



**Home Innovation**  
NGBS GREEN VERIFIER™

# NGBS GREEN VERIFIER CANDIDATE HANDBOOK

APRIL 2020

This document outlines the steps and requirements for obtaining NGBS Green Verifier accreditation from Home Innovation Research Labs.

For more information on the NGBS Green program, visit [www.HomeInnovation.com/Green](http://www.HomeInnovation.com/Green).

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## CHECKLIST 1: ACCREDITATION PROCESS

- ❑ **STEP 1: Prerequisite Review** (See Checklist 2 for more details.)
- ❑ **STEP 2: Submit Resume & Cover Letter**

Submit a resume and cover letter to [VerifierRegistration@HomeInnovation.com](mailto:VerifierRegistration@HomeInnovation.com). The letter should explain in detail how you meet the pre-requisite qualifications from Checklist 2. Applications that do not explain how the prerequisites are met will be rejected.
- ❑ **STEP 3: Pay Training/Accreditation Fee**

Once accepted, Home Innovation will provide access via email to the training where you will pay the fee to access the training. Verifier accreditation is NGBS version-specific and must be renewed annually. Candidates must earn 2012 NGBS, 2015 NGBS, and 2020 NGBS accreditation. The initial accreditation fee includes all training, exams, and one year's accreditation. Verifiers must renew their accreditation annually. In addition, Verifiers must take updated training and re-test when a new NGBS version is released.
- ❑ **STEP 4: Review Training Materials**
  - ❑ Purchase/download the 2012 NGBS ([www.BuilderBooks.com](http://www.BuilderBooks.com) or [shop.iccsafe.org/2012-national-green-building-standard-icc-700-2012.html](http://shop.iccsafe.org/2012-national-green-building-standard-icc-700-2012.html))
  - ❑ Purchase/download the 2015 NGBS ([www.nahbclassic.org/form.aspx?formID=18173](http://www.nahbclassic.org/form.aspx?formID=18173) or [shop.iccsafe.org/icc-ashrae-700-2015-national-green-building-standard-1.html](http://shop.iccsafe.org/icc-ashrae-700-2015-national-green-building-standard-1.html))
  - ❑ Download the 2020 NGBS ([www.builderbooks.com](http://www.builderbooks.com))
  - ❑ Download the 2012 NGBS Commentary ([available on the NGBS Green training site](#))
  - ❑ Download the 2015 NGBS and 2020 NGBS Green New Construction scoring spreadsheets ([www.HomeInnovation.com/GreenScoring](http://www.HomeInnovation.com/GreenScoring) )
  - ❑ Download the **Verifier Resource Guide** ([available on NGBS Green training site](#))
  - ❑ Complete the training modules (<http://NGBSGreenPro.HomeInnovation.com>)
- ❑ **STEP 5: Take Accreditation Exams**

An 80% grade or higher is required to pass the exam. There are two exams. One exam covers the program policies, process, and procedures, as well as the 2012 NGBS and 2015 NGBS. The second exam covers the 2020 NGBS. Your fee allows you to take the exam twice. If you fail twice, you must pay the training fee again to access the training and test again.
- ❑ **STEP 6: Submission of Application, Agreement & Insurance**

Verifiers must complete a profile with information about their companies and services.
- ❑ **STEP 7: Submit Complete Application Packet**

NGBS Green Verifiers must submit the following items before becoming accredited:

  - ❑ NGBS Green Verifier Agreement
  - ❑ Evidence of Insurance

## CHECKLIST 2: VERIFIER PREREQUISITES

The following background/skills are expected of candidates prior to completing the training and exam. To determine if you qualify to become an NGBS Green Verifier, check off the boxes that apply to you:

- Skills to use Microsoft Excel 2016 or higher
- Minimum One-year experience in at least one of the following:
  - Construction experience either on the jobsite or in management
  - Superintendent or equivalent residential jobsite supervision
  - Licensed or qualified home inspector
  - Residential design or architectural work
  - Residential land development management
  - Green building verification for another green certification program
  - Construction consulting, training, or inspection services
- Meet at least one of the following:
  - Three years of professional field experience in green and/or sustainable residential construction
  - At least 12 hours of formal green training
  - Designation by NAHB as a Certified Green Professional, or professional certification from Green Advantage, or Green Building Certification from National Association of the Remodelers Industry (NARI), or RESNET Green Rater Certification (not just HERS Rater), or USGBC LEED Accredited Professional Certification/training
  - Experience as a green building verifier for another program for at least two years
  - Two years of consulting and/or training in green building technologies

**Disqualifying Circumstances:** The following individuals are ineligible to serve as NGBS Green Verifiers:

- Staff and officers of local or state Home Builder Associations (HBAs)
- Individuals who provide, or work for organizations that provide, verification/certification services based on the ICC-700 National Green Building Standard™ outside of Home Innovation's NGBS Green certification program services

In addition, once accredited, a Verifier is **ineligible** to provide verification services for a specific project if s/he:

- Is involved in the physical construction and/or has a financial interest in the project seeking certification
- Supplies materials and/or installed products or systems in the project seeking certification
- Is employed as a sales agent for the project seeking certification
- Is an immediate family member of anyone materially, financially, or otherwise substantively tied to the project seeking certification

## I. GETTING STARTED

This guide outlines the accreditation process and role and requirements of the NGBS Green Verifier.

