



Southface

Student Handbook &

Course Catalog

2019

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Welcome to Southface

Our mission: Southface promotes sustainable homes, workplaces and communities through education, research, advocacy and technical assistance.

Since 1978, Southface has promoted resource efficiency and sustainable building practices across the Southeast and beyond by providing innovative and experiential learning opportunities for building design and construction professionals, developers, building owners and homeowners. With these trainings, Southface hopes to promote and grow the best practices and technical expertise needed for a healthy built environment for everyone.

Southface's suite of certification-based course offerings supports the development of a competitive green jobs sector within the U.S. economy. Designed for a range of skill levels, our trainings meet a variety of marketplace needs, such as:

- Educating professionals on new principles and techniques that can be applied to their career in the green building sector.
- Providing continuing education opportunities for professional credential maintenance.
- Enhancing marketing and business development skills to help professionals achieve success.
- Creating community partnerships to enhance employability opportunities for emerging workforce and industry professionals.

We know that every student who enrolls in a Southface Institute training is looking to elevate their employability and influence by increasing their skills and network, and our expert instructors are dedicated to providing their expertise to that end. By delivering customized support for each student, our team of instructors ensures that each one receives the knowledge needed for career advancement, be it entry-level employment or progression along the management track.

Southface is committed to bringing together the best resources for our students, including our well-respected curricula, our team of expert instructors and our fully-equipped classroom facilities. Over the past four decades, we have educated more than a 100,000 building industry members and homeowners in best practices and building science that have changed their professional and personal approach to indoor health, sustainable living, and high performance buildings.

Sincerely,



Andrea Pinabell
President, Southface Institute



Facilities

The Southface campus is composed of three buildings: the Eco Office, the Resource Center and the SWEET Center. Most Southface classes are held at the SWEET Center, located at 590 Piedmont Avenue, Atlanta, Georgia 30308

The Eco Office



The Eco Office is a three-story structure with a green roof that officially opened in 2009. The building is certified LEED® Platinum, EarthCraft Light Commercial and ENERGY STAR®. At 10,100 square feet, it is a model for sustainable, healthy commercial buildings. In terms of energy, water and resource conservation, it is more energy efficient than 90 percent of comparable existing buildings and uses 84 percent less water than comparable facilities.

The building has built-in monitoring sensors that give real-time data feeds to an interactive computer touch-screen interface. This data, also web delivered, is a valuable teaching and diagnostic tool for building science professionals, building operators and facility managers. In addition to housing Southface staff and meeting rooms, the Eco Office features the spacious Home Depot training center classroom, which has a robust audio visual setup.

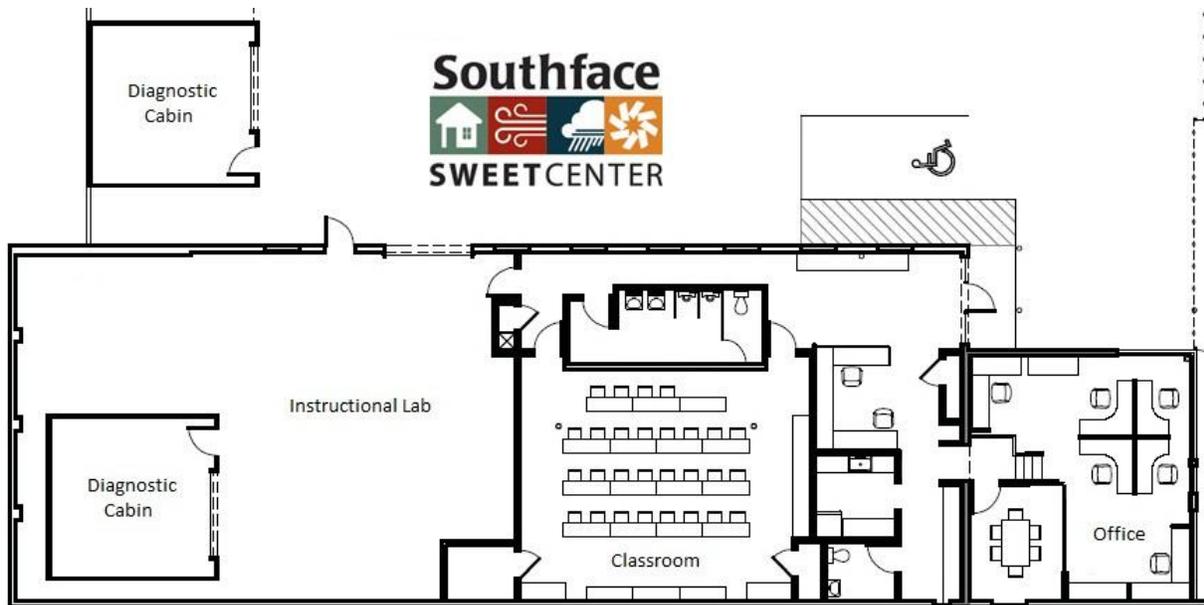
Next door to the Eco Office is the 6,400 square-foot Southface Energy and Environmental Resource Center, which provides office space for Southface staff and has a classroom featuring audio visual capabilities. Opened in 1996, the Resource Center showcases more than 100 sustainable solutions for homes. It is recognized as the first ENERGY STAR home in the southeast US and is also EarthCraft® certified.

The SWEET Center



The Southeast Weatherization and Energy Efficiency Training (SWEET) Center is a certified EarthCraft Light Commercial 4,400 square-foot building that houses the majority of Southface’s weatherization and green-building training programs. It is a prime example of adaptive building reuse as well as the first comprehensive energy-efficiency and water-efficiency training center in the South. It provides practical, hands-on learning opportunities and allows for teaching the latest weatherization and testing protocols.

The SWEET Center includes an 850 square-foot classroom equipped with a smartboard, full-size house of pressure demonstration display and audio visual capabilities that allow for distance learning opportunities. In addition, it houses a building science laboratory with mechanical systems and diagnostic cabins for training and field exams.



Training Equipment

Training equipment used by the students and instructors includes blower door kits, duct pressurization kits, pressure pans, combustion safety equipment, infrared cameras, the “house of pressure” demonstration area and a wide variety of other equipment. Air-sealing props and appliances are also used to provide hands on learning experience.



Online Learning Management System

Southface utilizes the LearnUpon learning management system (LMS) to host online coursework, exams, a resource library and a discussion forum. LearnUpon includes helpful administrative tools, such as the ability to issue certificates and create groups that function like classes. Individual learners can access courses in the public-facing catalog, some of which require a fee, or instructors can assign courses to specific users. Students registered for certain live trainings may be required to complete online prerequisites prior to the class. LearnUpon is also a convenient access point for field guides and other practical resources students can use on the job. Coursework is designed using Adobe Captivate, which enables rich, interactive experiences and optimizes coursework for any device.

Other Student Resources

Southface provides students with an in-house and virtual resource library. Students can access the in-house resource library at 241 Pine St. NE, Atlanta, GA 30318, Monday through Friday, from 9:00am to 5:00pm. The in-house library contains journals, case studies, white papers and books related to energy efficiency, solar power, construction concepts, and building science. Students can access the virtual resource library at <http://www.southface.org/learning-center/library/> from any computer. The virtual library contains articles, case studies, savings calculators, podcasts, manuals, white papers, fact sheets and presentations relating to green building certification programs, building guides and manuals, best practices, radon, solar power, water efficiency, school resources, energy saving tips and more. Additionally, students can call our main line (404) 872-3549 for help on a specific issue.

Accreditation



The Southface SWEET Center is one of a small number of training centers in the nation to become an Interstate Renewable Energy Council (IREC) Accredited Training Provider for Home Energy Professional (HEP) certification programs. Upon successfully completing these training programs, students meeting prerequisites are prepared to challenge the nationally recognized HEP certification exams from the Building Performance Institute (BPI) based on Standard Work Specifications developed by the National Renewable Energy Laboratory (NREL) and the U.S. Department of Energy (DOE).

