

# TRAINING AND SUPPORT INCENTIVE APPLICATION FORM

## Section 1: APPLICATION INSTRUCTIONS

Please ensure that this Application is:

- completed by the Applicant in full with all requested information
- signed by both the Applicant and all Participants
- submitted with all supporting documentation

**Incomplete Applications will not be considered or processed.**

## Section 2: APPLICANT INFORMATION (Incentive will be paid to the Applicant ONLY)

The Incentive is available to an organization/employer (the "Applicant") that sends qualifying full-time employees to a training Initiative (each a "Participant", as identified pursuant to Section 3).

Legal Name of Applicant  
(Organization/Employer of Participant(s))

Applicant Representative Name

Title

Address

City

Prov

Postal Code

Phone

Email

Applicant Representative  
Signature\* (E-signature acceptable)

Date

**Enbridge Gas Inc. Business or Industrial Customer:    Yes    No**

If you are an Enbridge Gas Inc. ("Enbridge") Business or Industrial Customer, you may be eligible to receive a Save on Energy/Enbridge Joint Incentive ("Joint Incentive") for the Building Operator Certification, Certified Energy Manager and Dollars to \$ense Initiatives described in Section 6.

If you wish to apply for one or more Joint Incentives, please select the "Yes" box above and complete Section 6 of this Application. If you are eligible to receive a Joint Incentive, you will not be eligible to receive a Save on Energy Incentive under Section 5 for the same Initiative.

If you are not an Enbridge Business or Industrial Customer, you are not eligible to receive the Joint Incentives described in Section 6. Please complete only Section 5.

## Section 3: PARTICIPANT INFORMATION

If more than one Participant attends a selected Initiative, please complete the [Multiple Participant Form](#).

Participant Name

Title

Address

City

Prov

Postal Code

Phone

Email

Participant Signature\*  
(E-signature acceptable)

Date

\*By signing and submitting this Application, the Applicant and Participant(s) each certify that all information contained herein is true, complete and accurate as stated in this Application and as of the date(s) written above. The Applicant and Participant agree to be bound by the terms and conditions of the attached Training and Support Incentive Agreement. The Applicant further agrees that the IESO may, in its sole discretion, reject the Application or any evidence in support of the Application for any reason, or request further evidence or verification, or contact any person to verify that the information stated in the Application is correct.

## Section 4: SUPPORTING DOCUMENTS FOR ALL INITIATIVES SELECTED

Please ensure the following required supporting documentation is submitted with this Application.

- ✓ Copy of **original invoice** made out to the Applicant or Participant for the Initiative fees, and, if applicable, please disclose any other incentives received or applied for that cover a portion of the Initiative fee. Only Initiative fees incurred by the Applicant or Participant (i.e. those not covered by other incentives) are eligible for reimbursement pursuant to this Agreement.
- ✓ Copy of any **professional certification** received through CEM, CMVP, CEA, BOC and Commissioning Professional initiatives. For other initiatives, evidence of successful completion provided by training and support provider.
- ✓ For Custom Training: IESO pre-approval document provided by training provider.

(Ensure that invoice **clearly shows**: name of course provider, course cost, date and location of training.)

## Section 5: INITIATIVES for Save on Energy Incentives

Please select the Initiative(s) for which this Application is being submitted. If you are an Enbridge Business or Industrial Customer, and you are applying for a BOC, CEM and/or Dollars to \$ense Initiative incentive, do not select the applicable initiative under SECTION 5. Please complete SECTION 6 and apply for a Joint Incentive instead.

Each Initiative has specific criteria for eligibility. Please ensure that all requirements for each Initiative selected have been read and that each Participant meets the requirements. Training and Support Incentives cover course, exam and/or certification fees only, and exclude taxes. For certainty, if any portion of the Initiatives fees is covered by other incentives, such amounts will not be eligible for reimbursement and will be excluded from the Save on Energy Incentive calculation. All dollar amounts are in Canadian dollars.

### Building Operator Certification (BOC)

SOE Training and Support Incentive covers 50% of course/exam fees up to a maximum of \$1,500

- ✓ The Participant completed the course and exam provided by the Canadian Institute for Energy Training ("CIET") and has received professional certification.
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant has two years or more of experience working in an environment as specified above, OR at minimum has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### Building Commissioning Professional Certification

SOE Training and Support Incentive covers 50% of course/exam fees up to a maximum of \$1,600

- ✓ The Participant completed the course and/or exam provided by the Canadian Institute for Energy Training ("CIET"), the American Society of Heating, Refrigeration, and Air-Conditioning Engineers ("ASHRAE"), or the Building Commissioning Association ("BCA") and received professional certification.
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant is currently employed to provide commissioning services for new or existing commercial, institutional or industrial facilities in Ontario,

OR

has two years or more of experience working in an environment as specified above,

OR

at minimum, has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### RETScreen Expert Training

SOE Training and Support Incentive covers 50% of course fees up to a maximum of \$900

- ✓ The Participant completed course provided by a recognized provider of RETScreen Expert training as listed on the Save on Energy website.
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ For an IESO-sponsored one-year subscription to RETScreen Expert Professional mode (valid only on a two- or three-day training): The Participant and/or the Applicant organization must be new subscribers that have not previously received a free or paid one-year subscription to RETScreen Expert Professional mode.

