

## How to Become a NYSERDA Eligible Installer

The New York State Energy Research and Development Authority (NYSERDA) is accepting applications from individuals for Eligible Installer status under the Program. Prospective installers can apply for Eligible Installer status any time while the Program is open. Once approved to participate as an Eligible Installer under PON 1050, Eligible Installers can then apply for financial incentives for approved PV Systems meeting the requirements of the Program.

**Eligible Installers that have been approved to participate in PON 716 must reapply to participate in PON 1050.**

**Applications for Eligible Installer status should be submitted through the Installer Eligibility Application Form (See Section 4).**

### INSTALLER ELIGIBILITY

As is detailed below, installer eligibility for Eligible Installer status will be determined and maintained based on factors such as, but not limited to: acceptance of all program terms and conditions; responsiveness and adherence to all PV Program requirements and requests for information; verifiable training and installation experience, and documentation of experience and contact information to verify all experience, track record related to utility interconnections, performance in other state and utility programs, overall performance, monitoring, customer references, customer satisfaction, response to NYSERDA staff and inspectors, design quality, system inspection results, performance under PON 716, and commitment to becoming certified through a national certification program.

Installer eligibility will be determined based on, but not limited to, the following criteria:

**Experience.** Installers will be evaluated on past performance (including systems installed under PON 716), current areas of responsibility within their firm or organization, installation experience, credentials, employment history, customer satisfaction, and other relevant experience (i.e. installing grid-connected PV Systems). References and contact information must be provided so that all experience and responsibilities can be verified. It is important to be clear about job responsibilities as an installer or employee in the application. Applications with information that can not be verified may be denied.

**Customer References.** A minimum of three references for completed, grid-connected PV installations are preferred where the installer had a primary role in installing the system. However, installers may still be considered for eligibility based on training, education, related experience, and demonstrated willingness and commitment to pursuing accredited training programs, and/or national certification as a PV installer, and/or working under the supervision of experienced installers or Eligible Installers who are eligible to participate under this Incentive Program. References for specific projects should be accompanied by a brief description of the systems installed, services provided, the outcome achieved, the schedule, and the applicant's role in the project. NYSERDA must be able to verify all references provided in an application.

**Relevant Education and Training.** Preference will be given to training that is obtained from nationally accredited training programs and courses taught by nationally certified instructors. A minimum of 36 hours of nationally accredited training is preferred and will be required as such training becomes readily available in New York. For more information on training visit NYSERDA's Technical Training page <http://www.powernaturally.org/programs/solar/educationtraining.asp?i=1> or <http://www.irecusa.org/ispq/index.html>

**Performance under PON 716 and other NYSERDA Programs.** An Eligibility Application Form will not be processed if the applicant is listed as the Eligible Installer on delinquent, open PV Systems under PON 716, or where there exist unresolved customer exist unresolved customers or performance issues with respect to a PON 716 PV System or any similar NYSERDA program. An Eligible Installer cannot subcontract to any person or company that has been terminated from PON 716 or any other NYSERDA program. NYSERDA will not process an Incentive Application Form submitted by an Eligible Installer whose Eligible Installer status has been revoked, or where the non-customer party to the Customer Purchase Agreement has open delinquent PV Systems or where such PV Systems are the subject of installation as to which customer or performance issues remain unresolved.

### **Provisional Status:**

If an installer does not meet program requirements related to training and experience installing three grid connected PV Systems, an installer may, at NYSERDA's discretion, be approved as a Provisional Eligible Installer, assuming all other program requirements have been met. Provisional Eligible Installer status is considered on a case-by-case basis and is determined by a number of factors, including, but not limited to verifiable training and demonstrated experience and education. Provisional Installers will be permitted to work with NYSERDA and customers on a single project-by-project basis until three grid connected PV Systems are successfully installed under the Program, in accordance with all program requirements, terms, and conditions. Upon completion of three PV System installations, in accordance with all program requirements, an installer will be considered for full eligibility. Provisional installers can apply for incentives, one project at a time; however.

### **ELIGIBLE INSTALLER AGREEMENT**

Once approved as an Eligible Installer or Provisional Eligible Installer, applicants will be required to execute an Eligible Installer agreement with NYSERDA, and to abide by its terms and conditions. The Eligible Installer Agreement consists of the Eligible Installer terms and conditions, the Standard Terms and Conditions for all NYS Agreements, and NYSERDA's Prompt Payment Policy. You may want to consult with an attorney before signing.

### **MAINTENANCE OF ELIGIBLE INSTALLER STATUS**

Continuation of Eligible Installer status is contingent upon the adherence to Program's Eligible Installer Agreement, which installers must sign in order to gain Eligible Installer status. If an Eligible Installer, its employees, or subcontractors do not meet all program terms and conditions or program requirements, the Eligible Installer may be subject to disciplinary actions, including suspension, probation and/or termination as described in Attachment A.

THE SUCCESS AND FUTURE OF THIS PUBLICLY-FUNDED PROGRAM DEPENDS ON THE PERFORMANCE AND INTEGRITY OF ELIGIBLE INSTALLERS IN THEIR DEALINGS WITH THE PUBLIC AND THE INSTALLATION OF PV SYSTEMS. THE INSTALLER GUIDELINES AND ELIGIBLE INSTALLER AGREEMENT HAVE BEEN DESIGNED TO PROTECT THE INTEGRITY OF THE PROGRAM AND WILL BE ENFORCED. IN ITS ROLE AS ADMINISTRATOR OF THE PROGRAM NYSERDA RESERVES THE RIGHT TO DENY ELIGIBLE INSTALLER STATUS TO ANY APPLICANT AND TO REVOKE SUCH STATUS WHERE IN ITS JUDGMENT SUCH ACTION IS IN THE BEST INTERESTS OF THE PROGRAM.