

OPERATIONS AND MAINTENANCE TRAINING TECHNICAL SHEET

Building Tune-up Program



The Delmarva Power Energy Savings for Business Program offers incentives for the partial reimbursement of training enrollment costs for building operation personnel that support commercial and industrial facilities. The incentive focuses on participation and completion of certification courses or other approved building operations and maintenance (O&M) training courses. The program will provide incentives for training courses that have a focus on reducing and conserving electrical energy within buildings. The program will consider applications for non-listed courses on a case-by-case basis, and pre-approval is required. Refer to the [Terms and Conditions](#) and Operations and Maintenance Training Guidelines on the [program website](#) for more details.

All projects MUST receive pre-approval before purchasing equipment or beginning work. Please review the program process and eligibility requirements on the [program website](#) as well as the [Terms and Conditions](#). Please contact the program office with any questions.

1. Pre-approval is required for pre-qualified courses listed on the program website. Applicants may submit applications for non-listed courses as well, which will be considered on a case-by-case basis for pre-approval. Applicant may take more than one course; however, only one course may be submitted per application.
2. Incentives will be determined based upon the actual cost of the class. The incentive is calculated as 80% of the cost of the course with the total incentive not to exceed \$1,000. (Additional costs such as travel, food, lodging, test feeds, and materials will not be considered.)

How to Apply:

1. **The application is completed and submitted via the online [Application Center](#). The following supporting information must be included with the application:**
 - Completed and signed [Terms and Conditions \(T&Cs\)](#)**
2. **The Program reviews submitted documentation and requests additional documentation as necessary.**
3. **Program emails the project pre-approval to the applicant.**
4. **Coursework completion paperwork, including course certificate (or similar documentation) and invoice must be received by the program within six months of the pre-approval date. The incentive offer will expire at the end of this six month commitment period unless reauthorized. An extension may be granted if a request is made in writing 30 days prior to pre-approval expiration.**
5. **The Program distributes the incentive check to the payee following final approval processing.**

PARTICIPATION CRITERIA

There are two criteria for the Operations and Maintenance Training incentive and both must be met in order to receive an incentive payment:

1. **The Applicant:**

Must be assigned to work at an existing commercial and/or industrial facility within the Delmarva Power Maryland territory and be present at that facility at least 50% of his or her working hours.

Must be employed in a position of responsibility for the energy management of the facility or has the potential to influence the building's energy performance.

In cases where the Applicant is a contractor and not a direct employee of the Delmarva Power customer, a representative of the Delmarva Power customer must sign the application to confirm that the Applicant is assigned to work at the customer's facility as indicated above and that the customer supports the Applicant's participation in the program.
2. **The Training Course:**

Delmarva Power will provide incentives for training courses that have a focus on reducing and conserving electrical energy within buildings. A list of pre-qualified courses is available on the [program website](#) as well as below. In addition, the applicant has the option of submitting non-listed courses for pre-approval by the program office.

PRE-QUALIFIED COURSES

The courses below have been pre-qualified. The applicant has the option of submitting a course that does not appear on our web site for pre-approval by the program.

[AABC Commissioning Group \(ACG\)](#)

Certified Commissioning Authority (CxA)

[American Trainco](#)

Pumps & Pump Systems

PRE-QUALIFIED COURSES (CONTINUED)

Association of Energy Engineers (AEE)

Certified Energy Manager (CEM)
Certified Energy Manager in Training (CEIT)
Certified Building Commissioning Professional (CBCP)
Certified Lighting Efficiency Professional (CLEP)
Existing Building Commissioning Professional (EBCP)
Certified Business Energy Professional (BEP)
Certified Energy Auditor (CEA)

Building Operator's Certification (BOC) - National Sustainable Structures Center- (NSSC)

BOC 102 – Energy Conservation Techniques description
BOC 103 – HVAC Systems and Controls description
BOC 104 – Efficient Lighting Fundamentals description
BOC 300 – Commercial Building Re-Tuning

BOMI International

High Performance Sustainable Building Investments
High Performance Sustainable Building Principles
HP 2 course- High Performance Practices
The Design, Operation, and Maintenance of Building Systems, Part I
The Design, Operation, and Maintenance of Building Systems, Part II
Air Handling, Water Treatment, and Plumbing Systems
Energy Management and Controls
Refrigeration Systems and Accessories
Electrical Systems & Illuminations

Energy Management Association (EMA)

Energy Management Professional

International Association of Lighting Management Companies (NALMCO)

Certified Apprentice Lighting Technician (CALT)
Certified Senior Lighting Technician (CSLT)

International Facilities Management Association (IFMA)

Certified Facility Manager (CFM)

Leadership in Energy and Environmental Design (LEED)

LEED-EBOM AP: Accredited Professional Certification (Leadership in Energy and Environmental Design- Existing Buildings: Operations & Maintenance)
LEED-NC AP: Accredited Professional Certification (Leadership in Energy and Environmental Design- New Construction)

National Association of Power Engineers

Plant Equipment and Operations
Air Conditioning I, II, III
Heat Pumps
Refrigeration
Electric Motor
The Engineer & Management
Environmental Impact & Engineering
Controls I, III

Delmarva Power Energy Savings for Business Program

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EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to delmarva.com/business.