

# How to become a Green Communities Canada (CCA) Certified Energy Advisor (CEA)

(Version2- revised Aug 2009)

**August 2009:** The Elora Environment Centre currently does not have any positions available. If you would like to send us your resume for future reference please email to:

[energy-advisor@eloraenvironmentcentre.ca](mailto:energy-advisor@eloraenvironmentcentre.ca)

Green Communities Canada (GCC) is responsible for pre-qualifying, training and certifying advisors that will work for, or are associated with a Green Community Canada(GCC) organization in Ontario.

All advisor candidates MUST have proven knowledge and skills in the following areas:

- building construction practices;
- building materials (insulation types, sealants, etc.);
- energy efficient appliances;
- building science, including the principles of the “house as a system;”
- use of computers, modems, the Internet and e-mail;
- basic arithmetic and geometry;
- client relations (writing and oral customer service skills); and
- blueprint reading.

Advisor candidates must be "sponsored" by a Green Community Canada or the GCC (i.e., they must have a working relationship) in order to become a CEA.

## Steps to become a GCC CEA

1. Candidates must first write and pass (obtain 50%) a pre-qualification test administered by the GCC. This is a two hour test that was designed to serve two purposes: to ensure that candidates have a sufficient grounding in home energy knowledge and auditing skills to proceed with specialized EnerGuide for Houses training; to indicate areas where candidates could benefit from additional training, either as a condition to continuing with EnerGuide for Houses training or for their personal development as a home energy professional.

Topics in the test cover all areas of energy efficiency including: House as a system, windows and doors, ventilation, appliances, insulation, mechanical equipment, indoor air quality and leakage.

There are courses of study (like home inspectors courses, house as a system, and Heating, Refrigeration, and Air Conditioning Institute courses), and some written material (such as “Keeping the Heat In” and other Canadian Housing and Mortgage

Corporation or Office of Energy Efficiency publications) that can help with getting the knowledge necessary to become an ecoENERGY advisor. Experience within houses helps gain the understanding required.

Candidates are encouraged to apprentice with a certified advisor, particularly to observe auditing procedures, blower door use, and learn about developing retrofit strategies.

2. Approved candidates attend a 2 week training session. Topics covered during the training include: ecoENERGY technical guidelines, blower door theory, HOT2XP software operation, customer reports and recommendations, GCC program delivery policies.

Candidates also model 7 houses during training.

Candidates will be provided with a full set of manuals, technical guidelines, etc.

3. Candidates must write and pass a written certification test. Topics in the test cover all areas of GCC-ecoENERGY program delivery (candidates should refer to GCC advisor manual).

Green Communities or the GCC are responsible for developing and maintaining contractual relationships with their CEAs.

After certification, the GCC provides ongoing technical support through an email distribution list and by holding an annual GCC advisor forum.

4. After technical testing has been successfully completed, candidates are required to undergo an interview process to evaluate interpersonal skills and customer service orientation.

