

CACEA MASTER ENERGY ADVISOR (MEA®) APPLICATION FORM

The Master Energy Advisor designation is granted to highly experienced registered energy advisors, who are members of CACEA in good standing and exemplify mastery in advisory services. They must meet the required criteria and be approved by the MEA Committee (“Committee”).

The Committee meets twice a year February and August (subject to change) to review applications.

CANDIDATE QUALIFICATIONS:

- Be a “Full” member in good standing with CACEA. (E&O insurance, [Code of Ethics](#), SO verification letter, current dues) and in good standing with Environment and Climate Change Canada (ECCC) (previously Natural Resources Canada (NRCan))¹.
- Have a minimum of **25** hours of CACEA continuing education credits at the time of applying over the preceding **12-month period**.²
- Have both: (a) **8-10 years** as a continuously practicing and licensed NRCan REA, including related services across all sectors with relevant industry experience **and** (b) **500 completed current ERS-version labels of a diverse variety** (new, existing, different types of dwellings and labels).
- Be an active and participating member of CACEA for one year or more.
- Be endorsed by a CACEA Full member in good standing.
- Provide the required supplementary documentation noted below.
- Additional verification and/or support documentation and/or an interview with the MEA Review Committee may be requested based on the application review interview.
- Pay the application processing fee of **\$250.00** plus tax at the time of application (An \$50 administration fee will be withheld for unsuccessful applicants)

SUBMISSION REQUIREMENTS:

- Applications must be submitted **at one time, in one email** with all required information. The candidate is responsible for collecting and collating the required documentation.
- Submit the application to info@cacea.ca using the following subject line: ***CACEA MEA Application for FIRST AND LAST NAME.***

REVIEW PROCESS:

The Committee will meet within three weeks of the close of the application round. It will review all applications and supporting materials. A candidate may be asked to submit additional information and/or participate in an interview with the Committee. The applicant will be notified by the executive director of the status of their application, ideally within a month of the close of the application round.

CACEA DISCRETION:

CACEA reserves the right, in their sole discretion, to decline any MEA application, including an application from a candidate who meets the stated minimum qualification criteria. Meeting the eligibility requirements establishes that a candidate may be considered; it does not guarantee approval. The designation is intended to recognize a demonstrated level of mastery, professionalism, and industry contribution, and the Committee's review is a qualitative assessment of the complete application against that standard as well as CACEA's [Code of Ethics and Professional Conduct Policy](#). Grounds for refusal may include, without limitation: incomplete, inconsistent, or unverifiable documentation or references; concerns arising from verification with ECCC (previously NRCan), the candidate's SO, or other stakeholders; a submitted report or reference letters that do not adequately demonstrate the required depth of expertise; or any other information that, in the Committee's judgment, is inconsistent with the standards of the MEA designation. CACEA is not required to provide detailed reasons for declining an application, though general feedback may be offered at its discretion. An unsuccessful candidate may reapply in a subsequent application round, subject to the required fees and documentation.

¹ CACEA may follow up with the candidate's SO and/or NRCan to verify compliance behaviour.

² Example: If a candidate applies in August 2026, the calculation of CECs will include August 2025-August 2026.

CACEA MASTER ENERGY ADVISOR (MEA®) APPLICATION FORM

ANNUAL MAINTENANCE:

- Be a “Full” CACEA member in good standing with CACEA (E&O insurance, Code of Ethics, SO verification letter, current dues) and remain in good standing with NRCan.
- Have an annual **25** hours of CACEA continuing education credits at the time of member renewal.
- Over a three-year period, for CACEA serve as a mentor for its Mentoring and Coaching Program; sit on a committee or working group, and/or assist with a webinar, training session or other initiative.
- Participate in a minimum of one EA Council per year.
- Pay an annual \$250 + tax fee.
- Undergo a renewal review every three years to ensure valid credentials are maintained.

