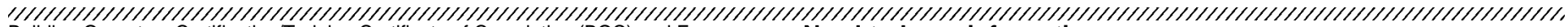


Energy Efficiency Practices Training (BOC & EMC)

Existing Buildings | Incentive Application | Form 125T



Building Operators Certification/Training Certificate of Completion (BOC) and Energy Management Certification (EMC) are professional development programs delivered in Oregon by Northwest Water & Energy Education Institute (NWEEI).

Energy Trust is making incentives available to assist eligible participants with training costs associated with completing the BOC (Level 1 or Level 2) or EMC course.

Steps to completion:

1 Complete application information, including:

- This completed and signed **Form 125T** incentive application;
- Copy of Participant's paid BOC or EMC course invoice/receipt for its employee(s) listed. Any other funds reducing the actual course cost paid (such as a scholarship or grant funds) must be disclosed;
- Proof of successful BOC or EMC training course completion for its employee(s) listed; and
- A completed IRS Form W9 for Participant. Energy Trust incentives will be paid to the Participant entity listed (not individuals).

All information must be completed for processing; failure to include all required information may result in delayed or withholding of incentive payment. See **Additional Terms and Conditions** for more information.

2 Submit mail, fax or email form and documentation together to:

Energy Trust – EE Practices Training (BOC & EMC)
 615 SW Alder Street, #200
 Portland, OR 97205
 1.866.605.1676 phone
 1.503.525.6150 fax
existingbuildings@energytrust.org

Need-to-know information:

- Energy Trust must receive applications **within 90 days** from the Participant's listed employee's successful BOC or EMC training course completion.
- **To qualify for the BOC or EMC incentive**, the Participant's employee building operator or energy manager must (i) successfully complete the training course, and (ii) be regularly working in a commercial, institutional, or government building served by one or more of the following utilities: Portland General Electric (PGE), Pacific Power, NW Natural, Cascade Natural Gas, Cascade Natural Gas, or Avista. If applying for EMC, Participant's employee must additionally be completing the EMC-required workplace energy efficiency project at a commercial, institutional, or government building served by a utility listed above.
- The actual Energy Trust incentive paid will not exceed **\$600** per qualifying employee building operator or the actual amount paid by Participant for such qualifying employee's BOC training course, whichever is less.
- The actual Energy Trust incentive paid will not exceed **\$1,000** per qualifying employee building energy manager or the actual amount paid for such qualifying employee's EMC training course, whichever is less.
- Read the Additional Terms and Conditions, and sign in the Participant Signature box.

Participant Information		<i>Program Use Only:</i> Project ID	
Company (Legal Business Name)		<i>(the "Participant")</i>	
Mailing Address			
City	State	Zip	
Contact Name	Phone	County	
Contact Email			

All fields below are required and must be completed

BOC or EMC	Employee Name	Building Address <small>(Location where the named employee regularly works)</small>	Electric Utility <small>(PAC or PGE)</small>	Gas Utility <small>(NWN, CNG, or Avista)</small>	Building Sq Ft	If BOC, indicate Level <small>(1 or 2)</small>	Date of Course Completion	Incentive Estimate

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Additional Terms and Conditions

- APPLICATION:** This **Form 125T: Energy Efficiency Practices Training (BOC & EMC) Incentive Application** must be filled out completely, truthfully and accurately. To qualify for this incentive, Energy Trust must receive a complete application, with all required accompanying documentation **within 90 days from all listed employees' BOC or EMC training course completion date**. "Training course completion date" is the date the employee successfully completes the BOC or EMC training course (not the certification date, which typically occurs later). Documentation for all employees listed on this application must be submitted with this application within the required timeframe; otherwise Participant must submit separate application forms. Participant is encouraged to keep copies of this application form and any accompanying documentation submitted to Energy Trust for its records.
- INCENTIVES:** Participant understands and agrees that Energy Trust may contact NWEEL to verify cost, qualifications or training completion information prior to issuing any incentive payment. Participant is required to disclose to Energy Trust any other funds reducing the actual course cost paid by Participant for any employee listed (such as a scholarship or grant funds). For EMC, Participant further authorizes NWEEL to provide Energy Trust (post-incentive payment) with additional information about a listed employee's EMC-required workplace energy efficiency project or EMC certification status. Details of the Program, including incentives and other requirements, are subject to change. Final determination of eligibility for incentives rests solely with Energy Trust. Funds for incentives are limited and are subject to availability.
- PAYMENT:** Incentives will be paid to the named Participant entity for qualifying applications at the mailing address indicated in this application. Please allow 60 days from Energy Trust's receipt of all information for delivery of payment. Failure to deliver all required documentation may result in a delay or withholding of payment.
- TAX LIABILITY:** Energy Trust is not responsible for any tax liability imposed on the Participant as a result of payment of the incentives. Energy Trust is not providing tax advice, and any communication by Energy Trust is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code.
- INFORMATION RELEASE:** Participant agrees that Energy Trust may include some or all of the following information in reports or other documentation submitted to the Energy Trust Board of Directors, the Oregon Public Utility Commission, Oregon Department of Energy, Oregon Housing & Community Services, Bonneville Power Administration, the Oregon Legislature or other state agencies as necessary to meet Energy Trust responsibilities: Participant's name, city or county of business, a description of any Energy Trust services or incentives provided, or any resulting energy-savings or generation. Energy Trust will treat all other information gathered as confidential and report it only in the aggregate.
- NO ENDORSEMENT:** Energy Trust does not endorse any particular manufacturer, contractor or product in promoting its programs. The fact that the names of particular manufacturers, contractors, products or systems may appear on this application or elsewhere in its program offerings does not constitute an endorsement. Manufacturers, contractors, products or systems not mentioned are not implied to be unsuitable or defective in any way.
- DISCLAIMER / NO LIABILITY:** Participant understands and agrees that, while Energy Trust may provide Participant with incentive funding as described in this agreement, Energy Trust is not responsible in any way for the BOC or EMC program, content, training or performance. Energy Trust does not guarantee any particular energy savings results by its approval of the application or by any other of its actions.
- SIGNATURES:** Documents transmitted with faxed, scanned or digital signature shall be deemed to be original signatures. At the request of Energy Trust, Participant shall confirm signature by providing an original document

Participant Signature

By my signature below, I represent to Energy Trust that (i) all information included in and with this application is complete, truthful and accurate to the best of my knowledge, and (ii) I have read, understand and accept the terms and conditions of this agreement and am authorized to enter this agreement on behalf of the named Participant.	
Authorized Representative Signature	Date
Print Name	Title