

# Energy Code Ambassador Program Guidelines



The Energy Code Ambassador Program (ECAP) recognizes and encourages leadership in Energy Code knowledge and the mentoring of others in the proper application of Energy Codes to all building types. Energy Code Ambassadors are provided with a certificate accrediting their participation in ECAP.

## 1. Ambassador Eligibility

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 information can be obtained online at: <http://www.iccsafe.org/Membership/Pages/join.aspx>

Within six months following the ECAP training, participants shall pass and provide proof of current certification in any one of five current ICC Energy Conservation Certification Exams, as designated by ICC (currently the following exam numbers: 77, 78, 79, EA, and EB). If the participant already holds one of the Energy Certifications, then it is not required ***but strongly recommended*** that the participant obtain another ICC Energy Certification and provide us with proof of certification after the training.

The current Certification Bulletin, with all necessary information to schedule and take an exam, is here: [http://www.iccsafe.org/Accreditation/Bulletins/National\\_Certification\\_EIB.pdf](http://www.iccsafe.org/Accreditation/Bulletins/National_Certification_EIB.pdf)

Written approval and support for participation from a participant's employer is required for acceptance into the ECAP program.

## 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, maintain a current ICC Energy Conservation Certification certificate in one of the categories as listed in the ICC National Certification Exam Information Bulletin and remain an active member of ICC. Upon the termination of participation or membership, individuals shall cease using the title or titles described in this paragraph.

The state partner, 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.

ICC may ask a certified Ambassador to attend a hearing or meeting that is outside of normal commuting distance from the Ambassador's home. In such cases, ICC may reimburse travel expenses to the participant, where such travel is approved in advance.

# Energy Code Ambassador Program Guidelines

## 3. Obligations of Participation

Each ECAP participant shall attend an Energy Code Ambassadors training program. The training will cover the following topics:

- Basic technical education on energy codes
- Advocating for energy codes adoption and enforcement

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

- Provide telephone and/or email support to peers in the building code enforcement community regarding energy code compliance issues, resources, or events.
- Provide peer-to-peer advice and consultation at ICC Chapter meetings and other events.
- Appear as an expert as allowed by employer at governmental hearings regarding the adoption 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, s/he will be expected to support the adoption of the most recently published IECC without significant amendments, 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.
- As funding is available, participants are expected to commit a minimum of 3 hours each month to provide training or education to peers and/or industry on energy codes.
- Participants must take and pass one of the ICC energy exams within 30 days of training if they wish to be reimbursed.

## 4. Termination of Participation

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

## 5. Use of the "Energy Code Ambassador" name and ICC and BCAP Names and Logos

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

*\* All applications and sponsorship letters should be sent to Maria Ellingson at BCAP ([mellingson@ase.org](mailto:mellingson@ase.org)).*

*\* All inquiries regarding participation in, or qualification should be sent to David Karmol at ICC ([dkarmol@iccsafe.org](mailto:dkarmol@iccsafe.org)) or Maria Ellingson at BCAP ([mellingson@ase.org](mailto:mellingson@ase.org)).*

# Energy Code Ambassador Program Sponsorship Letter



Date:

David Karmol  
Vice President, Federal and External Affairs  
International Code Council  
dkarmol@iccsafe.org

Dear Mr. Karmol:

The city/county/town of \_\_\_\_\_ has authorized (NAME) \_\_\_\_\_ to participate in the Energy Code Ambassadors Program (a joint project of ICC and BCAP, both non-profit organizations dedicated to improving building energy efficiency) with the understanding that s/he will devote some amount of volunteer time, in a manner that does not interfere with their regular work duties, networking with other code officials and sharing information about the adoption and enforcement of building energy codes. We understand that, as a benefit of participation in the program, (NAME) \_\_\_\_\_ will be provided an energy code book, complimentary customized training on (current state energy code) \_\_\_\_\_, and a complimentary certification examination in one of five Energy Code certifications offered by the International Code Council. In addition, the Energy Code Ambassador and his/her jurisdiction will be publicly recognized by the state, ICC, and BCAP for their valuable participation in this public service effort.