Admission Policy

While some Southface courses have course-specific prerequisites, Southface has no official admission requirements. Any student, regardless of previous education experience, can sign up for a course at Southface online or by contacting Southface directly.

Enrollment links to courses can be found at www.southface.org/education/our-courses/.

The Southface Education Department can be contacted directly at (404) 872-3549 and courses@southface.org.

Southface does not discriminate with regard to race, color, creed, age, gender, marital status, sexual orientation, national origin or religion.

Enrollment Policy

Enrollment for each training closes at noon (12pm) the business day before the training. Successfully enrolled students will receive a confirmation email that contains details about the training, date, location, time and any prerequisite information (if applicable).

School Calendar

Southface education and trainings are offered year round, except for the following holidays:

M.L.K. Day	January 21	Labor Day	September 2
Memorial Day	May 27	Thanksgiving Break	November 28-29
Independence Day	July 4	Winter Break	Dec. 24 - Jan 1

Classes typically occur between 8:00am–6:00pm, Monday through Friday. The exact number of days and hours vary depending on the course. Southface has the ability to offer additional classes during evenings and weekend as required.

Nondiscrimination Policy

Southface is an equal opportunity training institution and employer and will not discriminate on the basis of race, color, disability, age, religion, creed, gender identity, gender expression, marital status, national origin, veteran's status, or sexual orientation.

Harassment or intimidation of a student, guest or employee because race, color, disability, age, religion, creed, gender identity, gender expression, marital status, national origin, veteran's status, or sexual orientation is specifically prohibited and may be grounds for termination of employment or dismissal from the premise. Harassment and intimidation includes, but is not limited to, abusive, foul or threatening language or behavior. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should be immediately reported to management via the grievance policy and, if substantiated, prompt action will be taken to remedy the situation.

It is also the policy of this organization that all individuals with a disability are entitled to a reasonable accommodation or modifications to the property that will permit equal opportunity to use and enjoy the premises.

Confidentiality Policy

Southface employees have the responsibility to comply with confidentiality rights of all training applicants or students. This includes all information obtained through the course of a training, including but not limited to personal identifiable information and test scores, which shall remain within the organization. Southface reserves the right to use the personal information collected for organizational mailing lists. This mailing list may be used to inform applicants or students of upcoming events and/or special promotions. Applicants and students may opt out of the mailing list at any time. Regardless of whether an individual has opted out of the mailing list, Southface may contact the individual regarding important information related to an already purchased event. This may include important information such as an event cancellation, postponement, or relocation. It may also include a question or problem related to an order or payment.

Southface will not sell or rent personally identifiable information to anyone. Southface may need to send personally identifiable information outside of the organization for reporting purposes such as for certification (e.g., sending scores to the Building Performance Institute) or for continuing education (e.g., sending student information to the American Institute of Architects for credentialing maintenance). Southface may also send personal information to others when required to do so by law. All other requests for student information from outside entities will only be honored if Southface receives express consent from the individual.

Grievance Procedure

Southface adheres to high standards of quality and ethics in its training and educational services. This policy addresses complaints, disputes and appeals received from students within two business days about the training process, training content or performance of an instructor/staff member.

A grievance is defined as a student's written expression of dissatisfaction concerning a particular training's content and/or performance of an instructor. Grievances may only involve issues directly affecting the student and may not be brought on behalf of another student.

All grievances must be in writing and at a minimum contain the following information:

- Name and contact information of grievance filer.
- Name of related training and, if applicable, instructor or name of Southface staff member.
- Description of the grievance in detail.
- Copies of any relevant supporting documents.

To facilitate the proper documentation of grievances, it is recommended that the Grievance Recordal Form be used. (See Appendix A).

A Southface director shall appoint a committee to consider the documentation and make a decision whether to proceed or dismiss the grievance.

In cases where the committee finds the documentation submitted does not meet the minimum standards for a grievance, the grievance may be dismissed. The grievance filer shall be notified by return receipt email or other method which provides evidence of delivery of the committee's finding.

Upon a decision by the committee that the grievance should proceed to the next step, the committee shall immediately notify any applicable instructors on the subject of the grievance. The respondent has ten business days to submit a full and complete response to the grievance. All relevant information and documentation shall be included in the response. The response shall be in writing and sent to the committee.

Upon receipt of the response, the committee shall consider and take action on the grievance within thirty business days. The action may include, but is not limited to:

- Dismissal of grievance
- Amend training content
- Correct instructor/staff member performance

All parties to the grievance shall be informed by read receipt email or other method which provides evidence of delivery of the committee's action.



Upon completion of the Southface grievance procedures, individuals maintain the right to submit a final appeal to the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Final grievance appeals can be submitted to GNPEC at:

Georgia Nonpublic Postsecondary Education Commission
2082 E Exchange Pl # 220, Tucker, GA 30084
(770) 414-3300
<https://gnpec.georgia.gov/student-complaints>

Refund Policy

Refund Policy: Cancellation requests submitted in writing to courses@southface.org within **three business days** of registration for training will receive a full refund. Cancellation requests submitted in writing after three business days of registration and at least **five business days before** the start of the class or training will receive a fifty percent refund. Cancellation requests received **less than five business days before** the start of the class will receive no refund.

Any extenuating circumstance (such as prolonged illness or death) that prevents a participant from attending a class or training should be submitted in writing to courses@southface.org. Southface reserves the right to review extenuating circumstances requests on a case-by-case basis and make refund decisions appropriately. Attendees should also refer to the replacement policy listed below.

Course Transfer Policy: Southface will permit students a **one-time only** class registration transfer without financial penalty. Transfers may only be made based on class dates, not class content. Any additional transfer thereafter will incur a transfer fee assessed at twenty-five percent of course tuition or \$65, whichever is less, per registration. Transfer offers expire six months from the start date of the course, and if no action is taken during this 6-month grace period, tuition payment will be forfeited. Transfer requests must be submitted in writing to courses@southface.org at least **five business days** before the start of the class. Transfer requests made within **five business days** of the class start should be avoided and can result in a forfeiture of tuition. Any extenuating circumstance (such as prolonged illness or death) that prevents a participant from attending a class or training should be submitted in writing to courses@southface.org. Southface reserves the right to review extenuating circumstances requests on a case-by-case basis and make transfer decisions appropriately. Attendees should also refer to the replacement policy listed below.

Replacement Participant Policy: Participants unable to attend a class may send a replacement participant. Replacement requests must be submitted in writing to courses@southface.org before 12:00pm the day prior to the class and include original participant name and contact information and replacement participant name and contact information. The replacement participant must meet the requirements for the class.

All requests: Please allow up to **five business days** for refund or transfer requests to be processed. Southface reserves the right to CANCEL and/or RESCHEDULE any training at any time. Should Southface cancel or re-schedule a course, it will make every attempt to do so no



less than seven days before the course start date. In the event Southface cancels a scheduled class or training, we will notify all registered participants immediately and provide either a full refund or free transfer.

Southface does not refund travel, lodging and/or meal expenses in the event of a class cancellation. Southface recommends booking refundable travel arrangements.

Attendance Policy

School records of attendance will reflect daily presence in class, absences, early departures and late arrivals. Students must attend a minimum threshold of a course’s scheduled hours or they will be considered in violation of the attendance policy. Students who are in violation of the policy will be placed on probation following the infraction of the policy. Students placed on probation are given the remainder of the class to correct the attendance infraction. If at the end of the class attendance does not improve, students may be subject to dismissal. Extenuating circumstances should be submitted in writing to courses@southface.org for review.

Required Attendance Thresholds:

Length of Training	Required Attendance Hours
One Day Training	100%
Two Day Training	90%
Three or More Day Training	80%

Please note the following:

- Attendance is taken daily and recorded. If a student’s absences approach 20 percent of the course length, the instructor issues that student a notice that he or she is in danger of violating the attendance policy.
- At the end of the class, if the student’s attendance has not improved, he or she will be subject to dismissal. The Director will make this decision. Students have a right to appeal.