REQUIRED SUPPORT DOCUMENTATION:

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

- MEA Application_Your Name
- MEA Cover Letter and Resume_Your Name
- MEA Reference Letter_1_Your Name
- MEA Reference Letter_2_Your Name
- MEA Reference Letter_3_Your Name
- MEA Report Example 1_Your Name

1. Resume and Cover Letter:

The cover letter should describe why the applicant is a strong MEA candidate and highlight their an ongoing “pursuit of mastery”. It should demonstrate the candidate’s commitment to the industry and their sharing of technical expertise, which may include (but is not limited to) to a detailed list of industry engagement and outreach, particularly, the **past two (2) years**, such as training/course creation; training delivery; industry speaking engagements; white papers; research; and written case studies. (a minimum of **two (2) actual** examples is preferred), as well as participation in industry or sector councils, committees, and working groups (please include contact information (name, organization, email) for potential follow up. Blogs and other social media engagement will not be considered.

2. Three Industry References:

References can be from clients, utility partners, builders, homeowners, and other industry stakeholders. Two of the references must be from outside of the candidate’s organization.

Reference letters must address:

- The scope and nature of the work performed and resulting outcomes.
- Demonstrated critical thinking skills and application of knowledge and technical expertise in service to client – cite example(s).

Note: Reference letters should be individually written and not based on a form letter.

3. Consulting/Analysis Report:

A written report produced within **past two (2) years**; redacted of private information that exemplifies the candidate’s work and demonstrates their breadth-of-knowledge, industry landscape awareness, professionalism, problem solving, and critical thinking specific to their advisory services.

The report should demonstrate the candidate’s ability to communicate complex information in a clearly, along with thoughtful analysis, reasoned conclusions, and building-science thinking.

The submission must go beyond reporting on data entry and should not be a template format used with clients. This document will be used to assess the candidate’s analytic, building science, advisory, and presentation/written skills mastery.

CACEA MASTER ENERGY ADVISOR (MEA®) APPLICATION FORM

Note: The report may also be a written account of a situation involving complex issues that required unique, thoughtful validation, and demonstrated technical expertise as well as high-level problem-solving and analytic skills.

Candidates must disclose if the use of AI was used to produce the report, and for what purpose.

APPLICATION FORM:

A. MEA Endorsement Signature

I am a CACEA member in good standing and endorse this candidate for the Master Energy Advisor designation.

*If submitting an emailed endorsement outside of this application form, please email the endorsement to info@caceea.ca. Please put in the subject line: **Endorsement of (NAME) for the CACEA Master Energy Advisor Candidacy.***

Print Name

Signature

Date

B. CONTACT INFORMATION

First Name

Last Name

Organization

Service Organization

EA Number(s)

Year Started as EA

Email

Contact Tel:

C. CONFIRMATION

I am a member in good standing with CACEA and meet the requirements of membership (Errors and Omissions insurance, abide by the Code of Ethics, provided a current annual SO Verification Letter)

Labelling Credentials

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

R2000

MURBs

CHBA Net Zero

ENERGY STAR®

BuiltGreen

QAS

Complementary Qualifications

I hold the following complementary credential(s) (minimum of one required; more preferred) **(Please check and provide proof of current qualifications, e.g. certificate of completion from credentialling institution):**

TECA/HRAI/CACEA HLHG
Qualifications

Thermography Level 1

Passive House

Home Inspector

Bachelor/Masters related to building science, energy efficiency, sustainability (Please specify program and institution including proof of qualification that notes the credentialling institution):

CACEA MASTER ENERGY ADVISOR (MEA®) APPLICATION FORM

Provide a list of other related credentials, e.g. Certified Energy Manager, Building Commissioner, Duct Flow Testing, TECA/HRAI Mechanical credentials. **(Please provide a list and proof of current qualifications, e.g. certificate of completion from credentialing institution).**

D. PAYMENT INFORMATION

MEA® Application Fee: \$250.00 plus tax

Cheque payable to Canadian Association of Consulting Energy Advisors

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

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

E. ATTESTATION

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

I agree that, if approved, I will adhere to the requirements of the MEA® designation and the proper use of any associated 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® designation must be renewed every three years, with an annual fee due each year, and that I must demonstrate ongoing qualifications per the program requirements.

Signature

Date