

MN Credentialing Assistance Rebate for Energy Training Program

An ARRA program for energy training providers

The Minnesota Credentialing Assistance Rebate for Energy Training (CARET) Program provides financial support for the credentialing of Minnesota-based energy efficiency and renewable energy training providers and instructors.

I. General Information

PROGRAM FUNDING:

This program is funded by the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. 111-5 and authorized by Laws of Minnesota 2009 Chapter 138. Federal and state guidelines require that projects adhere to a number of reporting and project implementation standards. The total amount of funding for this program is \$250,000.

Funding details:

- Rebate amount cannot exceed \$10,000.
- Multiple credentials are allowed within one rebate.
- A training provider may obtain no more than two rebates.

ELIGIBLE TRAINING PROVIDERS:

To be eligible, a Training Provider must:

- Be located in and provide training within Minnesota;
- Have expertise in renewable energy and/or building performance/energy efficiency;
- Provide workforce-related training; and
- Be operated by this state or by the Board of Regents of the University of Minnesota; be licensed or registered by this state as a MN private-for-profit or not-for-profit training provider; or be exempt from licensure or registration.

ELIGIBLE REBATES:

Rebate funds are for credentialing-related fees ONLY. Eligible costs include:

- Program or provider credentialing fees
- Instructor certification fees
- Training equipment and supplies (not to exceed \$5,000)

REBATE DATES:

- This program begins June 21, 2010 and ends February 15, 2011 or when all rebate funds have been reserved.
- OES reserves the right to extend the rebate program, as funds permit.

REBATE REQUIREMENTS:

- Pre-approval is required to reserve rebate funds.
- Rebate funds will be reserved on a first-come, first-served basis subject to available funds.
- An approved Reservation Request reserves funding for up to six months. This is subject to additional requirements as noted in III. Terms and Conditions
- Rebates will only be provided to programs that successfully obtain credentialing by a credentialing entity as defined under II. How to Apply

MATCH REQUIREMENTS:

Match funds are not required. However, all Reservation Requests must include a letter of commitment, identifying and confirming a match for any funds in excess of the rebate amount needed to obtain credentialing.

II. How to Apply:

REBATE STEPS:

The basic steps to participate in the CARET program are as follows:

1) Identify and select a credentialing entity

The credentialing entity must:

- Provide credentialing that ensures the training program will prepare students for national, industry-recognized certification(s) in the energy efficiency or renewable energy sector;
- Have expertise in assessing and qualifying training and workforce development programs;
- Have expertise in credentialing energy efficiency and/or renewable energy training providers;
- Award academic credentialing on the alignment of course(s) or curriculum to an industry-approved task analysis or set of core competencies;
- Be a third-party credentialing agency; and
- Be a recognized credentialing organization as approved by the Department of Commerce's Office of Energy Security.

2) Acquire institutional support

All applications must be accompanied by a letter of commitment from the training institution detailing the following:

- Commitment by authorized person(s) to complete credentialing;
- Time frame for credentialing; and
- Identification of matching funds from the training institution or outside resources; if required.

* In addition, materials describing the training program(s) currently being offered should be included, (e.g. marketing materials, course outline, training schedule, etc.).

3) Submit Rebate Reservation Request

Reservation requests can be found online at the Minnesota Office of Energy Security website: www.energy.mn.gov. Make a copy of the Reservation Request for your files and mail or hand-deliver the original to:

**CARET Program
Minnesota Department of Commerce
Office of Energy Security
85 7th Place East, Suite 500
Saint Paul, MN 55101-2198**

4) Receive Rebate Reservation Approval and Rebate Application

Within 30 days of receiving a complete Program Reservation Request, OES will notify you if your request has been approved. If approved, you will receive a Rebate Reservation Letter of Approval and a Rebate Application that will need to be completed and returned after credentialing is awarded.

5) Submit Rebate Application and Supporting Documents

After credentialing is complete, send the Rebate Application along with all supporting materials. If the application is complete, a rebate check will be issued within 30 days. Incomplete forms have until the expiration date found on the Rebate Reservation Letter of Approval to be completed and resubmitted

III. Terms and Conditions

- The applicant must receive pre-approval, from OES in writing, if there are any changes to the original reservation.
- Rebates are reserved for six months from project approval. Extensions may be made on a case-by-case basis and must be requested at least five business days prior to the expiration date. Requests for changes and/or extensions must be submitted in writing to OES, c/o Department of Commerce, 85 7th Place E, St. Paul, MN 55101.
- If the credential is not awarded and/or the rebate claim is not submitted by the expiration date, OES may notify the applicant that the rebate reservation has been canceled.
- Failure to comply with any requirement at any point in the rebate process may disqualify the applicant from receiving a rebate.
- Rebates will not be given to providers that fail to obtain accreditation.
- Any misrepresentation or fraudulent information disqualifies the reward claim and may give rise to criminal or civil prosecution
- OES reserves the right to change and/or end any portion of this program without notice