The appeal must be submitted in written form within five days of notification and addressed to Southface, explaining the extenuating circumstances. The student is advised to provide supporting documentation and is advised that Southface may request specific documentation of the reason(s) stated in the student appeal. The decision will be made by the Director and will be final.

All classes approved for Veteran’s Administration (VA) Education benefits will have a minimum attendance requirement. Instructors will maintain attendance records and initiate action to terminate VA education benefits when student does not meet the minimum attendance requirement. Education benefits will be terminated effective the last day of attendance when student met minimum requirements.

Veterans should refer to **Appendix B: Veterans Attendance Policy** for additional information on attendance.

Academic Progress

In order to be making satisfactory academic progress toward a certificate, student must maintain specified grade averages on homework, quizzes and any field skills assessments and proceed through the program at a pace leading to completion in a specified time frame. Satisfactory academic progress will be evaluated at regular intervals during the program. Student must maintain an overall academic grade point average of 70 percent. If a student falls below either criterion listed above, the student is considered failing and is subject to termination. Students have the right to an appeal.

The appeal must be submitted in written form within five (5) days of notification and addressed to Southface explaining the extenuating circumstances. The student is advised to provide documentation and is advised that the school may request specific documentation of the reason(s) stated in the student appeal. The final decision is made by the Director.

Course Confirmation and Application

Upon successfully registering for a Southface course, students will receive a confirmation email containing relevant information prior class start. This email will contain a confirmation of registration, course information, Southface contact information, directions, student policies, and any additional information relevant to the registered course.

Depending on the course that was registered for, some students will also be provided with a link to an electronic Course Application form, which is to be completed prior to the start of class. The Course Application collects general demographic and contact information of a student and also allows the student to confirm prerequisites requirements are met. Once a student completes the Course Application, the Education Coordinator confirms if all prerequisites have been met. If all prerequisites are met then the student will be registered for the course. If all prerequisites are not met at the beginning of class, the student will need to complete an online or in-person tutorial.

Previous Education and Training

It is the policy of Southface to recognize nontraditional learning experiences and to award credit in all case where such credit is appropriate. All students, including military and former military personnel, are eligible for credit consideration based upon documentation of their previous learning experiences, knowledge, or certification. Requests for previous education and training credit should be submitted to courses@southface.org. This email should include relevant evidence of previous education and training, such as an attached transcript. Each request will be reviewed and determined by the Southface Education Team, who will provide determinations to the student prior to the start of the course.



All students—regardless of prior education, training or certification—are required to fulfill all requirements of the program in order to receive their Certificate of Completion.

Employment Assistance

Southface can assist students with placement and employment-related services upon request. Southface maintains relationships with employers across the greater-Georgia community and strives to connect them with qualified, work-ready job candidates. Additional employment services can include resume preparation, job interview guidance, hosting of career events and recommendations for additional trainings that can help advance a student's career.

Requests for employment assistance should be directed to courses@southface.org.

Grading System

Final grades for each course are recorded and preserved. Grades are earned and recorded as follows.

Standard of Progress

Standards of Progress are typically based upon attendance, with students receiving a Certificate of Completion upon completion of the course. Specific courses have additional requirements and may incorporate written and performance evaluations. See specific course descriptions at www.southface.org/education/our-courses.

Grades

An overall average of 70 percent is required to receive a Certificate of Completion

Pass	70–100%
Fail	69% and below

No grades of incomplete will be given. Any student who fails to follow the attendance policy will fail the course and will not receive their Certificate of Completion.

Students will be informed of their progress daily by the instructors. For classes that have written and performance evaluation requirements, students who comply with the Attendance Policy (above) and complete the class but do not achieve passing scores on evaluations will not receive a Certificate of Completion. However, these students will receive a Certificate of Attendance to document the instructional hours they received. Any student in good standing who did not successfully complete a course is permitted to re-enroll in the course at its next scheduled offering.

Final Grade Reports

Instructors are required to submit to the Director the final grade for each student. Instructor grade reports are the official record of student grades and are permanently filed at Southface.



Release of Student Information

Southface will not release information or records to unauthorized persons or agencies without the specific written permission of the student (and/or the student's guardian or parent if the student is a minor).

Conduct Policy

While in the classroom or during off-site training, students must conduct themselves appropriately at all times. Behavior that disrupts or interferes with the learning environment, such as using offensive language, causing disturbances, sleeping, and not using Southface equipment appropriately, will not be tolerated. Professional conduct and appropriate appearance and behavior are required of each student regardless of the situation. Students who cannot conduct themselves accordingly will be warned, suspended or dismissed.

Student Rights of Access

Records of students are the sole property of Southface and may not be removed from Southface premises. Students may review their records upon written request. Records will be made available in the office and may not be taken from premises.

Tuition & Fees

Tuition and fees are determined for each course individually and typically vary between \$175 for a one-day training to \$2,800 for a five-day training. The advertised course prices include all supplies and materials required for training. Southface reserves the right to adjust course prices as needed. See individual course descriptions at www.southface.org/education/our-courses/ for the tuition and exam costs for each course.

Transcripts

A complete set of student records including a transcript of grades is kept in a permanent file. One copy of the official transcript is provided to each student free of charge. There is a \$15.00 charge for extra official transcripts.

Course Completion and Program Requirements

To successfully complete a course, students must:

- a. Complete the course with satisfactory attendance
- b. Meet satisfactory academic progress
- c. Meet financial obligations to the school

A certificate is awarded upon program completion.



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Course Offerings

ASHRAE 62.2 Training

The one-day ASHRAE 62.2-2013 Ventilation for Existing Homes Training introduces participants to the concepts behind the development of the ASHRAE 62.2-2013 standard. Instruction will include classroom and hands-on demonstration. Students will learn the ventilation measures required by ASHRAE 62.2 when working with existing homes, the testing and verification requirements of the standard, ventilation strategies and installation techniques. In addition to classroom training, a hands-on module is included which allows students to take measurements on a training house and determine the ventilation requirements for that home. Students also receive instruction and practice using a fan flow meter to verify spot and whole-house ventilation airflows on various ventilation strategies, including exhaust, supply, and balanced systems.

Learn

After successful completion of this course, the participant will be able to perform comprehensive assessments of residential ventilation equipment per ASHRAE 62.2-2013 ventilation standards. This includes calculating whole-house ventilation requirements, evaluating local exhaust ventilation needs, and conducting air flow testing on common residential ventilation equipment.

Earn

- This training has been approved for 3.25 BPI and 0.8 ICC Continuing Education Units.

Training Includes

- Eight hours of classroom/lab training by certified BPI Professionals, conducted in a green building with daylighting;
- Interactive hands-on training in a weatherization training center containing demonstration equipment and two demonstration cabins;
- Fan flow testing with flow hood and exhaust fan flow meter equipment on various bath fan, kitchen range, and energy recovery ventilation equipment;
- Demonstrations on proper fan and duct installations

Prerequisites

- None

Registration

- Course Price: \$300 (Discounts for [Southface Members](#))
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

BPI Building Analyst Professional

The BPI Building Analyst Professional course is a comprehensive four-day training which covers many topics including: fundamentals of building science; home assessment; energy modeling and work scope development; and the use of diagnostic equipment including Blower Door, Duct Leakage Tester, Pressure Pan, Exhaust Fan Flow Meter and Combustion Safety Testing equipment. This training has been approved by BPI for 8 BPI Continuing Education Units.

This training prepares students to challenge the written and field examinations required to achieve the BPI Building Analyst Professional Certification. To achieve the BPI Building Analyst Professional Certification, a student must receive a passing score on both the written and field examinations. If you are interested in challenging the examinations, please contact courses@southface.org.

