
Vermont Photovoltaic Provisional Partnership 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 _____

Main 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. Documentation of Insurance

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

III. Installation Standards Agreement

When installing photovoltaic systems in Vermont, _____
certifies that all the company's photovoltaic system 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

IV. Documentation of Professional Experience

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

Provide REV with details* (see installation reference requirements below) of **one** grid-tied photovoltaic system (at least 1 kW each), that your business has installed for paying customers within the past year.

or

Provide REV with proof that a company employee has successfully completed an Institute for Sustainable Power, Inc. (ISPQ)-accredited solar photovoltaic training program within the last year. If no ISPQ-accredited courses are available, another REV-approved course would be acceptable.

or

Provide the VT electrical license number of at least one company employee and proof that the employee who holds the license has completed a REV-approved PV training course within the last year.

***Installation Reference Requirements¹:**

Please provide the following information for each installation reference:

- a. 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.vermont.org/main/incentives-partnership/partner-info/> **Note:** Technical information is reviewed electronically, therefore we require that each worksheet must be submitted either via email to partners@vermont.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.

Using coursework as proof of professional experience:

Provisional Partner Applicants may submit proof of training coursework as a means of entering the program. In order to qualify the applicant for provisional status, the coursework must be either ISPQ accredited or REV approved. ISPQ or the Institute for Sustainable Power Quality is the accrediting body of the Interstate Renewable Energy Council (IREC). REV also approves training courses based on their content. Courses must be submitted for approval before the applicant begins the course work. For Solar Thermal (ST) and Photovoltaic (PV) Provisional applicants, REV approves courses depending on whether the applicant is licensed (electrical or plumbing) or not. The general credit requirements are as follows:

- **Licensed (electricians/plumbers)** - 8 credit hours. Must cover industry fundamentals and best practices.
- **Non-licensed professionals** - 32 credit hours. Course work must cover industry fundamentals, best practices, related code/laws and must have a hands-on component.

*For details on how to submit a course for approval or to determine whether or not a course has been REV-approved, please contact the Partnership Program Administrator at (802) 229-0099.

¹ Note: Installations used in applications (called installation references) for partner or provisional partner status must meet the following criteria:

1. Match the 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).