If you are interested in becoming an accredited Field Rep, or want to understand the differences between a Verifier and a Field Rep, please see the specific requirements and process in [Appendix A](#).

### A. Role of NGBS Green Verifiers

NGBS Green Verifiers serve as independent, in-field representatives of Home Innovation's NGBS Green certification program. Verifiers work with builder/developer/remodeler/architect clients to guide them through the certification process and perform rough and final inspections of the projects seeking certification.

Accreditation offers an opportunity to provide NGBS Green verification services.

Accredited Verifiers perform the following key functions:

- Execute a verification service agreement with the builder/developer/remodeler/architect that defines verification fees, number of meetings, number of inspections, and any expected performance tests
- Review project scoring with builder/developer/remodeler/architect to understand what certification level is being sought and confirm the scoring is accurate
- Determine with the builder if an initial review of the supporting documentation is required before the pre-drywall site inspection; if needed, complete review and record results
- Conduct pre-drywall site inspection(s), document the results along with any performance tests (i.e., duct leakage test results) completed, and submit for Home Innovation review and approval
- Conduct final inspection and document results (documentation review, first and final site inspections) along with relevant comment and photos and submit to Home Innovation for review and approval

Verifier accreditation is earned by individuals; it does not extend company-wide. However, if an individual intends to provide verification services as an employee of an organization of which they are not the sole owner, an officer of that company must provide consent by signing the Verifier Agreement.

### B. Prerequisites

Candidates must meet the requirements above before Home Innovation will grant access to the Verifier training.

Verifier training does not teach basic construction and green building principles. Verifiers are expected to have a minimum proficiency in both of those areas before being accepted to the training.

NGBS Green certification is comprehensive, it is not merely an energy efficiency certification; therefore, experience only as a HERS Rater or with ENERGY STAR is insufficient. We are looking for expertise also in resource efficient, site development, indoor environmental quality, and water efficiency.

If you believe you have that expertise, but it is not apparent in your resume, please clearly state how you meet the prerequisites in your cover letter.

### C. Conflict of Interest

Verifiers must render judgments and services "independent," "objective," and "impartial." Consequently, Home Innovation has a strict prohibition against conflict of interest as it would impair objective judgment. We also strictly prohibit *the appearance* of a conflict of interest.

What this means for a Verifier is that we are focused on the nature of your relationship with the client to determine if circumstances would cause you to be partial in your decisions, subjective in your inspections, and biased in your inspections.

Candidates that meet the conditions below are **prohibited** from becoming accredited Verifiers under any circumstance:

- Staff and officers of local Home Builder Associations (HBAs)
- Individuals who provide, or work for organizations that provide, verification/certification services based on ICC-700 National Green Building Standard™ outside of Home Innovation's certification

Verifiers are **ineligible** to offer verification services in the following circumstances:

- Being involved in the construction and/or having a financial interest in the project being verified
- Supplying materials and/or installed products or systems in the project being verified
- Being employed as a sales agent for the project being verified
- Offering verification services for a project that includes an immediate member of the Verifier's family

This list is not exhaustive; rather it represents what Home Innovation believes to be the most common potential conflicts of interest that may arise. If you have any doubt as to whether a pre-existing relationship with or connection to a key member of the client team will violate the spirit of these rules, contact Home Innovation before commencing any verification services. If found in violation of any of these stated conflicts of interest, or the spirit of these rules, you may jeopardize the project's ability to earn NGBS Green certification and you may lose your accreditation.

### D. Required Knowledge

Verifier training will cover NGBS Practices, the certification process, and verifier responsibilities. Candidates are expected to demonstrate firm understanding of the following concepts during an accreditation exam, prior to earning accreditation and providing verification/certification services.

- Certification Process & Verifier Responsibilities
- Technical Understanding of Green Building Practices, including:
  - Land Use
  - Resource Efficiency
  - Energy Efficiency
  - Water Conservation
  - Indoor Environmental Quality
- Technical Understanding & Interpretations of NGBS Practices

The exam will also test the candidate's existing technical understanding of green building practices. The training does not cover basic green building information.



## II. ACCREDITATION PROCESS

### A. Application

Submit the following to [verifierregistration@homeinnovation.com](mailto:verifierregistration@homeinnovation.com):

1. Resume
2. Cover letter that describes how the candidate's experience meet the Verifier prerequisites. The letter should attest to the candidate's experience in each of following areas:
  - Land Use
  - Resource Efficiency
  - Energy Efficiency
  - Water Conservation
  - Indoor Environmental Quality

Home Innovation will review each submission. If accepted, candidates will be granted access via email to the online Verifier Training Center to prepare for the accreditation exam.

### B. Verifier Training is NGBS Version-Specific

Accreditation is NGBS version specific. We are currently accrediting Verifiers to the 2012, 2015, and 2020 NGBS. Candidates must successfully complete all training to be listed as an Accredited Verifier on the Home Innovation website.

### C. Training/Accreditation Fees

The fee for training and testing is \$500 and must be paid online before a candidate can access the training materials. The fee covers: (1) access to online training resources and self-paced educational modules; (2) two attempts at the accreditation exams; and (3) one year of accreditation.

