



Non-Residential PV Site Assessor Certification Requirements

Midwest Renewable Energy Association
Complete information at <http://www.mreacsa.org>

Becoming a MREA Certified Non-Residential Site Assessor requires a combination of skills, abilities, knowledge and training. The following check list has been developed to aid potential site assessors in understanding the requirements and processes.

Steps to Certification

- Meet [prerequisite skills requirements](#). (See page two for a full description.)
- Knowledge of current state and federal incentives and tax credits.
- Be an MREA Certified Residential PV Site Assessor in good standing.
- Complete at least seven Residential PV Site Assessments that are reviewed by the MREA Technology Mentor.
- Complete at least one Non-Residential PV Site Assessment reviewed by the MREA Technology Mentor.
- Successfully complete MREA's [Non-Residential PV Site Assessor Training](#) or an [approved training program](#).
- Pass the Non-Residential [PV Site Assessor written exam](#).
- Sign the MREA's Non-Residential [PV Site Assessor Code of Ethics](#).
- [Pay \\$300 certification fee](#).
- Submit the [Assessor Contact Info](#) form.

Maintaining Certification

MREA Certification is valid for three years. To maintain certification an assessor must:

- Complete and document eight hours of continuing education activities per year. These activities may include: advanced workshops in the PV field, workshops on other renewable energy technologies, or other classes to improve business skills and knowledge.
- Perform and submit at least one Non-Residential PV Site Assessment each year while certified using the [Site Assessor Recertification Maintenance Form](#).
- Apply for recertification at the end of each three-year period using the [Site Assessor Recertification Maintenance Form](#).



Standard Prerequisite Skills Criteria to Achieve Site Assessor Certification

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Students who have successfully completed a MREA Site Assessor course in any technology are not guaranteed certification. Certification can be denied if it is determined by the MREA Education Director, Technology Mentor, and/or Site Assessment Coordinator that the student's work does not meet MREA standards. Examples of quality issues that may result in a denial of certification include, but are not limited to:

- ❑ **Written Communication** – Reports need to be written in a clear, concise and professional writing style. Incomplete sentences, spelling errors, grammatical errors and rambling thoughts are examples of sub standard writing.
- ❑ **Verbal Communication** – Assessors need to clearly communicate complex concepts to clients, Technology Mentors, and others involved in the site assessment program. Inability to explain the technology, funding opportunities, and the site assessment process are examples of sub standard communication.
- ❑ **Time Management** – Site assessors need to manage multiple tasks, and complete reports on deadline. Missing appointments, missing report deadlines, and delays in returning phone calls are examples of sub standard time management.
- ❑ **Critical Thinking** – Site assessors are expected to “think on their feet” and solve complex problems. Inability to apply concepts to new situations, make decisions based on known information, and conduct research to determine current information are examples of a lack of critical thinking skills.
- ❑ **Basic Mathematics** – Assessors need an understanding of basic math skills for calculating electrical loads, sizing systems, and invoicing customers (multiplication, division, percentages). Lack of these skills are often apparent in written reports.
- ❑ **Computer Skills** – Site assessors need to be proficient with basic computer skills including word processing, email, spreadsheets, photo programs, and internet skills/access. Inability to complete and send reports in an electronic format that can be easily accessed by clients, technology mentors, and others in the site assessment program is considered a sub standard computer skill. An on-line request for skills assessment is available here: [Computer Skills Assessment Request Form](#).
- ❑ **Knowledge of Technology**: Site assessors need to display adequate knowledge of the technology for which they are assessing based on the learning objectives for the training courses, materials provided, and technology mentor feedback.

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