



## Home Performance with ENERGY STAR® Contractor Participation

1. Complete and pass the Home Performance with ENERGY STAR (HPwES) training program. The training includes Building Performance Institute (BPI) testing & certification currently being offered through Southface Institute. Visit [www.southface.org](http://www.southface.org) for details on training, training cost and training schedules. Visit [www.bpi.org](http://www.bpi.org) for more details on BPI and its standards.
2. Complete required field mentoring sessions.
3. Receive copy of Contractor's Guidelines.
4. Complete and submit Registration form & W-9 IRS form to Bert Pierce at:  
241 Ralph McGill Blvd. NE, Bin 10210, Atlanta, Georgia 30308-3374.
5. Complete the Georgia Power Drug & Alcohol – Background Screening Application process with one of the listed providers for all employees visiting a customer's home.
6. Work with Georgia Power's Supply Chain Management to meet all contractor insurance and compliance requirements.
7. Abide by Georgia Power's Contractor's Guidelines when serving customers in Georgia Power's service area.
8. All onsite assessment testing, inspection and improvement work, including test out, must be performed by a BPI-certified employee.
9. When contacted by a customer it is expected that the contractor will reply within two business days.