You have 90 days to successfully pass the accreditation exams after paying the fee, otherwise you must pay the fee again. Fees are non-refundable.

***Please note that credit card statements will show payment has been made to "DIGITAL CHALK," not Home Innovation Research Labs.***

### D. Accessing Training Resources

Training resources are self-paced and available online 24/7. Log-in information will be emailed directly to candidates from [Digital Chalk](#).

#### **Steps for accessing training resources:**

1. Visit the online Verifier Training Center at <http://NGBSgreenpro.homeinnovation.com> and enter login credentials.
2. From the catalog menu, select the 2012/2015 NGBS verifier training by clicking "Add to Cart."
3. Click on the cart icon (top-right of screen, next to your name) to view and then click "Continue" to check out and provide credit card information.

Once purchased, the course will be visible in the "Dashboard" screen with each login.

You must work through the training elements sequentially. The next element within the sequence is not available until you have completed the prior element. You must finish the 2012/2015 NGBS training Modules before you can access the 2020 NGBS Modules.

Candidates should have the training resources listed above available during the training. The exam is open book.

Candidates should practice scoring a building prior to taking the exam. Download the latest version of the NGBS Green Scoring Tool for New Construction: [www.HomeInnovation.com/GreenScoring](http://www.HomeInnovation.com/GreenScoring).

## E. NGBS Green Verifier Study Guide

### FOR SUCCESS, READ BEFORE STARTING

Candidates occasionally have difficulty passing the Verifier accreditation test, particularly the scenarios questions. Some believe the test questions are intentionally tricky. This is not the intent. The test scenarios reflect realistic scenarios that you will face as a Verifier. While Home Innovation is here to support NGBS Green Verifiers and provide technical assistance as necessary, we rely on Verifiers to correctly award certification points for buildings seeking NGBS Green certification. Verifiers are accorded substantial discretion in the verification process, and thus the goal of the test is to assess if a candidate understands the overarching verification guidelines and can correctly assess on-site circumstances that don't neatly fit NGBS practices.

The Verifier test is open book. Each test section is timed. However, you should have plenty of time to answer the questions and refer to the relevant resources. Use all the resources at your disposal. Make sure you complete and submit the test upon completion and before the time runs out.

### STUDY TIPS

1. What is the INTENT of the practice? Is the INTENT met? Then the Verifier should award the points.
2. NGBS Chapter 2 provides definitions of key terms. Refer to it as necessary. Do not assume that you know how a term is defined. It may be defined differently in the NGBS than other regulations or codes.
3. The NGBS is not intended to abridge safety, health, or environmental regulations contained in other applicable laws, codes, or ordinances. Nor does the NGBS exempt buildings from the NGBS baseline. Each version of the NGBS sets a baseline. For the 2012 NGBS it is the 2009 IBC, 2009 IRC, and 2009 IECC. For the 2015 NGBS it is the 2015 IBC, 2015 IRC, and 2015 IECC. If a project seeking NGBS Green certification is in a jurisdiction that mandates a less stringent code that does not exempt the building from meeting the NGBS Green baseline.
4. Sometimes if an NGBS practice is required by code, the building may not be eligible for points. READ THE PRACTICE CAREFULLY.
5. Points are only awarded for practices that have been successfully completed and the Verifier can verify. No exceptions. Practice not complete? Award zero points.
6. If the builder needs points toward certification, but the practice is not complete, or the builder has not compiled the documentation, you will have to come back and re-inspect to award those points. The cost to re-inspect a home is at the Verifier's discretion.

7. If the builder claims points for practices that are not complete, but the building doesn't need the points for certification, complete the inspection and submit the report to Home Innovation for processing. No reason to hold up the process.
8. We expect rough verification reports to be submitted to Home Innovation preferably within one business day but no longer than 30 days after of the rough inspection date for single family homes and within 30 days of completing the last inspection for that stage multifamily buildings.
9. We prefer final inspection reports to be submitted to Home Innovation within 30 days of the final inspection date. Secure payment for your verification services from the client accordingly.
10. If a verification report has not been received before 90 days, Home Innovation reserves the right to require the home to be re-inspected by the Verifier.

## F. Verifier Study Aid: Typical NGBS Exam Questions

If you fail the Verifier Test in your first attempt typically this is due to lack of attention to detail in the way the question or answers are worded, or not selecting the most appropriate answer when two are similar. Before taking the test, be sure you are very familiar with the 2012 and 2015 NGBS (including the definitions in Chapter 2), the **Verifier Resource Guide** (VRG), and the 2015 NGBS scoring spreadsheet. You should also be sure to review the training modules completely and score a "sample" home using the scoring spreadsheet. The test is open book so no one is required to memorize any of the resources noted, however, you must be familiar with the contents to pass the test.

The following example questions should be helpful in preparing for the type of information covered in the test.

**EXAMPLE 1:** You arrive at a home to do the final inspection and notice that the landscaping is not yet completed. The builder tells you that the home buyer is not moving in for six weeks and they will have it done by then, but the builder wants you to do the final inspection anyway so he can have the certificate for closing in two weeks. The builder says he has enough points for silver certification without any landscape points. You have worked with this builder several times and know that he will have the landscaping completed when the homeowner moves in. What should you do?

