
Vermont Photovoltaic Full Partnership Renewal Application

READ FIRST: Please print, complete and sign this two-page application form and send via US Mail along with the \$100 application fee to the following address:



Renewable Energy Vermont
PO Box 1036
Montpelier, VT 05601

If you are submitting installation references as proof of your business's professional experience, you will need to complete a Project Technical Documentation Worksheet for each installation reference and submit via email to: partners@REVermont.org. Alternatively, you may save the worksheets as electronic files on a CD-ROM and mail via post to the address listed above. Project Technical Documentation Worksheets can be downloaded at <http://www.revermont.org/main/incentives-partnership/partner-info/>

I. General Information:

Name of business _____

Name of contact _____ Type of business _____
(Sole Proprietor, LLC, Partnership, etc.)

Mailing Address _____

Phone number _____ Web site _____

E-mail _____

Name of Installer(s) (if different from contact) _____

VT electrical license number of installer(s) _____
(Optional)

II. Installation Standards Agreement

When installing photovoltaic systems in Vermont, _____ certifies that all the companies' photovoltaic systems installations will: (company name)

1. Meet all State of Vermont requirements.
2. Be completed according to Vermont Public Service Board Technical/Interconnection Standards.
3. Use only UL-listed electrical components (or equivalent) if available.
4. Include a written contract with the customer.
5. Include at least a one-year warranty on parts and labor.
6. Include a utility-grade kWh meter so performance can be tracked.
7. Be completed under direct contract with the above listed company. As a Vermont Partner Installer, the applicant company is required to be significantly involved in the siting, design, installation and commissioning of all installations.

Signature & Title

Date

III. Documentation of Insurance

Provide proof of insurance of at least \$1 million per incident, and a \$2 million aggregate.

IV. Documentation of Professional Experience

Please choose one of the following options for providing proof of your company's professional experience.

1. Applicants for renewal must provide proof of **three** photovoltaic continuing education credits.¹
 - a. The first credit must be an installation reference* (see requirements below) of **one** grid-tied photovoltaic system (at least 1 kW each), that your business has installed for paying customers. For renewal of partnership status, the installation must have been completed within the last two years. For renewal of provisional status, the installation must have been completed within the last year.
 - b. The second and third continuing education credits may be other installation references or proof of completion of REV-approved PV installation courses.
2. Partners holding two or three types of partnerships (PV, solar thermal, or wind) need submit only one continuing education credit for each technology type.
3. Partners with no installs in a partnership type in the past year will be moved to provisional status.

***Installation Reference Requirements²:**

When submitting proof of professional experience through installation references, applicants must provide the following information for **each installation reference**:

A completed Project Technical Documentation Worksheet, including a one-line diagram and photos of the system components. Project Technical Documentation Worksheets can be downloaded at

<http://www.revermont.org/main/incentives-partnership/partner-info/>

- a. **Note:** Technical information is reviewed electronically, therefore we require that each worksheet must be submitted either via email to partners@revermont.org or copied onto a CD-ROM and mailed via post to the address listed below. These forms can be completed electronically, saved and emailed.
- b. A copy of the Certificate of Public Good (CPG) number for any grid-tied system.
- c. If you're business employs a NABCEP Certified Photovoltaic Installer, please submit proof of certification.

¹ One continuing education credit is equal to one complete system installation or one REV-approved training course.

² Note: Installations used in applications (called installation references) for partner or provisional partner status must meet the following criteria:

1. Match the technology type of partnership applied for.
2. Have been completed under direct contract with the applicant.
- or -
Have been completed by a subcontractor under direct contract with the applicant. The applicant must have been substantially involved in the project and at minimum must have had a supervisory role in the project, including conducting the site visit and analysis, producing the system design, and being present for final system inspection and commissioning.
3. Have had the net metering application (if any) filed under the partnership applicant's name.
4. Have had any incentive grants applied for by the applicant (i.e., not by another business or by a separate franchise of the business).