The Building Performance Institute (BPI) classifies the Building Analyst Professional Certification as a Skilled Building Performance Certification. This credential is intended for professionals with proven knowledge, skills and abilities to perform comprehensive whole-home assessments to optimize comfort, durability, and performance by identifying problems at the root cause and prescribing prioritized solutions based on building science.

BPI also offers Advanced Building Performance Certifications. Students with advanced skills and experience may wish to consider Southface's Home Energy Professional (HEP) certification training courses. Please note that BPI HEP certifications require proof of industry experience and approval from BPI prior to challenging the certification exams.

Please note that for this course, the costs of written and field exams are NOT included in the price and must be paid for and scheduled separately. This training has been approved for 8 BPI Continuing Education Units.

Learn

After successful completion of this course, the participant will be able to perform comprehensive whole-home energy assessments, employ advanced diagnostic testing techniques, evaluate building systems performance, diagnose problems, and provide cost-effective solutions that increase energy efficiency and improve the health and safety qualities of the home.

Training Includes

- Twenty-four hours of classroom/lab training by certified BPI Professionals
- Access to Math Basics and Building Science online learning modules
- Interactive hands-on activities in a weatherization training center containing demonstration equipment and two demonstration cabins
- Blower door testing
- Ventilation fan flow testing
- Pressure pan testing
- Combustion safety testing



Prerequisites

- Since this course covers a wealth of material in a limited time, we recommend that students familiarize themselves with basic mathematics and construction terminology prior to attending the training. Students should also possess basic mathematical and computer operation skills.
- Online Learning Modules: Basics of Building Science, Math Basics (access provided upon registration)

Registration

- **Course Price:** \$1,300 (Discounts for [Southface Members](#))
- **Course & Written Exam:** \$1,525
- **Course, Written & Field Exam:** \$1,925
- **Note:** Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

Additional Information

- Please note that the costs of written and field exams are NOT included in the tuition price for this course. If students register and pay for the exams, there will be an opportunity during the afternoon of day four to challenge one written exam of the student's choosing.
- Field exams are NOT included during the training and must be scheduled separately. A limited number of field exam sessions may be available the first day following the end of the course, pending the availability of field exam Proctors. Please contact courses@southface.org to confirm field exam scheduling and proctor availability.

BPI Healthy Home Evaluator

The BPI Healthy Home Evaluator Study Course prepares students to identify and evaluate health-related hazards in a client's home. This course provides opportunities for students to practice skills in interviewing residents, identifying hazards, conducting quantitative assessment, prioritizing hazards and selecting appropriate solutions to communicate to residents. Students will also learn how to protect themselves as they do home visits. This training prepares students to challenge the written examination required to earn the BPI Healthy Home Evaluator micro-credential.

Learn

Students will learn how to apply good practices in working with residents, identify housing-related health hazards, use tools to measure hazardous conditions, prioritize hazards, and identify and communicate solutions to residents.

Training Includes

- Twenty-one hours of classroom/lab training by certified BPI Professionals
- Interactive hands-on activities in a weatherization training center containing demonstration equipment and two demonstration cabins
- Site visit to a home to perform a healthy home assessment

Prerequisites

- Because this course covers a wealth of material in a limited time, we recommend that students familiarize themselves with basic mathematics and construction terminology prior to attending the training. Students should also possess basic mathematical and computer operation skills.
- Students must hold a BPI Building Analyst, Energy Auditor or Quality Control Inspector certification in order to challenge the Healthy Home Evaluator exam.

Registration

- Course Price: \$750
- Course & Written Exam: \$900
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

BPI Home Energy Professional Quality Control Inspector

The Home Energy Professional (HEP) Quality Control Inspector (QCI) course is a comprehensive, two-day training designed to prepare students to challenge the Written Exam for the HEP QCI Certification. This Certification is based on the QCI Job Task Analysis, an industry-led collaboration directed by the National Renewable Energy Laboratory (NREL) and the U.S. Department of Energy (DOE), which defines the knowledge, skills and abilities necessary to perform the job of a Quality Control Inspector working in the weatherization or home performance industries.

To achieve the QCI Certification, a student must receive a passing score on the Written Examination. Students seeking this Certification must meet additional prerequisites in order to qualify to challenge the exam (see Prerequisites section below) and must provide proof of approval from BPI in order to take the exam.

Please note that for this course, the cost of the Written Exams is NOT included in the price and must be paid for separately. This training has been approved for 4 BPI Continuing Education Units. Additional information regarding this and other Home Energy Professional Certifications may be found here: [Home Energy Professional Certifications](#).

Learn

After successful completion of this course, the participant will be able to conduct in-process and post-work quality assurance inspections, conduct diagnostic and health and safety tests, assess worker professionalism, verify compliance with common home performance and weatherization program requirements, and evaluate client satisfaction.

Earn

- Continuing Education Units (CEUs): BPI-4 hours
- Certificate of Completion: Upon successful completion of this training, students will receive a Southface Certificate of Completion
- Certification: BPI HEP Quality Control Inspector Micro-Credential (must meet prerequisites for professional experience and pass the BPI HEP Quality Control Inspector Written Exam)

Training Includes

- Sixteen (16) hours of classroom/lab training by Certified BPI Professionals
- Access to Math Basics and Basics of Building Science online learning modules
- Interactive hands-on activities in a weatherization training center containing demonstration equipment, combustion lab, and two fully interactive demonstration cabins
- Blower door & pressure differential diagnostic testing
- Duct pressurization & pressure pan testing
- Ventilation fan flow rate measurement
- Combustion safety testing (spillage, draft, CO, gas leaks)



Prerequisites

- In order to earn the BPI HEP Quality Control Inspector micro-credential, students must already possess an active BPI HEP Energy Auditor certification.
- Since this course covers a wealth of material in a limited time, it is strongly recommended that students possess a BPI Building Analyst Professional certification and/or have extensive related industry experience. Students should be competent in basic mathematics, construction terminology, and possess basic computer operation skills prior to attending this training.
- Online Learning Modules: Basics of Building Science, Math Basics (access provided upon registration)
- Students seeking the BPI HEP Quality Control Inspector Certification must meet specific work experience prerequisites. A detailed list of prerequisites can be found here: [BPI Prerequisites](#)
- Students seeking the BPI HEP Quality Control Inspector Certification must apply directly with BPI and receive approval to challenge the exams. The BPI Approval Letter must be provided to Southface prior to challenging any exams. The application and instructions for applying may be found here: [BPI Quality Control Inspector Application](#)

Registration

- Course Price: \$600 (Discounts for [Southface Members](#))
- Course & Written Exam: \$825
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

Additional Information

- Program URL: www.bpi.org
- Please note that the cost of Written Exam is NOT included in the tuition price for this course. If students pay for, and are approved to challenge the exam, there will be an opportunity during the afternoon of day-2 to challenge the HEP QCI Certification Written Exam.
- NREL Job Task Analysis for Quality Control Inspector: [NREL Job Task Analysis for QCI](#)
- BPI Certifications: [BPI Certifications](#)
- BPI Home Energy Professional Quality Control Inspector Certification prerequisites: [BPI Quality Control Inspector Prerequisites](#)
- Application and Instructions for BPI Home Energy Professional Quality Control Inspector Certification: [BPI Quality Control Inspector Application and Instructions](#)

BPI Combustion Safety Training

This course introduces participants to the components of safe combustion and combustion safety testing and inspection techniques for residential combustion appliances. The course utilizes nationally recognized procedures developed by the Building Performance Institute (BPI).

Participants will learn how to evaluate and perform diagnostic testing on common combustion appliances found in homes.

Learn

- Understand why combustion safety is integral to home performance efforts;
- Identify the components and processes of combustion;
- Correctly perform a combustion safety assessment;
- Interpret the results of combustion safety tests in order to diagnose potential problems;
- Identify the common solutions for creating a safe environment for combustion appliances to operate.