- A. Do the inspection and if there are enough points for silver submit the report immediately.
- B. Do the inspection now and come back as soon as the landscaping is in to finalize and submit the report.
- C. Do the inspection and award the points for the landscaping because you trust the builder to complete the work as promised and submit the report
- D. Do the inspection and submit the report and request a preliminary certificate until you have verified the landscaping has been completed.
- E. Tell the builder that you cannot do a final inspection until everything for the home has been completed and that you will come back when he tells you it is done.

The correct answer is A. If the mandatory practices have been met and additional points are not needed for the desired certification level, the inspection should be completed and submitted. There is no reason to delay. The certificate does not indicate number of points achieved, only certification level achieved. Answer C is incorrect as you should never award points based on what a builder says they will do in the future. Answers B and D are incorrect as there is no need for the extra work and cost involved for a

preliminary certificate or a second inspection since the home already meets the certification level. Answer E is incorrect because there is no requirement that a home be 100% complete before you can do the final inspection; only items requiring verification must be complete. This is an example where the correct answer depends on doing the most practical thing within the guidance provided by the VRG.

**EXAMPLE 2:** Which of the following is not correct?

- A. The NGBS is an ANSI approved consensus standard.
- B. Verifiers are required to maintain both general liability and professional liability insurance.
- C. Verifiers may delegate parts of the verification inspection except for Chapter 7 to others in their company who are not accredited verifiers.
- D. Verifier set their own fees for their verification services.
- E. Verifiers are expected to submit a verification report the next business day after conducting the inspection.

The correct answer is C. The question asks which of the options is NOT accurate. This type of question is often missed because the question is not read carefully. If you see two or three answers that seem to be accurate, that is a clue that the question may be asking for what is not appropriate rather than what is.

**EXAMPLE 3:** You are doing the final verification on a 3-bedroom, 2-bathroom house. All the toilets in the house are the same and the builder is claiming 17 points for them. The only information that you have on the toilets is the manufacturer's literature that simply shows the toilets are 1.2 gallons per flush per ASME 112.19.2. How many points do you award?

- A. 0 points
- B. 4 points
- C. 6 points
- D. 11 points
- E. 17 points

The correct answer is A. The practice requires that the toilets not only meet the maximum flush volume of 1.28 gpf per ANSI112.19.2, but that they also meet the EPA WaterSense requirements. Since the manufacturer's literature does not mention WaterSense, the safest assumption is that the toilets do not comply, and points should not be awarded. A common shortcoming when completing the verification inspection is when the verifier focuses only on part of the practice requirement and not the entire requirement. If, however, both toilets in this example had also been documented as WaterSense, then the correct number of points would be 13 (11 points for 801.5(3) and 2 points for 801.5(4)) [which was not a choice provided for this scenario].

**EXAMPLE 4:** A developer has developed a 25-home community on a 50-acre site on prime farmland in central Iowa. Which practice should a developer most likely get points for in this situation?

- A. Infill lot
- B. Multi-modal transportation
- C. Avoiding sensitive areas
- D. Minimizing slope disturbance
- E. Low slope lot

The correct answer is E since Iowa is typically flat. However, this question has frequently been answered incorrectly with option C because prime farm land is defined in Chapter 2 as a sensitive area. Verifiers need to be familiar with the definitions in Chapter 2 and apply them to the practice. These definitions are often overlooked when answering the test questions. Answer D is also not correct because the VRG notes that “In order to receive points the lot must have enough slope that these practices (503.2) actually contribute to reducing impact both in the short and long term.” The question does not give enough information to conclude this is the case. Another common pitfall for verifiers is not consulting the VRG in interpreting the NGBS and answering the question at hand. There is not enough information in the question to support either answer A or B.

## G. Accreditation Exam

### Administration

The NGBS Green Verifier accreditation exam is administered on the online Verifier Training Center. The exam may only be started after the training modules have been completed.

You can complete the questions out-of-order, and you will have an opportunity to review your work at the end.

**Submit** the test before the time runs out or the test will not be graded.

The exam is an open book test. NGBS Green Verifiers will have access to program resources when they are performing inspections. Home Innovation recognizes that it is more important for verifier candidates to demonstrate they know where to find and interpret information in a timely manner than to memorize NGBS requirements. For that reason, Home Innovation allows use of study materials, including: the **NGBS**; **NGBS Commentary**; and **Verifier Resource Guide** (VRG) during the exam.

To pass the accreditation exam, a minimum score of 80% is required. If any section is failed twice, the verifier candidate will be prompted to exit and re-purchase the training course (\$250 fee per training). Failure to complete the exam within 90 days of payment will require a candidate to re-pay the training/accreditation fee and re-start the course.

Home Innovation does not provide specific information on which questions a candidate answers correctly or incorrectly, and staff cannot provide one-on-one guidance. If there is something specific that stumps you, please [contact us](#).

### Format & Content

All questions are multiple choice. Some samples are provided below.

**EXAMPLE 1:** Which of the following is NOT correct?

- A. The NGBS is an ANSI approved consensus standard.
- B. Verifiers are required to maintain both general liability and professional liability insurance.
- C. Except for Chapter 7, verifiers may delegate parts of the verification to others in their company who are not accredited verifiers.
- D. Verifiers set their own fees for verification services.
- E. Verifiers are expected to submit a Verification Report the next business day after conducting an inspection.

