

DOCKETED

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Document Title:	Response to 1010
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Filer:	Mark Ouellette
Organization:	CALCTP
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November 11, 2019

Veronica Olvera
Compliance and Enforcement Unit
California Energy Commission
1516 Ninth Street
Sacramento, CA 95814

Subject: CALCTP Responses to October 10, 2019 Letter

Dear Ms. Olvera:

ICF, in its capacity as program administrator for the California Advanced Lighting Controls Training Program (CALCTP), is submitting responses to the questions raised by California Energy Commission (CEC) staff regarding the training materials. Included is the initial request for confidentiality.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mark V. Ouellette

Mark V. Ouellette
Senior Program Manager
Enclosure/Attachment:

cc: Joe Loyer, CEC Compliance and Enforcement Unit

Bernie Kotlier

Tom Enslow

Doug Avery

In order to proceed, the following is needed from CALCTP

- 1. Provide additional information in the 2019 update report about the ATT and ATE recertification training courses.**
 - a. Will the courses be offered online, in-person, or both?**
 - b. How long is the training estimated to be?**
 - c. What is the deadline CALCTP is setting for all ATTs and ATEs to be recertified?**

CALCTP has made no changes to its recertification format since 2016. In response to the questions:

- a. ATT and ATEs will have the option to take recertification courses online or in-person.
 - b. The recertification training is timed to be at least 4 hours in length for both the ATT and the ATE courses
 - c. ATTs and ATEs will need to be certified within 6 months. Until they complete the required recertification ATTs and ATEs will be unable to access the online 2019 acceptance test forms.

- 2. Revise the training materials per the staff feedback provided in Attachment 1 to this letter.**

Training material revisions are enclosed.

- 3. Report all changes to the training materials in the 2019 update report in order to satisfy amendment scope requirements in §10-103.1(f) 1. The update report currently only reports the amendments made to address the 2019 regulatory change called out in the expectations letter (dated January 17, 2019).**
 - a. Attachment 2 to this letter summarizes the undocumented amendments that staff encountered during the review process. Any undocumented amendments not found by staff or made as a result of this communication also need to be reported.**
 - b. The additional changes may be reported individually or grouped together, as long as it is clear what was changed and why. For example, it would be acceptable to provide a general description about slides being modified to clarify a certain requirement as long as the specific slides affected are called out.**

The changes identified in attachment 2 do not make any substantive changes to CALCTP's application. Per the applicable 2016 Section 10-103.1 (f)(A), these changes are hereby submitted to the Energy Commission as an addendum to the application.

- 4. Per our phone conversation on September 27, indicate in the update report that CALCTP is removing the proposed amendment to allow prospective ATTs to the Lighting Controls Systems Course online from the 2019 update report.**

As discussed and sent via email on October 21st the proposed amendment has been deleted from the 2019 Update Report.

APPLICATION FOR CONFIDENTIAL DESIGNATION

(Title 20 Cal. Code. Regs., § 2505 et seq.)

An application to keep a record confidential shall be submitted directly to the **Docket Unit** on electronic media, but not by email. Five electronic (5) copies of the record for which confidentiality is sought must be submitted, on separate media, each marked on the media with the title of the record and "confidential." (§ 1209.5, subd. (a)(4).) The application may be on a sheet separate from, but attached to, the record. The application will then be acted upon by the Executive Director in consultation with the Chief Counsel of the Energy Commission.(§ 2505, subd. (a).) (Nov 30, 2011 Standing Order)

TO: Energy Commission Docket Unit.

RE: Application for to become a Lighting Control Acceptance Test Technician Certification Provider under California Code of Regulations, title 24, Part 6, § 10-103-A. (Attn. Joe Loyer, CEC Compliance and Enforcement Unit)

APPLICANT: ICF International – program administrator for the California Advanced Lighting Controls Training Program (CALCTP)

ADDRESS: 555 W. 5th Street, Suite 3100, Los Angeles, CA 90013

- 1(a). Title, date, and description (including number of pages) of the information or data for which you request confidential designation. **Information or data seeking a designation of confidentiality must be included with this application.**

TITLE: "2019 CALCTP Acceptance Test Curriculum Materials and Test Questions."

