Attachment A

Training Program Accreditation Application Reimbursement Form Open Enrollment PON 2397

Instructions:

This reimbursement form can be submitted only after the IREC Institute of Sustainable Power Quality (IREC ISPQ) has provided written documentation to the applicant as outlined below. NYSERDA will provide reimbursement for up to eighty percent (80%) of the total costs associated with application to IREC ISPQ as outlined in PON 2397, up to a maximum of $5,000, per applicant. The reimbursement is payable in two installments:

1) Fifty percent (50%) of the total reimbursement will be payable upon NYSERDA review and approval of this application and the documentation outlined below.

2) Once the Applicant has achieved ISPQ Accreditation, the Applicant may invoice for the balance of the reimbursement. Such invoice must be accompanied by written documentation evidencing IREC ISPQ accreditation.

The Applicant understands that this application may not be approved if the requirements of the program are not met. By its signature below, applicant acknowledges and agrees that **should it withdraw its application to IREC ISPQ, applicant shall return to NYSERDA the incentive amount received.**

The following **MUST** be submitted with this Application:

1) Written notification from IREC ISPQ that a complete and satisfactory application for IREC ISPQ accreditation for energy efficiency training programs has been accepted;
2) Written evidence that an IREC ISPQ assessor has been assigned; and,
3) Written documentation from IREC ISPQ indicating the amount the applicant has paid for the application.

Attach:

☐ Documentation of Application to IREC ISPQ Received with information outlined above

☐ Attachment B, Terms and Conditions

Contact Information			
Name:			
Address:			
City		State:	ZIP:
Telephone:	( )	County:	
E-Mail			
Company Information			
Legal Business Name:			
Business Address:			
City		State:	ZIP:
Telephone:	( )	County:	
E-Mail			
Business Website:			
Tax ID			
Agreement to Terms and Conditions			
By its signature below, Applicant agrees to be bound by the terms and conditions of the program outlined in Attachment B.			

Attachment A

Name of Energy Efficiency Training Program for which Accreditation is Requested:	

Please submit the completed Training Program Accreditation Reimbursement Form and attachments directly to:

Jennifer McDonald, IREC ISPQ Accreditation Reimbursement
NYS Energy Research and Development Authority
17 Columbia Circle, Albany, NY 12203-6399

I certify that I have read and understand the Terms and Conditions and agree to be bound by them. . I certify that all information in this application is true and correct and that I am authorized to act on behalf of the Applicant.

Signature:	Date:	