**Correct answer is C, because only accredited verifiers may conduct verification inspections.**

**EXAMPLE 2:** You are doing the final verification on a 3-bedroom, 2-bathroom house. All the toilets in the house are the same, and the builder is claiming 17 points for them. The only information you have on the toilet is the manufacturer’s literature that simply shows the toilets are 1.2 gallons per flush per ASME 112.19.2. How many points do you award?

- A. 0 points
- B. 4 points
- C. 6 points
- D. 11 points
- E. 17 points

*Correct answer is A, because there was no documentation presented that the toilets met the Water Sense criteria.*

## H. Completing Verifier Training/Accreditation

After passing the exam, there are three additional steps to become accredited.

1. **Score a Building:** Using one of the 2020 NGBS New Construction Scoring Tools (either single family or multifamily) score a real or fictional building, complete the rough and final inspection worksheets, and submit to [gbverifications@homeinnovation.com](mailto:gbverifications@homeinnovation.com). This is required step. Your completed scoring tool should have no red or yellow cells or missing information.
2. **Verifier Profile:** Verifiers must complete an online profile with information about their company and services offered. The questionnaire is integrated into the training course.
3. **Final Accreditation Assignment:** Complete the final course element which is the Verifier Agreement and Application Form. Completed forms should be submitted, along with a current certificate of insurance to [verifierregistration@HomeInnovation.com](mailto:verifierregistration@HomeInnovation.com).

After the accreditation process is complete, you will receive an email confirming your accreditation [See page 14] and be able to print a certificate of Verifier accreditation.

## I. Maintaining NGBS Green Verifier Accreditation

NGBS Green Verifier accreditation is tied to specific NGBS versions. Verifiers must be accredited to the relevant NGBS version before conducting a verification inspection for that version.

Transition timing and guidelines will be posted in the monthly *Verifier Update* newsletter (described in section III) whenever a new NGBS version is released. Failure to update accreditation for the next NGBS version in a timely manner will result in verifiers being removed from the “Find a Verifier” web listing.

## J. NGBS Green Verifier Agreement & Insurance Requirements

Candidates must complete a formal agreement with Home Innovation to complete the accreditation process. If the candidate is not an individual proprietor, the agreement must be signed by an officer of his/her company. The agreement covers: Scope of Services; Terms of Agreement; Fees, Expenses & Payment; Property Rights and Confidentiality; Marketing Requirements; Warranties; Indemnification & Insurance; Limitations of Liability; etc.

A sample verifier agreement is available for review at <http://ngbsgreenpro.homeinnovation.com>.

Minimum insurance coverage is required while conducting verification services for Home Innovation. Accredited NGBS Green Verifiers are required to submit evidence of their insurance coverage to Home

Innovation on an annual basis. Failure to demonstrate insurance coverage may result in termination of verifier accreditation. “Home Innovation Research Labs” must be listed as the additionally insured. Required coverage is shown in the table below.

<b>General Liability</b>	<b>\$1,000,000</b>
Automobile Liability	\$500,000
Workers Compensation	As required by state law
Employer’s Liability (typically part of Workers Compensation)	\$500,000
Professional Liability	\$500,000

### III. WORKING AS AN NGBS GREEN VERIFIER

#### A. Verifier Resources

Program resources, including **Verifier Resource Guides**, are available at [www.homeinnovation.com/VeriferCentral](http://www.homeinnovation.com/VeriferCentral). You must log in with your email address (the one you provided on your Verifier application) and password (assigned to you).

#### B. Stay Informed

Accredited Verifiers must stay informed on all program updates.

Program information is distributed monthly through the *Insider Update* and *Verifier Update* e-newsletters. Whitelist communications from “@homeinnovation.com” in your spam filter. Verifiers must not unsubscribe from these Updates.

The *Insider Update* includes general program updates, such as updates on certification activity, new incentives for NGBS certification, marketing resources, etc. Past *Insider Update* issues are available on the Home Innovation [website](#).<sup>1</sup>

The *Verifier Update* is distributed only to accredited NGBS Green Verifiers. It is an important resource for verifiers to stay informed on policy changes and interpretations of NGBS requirements. *Verifier Updates* contain proprietary information and are intended for accredited verifiers only; do not forward or otherwise share/distribute the content of these newsletters. Past issues of *Verifier Update* are posted in the [Verifier Central](#) section of the website.

#### C. Marketing Your Accreditation

Accredited NGBS Green Verifiers are listed at [www.HomeInnovation.com/FindNGBSVerifier](http://www.HomeInnovation.com/FindNGBSVerifier). Once you become accredited, review your online profile for accuracy.

Accredited NGBS Green Verifiers are encouraged to market their accreditation by including a reference and the NGBS Green Verifier logo on one or more of the following:

- Company website
- Business cards
- Marketing materials
- LinkedIn (or other online professional) profile
- Car decals or magnets
- Signage at verification sites

Once the accreditation process is complete, you will receive an email with a link to NGBS Green Verifier and NGBS Green Partner logos.

The NGBS Green Partner Style Guide, accessible at [www.HomeInnovation.com/MarketGreenCertified](http://www.HomeInnovation.com/MarketGreenCertified), provides specific guidance on use of these program marks. Additional marketing materials are available for download from that webpage as well.

