

CACEA Retrofit Refresh Training Update

Background

In 2020, in response to the Canada Greener Homes Grant, CACEA produced a training program to highlight best practices for energy advisors (EA) providing existing home audits called the 'Retrofit Refresh'. This was a two-half day training program that provided a deep understanding of the existing home audit process and gave practical, "boots on the ground" guidance. The program also covered lessons learned for each building and administrative component, highlighted potential modelling challenges, and provided other information to support the work of existing home EAs.

The Home Performance Stakeholder Council (HPSC) has put together a list of approved contractors to service homeowners in BC who want to take advantage of specific retrofit incentives. This year they will add an EA contractor list which will require members to complete specific training, including CACEA's Retrofit Refresh training.

CACEA is seeking a CACEA member to update the Retrofit Refresh training content and supporting Handbook, with a focus on BC homes.

Project Scope:

The following criteria will guide the update of the Retrofit Refresh training content:

- With input from the executive director and technical director, review the current content including the slide deck, speaker notes and Handbook and identify areas that require updating so that they reflect the latest version of HOT2000 (v11.13).
- Consider additional content to facilitate better administrative and business practices for EAs.
- Consider additional content to facilitate better engagement with homeowners
- Consider additional content that goes beyond incentive programs and expands on the advisory side of an EAs work.
- Source and add additional examples, diagrams, photos and support materials to be included in the Retrofit Training Handbook as needed.
- Note the training may be delivered as modules for an online delivery for a future delivery option. **NOTE:** The office will assist with the final formatting of the Handbook and the slide deck to ensure that it is consistent with CACEA's brand standards.

Project Timeline and Deliverable

- The last version of the updated Retrofit Refresh Training materials – slide deck content, speaker notes content and Handbook content are to be completed and submitted to CACEA by **April 25, 2025**.

Compensation

- Anticipated hours to complete is 30 hours max. @ \$100/hour plus 5% GST, not to exceed \$3,000 plus 5% GST.

Project Participant Requirements

- Must be a Full category CACEA member in good standing.
- Highly experienced in delivering existing home audits including the completion of # D and #E files including modelling.
- Quality Assurance or MEA qualifications an asset.
- Strong understanding and experience creating and delivering training content an asset.

Interested members must submit their application to manager@cacea.ca by March 24, 2025, highlighting their credentials and ability to provide the required work-around.