### Energy Efficient Building Operations

SOE Training and Support Incentive covers 50% of workshop fees up to a daily maximum of \$300

- ✓ The participant completed the workshop offered by Local Authority Services (LAS) in partnership with Tds Dixon Inc. (KnowEnergy).
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a public sector facility in Ontario.
- ✓ The Participant has two years or more of experience working in an environment as specified above,

OR

at minimum, has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

## Section 5: INITIATIVES for Save on Energy Incentives (continued)

### Certified Energy Manager (CEM)

SOE Training and Support Incentive covers 50% of course/exam fees up to a maximum of \$1,600

- ✓ The Participant completed the course and exam provided by the Canadian Institute for Energy Training ("CIET") or the Association of Energy Engineers ("AEE") and has received professional certification (CEM or EMIT).
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant has two years or more of experience working in an environment as specified above,

OR

at minimum has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### End-use Training

SOE Training and Support Incentive covers 50% of course fees up to a maximum of \$750

- ✓ The Participant completed a course provided by a recognized provider of the Compressed Air Challenge or Pump System Optimization training; or HVAC Optimization for High Performance Sustainable Buildings training provided by BOMI and within three (3) months of registration.
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant has two years or more of experience working in an environment as specified above,

OR

at minimum has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### Dollars to \$ense Workshops

SOE Training and Support Incentive covers 50% of each workshop fee per participant up to three days, with a daily maximum of \$300

- ✓ The Participant completed one or more workshops provided by the Canadian Institute for Energy Training ("CIET") or Tds Dixon Inc.
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.

### Certified Measurement & Verification Professional (CMVP)

SOE Training and Support Incentive covers 50% of course/exam fees up to a maximum of \$1,300

- ✓ The Participant completed the course and exam provided by the Canadian Institute for Energy Training ("CIET"), the Association of Energy Engineers ("AEE"), or the Efficiency Valuation Organization ("EVO") and has received professional certification (CMVP or MVIT).
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant has two years or more of experience working in an environment as specified above,

OR

at minimum, has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### Advanced Building Recommissioning

SOE Training and Support Incentive covers 50% of course fees up to a maximum of \$875

- ✓ The Participant completed the course provided by the Canadian Institute for Energy Training ("CIET").
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant is currently employed as a continuous optimization (RCx) service provider, recommissioning agent, building operator, energy manager or facility manager in a commercial, institutional or industrial facility in Ontario,

OR

has two years or more of experience working in an environment as specified above,

OR

at minimum, has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### Certified Energy Auditor

SOE Training and Support Incentive covers 50% of course fees up to a maximum of \$1300

- ✓ The Participant completed the course provided by the Canadian Institute for Energy Training ("CIET"), or the Association of Energy Engineers ("AEE") and has received certification (CEA or CEAIT).
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant is currently employed to provide energy auditing services for new or existing commercial, institutional or industrial facilities in Ontario,

OR

has two years or more of experience working in an environment as specified above,

OR

at minimum, has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### Custom Training

SOE Training and Support Incentive covers 50% of each custom training fee per participant up to a daily maximum of \$300

- ✓ The Participant completed one or more pre-approved custom training courses provided by a pre-approved training provider.
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.

## Section 6: INITIATIVES for Save on Energy/Enbridge Joint Incentives

If you are an Enbridge Business or Industrial Customer, please select the Initiative(s) for which this Application is being submitted.

Each Initiative has specific criteria for eligibility. Please ensure that all requirements for each Initiative selected have been read and that each Participant meets the requirements. Joint Incentives cover course, exam and/or certification fees only, and exclude taxes. For certainty, if any portion of the Initiative's fees is covered by other incentives, such amounts will not be eligible for reimbursement and will be excluded from the Joint Incentive calculation. All dollar amounts are in Canadian dollars. Please note that if you are eligible to receive a Joint Incentive you will not be eligible to receive a Save on Energy Incentive under Section 5 for the same Initiative.