Earn

- Continuing Education Units (CEUs): 3.5 BPI, 0.7 ICC

Training Includes

- Eight hours of classroom/lab training by certified BPI Professionals;
- Training is conducted in a green building with day lighting
- Interactive hands-on activities in a weatherization training center containing demonstration equipment and two demonstration cabins
- Combustion safety testing (spillage, draft, CO, gas leaks)

Prerequisites

- [Southface YouTube Combustion Safety Video](#)

Registration

- Course Price: \$300 (Discounts for [Southface Members](#))
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.



Duct and Envelope Tightness (DET) Verification

This two-day course is designed to introduce the skills necessary to become a Duct and Envelope Tightness (DET) Verifier, certified to perform the diagnostic testing required for new homes by the 2009 and 2012 IECC amendments.

Learn

After successful completion of this course, the participant will be able to test the leakage of a building envelope and duct system, and evaluate the results as measured against Georgia code requirements. Specific topics include:

- Protocols for blower door and duct leakage testing
- Calculations for ACH50 and percent duct leakage
- Tips for successfully completing the written and in-field DET Verifier certification exams
- This course also prepares participants to successfully challenge the Building Performance Institute (BPI) Infiltration and Duct Leakage (IDL) certification field exam (available separately). NOTE: The BPI IDL exam and BPI IDL certification are NOT required to become a certified DET Verifier. Click [here](#) to view BPI's website for more information about BPI IDL certification. Click [here](#) to learn more about scheduling BPI exams at Southface.

Earn

- Continuing Education Units (CEUs): AIA 16-LU, BPI 8-units, ICC 1.4-CEUs
- Certifications: Duct and Envelope Tightness Verifier. To achieve designation as a DET Verifier, a student must receive a passing score on both exams (included in tuition costs).

Training Includes

- DET training workbook
- Written DET Verifier exam
- In-field DET Verifier exam
- RECA Guide
- Certificate of course completion

Prerequisites

- Southface Online Module: Math Basics for DET Verifiers module (access provided upon registration)

Registration

- Course Price: \$475 (Discounts for [Southface Members](#))
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

Additional Information:

- Students must bring a calculator for the field and written exam.

EarthCraft Builder

Builder trainings provide a comprehensive overview of best practices for sustainable construction and design and explore the ways the EarthCraft program can help you get started in the green building sector. Learn cost-effective ways to improve the energy efficiency, indoor air quality, comfort and durability of homes, enhancing overall client appeal.

Learn

After successful completion of this course, the participant will have the knowledge and skills to successfully build, certify and market EarthCraft homes.

- Building science basics
- EarthCraft program fundamentals
- The EarthCraft certification process
- Strategies for marketing EarthCraft projects
- Green building incentive programs

Earn

- Continuing Education Units (CEUs): AIA – 7 LU, CSI – .8 CEUs, GBCI – 8 hours, The Housing Institute CPHB program – 6 hours, BPI – 3.5 hours, RESNET – 6.5 hours, ICC – 0.7 CEUs. The course is also approved under the rules of the Georgia State Licensing Board for Residential and General Contractors for 6 continuing education hours.
- Certifications: Upon completion of the course, qualifying builders will be prepared and eligible to sit for a 50-question EarthCraft Builder exam, register and join the EarthCraft House program, and begin the process of certifying his/her first EarthCraft House.

Training Includes

- Printed binder with course materials
- Copy of EarthCraft Technical Guidelines

Prerequisites

- Southface Online Module: Basics of Building Science (access provided upon registration)

Registration

- Course Price: \$200 (Discounts for HBA and [Southface Members](#))
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and HBA & [Membership discounts](#) or contact courses@southface.org.

Fundamentals of Building Science Training

This course is designed to provide participants with a practical knowledge of basic building science principles. Students are introduced to the "house as a system" model for assessing and improving building performance, as well as the fundamentals of heat, air, and moisture flow as it relates to buildings.

If you're new to the industry or a homeowner that wants to understand how to optimize your energy savings, this training will teach you what to look for. Learn about the science behind high performance buildings and how they apply to your home.

Learn

- Recognize the basic principles of building science as they relate to heat, air, and moisture movement in a building
- Examine the multiple components of the building envelope and how they interact with each other to produce an efficient system
- Recognize the potential for interaction among building components and mechanical systems
- Understand how energy efficiency improvements affect indoor air quality in homes and how improving your home's efficiency can improve your health

Earn

- Continuing Education Units (CEUs): 8 AIA LU, 3.5 BPI CEUs, 0.8 ICC CEUs

Training Includes

- 8 hours of classroom/lab training (9am-5pm) by certified BPI Professionals
- Training is conducted in a green building with day lighting
- Interactive hands-on activities in a weatherization training center containing demonstration equipment and two demonstration cabins
- Blower door, pressure pan & pressure differential diagnostic testing

Registration

- Course Price: \$300 (Discounts for [Southface Members](#))
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

Green Infrastructure Low Impact Development Training: For Contractors, Home Builders and Developers

Many communities experience challenges with urban flooding and stormwater management. For years, cities have been designed to act as funnels to convey water quickly, which causes downstream pollution and long-term health and safety concerns. However, these cities are revising their stormwater management guidelines to directly address these issues. These updates outline a set of best management practices for more flexibility, referred to as Green Infrastructure (GI). GI is a cost-effective approach to managing stormwater runoff by treating it as a resource rather than a disturbance, and can include developing bioretention areas, enhanced swales, permeable pavers and pervious concrete that slow down the flow of stormwater and allow it to be more successfully infiltrated into the ground. GI must be designed, installed and maintained correctly to avoid repairs or reinstallation.

Southface is offering this training in the new GI Stormwater protocols to help you avoid any installation missteps as you expand your business offerings. Our training is a one-day event for builders, contractors and developers who are seeking to comply with the recent updates to the Georgia Stormwater Management Manual which many cities throughout the state have adopted.

Learning Objectives

- Upon completion of this training, trainees will be able to:
- Implement correct construction sequencing protocol for Best Management Practices (BMPs).
- Read and interpret a landscape plan for BMPs.
- Interpret a topographic map and perform slope calculations in order to understand the effects of grading and drainage on BMPs.
- Identify soil mixtures for BMPs and calculate soil and material volumes.
- Identify and select appropriate plants for BMPs based upon habitat, region and compatibility.
- Identify common problems within BMPs.
- Successfully install and establish new BMPs.

Training Includes

- Six hours of classroom training
- Two hours of hands-on training (in select areas)
- Interactive hands-on installation of a Bioretention Area on a site which includes various types of Green Infrastructure Best Management Practices to be viewed (in select areas)
- Interactive student participation practicing the following skills: training, effective listening, communication, problem solving, construction scheduling, tracking and maintenance and quality control.



Prerequisites

Since this course covers a wealth of specific material in a limited time, it is assumed that prior to attending the class, students will already possess knowledge and skills related to construction and landscaping. Students should also be competent in basic mathematics and construction terminology. The intended audience includes, but is not limited to:

- Contractors
- Home builders
- Developers
- Landscapers
- Property owners
- Municipal and County Personnel
- Professionals with Licensure

Course Materials

An introductory webinar is available below. If you use any content from this presentation, please credit Southface.

[Webinar: Green Infrastructure & Low-Impact Development](#)

Earn

- 6 Continuing Education Units (CEUs) provided by Greater Atlanta Home Builders Association.
- Up to 6 CEUs provided through the Home Builders Association of Greater Savannah.
- Other CEUs will be self-reported – attendees will receive a certificate after the training that states how many CEUs the class qualifies for. Attendees will use the certificate to report to respective boards.

Green Infrastructure Low-Impact Development (GI/LID) Training: Operations and Maintenance

Many communities experience challenges with urban flooding and stormwater management. For years, cities have been designed to act as funnels to convey water quickly, which causes downstream pollution and long-term health and safety concerns. However, these cities are revising their stormwater management guidelines to directly address these issues. These updates outline a set of best management practices for more flexibility, referred to as Green Infrastructure (GI). GI is a cost-effective approach to managing stormwater runoff by treating it as a resource rather than a disturbance, and can include developing bioretention areas, enhanced swales, permeable pavers and pervious concrete that slow down the flow of stormwater and allow it to be more successfully infiltrated into the ground. GI must be designed, installed and maintained correctly to avoid repairs or reinstallation.

