



## To Do Scores, You Have to Take Training (Required)

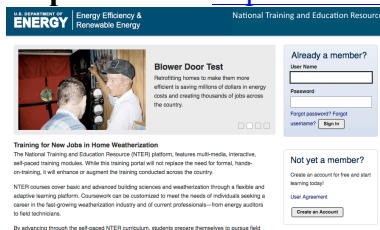
Prior to generating Home Energy Scores for your clients, the Department of Energy (DOE) requires candidates to successfully pass their Home Energy Score exam.

To pass the exam, one must go through their online training, which includes specific information on how to generate a Home Energy Score using the DOE tool.

Please follow these instructions to access the NTER online Training Portal. (This is also the website for the multiple choice portion (Part I) of the assessor exam.)

## Getting Started

**Step #1.** Go to: <https://trainingportal.ee.doe.gov>



**Step #2.** Under “Not yet a member?” click on “**Create an Account**” and follow the instructions.

- When entering your personal information, be sure to enter your first name and last name as it appears on the certificate (BPI or RESNET) you provided to InterNACHI, your Home Energy Score Partner. Your name must be consistent on all documents and applications.

**Step #3.** Complete the registration process by following the onscreen instructions.

- The portal will send a temporary password to the email account you provided during registration, so you will need to access your email account in order to continue.

**Step #4.** Once you have logged in, you will arrive at the Personal Desktop, where you can access the assessor training modules.

- We highly recommend that you change the temporary password at this time to one that is easier to remember. Click on the “Personal Profile” tab, and then click on “Password”. Enter the temporary password in the “Current Password” field, enter your new password, click “Save”.



Accessing the Online Training Portal

## Accessing the Training Modules

**Step #1.** Click on the “All Courses” box under the Department of Energy header at the top of the page.



**Step #2.** Click on “Join” next to Home Energy Score – Qualified Assessor 2012, and click “Join” to register.



**Step #3.** If a screen comes up asking if you would like to add this to your desktop, click “Yes”.

**Step #4.** To begin the training, click on “Home Energy Score – Qualified Assessor Training”.

**Step #5.** A new browser window will open to the first page of the training. In the “Table of Contents” on the left side you’ll find “Introduction” followed by five subjects, which are the training modules:

1. Energy Movement
2. Calculating Heat Transfer
3. House as a System
4. Home Energy Score – Understanding the Tool and Score
5. Home Energy Score – Data Entry Video.

Click on the module you wish to view.

**It is strongly recommended that you study all five modules before taking the assessor exam.**

**Step #6.** To navigate between modules, click on the modules in the “Table of Contents”.

**Step #7.** To navigate through each module, use the “Next” and “Previous” buttons at the top of the screen.

- When viewing the last module, “Home Energy Score – Data Entry Video”, please be patient as the video may take up to 2 minutes to load (slower if you are not using a high speed connection). Your screen may display the QuickTime logo or it may be blank while the video is loading – either way it will not indicate loading progress. The video is loaded when the screen changes to display the Home Energy Scoring Tool. If the video does not begin automatically, scroll over and down to the far lower right corner and click on the tiny magnifying glass icon to begin playing the video. A new browser window will open to play the video.



Accessing the Online Training Portal

**Step #8.** When you are finished watching the video, close the browser window to return to the Table of Contents. You may access any of the training modules at any time.

## Other Materials to Study

Review all of the materials from the Assessor Candidate Folder available for free download from InterNACHI at <http://www.nachi.org/home-energy-score-folder>.

Read:

- Getting Started,
- Home Energy Score Data Collection Form, and
- Test Procedures.

The data collection form lists most of the actual inputs available on the Scoring Tool, and is therefore instrumental in helping you understand how the tool works. You will need to be able to calculate area and volume, and understand concepts such as Heating Degree Days, U- and R-values, and weighted averages.

You may bring a calculator to the test.

Please contact your Partner, InterNACHI, if you have problems.

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