

## Energy Code Ambassadors Program (ECAP) Program Guidelines v3

### 1. Eligibility for participation.

Only active governmental, corporate, individual or honorary members of the International Code Council (ICC) are eligible to participate in the ECAP program. Members of local affiliate chapters of ICC must also join ICC to be eligible to participate in the ECAP program. Membership can be obtained online at: <http://www.iccsafe.org/Membership/Pages/join.aspx>

### 2. Recognition and benefits for participants.

ECAP participants shall be entitled to use the title “Energy Code Ambassador” or “ICC/BCAP Energy Code Ambassador” on their personal or corporate stationary or business card, for as long as they are an active participant in the program, hold a current ICC Energy Conservation Certification certificate in one of the categories as listed in the ICC National Certification Exam Information Bulletin and are an active member of ICC. Upon the termination of participation, or membership, individuals shall cease using the title or titles described in this paragraph.

During the first year of participation, each ECAP participant shall be entitled to register for, and participate in, a training program for ECAP participants in the state in which the participant resides, as designated by ICC, at ICC’s expense. In addition, each participant shall be eligible to sign up for any one of ICC’s three Energy Certification Exams, as designated by ICC, at ICC’s expense. In the event that the participant does not pass the certification exam, the participant may, at the expense of the participant retest, or terminate participation in the ECAP program. ICC will work with the ECAP participant to assure that the training and certification exam fit with the participant’s background, experience and previous training.

ICC and BCAP, as appropriate, shall recognize the participants in the ECAP program, with publicity in public and internal news publications, and shall provide basic information concerning participants in relevant news releases. ICC may also recognize participants at the ICC Annual Meeting and Conference, as appropriate.

At ICC’s option, if ICC requests a participant to attend a hearing or meeting that is outside of normal commuting distance from the participants home, ICC may offer to reimburse travel expenses of the participant, where such travel is approved in advance of the travel.

### 3. Obligations of participation.

Participants will be expected to engage in the following activities, during the course of their participation in ECAP:

- Provide telephone and/or email support to peers in the building code enforcement community, regarding energy code compliance issues.
- Provide peer-to-peer advice and consultation at ICC Chapter meetings, and other events.

- Appear as an expert at governmental hearings regarding the adoption of, or modification of, existing and/or new building energy codes, in or around the participant's jurisdiction. The participant understands, and agrees, that as an Energy Code Ambassador, the participant will be expected to support the adoption of the most recently published IECC, without amendment, deletions, or modifications.
- Communicate with ICC national, field, and chapter staff and leadership, as appropriate, regarding adoption and compliance issues, as they arise.
- Respond in a timely fashion to email communication from ICC staff, regarding energy code adoption and enforcement issues.

4. Termination of participation in the program.

A participant may terminate his or her participation at any time, by providing ICC with at least thirty days notice of the participants intent to terminate participation.

ICC and/or BCAP, may terminate the participation of any participant by providing the participant with at least thirty days notice of the participant's termination.

If the termination is at the request of the participant, and if the participant has not completed at least one year of participation, ICC may request repayment of the cost of training and/or certification testing service provided to the participant, at ICC's discretion.

5. Use of the "Energy Code Ambassador" name and ICC and BCAP names and logos.

Participants may identify themselves as "ICC/BCAP Energy Ambassadors" during the time of their participation. They may utilize the ICC and BCAP logo's only in association with their title of Energy Code Ambassador, but shall not otherwise hold themselves out as representing, or otherwise speaking on behalf of, either ICC or BCAP. Any media request should be referred to appropriate individuals in the national offices of ICC and/or BCAP, as appropriate.

**Timeline**

Public Announcement (website + letters to Chapters) – January 29, 2010

Nominations due to ICC- February 26

Energy Code Ambassadors announced and notified, names sent to ICC and BCAP field staff- March 5

Training for Ambassadors arranged- March/April

Ambassadors receive certificate/ credentials/ lapel pin- April

Certification Tests administered- ICC annual meeting (Charlotte, NC, October 25-28, 2010)

December 2010- Review of pilot, expansion or full national rollout planning