### Building Operator Certification (BOC)

The Joint Incentive covers: (i) 45% of course/exam fees, up to a maximum incentive of \$1,600 per Participant, payable by the IESO; and (ii) 30% of course/exam fees per Participant, up to a maximum incentive of \$750 per Participant, payable by Enbridge.

- ✓ The Participant completed the course and exam provided by the Canadian Institute for Energy Training ("CIET") and has received professional certification.
  - ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
  - ✓ The Participant has two years or more of experience working in an environment as specified above,
- OR

at minimum has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### Certified Energy Manager (CEM)

The Joint Incentive covers: (i) 45% of course/exam fees, up to a maximum incentive of \$1,600 per Participant, payable by the IESO; and (ii) 30% of course/exam fees, up to a maximum incentive of \$900 per Participant, payable by Enbridge.

- ✓ The Participant completed the course and exam provided by the Canadian Institute for Energy Training ("CIET") or the Association of Energy Engineers ("AEE") and has received professional certification (CEM or EMIT).
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.
- ✓ The Participant has two years or more of experience working in an environment as specified above,

OR

at minimum has one year of experience AND one year of college level education in a facility operations and maintenance-related program.

### Dollars to \$ense Workshops

The Joint Incentive covers: (i) 45% of workshop fee per Participant for up to three (3) days, with a daily maximum incentive of \$300 per Participant, payable by the IESO; and (ii) 30% of workshop fee per Participant for up to three (3) days, with a daily maximum incentive of \$200 per Participant, payable by Enbridge.

- ✓ The Participant completed one or more workshops provided by the Canadian Institute for Energy Training ("CIET") or Tds Dixon Inc.
- ✓ The Participant is currently employed with an accountability for, or is providing equipment or services for, building operations and maintenance, energy management or corporate decision-making in a commercial, institutional or industrial facility in Ontario.



### Terms and Conditions

The Applicant has applied for a Training and Support incentive ("Incentive"), pursuant to the Application submitted to the Independent Electricity System Operator ("IESO") for an IESO-recognized third party training and support initiative (the "Initiative").

THE IESO RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO REJECT APPLICATIONS, OR CHANGE INITIATIVE RULES, FOR ANY REASON. ONLY APPLICATIONS THAT ARE COMPLETE AND MEET THE CRITERIA OUTLINED IN THE INCENTIVE AGREEMENT WILL BE CONSIDERED. THE TRAINING AND SUPPORT INCENTIVE IS AVAILABLE UNTIL DECEMBER 31, 2024, BUT MAY BE CANCELLED AT ANY TIME WITHOUT PRIOR NOTICE.