#### D. Continuing Education Requirements

NGBS Green Verifiers are expected to complete a minimum of 4 hours of continuing education annually on relevant green building and energy efficiency topics.

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<sup>1</sup> [www.homeinnovation.com/about/news\\_and\\_events/newsletters](http://www.homeinnovation.com/about/news_and_events/newsletters)



## E. Performance Management

Verifiers are graded on every verification report submitted for accuracy, completeness, and timeliness. Verifiers must maintain an average grade of C or higher otherwise they risk being put on probation and/or a performance management plan. Verifiers that have ongoing performance issues may be terminated.

## IV. RENEWAL PROCESS

### Steps for Completing Your Renewal

NGBS Green Verifier accreditation must be renewed annually. NGBS Green Verifiers will be notified before their accreditation expires to begin the renewal process.

This process will likely change as we intend to bring renewals in-house.

1. Log on to the Verifier Training Center.
2. Select the renewal course from the Catalog menu. The course will be added to your cart (top right of screen, next to your name).
3. Click on the cart icon to purchase. Complete the \$250 non-refundable renewal fee transaction.
4. Your renewal is not completed until you have “worked through” the course. You will be required to complete the following:
  - **Verifier Profile:** Complete your online profile with information about your company and services offered.
  - **Final Accreditation Assignment:** To complete the renewal process, submit your current certificate of insurance to [verifierregistration@homeinnovation.com](mailto:verifierregistration@homeinnovation.com). Verifiers without a current insurance certificate on file that meets the program requirements will have their profile removed from the “Find a Verifier” directory until updated documentation is received. Email reminders about insurance expiration are sent approximately 30 days prior to an insurance expiration.
  - **Verifier Agreement:** Agreements expire every four years; if applicable, a new agreement should also be submitted.

## V. CONTACT INFORMATION

If you have questions about the accreditation process or study materials, please submit a message by visiting [www.HomeInnovation.com/NGBSGreenContact](http://www.HomeInnovation.com/NGBSGreenContact). The Home Innovation team can answer general questions about the accreditation requirements and process. However, we are not equipped to share individual exam responses or provide one-on-one assistance.



Home Innovation Research Labs  
400 Prince George's Boulevard  
Upper Marlboro, MD 20774 - 8731  
[www.homeinnovation.com/green](http://www.homeinnovation.com/green)

Dear Newly-Accredited NGBS Green Verifier,

Congratulations on completing your NGBS Green accreditation process! The Home Innovation Green Team looks forward to working with you. The NGBS Green value proposition is that it offers builders, developers, and remodelers a credible, rigorous, yet flexible green certification. Our goal is to provide a green certification with more value than cost. One way we do this is to provide our clients, including accredited verifiers, with exceptional customer service.

Please consider this letter a **Quick Start Guide** and keep it as a reference until you become more familiar with our program, policies, and process.

### **Verifier Central**

Your main go-to resource will be our [Verifier Central](#) page. This is where you go to register projects and notify us of an upcoming inspection. You can also get a comprehensive list of your NGBS Green projects from this page. If you have any questions, need an NGBS interpretation, or require technical assistance, you can [contact us](#) via the link on this page.

You now have access to countless online resources on [Verifier Central](#). You should immediately download the **Verifier's Resource Guide (VRG)**. During training, you had access to an abbreviated version of the VRG; the unabridged version is available in the Verifier-Only Resources section and it is updated regularly - please update your copy regularly. The **VRG** has two parts - Part I explains the program, process, and policies (updated quarterly); Part II is NGBS version specific (i.e., 2012, 2015, or 2020 NGBS and updated monthly) and provides detailed instructions for verifying NGBS Green practices.

### **Verifier Update Newsletter**

You will receive a **Verifier Update (VU)** e-newsletter each month to the email address you provided when you became accredited. If your email address changes, please notify us. Verifiers are expected to read and implement the content of the VU each month; not doing so can lead to immediate termination. We use the VU to announce policy changes, program enhancements, and new interpretations. The Verifier-Only Resources page also includes an archive of past VUs. We also send a monthly Insider Update (IU) e-newsletter to all NGBS Green clients, in addition to verifiers and other program followers/partners. The information in the IU does not duplicate content in the VU; understanding what your clients are reading in the IU can help you be a more successful verifier. You are welcome to share/forward full issues or items from the IU, but DO NOT share or forward any information within the VU to non-verifiers. The VU content is part of the proprietary "special sauce" that distinguishes our program and our verifiers from others.

## Website Shortcuts

Below is a list of website shortcuts that you may wish to bookmark.

- [www.homeinnovation.com/green](http://www.homeinnovation.com/green) is the main page for NGBS Green certification program information
- [www.homeinnovation.com/brg](http://www.homeinnovation.com/brg) links to The Builder's Resource Guide, a great tool for your clients
- [www.homeinnovation.com/NGBSGreenResources](http://www.homeinnovation.com/NGBSGreenResources) has many resources that can help your clients
- [www.homeinnovation.com/MarketGreenCertified](http://www.homeinnovation.com/MarketGreenCertified) is the direct link to many NGBS Green marketing materials  
(logos and certification marks are distributed to our program partners directly)

## NGBS Green Marketing and Logos

We love to see NGBS Green certification being actively marketed – that’s good for all of us! As a Verifier, you have access to the NGBS Green Verifier accreditation mark, program logos, and Style Guide. There is a link to these resources from the Verifier-Only Resource Center. Please use these logos to market your new accreditation. Your builder and developer clients gain access to the NGBS Green program logos and project registration/certification marks when they complete their Builder Agreements. Please [contact us](#) anytime for a reminder on where to find these resources or if you (or your clients) have any questions.

