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| Document Title: | CALCTP AT Handbook Description of Changes 2022 |
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CALCTP AT Handbook 2022 Code Brief description of updates in Redline Document

- 1) **Pages 1 to 55** – Footer in document updated to reflect 2022 code version
- 2) **Page 5 – CALCTP Accreditation Obligations #1.** Reworded from: An accredited company shall: participate in the CALCTP Quality Assurance program and updated with all fees and audit payments. Reworded to: An accredited company shall: participate in the CALCTP Quality Assurance program and remain updated with all feed and payments.
- 3) **Page 5 – CALCTP Accreditation Obligations #2:** Added statement to outline possible outcome of not submitting projects with 48-hour window following completion of acceptance test as follows: An accredited company shall: submit all findings and forms to CALCTP administration within 48 hours of CALCTP-AT work completion using the CALCTP online web forms system; failure to do so will lead to suspension and eventual expulsion from program.
- 4) **Page 5 – CALCTP Accreditation Obligations #3:** Revised to state “records shall be maintained for a period of 5 years.”
- 5) **Page 8 – CALCTP AT Employer Application, Records Maintenance Fee, and Quality Assurance Fees.** Fee as listed in Table updated for 2022 code cycle, as follows: (transposed on initial AT-Handbook submittal, has been corrected)

Initial Application: self-employed owner operator. Updated from \$400 charged in 2019 code period to \$480 for 2022 code period.

Initial Application: One office. Updated from \$700 charged in 2019 code period to \$840 for 2022 code period.

Initial application: More than one office certified. Updated from \$950 charged in 2019 code period to \$1,140 for 2022 code period.

Recertification fee for self-employed owner operator: *Less than 50 projects* submitted during previous code cycle fee updated from \$350, charged in 2019 code period to \$420, for 2022 code period / *More than 50 projects* submitted during last code cycle fee updated from \$100 charged in 2019 code period, to \$210 for 2022 code period.

Recertification fee for one office: *Less than 50 projects submitted* during previous code cycle from updated from \$500, charged in 2019 code period to \$600, for 2022 code period / *More than 50 projects* during previous code cycle updated from \$250, charged in 2019 code period to \$300, for 2022 code period.

Recertification fee for more than 1 office: *Less than 50 projects* submitted during previous code cycle updated from \$600 charged in 2019 code period to \$750, for 2022 code period / *More than 50 projects* submitted during previous code cycle from updated from \$300, charged in 2019 code period to \$360 for 2022 code period.

- 6) **Page 8 Remove Comment (10/19 staff comments).** Comment removed both redline and clean versions
- 7) **Page 9, State of California Building Code Title 24 Lighting Controls Quality Assurance Review Fees,** Table updated as follows: For each quality assurance desk review , fee paid updated from

\$200 to **\$300** per audit. For each quality assurance visit, on site, fee updated from \$500 to **\$650** per audit.

- 8) **Page 10 Length of Course.** First sentence, line 1, updated approximate hours of course from 16 to 20 hours.
- 9) **Page 10 Class Size.** Updated second and third lines related to classroom and lab trainer to trainee ratios. Classroom: Removed 'no greater than' and to updated text to reflect '*trainer to trainee ratio of 1:20.*' Lab: Removed '*no greater than*' and updated ratio of 1:10. Updated to reflect '*lab trainer to trainee ratio of 1:15.*'
- 10) **Page 11, CALCTP AT-Technician Application and Records Maintenance Fee.** Update fees on table as follows: 2019 code cycle application and records maintenance fee \$300 for 2019 code period, updated to \$360 for 2022 code period. Annual Maintenance fee for 2019 code period of \$150, update to \$165 for 2022 code period.
- 11) **Page 13 first paragraph, line 4.** Corrected typo from CLACTP to CALCTP.
- 12) **Page 13, Length of Course.** Updated from approximately 36 to 40 hours in length.
- 13) **Page 13, Class Size:** Updated second and third lines related to classroom and lab trainer to trainee ratios. Classroom: Removed 'no greater than' and updated text to reflect '*trainer to trainee ratio of 1:20.*' Lab: Remove '*no greater than*' and updated ratio of 1:10. Text updated to '*lab trainer to trainee ratio of 1:15.*'
- 14) **Page 13, Application, Records Maintenance, and Training Exam Fee Table.** Update fees on table as follows: 2019 code cycle application and records maintenance fee of \$300, updated to \$360 for 2022 code cycle. Annual Maintenance fee for 2019 of \$150, update to \$165 for 2022 code cycle.
- 15) **Page 14, Fees payable. Added that 'Fees are payable to ICF...'**
- 16) **Page 14, Application for Certification: All Categories, Application process bullet #1.** Updated to add CALCTP web site address (www.calctp.org), and email address with additional recommendation that applicants send application electronically as early in the certification process as possible.
- 17) **Page 15, Notification of Eligibility or Ineligibility. Second paragraph, line 2.** Updated text to state that confirmation from CALCTP that applicant has sufficiently demonstrated their compliance to meet minimum eligibility to take the AT course and exam, will be sent via email, rather than by letter.

- 18) **Page 18, CALCTP AT-Technician Course Outline.** Paragraph updated to reflect outline in 2022 curriculum materials. Updated from three components to four. Component titles updated to match those as listed in curriculum materials for consistency.
- 19) **Page 18, CALCTP AT Technician, Class Size:** Updated second and third lines related to classroom and lab trainer to trainee ratios. Classroom: Removed 'no greater than' and to updated text to reflect '*trainer to trainee ratio of 1:20.*' Lab: Removed '*no greater than*' and updated ratio of 1:10. Updated to reflect '*lab trainer to trainee ratio of 1:15.*
- 20) **Page 18, Lighting Controls Association Online Prerequisites:** Updated heading #5, Daylight Harvesting to Daylight-Responsive Lighting Control to match LCA's course title.
- 21) **Page 25, Test Retention:** Updated second line to reflect that CALCP administration will hold '*electronic*' version of completed test results for a period of 5 years. Also updated fee for rescoring final exam from \$100 charged in 2019 code period to \$175 for 2022 code period.
- 22) **Page 27, Rescoring:** Update of fee listed on last line of the paragraph to reflect increase from \$100 under 2019 code period to \$175 for 2022 code period.
- 23) **Page 29, Replacement of Identification Cards:** Updated fee listed on second line of paragraph to reflect increase from \$15 charged under 2019 code to \$25 for 2022 code period.
- 24) **Page 31, AT-Employer Certification Identification Numbering:** Updated certification numbering for employers to reflect numerical digits are sequentially generated and increased from 0001 (start number) onwards. Example provided: ATE-0001. Added one "0." Removed other information.
- 25) **Page 34, Obtain Information and Ask Questions.** Updated contact information to also include the CALCTP email address, info@calctp.org.