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| <b>Filer:</b>           | Holly McAllister                                                     |
| <b>Organization:</b>    | CALCTP                                                               |
| <b>Submitter Role:</b>  | Applicant                                                            |
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# CALCTP ACCEPTANCE TEST TECHNICIAN CERTIFICATION PROVIDER ANNUAL REPORT

PERIOD ENDING DECEMBER 31, 2024

Prepared by: The California Advanced Lighting Controls Training  
Program (CALCTP)

Submitted by: Holly McAllister, CALCTP Administrator on Behalf of the CALCTP

Board April 22, 2025 (**Revised 10-8-2025**)

# Lighting Controls Acceptance Test Technician Certification Provider (LCATTCP) Annual Report

## Introduction

The 2013 California Building Energy Efficiency Standards (“2013 Code”) requires lighting control acceptance tests to be performed by trained and certified Lighting Control Acceptance Test Technicians.<sup>1</sup>

The California Advanced Lighting Control Training Program (CALCTP) received interim approval as a lighting control acceptance test technician certification provider (LCATTCP) on April 1, 2014, and final approval as a LCATTCP on November 17, 2014. Furthermore, CALCTP demonstrated that the industry threshold certification of at least 300 lighting control acceptance test technicians was met and approved by the California Energy Commission (CEC) on June 16, 2014.

Pursuant to Section 10-103.1(d)1 of the *2022 Building Energy Efficiency Standards*, the ATTCP shall provide an annual report to the CEC summarizing the certification services provided over the reporting period and to date. Following the guidance letter received on February 4, 2025, from Rinnie Kaur of the CEC, the 2024 annual report is to include the following elements:

- A summary of the certification services provided over the reporting period and to date.
- A summary of all actions taken against any certified acceptance test technician or employer.
- A summary of the quality assurance and accountability activities conducted over the reporting period and to date.
- A summary of the number and type of acceptance tests performed in each local jurisdiction over the reporting period and to date.
- A signed certification to the CEC that the ATTCP continues to meet the requirements of Section 10-103.1.

Answering these questions, the annual report covers the period from January 1, 2024, until December 31, 2024. As requested, CALCTP has also provided a list of the acceptance test projects completed during the reporting period.

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<sup>1</sup> Cal. Code Regs., tit. 24 Part 6, § 130.4, subd (c).

**Bullet One: A summary of the certification services provided over the reporting period, including the total number of Acceptance Test Technicians (ATT) and Acceptance Test Employers (ATE) certified by the ATTCP during the reporting period and to date.**

As of December 31, 2024, CALCTP has certified 2,109 Lighting Controls Acceptance Test Technicians to perform the acceptance tests in Building Energy Efficiency Standards, Section 130.4. This includes 28 Lighting Controls Acceptance Test Technicians certified from January 1, 2024, through December 31, 2024. Attached as **Appendix A** is a list of the names and certification identification numbers of active CALCTP-AT certified Lighting Controls Acceptance Test Technicians. Each of these technicians has met the minimum pre-qualifications requirements, completed the classroom and hands-on training requirements, passed the certification exam, and completed 2022 Code Cycle training recertification. These existing and newly certified technicians include electrical contractors, general electricians, lighting controls engineers, lighting architects, and commissioning agents. Of certified acceptance test technicians, 572 have maintained their certification and are updated to the 2022 Code. As of 12/31/2024, of all Acceptance Test Technicians certified, 1,537 have lapsed certifications. CALCTP administration changed August 1, 2025. When administration changed, the new administrator (CalEnergy Corp.) found there were some discrepancies within data sets provided by the outgoing administration (ICF). CalEnergy Corp. has reconciled the provided data sets to ensure accuracy of the latest updated numbers through December 31, 2024.

As of December 31, 2024, CALCTP has certified 633 Lighting Controls Acceptance Test Employers. This includes 15 new employers certified from January 1, 2024, to December 31, 2024. Attached as **Appendix B** is a list of the names and certification identification numbers of each of the 334 businesses that are currently certified as Lighting Controls Acceptance Test Technician Employers. These 334 employers are comprised of energy efficiency consultants, building contractors, electricians, and engineering firms. Of all employers, 299 are no longer certified as of 12/31/2024, either because their ATE certification was revoked or suspended due to a certification lapse, a C-10 License cancellation, or by choice.

**Bullet Two: Summary of all actions taken against any certified ATT or ATE because of the complaint or quality assurance (QA) procedures described by the ATTCP, as required under §10-103.1(c)3D and §10-103.1(c)3F.**

CALCTP's guidance on failures states that if a lighting controls ATT has failed either a paper quality assurance (QA) audit or an on-site-quality audit, the ATT will receive additional QA oversight. All QA issues resulting from audits were addressed through an education campaign with the ATT. As explained under Bullet Three, most issues were caused by ATTs misunderstanding of how the 2022 code impacted form completion. CALCTP conducted one-on-one education emails and phone calls with these technicians. Per the QA guidelines, CALCTP worked with the technician to remediate all paper and on-site issues and then retested the project. Exhibit 1 outlines future actions that will be taken for technicians that failed a QA audit.

