

June 29, 2021

Dear Participating Contractors,

NYSERDA wants to remind participating contractors that the new requirement to maintain NYSERDA program contractor status or to enter the program, each participating contractor must have at least one member of their staff that has obtained the Site Supervisor Certificate of Knowledge and that this individual(s) must be present on each jobsite for a minimum of 30% of the time when measures are being installed. This individual(s) must also signoff that the measures installed on the project meet NYSERDA's level of quality.

NYSERDA used The Building Performance Institute (BPI) to develop and host the exam process for the Site Supervisor Certificate of Knowledge. Training and the exam are now available on BPI's testing platform. At this time all participating NYSERDA contractors should have received an email from NYSERDA with codes for two free exams and the link to the training and exam. If you have not received an email, please contact Matthew Houle at matthew.houle@nyserda.ny.gov.

BPI staff have seen a few applications submitted since the launch in May, but we want to take this time to remind everyone that BPI will need time to review each application and make sure all requirements are met before candidates are approved to take the exam and that the exams codes supplied by NYSERDA will expire on August 17, 2021.

Below are important links you will need:

BPI's Site Supervisor handbook - [Site Supervisor Scheme Handbook](#)

BPI exam - <https://ssc.bpi.org/>

BPI's webinar on exam - <https://hpwescontractorsupport.com/program-documents-2/program-announcements/>