Southface is offering this Operations and Maintenance training as the next in series of our [Green Infrastructure Resilience Institute \(GRI\) trainings](#). One of the barriers to long-term GI/LID is a lack of knowledge about how to ensure that GI structures function well for years to come. This course will help students know how to identify and solve issues surrounding poor maintenance of GI practices as well as to avoid GI failures entirely.

Learning Objectives

Upon completion of this training, trainees will be able to:

- Identify maintenance requirements of green infrastructure Best Management Practices (BMPs).
- Identify common problems and solutions for BMPs.
- Identify materials, supplies, equipment and personnel needs and costs for maintaining BMPs.
- Demonstrate an understanding of how to implement a landscape maintenance plan.
- Evaluate plant performance and how to enhance or replace plants that are succeeding or failing.

Training Includes

- Six hours of classroom training.
- Interactive student participation, practicing the following skills: training, effective listening, communication, problem solving, construction scheduling, tracking and maintenance and quality control.

Prerequisites

Since this course covers a wealth of specific material in a limited time, it is assumed that, prior to attending the class, students will already possess knowledge and skills related to construction and landscaping. Students should also be competent in basic mathematics and construction terminology. The intended audience includes, but is not limited to:

- Contractors



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- Home builders
- Developers
- Landscapers
- Landscape maintenance crews
- Government public works crews
- Property owners
- Building managers
- Municipal and county personnel
- Professionals with licensure

Earn

Continuing Education Units (CEUs) will be self-reported. Attendees will receive a certificate upon completion of the training that states how many CEUs the class qualifies for. Attendees will use the certificate to report to respective boards.

Home Energy Professional - Crew Leader

The Home Energy Professional (HEP) Crew Leader course is a comprehensive, five-day training designed to prepare students to take the written and practical exams for the HEP Crew Leader Certification. This certification is based on the Crew Leader Job Task Analysis, an industry-led collaboration directed by the National Renewable Energy Laboratory (NREL) and the U.S. Department of Energy (DOE), which defines the knowledge, skills and abilities necessary to perform the job of a crew leader working in the weatherization or home performance industries.

To achieve the Crew Leader Certification, a student must receive a passing score on three exams: a written exam, a field exam and a multiple choice exam covering practical field components. Students seeking this certification must meet additional prerequisites in order to qualify to take the exams (see Prerequisites section below) and must provide proof of approval from BPI in order to take the exams. Please note that, for this course, the cost of the exams is NOT included in the price and must be paid for and scheduled separately. This training has been approved for 14 BPI Continuing Education Units (CEUs). Additional information regarding this and other HEP certifications may be found here: <http://www.bpi.org/certified-professionals>.

Learn

This course includes both classroom and lab/field instruction. Major topics covered during the training include: responsibilities of a crew leader; communication skills and professionalism; adult learning principles for effective crew training/management; leadership and problem solving skills; time management and scheduling; identification of worker/client safety hazards, such as mold, lead, asbestos and electrical hazards, and proper use of personal protective equipment (PPE); understanding local building/safety codes and program rules; equipment tracking and maintenance; materials tracking and warehousing; quality control and diagnostic testing review; pre-job planning and generating work orders.

Earn

- Continuing Education Units (CEUs): BPI, 8 hours
- Certification: BPI HEP Crew Leader (must meet prerequisites for professional experience and pass the BPI Crew Leader written, field and multiple choice practical exams)

This Training Includes

- Thirty-two hours of classroom/lab/hands-on training by certified BPI professionals
- Access to Southface's Math Basics and Basics of Building Science online learning modules.
- Interactive hands-on activities in a weatherization training center containing demonstration equipment, combustion lab, and two fully interactive demonstration cabins.
- Interactive student participation practicing the following skills: training/mentoring, effective listening, communication, mentoring, problem



solving, basic air-sealing and containment, scheduling, tracking and maintenance, work order generation, and quality control.

Prerequisites

- Since this course covers a wealth of specific material in a limited time it is assumed that prior to attending the class, students will already possess knowledge and skills related to building science, air-sealing and diagnostic testing. ***Therefore, it is strongly recommended that students possess a BPI Building Analyst Professional Certification and/or have extensive related industry experience.*** Students should also be competent in basic mathematics, construction terminology and possess basic computer operation skills prior to attending this training
- Southface Online Module: Basics of Building Science, Math Basics (access provided upon registration)
- Students seeking the BPI HEP Crew Leader Certification must meet specific work experience criteria as specified by BPI. A detailed list of BPI prerequisites can be found [here](#).
- Students seeking the BPI HEP Crew Leader Certification must apply directly with BPI and receive approval to take the exams. The BPI approval letter must be provided to Southface prior to taking any exams. The application and instructions for applying may be found [here](#).

Registration

- Course Price: \$1,700.00
 - HEP Crew Leader Written Exam & Multiple Choice Practical Exam: \$400.00
 - HEP Crew Leader Field Exam: \$700.00
 - To register, pay for and/or schedule a one-off written and/or field exam to be taken independently of the training course, please contact courses@southface.org.

Additional Information

- The cost of written, field and multiple choice practical exams is NOT included in the tuition price for this course. If students pay for and are approved to take the exams, there will be an opportunity during the afternoon of Day 5 to take both the HEP Crew Leader Certification written exam and multiple choice practical exam
- NREL Job Task Analysis for Crew Leader can be found [here](#).
- BPI Home Energy Professional Certifications can be found [here](#).

Home Energy Professional Energy Auditor

The Home Energy Professional Energy Auditor is a comprehensive five-day training which covers many topics including fundamentals of building science, home assessment, energy modeling and work scope development, and the use of diagnostic equipment including Blower Door, Duct



Leakage Tester, Pressure Pan, Exhaust Fan Flow Meter and Combustion Safety Testing equipment.

This training prepares students to challenge the written and field examinations required to achieve the BPI Home Energy Professional Energy Auditor Certification. To achieve the BPI Home Energy Professional Energy Auditor Certification, a student must receive a passing score on both the written and field examinations. Students seeking this Certification must meet additional prerequisites in order to qualify to challenge the exams (see Prerequisites section below) and must provide proof of approval from BPI in order to take the exams.

The Home Energy Professional Energy Auditor Certification is based on the Energy Auditor Job Task Analysis, an industry-led collaboration directed by the National Renewable Energy Laboratory (NREL) and the U.S. Department of Energy (DOE), which defines the knowledge, skills and abilities necessary to perform the job of an Energy Auditor working in the weatherization or home performance industries.

Please note that for this course, the cost of each written and field exams is NOT included in the price and must be paid for and scheduled separately. This training has been approved for 8 BPI Continuing Education Units. Additional information regarding this and other Home Energy Professional Certifications may be found here: [Home Energy Professional Certifications](#).

Learn

After successful completion of this course, the participant will be able to perform comprehensive whole-home energy assessments, employ advanced diagnostic testing techniques, evaluate building systems performance, diagnose problems, and provide cost-effective solutions that increase energy efficiency and improve the health and safety qualities of the home.

Earn

- Continuing Education Units (CEUs): BPI, 8 hours
- Certifications: BPI Building Analyst Professional (must pass the Building Analyst Professional written and field exams), BPI Envelope Professional (must pass the Envelope Professional written and field exams), and Home Energy Professional Energy Auditor (must pass the Home Energy Professional Energy Auditor written and field exams).

