

Kentucky Housing Corporation

Weatherization Public Guidance

October 17, 2024

KHC Program Notice 05-2024

1. **Subject:** Training Requirements Outlines by Crew/Contractor

Guidance: KHC will eliminate CPR and First Aid training for crews and contractors. (Subgrantees can require this if desired, but KHC will not require it as a training requirement. Below is the breakdown of basic training requirements by position.

New Hire/Retrofit Installer Training

- Lead Safe Work Practices training (online)
- Intro to Weatherization online course (www.learnree.com) – mold and moisture, asbestos awareness, KY WX Field Guide
- Retrofit Installer Technician training course (recommended after 60 – 90 days of employment)¹

Crew Leader

- Pre-requisite RIT training (must be certified through KHC)
- Crew Leader training (must be certified through KHC)
- ASHRAE 62.2 – 2016 (online)
- Zonal Pressure Diagnostics (online)
- Leakage, Envelope and Ducts training (LED)
- Combustion Appliance Zone Safety training (CAZ)
- Certified Lead Renovator training (RRP)

Dwelling Needs Evaluator (DNE)

- DNE Course (3-weeks)
- NEAT/MHEA (WA Web) audits
- ASHRAE 62.2 – 2016 (online)
- Zonal Pressure Diagnostics (online)
- Leakage, Envelope and Ducts training (LED)
- Combustion Appliance Zone Safety training (CAZ)
- Infrared camera use (optional)
- Intro to Weatherization online course (www.learnree.com) – mold and moisture, asbestos awareness, KY WX Field Guide
- Certified Lead Renovator training (RRP)
- Field Shadowing (must pass)

¹ Crew members of subgrantees or contractors, who are performing retrofit installer tasks, do not have to pass the Retrofit Installer Training exam; however, they must attend and complete the training and be supervised on the job by a crew leader.

- DNE Refresher every five years

Energy Auditor (EA)

- BPI Energy Auditor certification
- Prior DNE certification (optional)
- NEAT/MHEA (WA Web) audits
- ASHRAE 62.2 – 2016 (online)
- Zonal Pressure Diagnostics (online)
- Leakage, Envelope and Ducts training (LED)
- Combustion Appliance Safety training (CAZ)
- Infrared camera use (optional)
- Intro to Weatherization online course (www.learnree.com) – mold and moisture, asbestos awareness, KY WX Field Guide
- Certified Lead Renovator training (RRP)
- Required Field Shadowing (must pass) if not obtained with DNE
- DNE Refresher every five years

Note: Energy Auditors, who received their EA certification from another state, will need to attend training to learn Kentucky specific guidelines.

KHC may downgrade or suspend evaluator’s certification status for failure to perform job duties to standards.

Quality Control Inspector (QCI)

- Pre-requisite is BPI Energy Auditor certification
- BPI Quality Control Inspector certification
- NEAT/MHEA (WA Web) audits
- ASHRAE 62.2 – 2016 (online)
- Zonal Pressure Diagnostics (online)
- Leakage, Envelope and Ducts training (LED)
- Combustion Appliance Zone Safety training (CAZ)
- Infrared camera use (optional)
- Intro to Weatherization online course (www.learnree.com) – mold and moisture, asbestos awareness, KY WX Field Guide
- Certified Lead Renovator training (RRP)

Required Training for all Contractors/Sub-Contractors

Training and Certification Requirements for Sub-Contractors (General Weatherization)

Any contractor crew performing general weatherization installation work (and their employees) must attend comprehensive training for their job duties, i.e. installer staff must attend Retrofit Installer Technician (RIT) training, crew leaders must attend Crew Leader training, etc.

Contractors do not need to pass the RIT certification, but they must attend training or use the badge system (see section 6.5). Crew leaders must be certified in RIT.

- Intro to WX online course (Mold & Moisture, Asbestos Awareness, KY WX Field Guide)
- Lead Safe Work Practices (required for crew members)
- Certified Lead Renovator (RRP) (required for one crew member per job)
- Lead Safe Firm certification

Subgrantees who have RRP's on staff may use them to cover the RRP requirement for contractors as long as they meet the EPA requirements for onsite supervision in pre-1978 houses. EPA regulations for RRP can be found at <https://www.epa.gov/lead/lead-renovation-repair-and-painting-program-rules#rrp>. Subgrantees who have lead-safe firm certifications may use those certifications to cover contractors; however, memos to the contractor file should be in place to document the use of lead-safe firm certification for the contractor.

Subgrantees may use Training & Technical Assistance funding to pay for the Lead Safe Firm certifications for contractors until June 30, 2025.

KHC PN Guidance Distributed By:	
TECHNICAL:	ADMINISTRATIVE:
Mark Adams Manager – REE 800-633-8896 or 502-564-7630, Ext. 487 madams@kyhousing.org	Keli Reynolds Manager – Single Family & HCA Support 800-633-8896 or 502-564-7630, Ext. 414 kreynolds@kyhousing.org