

Industrial Assessment Centers Program

Student Certificates of Participation



Background

The Department of Energy (DOE) Headquarters issues Certificates of Participation to students that meet minimum criteria for successful participation in the IAC program. The certification criteria were established by a panel of current IAC Directors, reviewed by IAC Lead Students, and approved by DOE Headquarters. Certificates will identify the student, center, number of assessments completed, IAC service dates, academic status of the student (undergraduate or graduate) during his/her service and core skills achieved. The certificates verify that the student has met the four minimum criteria, defined as:

- 1) **Completion of a minimum of 2 semesters or summers with the IAC**
- 2) **Completion of a minimum of 6 plant assessments**
- 3) **Demonstrates a minimum of 8 of the 10 Core Skills**
- 4) **Student has a complete and accurate record in the IAC student registry**

The 10 IAC core skills are identified as:

- 1) *Assessment Recommendation Identification*
- 2) *Report Writing*
- 3) *Energy Savings Calculations*
- 4) *IAC Teamwork/Group Interaction*
- 5) *Client Interaction*
- 6) *Utility Data Analysis*
- 7) *Conceptual Assessment Recommendation Designs*
- 8) *Leadership*
- 9) *Understanding of ISO 50001 Energy Management Systems*
- 10) *Other*

The Program Manager for the EERE Industrial Technologies Program Office and the center Director will sign each certificate. Students may use certificates as proof of IAC experience for future employers and/or for demonstration of licensure experience.

Certification Process

1. Student has participated in the on-line IAC Student Registry located at: <http://www.iacforum.org/iac/app?service=page/Registry1>
2. Student completes **a minimum of 2 semesters or summers AND a minimum of 6 plant assessments AND demonstrates a minimum of 8 of the 10 Core Skills**. Exceptions will be considered on a case-by-case basis and should be documented by the Director or Assistant Director. Requests for certificates for IAC alumni will be considered as long as the criteria are met and the requests are routed through the center's Director or Assistant Director.
3. Qualifying Student electronically completes the Record of Accomplishment (ROA) located at: <http://www.iacforum.org/iac/app?service=page/RoaRequestIntro>.
4. Director will receive e-mail notification to electronically approve, modify or deny the completed on-line ROA form. Packages for each school must be completed and approved by the center's Director or Assistant Director before a certificate is issued. Upon on-line approval, ROA packages will automatically be logged in the appropriate database for review and processing by Thomas Wenning, (via her assistant, Susie Allen). **The ORNL review process occurs 3 times per year. ROA forms may be submitted at any time, however the deadline for each processing period is as follows: March 1, July 1 and October 1.** ROA forms received after these dates will automatically be placed in the queue for the next scheduled certificate review period.
5. ORNL issues a memo to DOE requesting certificates for compiled list of approved students.
6. Certificates are mailed to centers to be signed and distributed by the center Director. Students may request a copy of their ROA to accompany the certificate.

Questions and Clarifications

Please direct all questions regarding certification and the certification process to Susie Allen (assistant to Thomas Wenning) via phone at 865-740-4684 or email at allensc@ornl.gov.