

Workforce Development Reimbursement in the New Construction Program

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1. What is Workforce Development reimbursement?

Workforce Development reimbursement helps people get the technical training needed to work in energy efficiency-related positions.

The goal of the reimbursement is to provide financial support for technical training leading to a certification that will support the design and/or installation of measures or certifications required for projects within the New Construction Program.

2. Who is eligible?

If you meet any of these criteria, you're eligible for Workforce Development reimbursement.

- You live in the State of New Jersey; **OR**
- Your principal place of work is in New Jersey; **OR**
- You have another connection to New Jersey, such as being a New Jersey college or university student. This would have to be approved by the Program Manager and Board of Public Utilities staff, and proof of eligibility is required when you apply.

3. What does Workforce Development Reimbursement offer?

Applicants are eligible for a \$2,000 per person per course reimbursement, up to 100% of the total costs for the successful completion of a pre-approved training leading to a certification.

You can take two classes per fiscal year July 1 through June 30.

Questions?

Email Workforce@NJCleanEnergy.com

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Keep in mind...

- You need to apply **BEFORE** you enroll in any training program. This will confirm eligibility for reimbursement.
- You must successfully complete the training to receive reimbursement. Successful completion means that you've passed the final examination or received the certification.

4. What kind of certifications are available?

There are several opportunities available. The list here offers links for you to learn more about each one.

Association of Energy Engineers (AEE)	Certified Building Commissioning Professional (CBCP)
American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)	Building Energy Modeling Professional (BEMP)
ENERGY STAR®	New Homes or MFNC Rater Certification
International Ground Source Heat Pump Association (IGSHPA)	Accredited Installer
	Certified GeoExchange Designer
Leadership in Energy and Environmental Design (LEED)	Accredited Professional Building Design + Construction (LEED AP BD+C)
	Accredited Professional Interior Design + Construction (LEED AP ID+C)
	Green Associate
Passive House Institute (PHI)	Certified Passive House Designer
	Certified Passive House Tradesperson
Passive House Institute US (PHIUS)	Certified Builder (CPHB)
	Certified Consultant (CPHC)
	Certified Rater
	Certified Verifier
Residential Energy Services Network (RESNET)	RESNET HERS Modeler
	RESNET HERS Rater
	RESNET HERS Rating Field Inspector (RFI)

5. How do I get my reimbursement?

There are a few steps to follow to be sure everything goes smoothly.

1. **Before** you register for any training, you must apply and receive approval. This will confirm eligibility for reimbursement.

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2. Once you receive your approval, register and pay for your training.
3. Attend all your required classes and pass your final exam.
4. Submit proof that you have attended all required classes and passed your final exam and/or received your certification. Submit receipts showing the total amount that you're asking to be reimbursed. Receipts must match the pre-approved amount requested.
5. In 6 – 8 weeks, you'll receive your reimbursement, up to \$2,000 or 100% of the cost of the training, whichever is less.

Workforce Development reimbursement covers the cost of training and examinations for certifications. Any fees from a sanctioning organization (for example, to pay for membership or a certificate) are your responsibility.

6. What do I do next?

Spend some time deciding which certification you'd like to pursue. Once you've made your choice, go to visit www.NJCleanEnergy.com/NCP. That's where you can apply and find all the information you'll need.

If you need help, contact us at 866.NJ.SMART (866.657.6278) or email Workforce@NJCleanEnergy.com.

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