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**CALIFORNIA
ENERGY COMMISSION**



February 4, 2025

Steven Winstead
Representative-Western Region
National Energy Management Institute Committee (NEMIC)
3180 Fairview Park Dr., Suite 400
Falls Church, VA 22042

Dear Steven Winstead:

Pursuant to Section 10-103.2(d)1 of the *2022 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 10-103.2.

The 2024 reporting period is January 1, 2024, to December 31, 2024. Please submit your 2024 annual report to docket number 13-ATTCP-01 by **April 30, 2025**. Attachment 1, following, includes a summary of the requirements with benchmarks/examples of the information to include for each requirement in the annual report. If you have any questions, please contact Bhaskar Ale via email at bhaskar.ale@energy.ca.gov.

Sincerely,

Bhaskar Ale

Bhaskar Ale, Mechanical Engineer
Standards Compliance Branch

Attachment 1

Table 1: ATTCP Annual Report Requirements

Section	Title	Requirements	Benchmark/Example
10-103.2 (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: <ol style="list-style-type: none"> 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.
10-103.2 (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 10-103.2(c)3D and 10-103.2(c)3F.	Summary of actions taken against an ATT/ATE for a complaint or QA issue: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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
10-103.2 (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 10-103.2(c)3F(ii) during the reporting period and to date.	Summary quality assurance for both desk and on-site audits performed: <ol style="list-style-type: none"> For each ATT, statistics for the reporting period and total to date: <ol style="list-style-type: none"> Number of acceptance tests performed. Number of desk audits. Number of on-site audits. Number of failed audits. <ol style="list-style-type: none"> Connect to summary of actions taken [10-103.2(d)1B] for QA. Totals of the above [1(a)-1(d)] for the entire ATTCP.
10-103.2 (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: <ol style="list-style-type: none"> County where the AHJ is located <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> During the reporting period. To date.

Section	Title	Requirements	Benchmark/Example
10-103.2 (d)1E	Certification to CEC	A signed certification to the CEC that the ATTCP continues to meet the requirements of Section 10-103.2.	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- 103.2."