**NAESB Energy Efficiency Measurement and Verification Services or Products Certification Process**

February 25, 2014

Process Overview:

* The service or product providers request an affidavit form from NAESB.
* The service or product providers:
* Complete the affidavit and provide a Certification Practice Statement
* Meet the specifications for NAESB Energy Efficiency Measurement and Verification (“M&V”) Services or Products Certification
* Hold a legal, current copy of the applicable standards from NAESB
* Provide any audit reports or surety assessment reports identified herein
* Upon successful completion of the above, the NAESB office will:
* Provide documentation to the requestor that the certification is complete
* Post the Certificate(s) on the NAESB Web Site
* Provide a Certificate(s) artwork for the requestor to use for the applicable product or service for a period of two years
* Collect the certification fee from the requestor
* The Certificate(s) will be active for a period of two years, after which the product or service must be recertified to maintain the Certificate(s)

NAESB considers its process for certification of energy efficiency products to be completely voluntary.

**Process Detail**

The following are the components of the process to be used by NAESB to certify, and maintain the certification of Energy Efficiency M&V Services or Products. Certificate(s) issued by NAESB indicate that the service or product provider has complied with the requirements of this document.

1. Certification

The NAESB Certification Program utilizes a self-certification format. To be initially certified, the candidate seeking Certification (“Candidate”) must submit to NAESB:

* 1. An affidavit, signed by an Officer or Principal, that the Candidate meets the WEQ-021 M&V of Energy Efficiency Products or REQ.19 M&V of Energy Efficiency Programs requirements as specified in Section 5 for the applicable services or products, and certifies that its answers are accurate and truthful. The affidavit is modeled on similar statements made under Sarbanes-Oxley.
	2. The attestation pursuant to Section 2(a)(i) and the indication as noted in Section 2(a)(ii).

NAESB does not warrant or guarantee that the products or services of the holder of the Certificate(s) comply with the WEQ-021 and REQ.19 standards, perform as intended, or comply with representations made by the holder of the Certificate(s).

The holder of the Certificate(s) is not required to be a member of NAESB, but must possess a current and legal copy of relevant NAESB standards.

The holder of the Certificate(s) may display the applicable valid NAESB Certification Mark, as provided by NAESB, for applicable version(s) of products or services on its web site or documentation for as long as the holder of the Certificate(s) remains NAESB certified.

After the candidate completes the self-certification steps in Section 1.a and 1.b above and achieves NAESB certification, NAESB will add the name and contact information of the holder of the Certificate(s), including the names of the certified products or services and the candidate’s Certification Practice Statement, to the NAESB web site. The holder of the Certificate(s) will immediately be authorized to display the NAESB certification mark and will be authorized to claim compliance with the NAESB Accreditation Requirements for Energy Efficiency M&V Services and Products with respect to the certified products and services.

2. Auditing/Renewal

1. To maintain NAESB Certification, the holder of the Certificate(s) must submit biannually to NAESB:

i. an attestation, such as an audit management letter by a Qualified Auditor, that the holder of the Certificate(s) is compliant in all material respects with the current version of WEQ-021 and REQ.19 standards as specified in Section 5 for the applicable services or products, and

ii. an indication of whether the holder of the Certificate(s) has received an unqualified audit from third party auditor.

1. The attestation in 2(a)(i) and 2(a)(ii) must be performed by an independent, unaffiliated third party auditor (“Qualified Auditor”).
2. The above information will be provided to NAESB contemporaneously with the holder of the Certificate(s) making the report available to other organizations.
3. The holder of the Certificate(s) may incorporate the NAESB Accreditation Requirements for Energy Efficiency M&V Services and Products and WEQ-021 and REQ.19 requirements into the audit processes it utilizes to perform related audits of its ongoing business.
4. No auditing of the subscribers to the services or purchasers of the products is necessary.
5. The holder of the Certificate(s) must be recertified by NAESB if there is a purchase, sale or merger of said holder by/with another entity.
6. Upon publication of a revision to the NAESB Accreditation Requirements for Energy Efficiency M&V Services and Products, NAESB WEQ Business Practice Standard WEQ-021, or NAESB REQ Model Business Practice REQ.19, a holder of a Certificate(s) must resubmit documentation required under section 2(a).

3. Revocation

a. NAESB may revoke the Certificate(s) for cause at any time by providing 30 days’ notice in writing to the holder of the Certificate(s). Holders of Certificate(s)s that receive revocation notices from NAESB are required to notify all purchasers of the products or subscribers to the services within 5 days that their NAESB Certification has been revoked and their Certificate(s) will no longer be valid, and

b. Examples of cause for revocation include, but are not limited to:

* + 1. The holder of the Certificate(s) fails to submit to NAESB, in a timely manner, the submissions of Section 2(a).
		2. The submissions of Section 2(a) indicate that the holder of the Certificate(s) is no longer in compliance with the WEQ-021 and REQ.19 requirements as specified in Section 5.

4. Notification Requirements

a. The holder of the Certificate(s) shall notify NAESB and its affected subscribers or purchasers, as specified by the applicable jurisdictional agency’s notification requirements upon becoming aware that the specifications outlined in the NAESB Accreditation Requirements for Energy Efficiency M&V Services and Products are no longer being met. If there are no notification requirements from an applicable jurisdictional entity, the notification should take place by the close of the next business day.

b. The holder of the Certificate(s) agrees to notify NAESB and its subscribers or purchasers a minimum of 90 days in advance of any plans to no longer be considered certified by NAESB for given products or services.

5. Compliance with WEQ-021 and REQ.19 Requirements

a. In complying with the WEQ-021 and REQ.19 requirements, the holder of the Certificate(s) must comply with the provisions of the NAESB Business Practice Standards and Models specific to the market in which the product or service to be certified is to be used[[1]](#footnote-1), the NAESB Accreditation Requirements for Energy Efficiency M&V Services and Products, and conform to this NAESB Certification Program to be considered certified by NAESB.

6. Pursuit of the Certificate(s) for energy efficiency services or products

a. NAESB considers its process for certification of energy efficiency products to be completely voluntary.

1. For example, if the product or service is to be used as a product for energy efficiency in the retail energy market, then the applicable set of standards to be followed are contained in REQ.19 M&V of Energy Efficiency Programs. [↑](#footnote-ref-1)