Training Includes

- Thirty-two hours of classroom/lab training by certified BPI Professionals, conducted in a green building with day lighting
- Access to Southface's Math Basics and Building Science online learning modules
- Interactive hands-on activities in a weatherization training center containing demonstration equipment and two demonstration cabins
- Blower door & pressure differential diagnostic testing
- Duct pressurization & pressure pan testing
- Ventilation fan flow rate measurement
- Combustion safety testing (spillage, draft, CO, gas leaks)



Prerequisites

- Since this course covers a wealth of material in a limited time, we recommend that students familiarize themselves with basic mathematics and construction terminology prior to attending the training. Students should also possess basic mathematical and computer operation skills.
- Online Learning Modules: Basics of Building Science, Math Basics (access provided upon registration)
- Students seeking the BPI HEP Energy Auditor Certification must meet specific work experience prerequisites. A detailed list of prerequisites can be found [here](#).
- Students seeking the BPI HEP Energy Auditor Certification must apply directly with BPI and receive approval to challenge the exams. The BPI Approval Letter must be provided to Southface prior to challenging any exams. The application and instructions for applying may be found [here](#).

Registration

- Course Price: \$1,500 (Discounts for [Southface Members](#))
- Course & Written Exam: \$1,725
- Course, Written & Field Exams for BA/EP: \$2,125
- Course, Written & Field Exams for EA: \$2,325
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

Additional Information

- Please note that the cost of Written and Field Exams is NOT included in the tuition price for this course. If students pay for, and are approved to challenge the exams, there will be an opportunity during the afternoon of day-5 to challenge the written exam.
- NREL Job Task Analysis for Energy Auditor: [NREL Job Task Analysis for Energy Auditor](#)
- BPI Certifications: [BPI Certifications](#)
- BPI Home Energy Professional Energy Auditor Certification prerequisites: [BPI Prerequisites for the HEP Energy Auditor Certification](#)
- Application and Instructions for BPI Home Energy Professional Energy Auditor Certification: [Energy Auditor Application](#)

Home Energy Rating System (HERS) Rater

Completing this two-part course is the necessary step toward becoming a Certified Home Energy Rater authorized to administer the Home Energy Rating System (HERS) developed by the Residential Energy Services Network (RESNET). As a Certified Home Energy Rater, you will be able to produce energy rating reports that will help homebuyers and homeowners qualify for financing incentives through a variety of private and government loan programs. Raters provide the documentation for home builders to receive credit for beyond-code construction, and with more modern energy codes, raters can help builders demonstrate compliance via the Energy Rating Index (ERI) pathway.

By applying a building science-based knowledge with industry approved energy modeling software and enhanced diagnostic tools, **Certified HERS Rater** is one of the highest residential energy credentials an individual can earn. Home Energy Ratings can be performed on both new and existing homes and are utilized by numerous energy and green building certification programs including ENERGY STAR, EarthCraft House, LEED for Homes and National Green Building Standard, as well as many utility rebate programs and energy code compliance efforts.

This training complies with RESNET's Mortgage Industry National Home Energy Rating System Accreditation Standard, which has been adopted by Fannie Mae, Freddie Mac and the National Association of State Energy Officials. For more information about the Home Energy Rating industry, visit www.resnet.us.

Class Structure

- HERS Part 1 (Core Training): Five days of training.
- INTERIM Period of approximately two weeks between sessions. Students to practice using online energy rating simulator
- HERS Part 2 (Evaluation): Two days of review, hands-on learning, and examinations.
- For a detailed agenda, please contact courses@southface.org.

Training Includes

- A copy of *Residential Energy* by John Krigger and Chris Dorsi
- The *Southface HERS Rater Manual* with copies of all slides used during the training
- One practice and one actual rating of a real home included as part of the training with software feedback
- Two official simulated ratings as part of the RESNET evaluation process
- Combustion safety training including hands-on components and two required exams (one via simulation, other is Scope of Work 25 question exam)
- Forty hours of classroom training in a green training facility with natural daylighting
- Hands-on training for blower door and duct leakage testing with equipment - plus oral exam on proper usage
- Practice take-home and in-class problems to demonstrate concept clarity and test preparation



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- Electronic course content with additional support materials, including example Southface Energy Rated Homes (SERH) Field Takeoff Form
- Access to accredited HERS Rating software
- Resources on the latest energy finance and incentive programs that involve HERS raters in their process
- Healthy lunches and afternoon snacks
- Certificate of course completion
- Southface post-course follow-up and technical assistance

There are multiple examinations that must be completed as part of the course. These include four mandatory RESNET online exams, software practice files, actual rating of existing home (including field take-offs + software entry), oral exam to demonstrate competency with equipment setup, operation and calculations for blower door and duct leakage testing and combustion safety diagnostic equipment usage.

The Southface HERS training includes the following RESNET charges for the four required exams.

- Combustion Safety Scope of Work (SOW) 25 Question online exam - \$50
- Combustion Safety Simulation \$200
- HERS Core 50 Question online exam - \$100
- HERS Rating Simulator (2 houses) exam - \$200

Registration Information

- Entire seven-day Training Course Price: \$2,295 + \$550 RESNET test fees (\$100 discount will be applied for [Southface Members](#))
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.
- New HERS Rater students and HERS Rating Field Inspector (RFI) students – This course is focused on HERS Rater training, but HERS Rating Field Inspectors (RFI's) can be accommodated in this HERS Training. For RFI's, the content and evaluations are similar but the software portion is not required. Please contact courses@southface.org for additional information.
- This course is held at the Southface Southeast Weatherization and Energy Efficiency Training (SWEET) Center. This training and testing facility features multiple operational combustion appliances, a life-size "House of Pressure" demonstration mock-up, two testing and training cabins, plus all required hands-on test equipment and computer simulation tools.

Prerequisites

- No previous training or skills are required to attend the Home Energy Rating System (HERS) training; however, a background in residential design, construction, inspection, HVAC or insulation/weatherization is useful. In addition,
 - Students are expected to become familiar with basic construction terminology and with blower door and duct leakage testing equipment operation and combustion analysis tools (taught as part of class).



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- Students are expected to complete pre-course modules on building science and basic math and geometry skills before attending this class. Links will be provided upon registration.
- For the written/electronic exams and rating software, students will need a laptop computer with a Microsoft Windows® operating system and internet access capability. If needed, Southface can provide a laptop during the class at no additional cost.
- Passing the HERS Training class entails successfully completing the four RESNET exams, successfully submitting a software file of an actual rated home, passing the oral/field exam on use of the blower door and duct testing equipment and demonstrating capability with combustion safety tools.



Lead Safety for Renovation, Repair and Painting (RRP) – Initial

As of April 22, 2008, the EPA requires the use of lead-safe practices to prevent lead poisoning. Beginning in April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Lead-based paint is a hazardous substance that is harmful to children ages 6 and under, pregnant woman and employees working on pre-1978 houses.

This one-day class on lead paint safety for Renovation, Repair and Painting (RRP) is the Initial Renovator Course. The class is taught by Southface, an Environmental Protection Agency (EPA) and State of Georgia EPD accredited RRP training provider.

Learn

- Attendees learn how to properly work within the RRP Rule on pre-1978 housing and child occupied facilities that have tested positive for lead based paint.

Earn

- By passing the 25-question multiple choice test, attendees will be given a certificate of completion that is required when applying to conduct business in the State of Georgia.

Training includes

- Eight classroom modules
- Training materials and exam
- Hands-on skills assessment
- Review of the RRP rule
- 25-question multiple choice test
- Certificate of course completion

Prerequisites

- Some residential construction background is strongly recommended.

Registration

- Course Price: \$265 (Discounts for [Southface Members](#))
- Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.



Lead Safety for Renovation, Repair and Painting (RRP) - Refresher

If you're a contractor that took the RRP Initial course then you will need to come back before your three year anniversary to take the half-day RRP Refresher course. In other words, if you took the RRP initial class on January 15th, 2011, then you will need to take the Refresher class before Jan. 15th, 2014 for your re-certification. **IMPORTANT:** If your certification lapses beyond your three year anniversary, you will need to re-take the eight-hour Initial Certification class.