**Exhibit 1. Overview of Future Actions Taken for Failed QA Audits**

| Result                                                          | % of Projects Audited                                                           | Action That Will Be Taken                                               |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>Failed either a paper or on-site QA Audit</b>                | 50% of future projects audited until they have passed two (2) on-site audits    | On-site QA audit only                                                   |
| <b>Failed a second QA audit, the second is an on-site audit</b> | 100% of future projects audited, until they have passed four (4) on-site audits | On-site QA audit only                                                   |
| <b>Failed a third QA audit, while still in the failed pool.</b> |                                                                                 | Recommendation sent to CALCTP Board to terminate from CALCTP-AT program |

In addition to paper and on-site audits, CALCTP has set up a phone line and email system for complaints on technician and technician employers. The system also receives complaints on Authority Having Jurisdiction (AHJs) not requiring acceptance tests. All ATT complaints are verified with an audit on the property with the building owner and manager.

In 2024, no complaints against ATT/ATEs were received and CALCTP did not revoke any licenses for individuals or employers resulting from QA procedures. As noted below in Bullet Three, CALCTP conducted 269 audits following the approved audit processes outlined above.

Through the system in place, CALCTP received one notification of AHJs not accepting CALCTP NRCA forms as presented by the ATE. As outlined in the CALCTP Handbook, if a complaint or issue is reported, CALCTP will follow up and if the complaining individual provides specifics around a project, enforcement agency, or building permit number, the information will be forwarded to the CEC hotline. CALCTP shared information on an AHJ not requiring acceptance (NRCA) forms with the CEC as follows:

**Reported to the CEC on 2/23/2024.** Notification received from a CALCTP certified ATE that the AHJ associated with the below project did understand nor request correct NRCAs from ATE, stating that the lighting compliance technician must download the forms from the internet. CALCTP ATEs submit approved NRCA documentation via email or in paper format to building inspector, as requested, in addition to electronic filing through the CALCTP AT forms web site.

| <u>Project Name</u> | <u>County</u> | <u>Permit Number</u> |
|---------------------|---------------|----------------------|
| Pet Well Clinic     | Orange County | COMB-03-23-59382     |

**Bullet Three:** A summary of the quality assurance and accountability activities conducted over the reporting period, including the compliance forms reviewed and the onsite audits performed as required under §10-103.1(c)3Fii during the reporting period and to date.

CALCTP's Quality Assurance Provider, ICF, conducted 269 audits in total, comprising 3.4% of all projects submitted during the 2024 Annual Report period. This included 83 on-site audits and 186 paper audits. Of all completed acceptance tests since July 1, 2014, ICF has conducted 3,120 audits, or 4.2% of all completed projects, including 758 on-site audits. Please consult **Appendix C** for a list of all compliance forms reviewed per each audit conducted in 2024. Of the 269 projects reviewed by CALCTP under its QA program, 110 projects had a failed item or failed result. Most of the failed items were due to misunderstanding of the 2022 California Building Energy Efficiency Standards. Of the 83 on-site audits conducted, 1 project had failed items and/or tests. Per the QA guidelines, CALCTP worked with the technician to remediate the issue and allow for the technician to retest.

**Bullet Four:** A summary of the number and type of acceptance tests performed in each local jurisdiction over the reporting period and to date.

