

DOCKETED

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Project Title:	Acceptance and Training Certification
TN #:	268545
Document Title:	CALCTP Annual Report Guidance Letter (RP 2025)
Description:	Guidance on submitting annual reports required by 10-103.1.
Filer:	Rinnie Kaur
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February 6, 2026

Holly McAllister, CALCTP/ NALCTP Program Administrator
California Advanced Lighting Control Training Program (CALCTP)
4435 First St., Suite 441
Livermore, CA 94551

Dear Holly McAllister

Pursuant to Section 10-103.1(d)1 of the *2025 Building Energy Efficiency Standards*, each acceptance test technician certification provider (ATTCP) must submit an annual report to the California Energy Commission (CEC) summarizing its activity over the reporting period. The annual report must contain the following:

- 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.

The 2025 reporting period is January 1, 2025, to December 31, 2025. Please submit your 2025 annual report to docket number 13-ATTCP-01 by **June 30, 2026**. Attachment 1 includes a summary of the requirements with benchmarks/examples of the information to include for each requirement in the annual report. In addition, an Annual Reporting template (attached) is provided as an example of how to submit the annual report data. If you have any questions, please contact Rinnie Kaur at rinnie.kaur@energy.ca.gov.

Sincerely,

Rinnie Kaur, Electrical Engineer
Standards Compliance Branch

Attachment

Attachment 1

Table 1: ATTCP Annual Report Requirements

Section	Title	Requirements	Benchmark/Example
10-103.1(d)1A	ATT/ATE Certification Services	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.	Summary of certifications for ATTs and ATEs: 1. Number of new certifications. 2. Number of lapsed certifications. 3. Number of certifications to date. 4. Number of certifications available [(3) - (2) + (1)]. The summary may also include ATTs/ATEs currently in training as well. 5. Accurate completion of Annual Report Template <i>Table 1 Certification Tracker</i>.
10-103.1(d)1B	Disciplinary Actions	A summary of all actions taken against any ATT or ATE because of the complaint or quality assurance (QA) procedures described by the ATTCP as required under Section 10-103.1(c)3D and 10-103.1(c)3F.	Summary of actions taken against an ATT/ATE for a complaint or QA issue: 1. Complaints and QA issues in separate sections. 2. Each section begins with a short summary of the ATTCPs CEC approved complaints/QA process. 3. Each item listed in each section includes the following in a simple table: a) Source of complaint (complaining party) or QA issue (project description-one sentence). b) Subject of the complaint (identify the ATT/ATE). c) Summary of the complaint or QA issue. d) Current status or resolution.

Section	Title	Requirements	Benchmark/Example
10-103.1 (d)1C	Quality Assurance	A summary of the quality assurance and accountability activities conducted over the reporting period, including the compliance forms reviewed and the on-site audits performed as required under Section 10-103.1(c)3F(ii) during the reporting period and to date.	Summary quality assurance for both desk and on-site audits performed. - For each ATT, statistics for the reporting period and total to date: - Number of acceptance tests performed. - Number of desk audits. - Number of on-site audits. - Number of failed audits. - Connect to summary of actions taken [10-103.1(d)1B] for QA. - Totals of the above [1(a) - 1(d)] for the entire ATTCP. - Accurate completion of Annual Report template <i>Table 1A ATT by Test Lighting/Mechanical.</i> - Accurate completion of Annual Report template <i>Table 2A QA-Reporting Period.</i> - Accurate Completion of Annual Report template <i>Table 2A QA-To Date.</i>

Section	Title	Requirements	Benchmark/Example
10-103.1(d)1D	Acceptance Testing Data	A summary of the number and type of acceptance tests performed in each local jurisdiction over the reporting period and to date.	Summary of acceptance tests for each authority having jurisdiction (AHJ) in California: - County where the AHJ is located - For AHJs like Division of the State Architect (DSA), it is more appropriate to identify where the project is located, instead of the AHJ itself. However, AHJs like DSA can be summarized separately. - Number of acceptance tests completed by type for both of the following: - During the reporting period. - To date. - Accurate completion of Annual Report template <i>Table 3 Acceptance Test Data.</i>
10-103.1(d)1E	Certification to CEC	A signed certification to the CEC that the ATTCP continues to meet the requirements of Section 10-103.1.	A statement, most conveniently included in the cover letter for the submission of the annual report. It should follow the verbiage of the requirement as closely as possible. Such as, "I, <i>Signatory</i> , certify that <i>ATTCP-Name</i> continues to meet the requirements of Section 10-103.1."