST NAME*.

ANNUAL MAINTENANCE:

- Be a “Full” CACEA member in good standing (E&O insurance, Code of Ethics, SO verification letter, paid dues).
- Have an annual **25** hours of CACEA continuing education credits at the time of member renewal.
- Once over two years, serve as a mentor of a CACEA committee and/or working group; Program; lead an “Ask Me Anything Forum,” and/or present at a technical webinar or CACEA Conference.
- Participate in a minimum of one EA Council per year.
- Pay an annual \$250 + tax fee.

REQUIRED SUPPORT DOCUMENTATION:

IMPORTANT: Please use the following naming convention for each document submitted:

- A title describing the document e.g. “MEA Application,” “*MEA New Home Reference Letter 1_Your Name*”, “*MEA Existing Home Reference Letter 2_Your Name*”, “MEA Report Example 1_Your Name”)

1. MEA Application Form (see next page)
2. **Four Client References:** Applicant must provide written references for existing, new construction and/or contracted consulting work for engagements completed in the past two years. References (owner, client or SO) should identify the work conducted, outcomes, and other relevant information. Client references must be for different projects of varying scope, e.g. 1 existing, 2 new homes, 1 consultation; or 2 existing and 2 new homes.
3. **CACEA and Industry Engagement:** List with details of the applicant’s industry engagement and outreach over the **past two years**, e.g., training/course creation; training delivery; industry speaking engagements; white papers; research, case studies; industry councils, committees and working groups (excludes blogs and other social media engagement). The list must include contact information (name, organization, email) for potential follow-up. Applicants must submit a minimum of **two** examples from the past **two years**.
4. **Consulting/Analysis Report:** Applicant must include **one report** produced within the **past two years**; redacted of private information. The report should represent a detailed, professional consultant report that includes: an overview, data with analysis, and comprehensive recommendations. The submitted report will assess the candidate’s analytic, building science, consultancy, and presentation/ written skills.

APPLICANT CONTACT INFORMATION

First Name	Last Name	
Organization		
Service Organization	EA Number(s)	Year Started as EA
Email	Contact Tel:	

CONFIRMATION

I am a member in good standing with CACEA and meet the requirements of members. I confirm I have and will maintain the required E&O that I have abided and will abide at all times by CACEA's Code of Ethics, that I provided a current annual SO Verification Letter, and that I am up to date with payment of dues.

I am currently registered to deliver the following labels (minimum of two required) (Please check and provide proof of current qualifications, e.g. certificate of completion that notes credentialing institution):

R2000	BuiltGreen	ENERGY STAR® for New Homes
CHBA Net Zero	MURBs	Quality Assurance Specialist – New/Existing Single Family
Quality Assurance Specialist – MURBs		

I have the following complementary and current credential(s) (minimum of one required) (Please check and provide proof of current qualifications, e.g. certificate of completion that notes credentialing institution):

TECA/HRAI Heat Loss Heat Gain Certificate	Home Inspector	Building Commissioner
Thermography Level 1	Certified Energy Manager	Passive House

Bachelor/Masters/Doctorate Degree(s) related to building science, energy efficiency, sustainability (Please specify program and institution **including proof of qualification from the credentialing institution**):

Other related credential(s)/license(s) (Please list and include **proof of qualification from the credentialing institution**):

PAYMENT INFORMATION

Annual MEA application fee: \$250.00 plus tax. Must be paid when applying to be considered.

Cheque payable to Canadian Association of Consulting Energy Advisors

Credit Card:
<https://secure.affinipay.com/pages/cacea/payments>

E-transfer payable to info@cacea.ca. Must include reference to MEA and candidate's name

ATTESTATION

I hereby confirm by completing and signing this form, the information provided is correct and that only a complete application which is submitted at one time with all of the require support documentation will be considered.

I agree that if approved, I will adhere to the requirements of the MEA and the proper use of any insignia.

I understand that only CACEA members in good standing are eligible for the MEA designation and that if my membership lapses, I will not longer be eligible to reference this designation. I also acknowledge that the MEA must be renewed on an annual basis and that I must demonstrate ongoing qualifications per the program requirements.

Signature	Date
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