Description:

- (1) CALCTP Acceptance Technician Curriculum, 1,140 pages, 6/20/19
- (2) CALCTP Test Questions Bank 82 pages, 6/20/19
- (3) CALCTP On-line acceptance forms 35 pages ~7/1/19
- (4) CALCTP overview of changes to 2019 acceptance test forms 25 pages, 12/14/18

- 1(b). Specify the part(s) of the information or data for which you request confidential designation.

Applicant requests that all of the information and data described in Section 1(a) be designated confidential.

2. State and justify the length of time the Energy Commission should keep the information or data confidential.

Applicant requests that the information and data be kept confidential indefinitely to protect the integrity of the certification testing process and to protect Applicant's trade secrets. Because this will be an ongoing certification program, there is no date certain for when this information will no longer need to be kept confidential

- 3(a). State the provision(s) of the Public Records Act (Gov. Code, § 6250 et seq.) or other law that allows the Energy Commission to keep the information or data confidential, and explain why the provision(s) apply to that material.

Two applicable grounds exist for keeping CALCTP's training materials and tests confidential:

First, the California Public Records Act allows for the non-disclosure of "[t]est questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination." (Gov. Code § 2254, subd. (g).)

Second, the California Public Records Act allows for the non-disclosure of trade secrets. (Gov. Code, §§ 6254(k), 6276.44; see also Evid. Code, § 1060.)

- 3(b). Discuss the public interest in nondisclosure of the material submitted for a confidential designation. If the material contains trade secrets or its disclosure would otherwise cause loss of a competitive advantage, please state how it would be lost, the value of the information to the applicant and the ease or difficulty with which the information could be legitimately acquired or duplicated by others.

If the attached documents are released to the public, the integrity and effectiveness of the certification process will be compromised, resulting in less reliable and effective acceptance tests. Reliable and effective acceptance tests are critical to ensure that buildings perform as designed and that the public receive the expected cost savings in energy efficiency.

In addition the record should not be disclosed because it contains trade secrets, or its disclosure would otherwise cause loss of a competitive advantage.

The specific nature of the advantage -The confidential record is of a technical nature which provides a business advantage over parties without access to the information. The CALCTP curriculum and test was developed for individuals interested in becoming certified as Lighting Control Acceptance Test Technicians. Since other entities can become acceptance technician certification providers; making this information public would impact CALCTP's competitive advantage.

How the advantage would be lost -Time and resources have been spent compiling the information within the confidential record and the value of the information would be significantly impaired if made available to the public.

The value of the information to the applicant -The confidential record is valuable to the project because of: (1) the time and resources expended to compile the information; (2) the efforts to maintain the confidentiality of the confidential record; and (3) the use of the information to facilitate ongoing business activities.

The ease or difficulty with which the information could be legitimately acquired or duplicated by others -The confidential record is not readily available on the marketplace and can only be obtained with a significant investment of time and money. Thus, others could not easily acquire or duplicate this information.

4. State whether the information or data can be disclosed if it is aggregated with other information or masked to conceal certain portions (including but not limited to the identity of the applicant). State the degree of aggregation or masking required. If the data cannot be disclosed even if aggregated or masked, explain why.

We have attached to the application a summary of the information and data sought to be designated as confidential, which aggregates and masks the content of the documents for which we request confidentiality. This attached summary is marked "Public Summary of Confidential Application" and may be disclosed to the public. Further disclosure beyond this summary is not possible without revealing examination data in a manner that would compromise the integrity of the certification process or that would reveal trade secrets whose value would be impaired if publicly disclosed.

5. State how the material is kept confidential by the applicant and whether it has even been disclosed to a person other than an employee of the applicant. If it has, explain the circumstances under which disclosure occurred.

The Applicant has not disclosed any of the subject confidential information to anyone other than certain authorized employees, attorneys, consultants, and others with a specific need for the information. The material is only available to training sites and instructors for teaching. The test questions are distributed for the test and then resubmitted back to the CALCTP administration for annual test review.

I certify under penalty of perjury that the information contained in this application for confidential designation is true, correct, and complete to the best of my knowledge and that I am authorized to make the application and certification on behalf of the applicant.

Dated: June 20, 2019

Signed: *Mark V. Ouellette*

Name (print or type): Mark V. Ouellette

Title: (print or type) Director, ICF, Inc.

Representing: California Advanced Lighting Controls Training Program (CALCTP)

Include additional signature blocks if there are multiple partners in the project with shared responsibilities for making the request.