Congratulations again on your accreditation accomplishment. Please don't hesitate to call or email us – we’re happy to help.

Best regards,

Michelle Foster  
Vice President, Sustainability  
Home Innovation Research Labs  
800.638.8556



## APPENDIX A: NGBS GREEN FIELD REPS

### OVERVIEW

NGBS Green Field Reps serve as independent, in-field representatives of Home Innovation's NGBS Green certification program. Field Reps work with Accredited NGBS Green Verifiers to provide a limited scope of verification services needed to complete the rough and final inspections for projects seeking NGBS Green certification.

Accreditation, as an NGBS Field Rep, offers an opportunity to build or expand your inspection services working under the supervision of an experienced Accredited NGBS Green Verifier.

### ACCREDITATION PROCESS

To earn accreditation as a Field Rep, individuals must successfully complete the training, pass the test with 80% correct or better answers, and complete an NGBS Green Field Rep application.

Accreditation is good for one year and must be renewed annually. Field Reps are expected to complete a new training class with each new NGBS version, but the accreditation is not NGBS version specific. Field Reps are expected to remain in good standing with Home Innovation.

### SCOPE OF VERIFICATION SERVICES

Field Reps have two significant limitations on the NGBS Green verification services that they offer.

First, Field Reps must work under the direct supervision of an NGBS Green Accredited Verifier in good standing with Home Innovation. A Field Rep may be an employee in the same company as the NGBS Green Verifier they are working under, or they may work as a subcontractor under a written agreement with an NGBS Green Accredited Verifier.

Second, Field Reps are limited in the NGBS Green practices that they can verify for buildings seeking NGBS Green certification. Below is the list of NGBS practices that a Field Rep can verify.

Field Reps may not register a project for certification, submit inspection notifications, or submit verification Reports (rough or final). Under the direct oversight of an Accredited Verifier a Field Rep may help with the scoring of a project seeking NGBS Green certification, assist with the collection of documentation for any NGBS Green practice, and provide other consulting services for which they are professionally trained and competent to otherwise provide. If a Field Rep provides any of these additional services, the Verifier of record should note this on the verification Report in the notes section.

### TRAINING/ACCREDITATION FEES

Field Rep training and testing is \$150 and must be paid before a candidate can access the training materials. The fee covers: (1) access to the training; (2) two attempts at the accreditation exams; and (3) one year of accreditation.

You have 90 days to successfully pass the accreditation exams after paying the fee, otherwise you must pay the fee again. Fees are non-refundable.

## INSURANCE REQUIREMENTS

**Field Reps must be covered by insurance. See below. There are two options to meet this requirement.**

1. Field Reps hold their own insurance policy meeting the Home Innovation requirements, or
2. Field Reps work under the Verifier’s insurance as a covered party.

Home Innovation does not require Field Reps to submit the proof of compliance with our insurance requirements but Field Reps and Verifiers who sub to Field Reps are subject to random audits to demonstrate compliance. Failure to demonstrate insurance coverage may result in termination of verifier and/or the Field Rep accreditation.

Minimum insurance coverage is shown below. “Home Innovation Research Labs” must be listed as additionally insured.

<b>General Liability</b>	<b>\$1,000,000</b>
Automobile Liability	\$500,000
Workers Compensation	As required by state law
Employer’s Liability (typically part of Workers Compensation)	\$500,000
Professional Liability	\$500,000

## RENEWAL

Field Reps must renew their accreditation annually to remain in good standing with Home Innovation. At renewal, Home Innovation may ask one or more of the Verifiers that have supervised the in-field verification services of the Field Reps for an appraisal of their performance. When a new version of the NGBS is released they will be required to take training on that new version.

## ADVANCEMENT TO NGBS GREEN VERIFIER

Once a Field Rep has been accredited for a period of 12 months AND has worked on a minimum of 10 homes and/or 4 multifamily buildings that have successfully earned NGBS Green certification he/she may apply to become an NGBS Green Verifier without otherwise meeting the Verifier prerequisites. This in-the-field experience as a Field Rep will serve to meet the green building prerequisites to be eligible to take the Verifier training and test.

## WORKING AS AN NGBS GREEN FIELD REP

NGBS Green Field Rep is a task specific and limited professional credential for individuals that help verify homes and buildings comply with the National Green Building Standard (NGBS). Typically, Field Reps have experience in the energy performance of residential buildings but may not have the comprehensive green training to meet the Verifier prerequisites. Alternatively, Field Reps may not be sure of the demand locally for NGBS Green verification services and therefore may not be ready yet to commit to the full Verifier accreditation.

Field Reps provide value to Verifiers because they can assist with verifying those practices that may require multiple in-field inspections, particularly for multifamily buildings. While the Verifier will generally interact more closely with the project’s architect, construction manager, and builder or

developer, the Field Reps may be the ones to ensure all the behind-the-wall NGBS energy practices are compliant before the drywall is installed.

