

# ENERGY ADVISOR TRAINING

# 5

steps to become an

# Energy Advisor

**GCC has been providing training and support programs for longer than any other Service Organization, and have successfully trained over 200 EAs. As a non-profit organization, we are driven by our mandate to advance climate action and are committed to ensuring our EAs have the knowledge and skills to provide exceptional service.**

This guide outlines our unique community-based training and delivery model and provides you with a roadmap toward becoming a registered EA in accordance with Natural Resources Canada (NRCan) standards.

**Learn More**



**Green**   
**Communities**  
CANADA

# Connect with Us!

## Step 1

Prospective auditors who are completing training with Green Communities Canada are sponsored by organizations within our Member Network. These organizations are reputable community-based environmental non-profits that are connected to the communities they serve. After you complete your training, you will be directly employed or contracted by your local GCC organization.

To find out if there is a GCC organization near you, visit our Member page, or reach out directly to us for support:

[training@greencommunitiescanada.org](mailto:training@greencommunitiescanada.org)

## Foundation Exam

The next step toward becoming an EA is to complete the NRCan Foundation Exam. This exam tests your knowledge of housing, renovations, upgrades, energy systems, and more. GCC provides resources to support your preparation. For candidates with less related experience, there are also a number of third-party Foundation Exam courses you can take.

The exam can be written online and or at a local college exam centre. Candidates can register on NRCan's Exam Site.

**NRCan charges a fee to write the exam.**

## Step 2

## Classroom Training

## Step 3a

GCC's EA training course is in two parts. The first part, the classroom training, is four days and covers the following modules:

- Introduction to the EnerGuide Rating System
- Understanding air quality, ventilation & combustion spillage
- Blower door testing
- Pre-Evaluation preparation and consultation
- Conducting Energuide audits
- Modeling houses with HOT2000
- Developing upgrade recommendations
- EnerGuide reporting, quality assurance, and file processing

*Some third-party training institutions offer the classroom portion of a training program. This leaves candidates to complete further field & mentorship training with their Service Organizations. By dis-integrating the process, the length of the training program can increase while the quality is less certain. GCC's program includes classroom training (part a) and field training (part b). We are committed to a thorough and rigorous training program. We believe Energy Advisors have a vital role to play in advancing solutions to climate change and we want to ensure they have the strongest foundation possible.*

# Field Training & Mentorship

## 3 Step b

After completing the classroom training, EA candidates will complete the second part of the training, which is the field training and hands-on mentorship. Field training is normally completed over the course of six days, with EAs completing practice audits under the direct mentorship of their trainer.

This intensive 2-week approach is highly successful in preparing candidates for the final Energy Advisor Exam.

**The full cost of GCC's Training Program is \$2,500**

Our fee includes both the classroom and mentorship components, and is highly competitive with other training institutions. To ensure training is accessible, GCC and our Member organizations are committed to working with you to identify opportunities to access training subsidies and grants. **Please discuss funding options with your local organization.**

## Final EA Exam

The final step toward becoming an EA is to complete the NRCan EA Exam. This exam tests your knowledge of the EnerGuide Rating System, technical procedures, HOT2000, quality assurance, and administrative procedures.

The exam can be written online and or at a local college exam centre. Candidates can register on NRCan's Exam Site.

**NRCan charges a fee to write the exam.**

## 4 Step

# Employment with a GCC Member

## 5 Step

GCC is the registered NRCan Service Organization for many GCC member organizations. GCC provides training and mentoring services as well as ongoing quality assurance and technical support. Member organizations directly employ EAs and provide customer services.

Once an EA candidate passes their Exam and is registered with NRCan, they can begin employment with their GCC member organization. GCC's member organizations are exceptional employers who are committed to providing meaningful and sustainable jobs. The terms of your future employment should be discussed with your local GCC organization in advance of your training to ensure you are able to smoothly transition into your new career.

# Is this the Right Fit?

## Strong EA candidates are people who:

- Have a background in building science, the construction trades, sustainable construction practices, and/or related fields;
- Are good listeners, communicators, and problem solvers; and,
- Have highly proficient computer skills, with experience using Windows-based software, e-mail, and Microsoft Office.

While a strong technical background is essential, energy advisors work with people. Helping homeowners overcome the barriers to deep retrofitting and working with them to address climate change is our main mission. **We hope you share our passion.**

## Making it Work for You

### Remote Delivery & COVID-19

We believe that our intensive in-person training and mentoring program offers candidates the most effective and best supported learning environment. During COVID-19, we are offering remote and mixed-delivery training programs. Beyond COVID-19, we may also be able to accommodate mixed delivery programs for candidates facing barriers to in-person training. Please reach out to learn more.



### Prior Training or Experience

For candidates who have worked as an EA in the past, or who have already completed the classroom portion of an EA training program with a third-party institution, shorter customized training plans can be developed. Our trainers will assess your experience and knowledge and will identify the most efficient path toward becoming an EA with our Service Organization. Please reach out to learn more.

## Potential Equipment and Expenses

The equipment and expenses required will vary based on the terms of your employment. You should work with your GCC member organization to determine the equipment required and the ongoing expenses that you may need to plan for. **Equipment and expenses may include:**

- Smart phone and data plan
- Sheet feed scanner and printer
- Face mask or half-mask respirator
- Tape, laser, and/or wheel measurer
- Telescopic ladder
- Insurance (only for contractors)
- Laptop with Microsoft Windows 10 or newer
- Internet access
- Flashlight & Tool-kit
- Blower door
- Vehicle