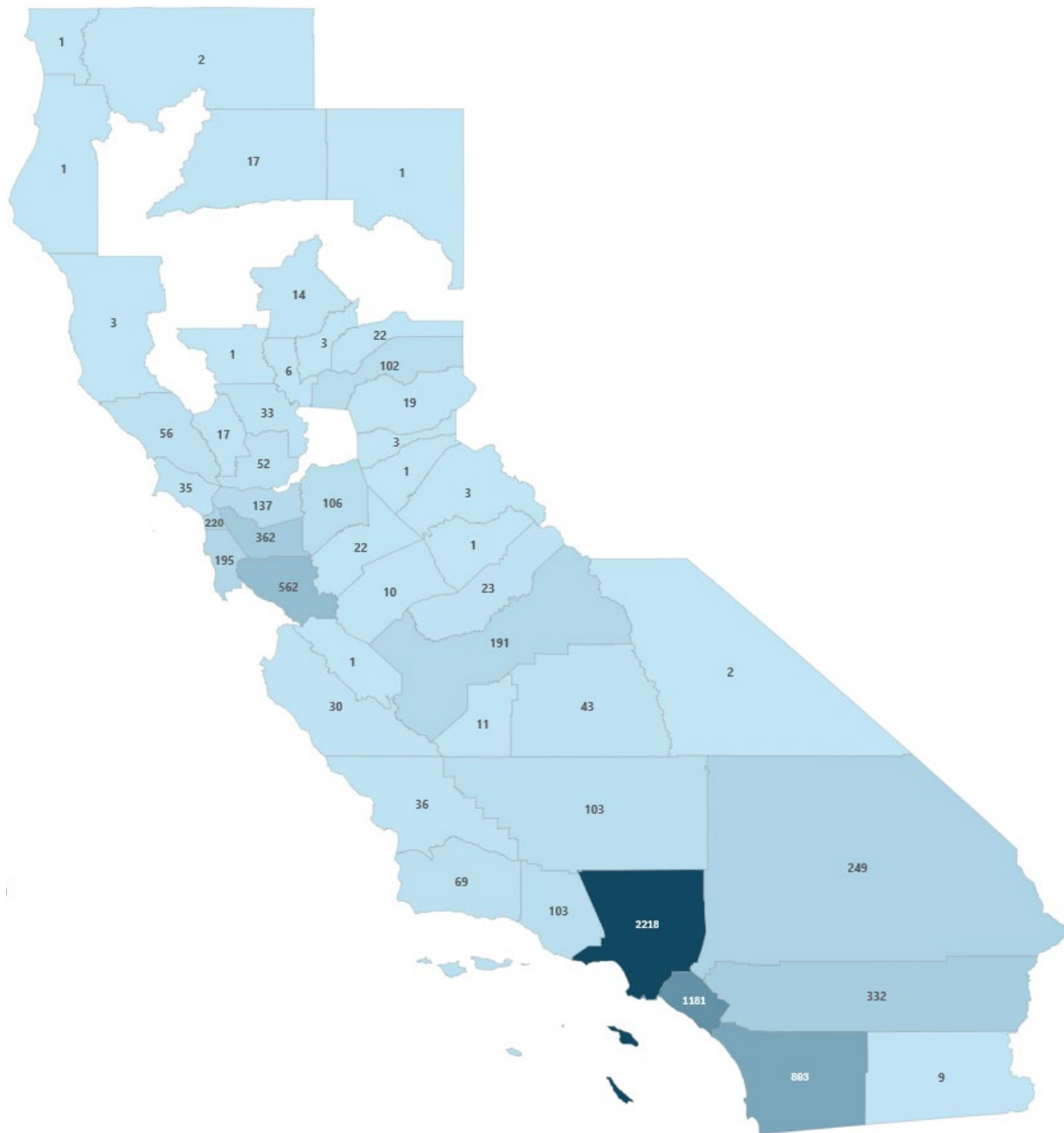
As part of the requirements, CALCTP AT Employers must provide copies of lighting control acceptance tests conducted within 48 hours of completion. During 2024, CALCTP Lighting Control Acceptance Test Employers and Lighting Control Acceptance Test Technicians conducted 7,947 acceptance test technician projects, totaling 73,747 projects conducted since July 1, 2014. There was a 1.3% decrease in 2024 compared to 2023. The heat map in Exhibit 2 provides a geographic breakdown of all projects submitted in 2024. Additionally, a list of these projects is provided in an excel file under **Appendix C**, as part of this submission.

**Summarization of Department of State Architecture (DSA) projects, 2024.**

| Projects Submitted Under DSA by County |                    |
|----------------------------------------|--------------------|
| County                                 | Projects Submitted |
| Alameda                                | 13                 |
| Contra Costa                           | 3                  |
| Fresno                                 | 6                  |
| Imperial                               | 2                  |
| Kings                                  | 1                  |
| Los Angeles                            | 26                 |
| Mendocino                              | 2                  |
| Monterey                               | 5                  |
| Nevada                                 | 1                  |
| Orange                                 | 14                 |

|                 |            |
|-----------------|------------|
| Placer          | 3          |
| Riverside       | 14         |
| Sacramento      | 11         |
| San Bernardino  | 6          |
| San Diego       | 39         |
| San Francisco   | 4          |
| San Luis Obispo | 1          |
| San Mateo       | 5          |
| Santa Barbara   | 2          |
| Santa Clara     | 17         |
| Santa Cruz      | 1          |
| Solano          | 3          |
| Ventura         | 2          |
| Yolo            | 3          |
| Yuba            | 1          |
| <b>Total</b>    | <b>185</b> |

### Exhibit 2. Heat Map of All Projects Submitted in 2024



**Bullet Five: A signed certification to the CEC that the ATTCP continues to meet the requirements of §10-103.1.**

The only modifications or deviations to the CALCTP application, approved by the CEC on November 16, 2014, are the revisions to the certification and recertification curriculum for acceptance test technicians and acceptance test employers. These revisions were developed to meet the new and amended acceptance test requirements set forth in the 2022 edition of Title 24. Revisions to the curriculum were approved by the CEC on December 12, 2022.

By the signature below, CALCTP certifies that it meets all requirements for this program, as specified in its application and its amendments to its application approved by the CEC.

I, Signatory, certify that ATTCP-CALCTP continues to meet the requirements of Section 10-103.1.

A handwritten signature in black ink, appearing to read "Holly M. McAllister".

Holly M. McAllister

CALCTP Administrator on behalf of the CALCTP Board

## Appendices Included as Attachments (Excel Format)

**Appendix A:** Active and Certified CALCTP Lighting Controls Acceptance Test Technicians as of December 31, 2024

**Appendix B:** Active and Certified CALCTP Lighting Controls Acceptance Test Employers as of December 31, 2024

**Appendix C:** Appendix C: 2024 Audits Conducted and Associated Compliance Forms Reviewed