Field Reps are provided with the same resources as Verifiers and must follow the instructions in the NGBS Green **Verifier’s Resource Guide (VRG)** to verify compliance and award points toward certification.

For a multifamily project, at a minimum, the Verifier should conduct the first rough inspection alongside the Field Rep. The Verifier must conduct the entire final inspection. The Verifier may require photo documentation from the Field Rep to QA their work in the field. Home Innovation reserves the right to require photo or other documentation in the future to QA the Field Rep’s inspection quality.

Field Reps perform the following key functions:

- Conduct pre-drywall site inspection(s) for the NGBS practices listed below to verify compliance and award points or to deny points if the practice or the practice’s intent is not met
- If relevant and the Field Reps is professionally trained to perform such tests, document the results of any performance tests (i.e., duct leakage test results) completed, and submit to the Verifier for review and submission to Home Innovation
- Assist and/or observe the scoring of a building using the NGBS Green scoring tools
- Assist in the collection of documentation necessary for NGBS practice(s) compliance
- Shadow the Verifier on rough and final inspections to gain in-field experience for future eligibility towards full Verifier accreditation status

### 2015 NGBS Practices that Field Reps Have Authorization to Verify

701.4.3	801.2
703.1.2	801.3
703.1.5 Possibly, if we test	801.4
703.1.6.2	801.5
703.2.3	
703.2.4	
703.3.4 Possibly, if we test	
703.4.1	
703.5	
704.3	
704.5	

## CHECKLIST 1: Field Reps ACCREDITATION process

- **STEP 1: Prerequisite Review** (See Checklist 2 for more details.)
- **STEP 2: Submit Resume & Cover Letter**

Submit a resume and cover letter to [VerifierRegistration@HomeInnovation.com](mailto:VerifierRegistration@HomeInnovation.com) explaining in detail how you meet the pre-requisite qualifications from Checklist 2.

Applications that do not explain how the prerequisites are met will be rejected.
- **STEP 3: Pay Training/Accreditation Fee**

Once accepted, pay the training fee and Home Innovation will provide access to the online training. You must pay the training/accreditation fee to access the training. Field Rep accreditation is NOT NGBS version-specific, however you will be required to take additional training when a new version of the NGBS is released. Your accreditation must be renewed annually. The fee for training and one year's accreditation is \$150.
- **STEP 4: Review Training Materials**
  - Purchase/download the 2012 NGBS ([www.BuilderBooks.com](http://www.BuilderBooks.com) or [shop.iccsafe.org/2012-national-green-building-standard-icc-700-2012.html](http://shop.iccsafe.org/2012-national-green-building-standard-icc-700-2012.html))
  - Purchase/download the 2015 NGBS ([www.nahbclassic.org/form.aspx?formID=18173](http://www.nahbclassic.org/form.aspx?formID=18173) or [shop.iccsafe.org/icc-ashrae-700-2015-national-green-building-standard-1.html](http://shop.iccsafe.org/icc-ashrae-700-2015-national-green-building-standard-1.html))
  - Purchase/download the 2020 NGBS ([www.builderbooks.com](http://www.builderbooks.com))
  - Print the 2012 NGBS Commentary (we will provide this electronically)
  - Download the 2015 NGBS Green New Construction scoring spreadsheets ([www.HomeInnovation.com/GreenScoring](http://www.HomeInnovation.com/GreenScoring) )
  - The Verifier Resource Guide for Training will be sent via email
  - Complete the training modules – the link will be sent via email
- **STEP 5: Take Accreditation Exam**

An 80% passing grade or higher is required. Your training fee allows you to take the exam twice. If you fail twice, you must pay the training fee again.
- **STEP 6: Submission of Application**

NGBS Green Reps are expected to complete an online profile with information about their companies and services offered.



## CHECKLIST 2: PREREQUISITES

The following background/skills are expected of candidates prior to completing the training and exam. To qualify, check off the boxes that apply to you. You must meet all three categories.

- 1. Skills to use Microsoft Excel 2016 or higher, AND
- 2. Minimum Two-years' experience in at least one of the following:
  - Construction experience either on the jobsite or in management
  - Superintendent or equivalent residential jobsite supervision
  - Licensed or qualified home inspector
  - Construction consulting, training, or inspection services

AND

- 3. Be currently accredited for at least 6 months and in good standing in at least one of the following:
  - HERS Rater or Rating Field Inspector (RFI)
  - BPI Building Analyst
  - BPI – Multifamily Building Analyst (MFBA)
  - ICC Residential Energy Inspector/Plans Examiner

**Disqualifying Circumstances:** The following individuals are ineligible to serve as NGBS Green Field Reps:

- Staff and officers of local or state Home Builder Associations (HBAs)
- Individuals who provide, or work for organizations that provide, inspection/verification/certification services based on the ICC-700 National Green Building Standard™ outside of Home Innovation's NGBS Green certification program services

In addition, once accredited, a Field Rep is **ineligible** to provide verification services for a specific project if he/she is:

- Involved in the physical construction and/or has a financial interest in the project seeking certification
- Supplies materials and/or installed products or systems in the project seeking certification
- Employed as a sales agent for the project seeking certification
- An immediate family member of anyone materially, financially, or otherwise substantively tied to the project seeking certification







**Home Innovation**  
RESEARCH LABS™