Sincerely,

\_\_\_\_\_  
Name of Applicant's Supervisor

\_\_\_\_\_  
Title of Applicant's Supervisor

\_\_\_\_\_  
Signature of Applicant's Supervisor

\_\_\_\_\_  
Applicant's Jurisdiction or Employer



## Welcome!

The United States is the second largest consumer of energy in the world, and 49 percent of the energy used is consumed by the buildings sector, compared to 30 percent by the industrial sector and 29 percent by the transportation sector.<sup>1</sup> Studies have found that building energy codes are the easiest and most cost-effective way to maximize energy efficiency and reduce overall energy consumption in communities.<sup>2</sup>

Adopting a building energy code is important but has little effect unless it is properly implemented and enforced. That is why we need **YOUR** help to recognize and promote the value of energy efficiency through building energy codes.

The Energy Code Ambassadors Program (ECAP) was created through a partnership with Building Codes Assistance Project (BCAP) and International Code Council (ICC). It empowers existing code professionals by developing their familiarity and expertise with energy codes. Through training and peer-to-peer sharing, ECAP supports the correct and effective implementation of energy codes.

We welcome your interest and encourage you to submit a completed application and sponsorship letter to Maria Ellingson at [mellingson@ase.org](mailto:mellingson@ase.org). For questions, contact Maria Ellingson at [mellingson@ase.org](mailto:mellingson@ase.org) or David Karmol at [dkarmol@iccsafe.org](mailto:dkarmol@iccsafe.org).

To learn more about the program, you will find additional information in our brochure, **Meet 90% Compliance with Your Knowledge: Energy Code Ambassador Program.**

Link: <http://energycodesocean.org/resource/learn-more-about-ecap>

---

<sup>1</sup> Department of Energy, Energy Efficiency and Renewable Energy: Building Energy Data Book (Washington, D.C. 2010), 1.1.3. <<http://buildingsdatabook.eren.doe.gov/ChapterIntro1.aspx>> (November 13, 2012).

<sup>2</sup> "Building Codes," American Council for an Energy-Efficient Economy <<http://aceee.org/topics/building-codes>> (November 13, 2012).

# Energy Code Ambassador Program Application

PLEASE PRINT ALL INFORMATION CLEARLY



Name: \_\_\_\_\_  
Title Last First Middle

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Organization/Jurisdiction: \_\_\_\_\_

Job Title: \_\_\_\_\_

ICC Membership Number: \_\_\_\_\_

If you have any ICC Certifications, please list them:  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in becoming an Ambassador?  
\_\_\_\_\_  
\_\_\_\_\_

Have you attended any energy code trainings in the past two years?  
\_\_\_\_\_  
\_\_\_\_\_

Are you willing to volunteer your time to be a spokesperson for your state to provide training for your peer code officials and the construction industry in energy code implementation?  Yes  No

How did you hear about the Energy Code Ambassador Program?  
\_\_\_\_\_  
\_\_\_\_\_

\*Submit a completed application, reference, and sponsorship letter to Maria Ellingson at [mellingson@ase.org](mailto:mellingson@ase.org).



# Energy Code Ambassador Program References Form



PLEASE PRINT ALL INFORMATION CLEARLY

## Reference 1

Name:

Title

Last

First

E-mail:

Phone:

Business Address:

Street

City

State

Zip Code

Job Title:

Relationship: How, and in what capacity, do you know this reference?

## Reference 2

Name:

Title

Last

First

E-mail:

Phone:

Business Address:

Street

City

State

Zip Code

Job Title:

Relationship: How, and in what capacity, do you know this reference?

\*Submit a completed application, reference, and sponsorship letter to Maria Ellingson at [mellingson@ase.org](mailto:mellingson@ase.org).