1. The Applicant confirms that no Save on Energy Incentive has been paid out to it or any Participant in respect of the Participant(s) for the Initiative(s) outlined in this Application.
2. The Applicant confirms that any costs already covered by or that will be covered by funding or grants funded by a governmental authority, whether administered by the IESO, a local electricity or gas distributor or any other party, or rebates from manufacturers, wholesalers or other supply chain participants will be disclosed to the IESO as part of its Application. For certainty, Applicant or Participant fees covered by other incentives are not eligible for reimbursement pursuant to this Agreement and will be excluded from the incentive calculation.
3. The Applicant confirms that it or a Participant has paid the invoice(s) attached to this Application for the Initiative(s) in full, less any costs as disclosed in Section 2.
4. The Applicant confirms that this Application is submitted within three (3) months of the Participant(s) completing the Initiative(s) or within six (6) months for Initiatives requiring proof of certification (i.e. Building Commissioning Professional Certification, BOC, Certified Energy Auditor, CEM, CMVP).
5. The Applicant confirms that any and all Participants were employed by the Applicant at time of Initiative participation, and continue to be full-time employees as of the date of Application submission.
6. The Applicant and Participant(s) each confirm that they are either a resident of Ontario and/or operating in Ontario or conducting business in Ontario.
7. Applicant and Participant(s) each confirm that all of the eligibility requirements for each Initiative selected have been met.
8. If the IESO approves the Application, the IESO will, subject to the terms and conditions of this Agreement and the Application, pay to the Applicant an Incentive for the Initiative(s) selected in the Application according to the Incentive amount up to the maximum limit in effect at the time of the Application submission.
9. The Applicant and the Participant(s) agree that each may share information with the IESO required to verify this Application, and the IESO may contact the Applicant or Participant(s) to conduct interviews, surveys or audits for the purposes of Initiative evaluation, verification, measurement or management.
10. The Applicant and the Participant(s) understand and agree that by submitting the Application, whether or not this Application is accepted: (a) each hereby consents to the collection, use, disclosure and other handling of any information it provides to the IESO, including personal information and records pursuant to the Freedom of Information and Protection Act (the "Information") relating to the operation, administration or assessment of the Initiative or the Application or the Agreement, and in connection with any reporting activities relating to the Initiative, which shall include, without limitation: (i) sharing of Information with Enbridge Gas Inc., Initiative evaluation consultants, service providers and training and support service providers; (ii) use by these parties of the Information to conduct, analyze and report on the results of surveys and modify the Initiative based on such surveys; and (iii) disclosure to the Ontario Energy Board, the Ontario Ministry of Energy or the Office of the Auditor General of Ontario or their respective successors; (b) each hereby consents to the disclosure by the IESO to local and gas distribution companies of information regarding the Applicant or Participant's past participation in other IESO-funded conservation and demand management programs for the purpose of processing the Initiative evaluation; and (c) each will indemnify and save harmless the IESO, Enbridge Gas Inc., their service providers and their respective directors, officers and employees from any and all liability and all claims, losses, damages (including indirect or consequential damages), expenses and proceedings for personal injury (including death) or property damage of any person relating to, in connection with, resulting from, or arising out of the Initiative.
11. The Applicant and the Participant(s) understand that in connection with surveys, studies, audits and promotions of Save on Energy-related initiatives, the IESO may contact them directly. The Applicant and the Participant(s) also consent to the IESO contacting them including by email and other electronic communication for purposes of follow-up surveys, studies and audits, future conservation programs, customer satisfaction surveys, and other related purposes and understand that they may withdraw this consent at any time by contacting the IESO at 120 Adelaide Street West, Suite 1600, Toronto, ON M5H 1T1 or [efficiency.training@ieso.ca](mailto:efficiency.training@ieso.ca).
12. Except as otherwise provided, the terms and conditions as outlined in this Agreement and the Application constitute the entire agreement between the parties in connection with its subject matter and supersede all prior representations, communications, negotiations and understandings, whether oral, written, express or implied, concerning the subject matter of this Agreement. This Agreement may not be varied, amended or supplemented except by an agreement executed by all of the applicable parties. Each of the parties will, from time to time, on written request of the other party, do all such further acts and execute and deliver or cause to be done, executed and delivered all such further things as may be reasonably required in order to fully perform and to more effectively implement the terms of this Agreement. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. The invalidity, unenforceability or illegality of any provision in this Agreement will not, to the extent permitted by applicable laws, affect the validity, enforceability or legality of any other provision of this Agreement, which will remain in full force and effect.
13. Each party to this Agreement will comply, in all material respects, with all laws and regulations required to be complied with in the performance of its obligations hereunder.
14. The Applicant and the Participant(s) understand and agree that non-compliance with the terms and conditions of the Agreement may result in revocation of Incentive amounts.

### For Save on Energy/Enbridge Joint Incentives only:

In addition to the above Terms and Conditions, the following Terms and Conditions apply for the Save on Energy/Enbridge Joint Incentives ("Joint Incentives"):

1. The Applicant must have an active Enbridge Gas Inc. ("Enbridge") account in good standing.
2. If the IESO approves the Application, Enbridge will, subject to the terms and conditions of this Agreement and Application, and within 90 business days of the date IESO approves the Application, pay directly to the Applicant an Incentive for the Initiative(s) selected in the Application up to or equal to 30% of course fees up to a maximum limit of (i) \$200 per day for Dollars to Sense, up to a maximum of three days, (ii) \$750 for Building Operator Certification, and (iii) \$900 for Certified Energy Manager.
3. If the IESO approves the Application, the IESO will, subject to the terms and conditions of this Agreement and the Application, and within 90 business days of the date the IESO approves the Application, pay to the Applicant an Incentive for the Initiative(s) selected in the Application up to or equal to 45% of course fees up to a maximum limit of (i) \$300 per day for Dollars to Sense, up to a maximum of three days, (ii) \$1,600 for Building Operator Certification, and (iii) \$1,600 for Certified Energy Manager.
4. The Applicant consents to the IESO sharing Applicant information with Enbridge for the purposes of confirming the Enbridge account, submitting payment to the Applicant address, and contacting the Applicant in connection to the foregoing.
5. The Save on Energy/Enbridge Joint Incentive only applies for Initiatives completed between January 1, 2018 and December 31, 2024, and Applications must be submitted within three (3) months of the Participant(s) completing the Dollars to Sense Initiative or within six (6) months of the Participant(s) completing the Building Operator Certification or Certified Energy Manager Initiatives, but in any event no later than January 31, 2025.
6. Enbridge reserves the right to reject an Application for any reason.