This refresher training course was developed by the EPA, in collaboration with the U.S. Department of Housing and Urban Development (HUD), to train renovation, repair, and painting contractors how to work safely in housing with lead-based paint and comply with EPA's Renovation, Repair, and Painting (RRP) Rule, and HUD's Lead Safe Housing Rule. Below is a link where you can register for the refresher renovator model training course.

Learn

Attendees learn how to properly work within the RRP Rule on pre-1978 housing and child occupied facilities that have tested positive for lead based paint.

Earn

- By passing the 25-question multiple choice test, attendees will be given a new certificate of completion that is required when applying to conduct business in the State of Georgia.

Training includes

- Seven classroom modules
- Training materials and exam
- Hands-on skills assessment
- Review of the RRP rule
- 25-question multiple choice test
- Certificate of course completion

Prerequisites

- You must provide proof of your initial certification by bringing your RRP Initial Certification Certificate with you for proof that you completed the full eight-hour course. (Initial certification of Southface trained students are held on file. Please contact courses@southface.org to verify.) Some residential construction background is strongly recommended.

Registration

- Course Price: \$135 (*Discounts for [Southface Members](#)*)
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.



LEED® Green Associate Test Prep Training

This one-day workshop introduces students to the LEED rating systems and core concepts of green building while preparing students for success on the LEED Green Associate Exam.

Throughout the workshop students will gain an understanding of the core concepts and principles of green building and sustainable design. Student learning will be reinforced through group exercises, sample exam questions and strategies for passing the exam. The LEED Green Associate is a stand-alone credential; it can also serve as the entry point to becoming a LEED Accredited Professional (LEED AP).

Earn

- Continuing Education Units (CEUs): AIA for 8-LU/HSW.

Registration

- Course Price: \$299 (Discounts for [Southface Members](#))
- Note: Refer to [Course Calendar](#) listing for specific dates, times, locations, pricing and [membership discounts](#) or contact courses@southface.org.

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- EarthCraft Instructor
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- NGBS Green Verifier


David Pedrick
Senior Technical Project Manager

- HERS Rater Instructor
- HERS QAD
- Level 1A GA Soil & Water Conservation


Chris North
Technical Project Manager

- HERS Rater
- LEED Green Rater
- DET Verifier
- BPI Building Analyst


Justin Haight
Program Manager

- Workforce Development



Appendix A: Grievance Recordal Form

A grievance is defined as a student’s written expression of dissatisfaction concerning a particular training’s content or an action or performance of a Southface instructor/staff member. Grievances may only involve issues directly affecting the student and may not be brought on behalf of another student. This form shall document the entire Grievance process and all documents and discussions in regard to this grievance, presently and in the future, shall be held in the strictest of confidence to protect the Organization, Employee and Complainant.

The following is to be completed by complainant.

To: *(Recipient of Form)* _____

Name of Complainant: _____

Complainant Address: _____

Complainant Phone: _____

Complainant Email: _____

Name of Training: _____

Name of Instructor: _____

Date of Alleged Violation: _____

Please provide a detailed description of the “Alleged Violation” and attach any relevant documentation directly to this form. Please be clear and concise in your explanation of the alleged violation, reason you are filing this grievance and the actions you feel necessary in order to resolve this grievance.

COMPLAINANT’S SIGNATURE **DATE**

GRIEVANCE RECIPIENT SIGNATURE **DATE**

Once complete, the Grievance Recipient will forward this form and all attached documentation to the relevant Southface Director. The Director shall appoint a committee to consider the documentation and make a decision whether to proceed or dismiss the grievance.



FIRST STEP – GRIEVANCE REVIEW: Director / Grievance Committee

Initial Comments or Additional Information (*Southface Director*):

Grievance Committee (*Appointed by Southface Director*):

Date of Committee Meeting:

OUTCOME:

Proceed with Grievance

Dismissal of Grievance

Result of Grievance: Outcome Narrative (*Please document the outcome of the Grievance Review below. Please do not include minutes of the Committee Meeting or any information that would be a violation of confidentiality of the Organization, Complainant and/or Employee. Attach additional sheets if necessary*)

Accepted by Complainant

Not Accepted by Complainant

SIGNED:

COMPLAINANT

DATE

DIRECTOR

DATE

WITNESS

DATE

The outcome of the Grievance Review, whether to “Dismiss / Proceed,” with the Grievance must be “Accepted / Not Accepted” by the complainant. This form must be signed by the Director, Complainant and a neutral Witness.

If the decision is made to “Proceed” with the Grievance and “Accepted or Not Accepted” by the Complainant, please proceed to Second Step;

If the decision is made to “Dismiss” the Grievance, and “Accepted” by the Complainant, this concludes the Grievance process and all action documented above must be taken;

If the grievance is “Not Accepted” by the complainant, please proceed to Second Step.



SECOND STEP: MANAGEMENT / EMPLOYEE REVIEW – Chief Operating Officer

Initial Comments or Additional Information (*Chief Operating Officer*):

Additional Management in Attendance (*If necessary*)

Date of Meeting:

OUTCOME:

Accepted by Employee

Not Accepted by Employee

Result of Review – Action Taken: (*Please document the outcome of the Management /Employee Review below and the steps necessary to resolve the grievance. Please do not include any notes or minutes from the Employee Review or any information that would be a violation of confidentiality of the Organization, Complainant and/or Employee. Attach additional sheets if necessary.*)

SIGNED:

EMPLOYEE

DATE

CHIEF OPERATING OFFICER

DATE

The outcome and action to be taken from of the Management / Employee Review, must be “Accepted / Not Accepted” by the employee and signed by the Employee and Chief Operating Officer. Action taken is then presented to the Complainant to be “Accepted / Not Accepted.”

Accepted by Complainant

Not Accepted by Complainant

COMPLAINANT

DATE

If grievance is accepted by the Employee and Complainant all action must be taken as indicated in the above narrative. If grievance is “Not Accepted” by either the Employee or Complainant, proceed to Third Step.

THIRD STEP - EXECUTIVE LEVEL, FINAL REVIEW: Director



2019 Student Catalog & Policy Manual

Initial Comments or Additional Information (Director):

The Director may elect to resolve Grievance at Management level, present grievance to Board of Directors or appoint a Committee from the Board of Directors for review of Grievance.

All in Attendance (If necessary)

Date of Meeting:

Result of Final Review – Final Action Taken: *(Please document the outcome at the Executive Level and the final steps necessary to resolve the grievance. Please do not include any notes or minutes or any information that would be a violation of confidentiality of the Organization, Complainant and/or Employee. Attach additional sheets if necessary.)*

Accepted by Employee

Accepted by Complainant

Not Accepted by Employee

Not Accepted by Complainant

SIGNED:

EMPLOYEE

DATE

COMPLAINANT

DATE

DIRECTOR

DATE

The outcome and action to be taken from of the Executive Level, must be “Accepted / Not Accepted” by the employee and complainant and signed by the Director, Complainant and Employee and all action must be taken as indicated in the above narrative. If grievance is “Not Accepted” by either the Employee or Complainant, it shall be documented as such, and the action listed in the above narrative will be the final action taken on this grievance. Please attach all relevant documentation, notes and minutes of meetings and file in a secure location. This concludes the Grievance process.

The content of this form is private and confidential.

Appendix B: Veterans Attendance Policy

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

- ◆ Is considered reasonable additional criteria
- ◆ Will become a part of 3676 approvals (if institution’s existing attendance policy is more restrictive, then that policy will be used),
- ◆ Will be listed as an addendum to the institution’s catalog, bulletin, or handbook:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty percent of class contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (used VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran’s immediate family.
- Emergency financial obligations or change of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published “Leave of Absence Policy” should discontinue VA educational benefits (use VAF 22-1999b) while that student is on “official leave of absence.”

Signature of Certifying Official

Date