

# Building Operator Training

Receive incentives and grow your expertise in energy-efficient building operations.



Qualified personnel can receive incentives for training and certification by completing courses through Potomac Edison’s **Energy Solutions for Business Program**. Pre-Qualified Building Operations and Maintenance (O&M) Training Courses focus on energy-efficient design, operations and building maintenance.

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| <h2>How to Qualify for Incentives</h2> | <ul style="list-style-type: none"> <li>• Complete all training by December 1, 2026.</li> <li>• Submit the following within five business days of completion:             <ul style="list-style-type: none"> <li>• Building Operator Training Application</li> <li>• Proof of Completion</li> <li>• Paid Invoice</li> <li>• W-9</li> </ul> </li> <li>• Finish all aspects of the training program.</li> </ul>   |
| <h2>Rules</h2>                         | <p><b>To Qualify for This Program, Participants Must Meet the Following Requirements:</b></p> <ul style="list-style-type: none"> <li>• Be an employee of a Potomac Edison customer OR be an engineering consultant, HVAC/control designer or contractor who has active or recently completed projects within Potomac Edison’s territory. The territory covers Garrett, Allegany, Washington, Frederick and parts of Montgomery, Howard and Carroll counties.</li> <li>• There is a maximum of three (3) trainees per facility once every three (3) years.</li> <li>• Completion of the application indicates your desire to be enrolled in the training program and commitment to pay any applicable copays. Actual course enrollment will be contingent on an eligibility review.</li> <li>• Applicants may take more than one course; however, only one course may be submitted per application.</li> <li>• Incentives will be determined based upon the actual cost of the class. The incentive is calculated as 80% of the cost of the course, with the total incentive not to exceed \$1,500. (Additional costs, such as travel, food, lodging, test fees and materials, are not eligible for incentives.)</li> <li>• In addition to the Pre-Qualified Building Operations and Maintenance (O&amp;M) Training Courses listed on this sheet, applicants may submit applications for non-listed courses for consideration and pre-approval. Program staff will consider applications for non-listed courses on a case-by-case basis. Please email <a href="mailto:melissa.felton@clearesult.com">melissa.felton@clearesult.com</a> with any questions.</li> </ul> |
| <h2>How to Apply</h2>                  | <ul style="list-style-type: none"> <li>• <b>Step 1:</b> Visit <a href="http://energysaveMD-bizsolutions.com/BOT">energysaveMD-bizsolutions.com/BOT</a> and fill out the questionnaire, or email <a href="mailto:melissa.felton@clearesult.com">melissa.felton@clearesult.com</a> with your name, email and the title of the course.</li> <li>• <b>Step 2:</b> Program staff will review your application for eligibility and contact you if additional information is needed.</li> <li>• <b>Step 3:</b> If you are deemed eligible for incentives, you may either enroll in the training course yourself, or program staff may notify the training partner of your intent to enroll. Program staff will direct you where to register upon receipt of application.</li> </ul>   |
| <h2>Participation Criteria</h2>        | <ul style="list-style-type: none"> <li>• To receive a Building Operator Training incentive, both the Applicant Requirements and the Training Course Requirements listed on this sheet must be met.</li> </ul>  |

## Training Course Requirements

- Potomac Edison will provide incentives for training courses with a focus on reducing and conserving electrical energy in buildings. Please see our list of Pre-Qualified Building Operations and Maintenance (O&M) Training Courses. In addition, applicants have the option of submitting non-listed courses for consideration and pre-approval by program staff.

## Applicant Requirements

- Applicant must be assigned to work at an existing commercial and/or industrial facility within the Potomac Edison Maryland territory or be an engineering consultant, HVAC/control designer, contractor or similar who has active projects or has recently completed a project within Potomac Edison's territory.
- In cases where the applicant is a contractor and not a direct employee of the Potomac Edison customer, a representative of the Potomac Edison customer must sign the application to confirm that the applicant is assigned to work at the customer's facility, as indicated above, and that the customer supports the applicant's participation in the program.
- Applicant must be employed in a position of responsibility for the energy management of the facility or have the potential to influence the building's energy performance.

## Pre-Qualified Building Operations and Maintenance (O&M) Training Courses

### AABC Commissioning Group (ACG)

- Certified Commissioning Authority (CxA)

### American Trainco

- Pumps and Pump Systems

### Association of Energy Engineers (AEE)

- Certified Energy Manager (CEM)
- Certified Energy Manager in Training (CEIT)
- Certified Building Commissioning Professional (CBCP)
- Certified Lighting Efficiency Professional (CLEP)
- Existing Building Commissioning Professional (EBCP)
- Certified Business Energy Professional (BEP)
- Certified Energy Auditor (CEA)

### Clean Energy Center (CEC)

- Building Operator Certification (BOC) Level I
- Building Operator Certification (BOC) Level II
- Commercial Building Re-Tuning
- Fundamentals of Energy-Efficient Buildings
- Electrification and Building Operations

### BOMI International

- High-Performance Sustainable Building Investments
- High-Performance Sustainable Building Principles
- HP 2 Course: High-Performance Practices
- The Design, Operation and Maintenance of Building Systems, Part I
- The Design, Operation and Maintenance of Building Systems, Part II
- Air Handling, Water Treatment and Plumbing Systems
- Energy Management and Controls
- Refrigeration Systems and Accessories

### International Association of Lighting Management Companies (NALMCO)

- Certified Apprentice Lighting Technician (CALT)
- Certified Senior Lighting Technician (CSLT)

### International Facilities Management Association (IFMA)

- Certified Facility Manager (CFM)

### Leadership in Energy and Environmental Design (LEED)

- LEED-EBOM AP: Accredited Professional Certification (Leadership in Energy and Environmental Design – Existing Buildings: Operations and Maintenance)
- LEED-NC AP: Accredited Professional Certification (Leadership in Energy and Environmental Design – New Construction)

### PBJ Media Holdings, LLC

- Energy Project Finance, Analysis and Structuring
- Energy Savings M&V and IPMVP
- Fundamentals of Heat Pump Systems
- HVAC Clean Air Test and Balance
- Intro to Energy Benchmarking
- Understanding and Optimizing HVAC Systems

### Energy Management Association (EMA)

- Energy Management Professional
- Operations and Maintenance

### National Association of Power Engineers

- Plant Equipment and Operations
- Air Conditioning I, II, III
- Heat Pumps
- Refrigeration
- Electric Motor
- The Engineer and Management
- Environmental Impact and Engineering Controls I, III

## Get Started

✉ Email [melissa.felton@clearesult.com](mailto:melissa.felton@clearesult.com) with any questions.

🖥 Visit [energysaveMD-bizsolutions.com/BOT](http://energysaveMD-bizsolutions.com/BOT).

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to [energy.maryland.gov/Pages/Facts/empower.aspx](http://energy.maryland.gov/Pages/Facts/empower.aspx).

By participating in energy efficiency and peak demand reduction programs, customers agree to allow their utility to retain ownership of all Capacity Rights, which refers to the demand reduction associated with any energy efficiency or peak demand reduction measures for which incentives were provided by the Company. Your utility will aggregate these energy efficiency demand reduction attributes into the PJM capacity market with proceeds being used to offset the program costs.