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## Mentoring Plan

eZing will mentor **RESNET Energy Rater Candidates** who need to complete provisional ratings. The candidate may be referred to as “candidate” or “mentee.” We comply with the mentoring guideline and fee schedule of the Illinois Association of Energy Raters and Home Performance Professionals. eZing staff commits to provide the mentor candidate a depth of exposure to the home performance industry.

### Overview of Mentoring

As your Mentor (“a trusted counselor or guide” – Miriam Webster) we will review the material that is required for RESNET instruction, and extend your capacity to handle the real-world challenge of translating building systems to rating software. Mentoring will involve:

- Visiting three residences with the candidate to verify capacity to observe and record building construction and systems,
- Verify the use of test equipment and accurate data recording
- Verify that BLG files reflect the information the candidate provides on field forms, sketches, etc., and conditions the mentor observes, and that the candidate has a working knowledge of software library, modeling method, reports, etc

The REM/Rate energy rating software will be used.

### Specific Activities

eZing will provide to Candidate, by email

**Sample** field sketch, Field Form, take-off sheet, and BLG file as a guide.

**Preparatory exercise:** Building measurements from plans in case mentoring would not otherwise include rating from plans.

**On-site mentoring** will focus on:

- Sketch of building – thoroughness, accuracy, representation of geometry
- Familiarity with techniques to reveal items such as type of insulation, construction, etc.
- Entering accurate information for insulation levels, equipment, etc., in the Field Form,
- Test equipment: set-up, use, interpret (if necessary), and record results. Mentoring will include review of key elements of Appendix A of the RESNET Mortgage Industry Standard.

Building information will be reviewed with candidate while on-site.

Mentor candidate will provide to Mentor

**Sketches, take-offs, photos**

Please note the following:

- Sketches should be legible, whether provided electronically or as original documents.
- Sketches may be combined with Field Form to describe the building; however elements should be named so that they may be identified in the BLG file.

- Sketches must indicate direction in plan view, and should include elevation views,
- Sketches should be proportioned to the building, and indicate essential dimensions, though scaled drawings are not required.
- Documents provided by the mentee should be copied as there is not a commitment to return documents.

### **BLG files**

Detailed inputs to rating software will be used. One rating should include detailed lights and appliances inputs.

Note that elements describing the building in BLG files shall be named as they are named on sketches, and where possible, on Field Forms and take-off information.

### **Mastery**

eZing will comment on the level of mastery that we observe with tasks listed above, and provide specific comments how REMRate software has been used to model the building. Dialog will include specific suggestions on use of software. The candidate should be prepared to explain the rating process and to explain key REM/Rate reports.

### **Coordination**

- Site visits will be scheduled three or more days in advance at a time agreed by mentor and candidate. Candidate shall provide contact information for site visit, and eZing will be permitted to independently confirm site visit appointments with the building owner.
- Mentor will review and forward comments to candidate within 8 days.
- Mentor will maintain a record of mentoring progress and will assign Staff to expedite the mentoring process
- Mentor will handle all correspondence between IAERHPP regarding mentoring practices and the performance of the candidate.
- The candidate will forward information required to be reviewed by IAERHPP directly. The candidate will handle request for reimbursement from IAERHPP.

### **Completion**

Upon receipt of \$400 per rating from candidate eZing will forward our recommendation to the IAERHPP. eZing will maintain records of the mentoring process and respond to requests of IAERHPP officers, to RESNET delegate, and to IAERHPP Membership Committee.

### **Optional**

No additional charge:

- Orientation to the Field Form for data collection keyed to REM/Rate software,
- Orientation to Area Finder, an Excel-based take-off tool.
- Review of RESNET exam topics for which the candidate had lower scores,
- Supplementary reading that extends RESNET rater instruction.

Use of eZing test equipment during on-site work, \$25.

Use of REMRate and other rating-related tools at eZing office may be available by special arrangement.