

## 2018 Building Operator Certification

### Reimbursement Guidelines and Application for Incentive Payment

DTE Energy – in partnership with the Michigan Energy Office, Consumers Energy and the Lansing Board of Water and Light – offers tuition reimbursement for Building Operator Certification training through its Energy Efficiency Program for Business. Only DTE customers with facilities larger than 50,000 square feet are eligible to participate in the tuition reimbursement program.

To be reimbursed through this program, a building professional must attend, pass and earn the certificate of completion in the Level I or Level II certification course administered by the Midwest Energy Efficiency Alliance (MEEA).

For terms and condition of the reimbursement program, see below.

Building Operator Certification® (BOC) is a nationally recognized training and certification program focusing on energy efficient building operations and preventative maintenance procedures. Facilities with BOC graduates are proven to save energy, have lower energy bills, and offer an improved comfort for occupants. More than 11,000 professionals have earned BOC credentials through the program.

### Terms and Conditions

As an eligible customer of DTE Energy, I agree to allow participation by my company in the Building Operator Certification (BOC) Training program.

The program requires that a representative of my company attend and pass the Level I or Level II training course as administered by the Midwest Energy Efficiency Alliance (MEEA).

I understand that I am responsible to pay MEEA in full for all costs associated with this training program. The training consists of courses that should be attended in person by the attendee.

In addition to the coursework, the attendee is required to complete projects as assigned by the instructor.

All courses and projects must be completed successfully in order to receive a passing grade and earn the certificate of completion.

I understand that I must register for the program with the MEEA separately from this agreement. Registration information may be found on the MEEA website at [www.boccentral.org](http://www.boccentral.org).

A customer may have no more than five employees attend per course, no more than one employee per facility, and DTE Energy must be the electric and/or natural gas provider for the facility.

The amount of the rebate, if any, will be determined by the type of service that DTE Energy provides to the facility.

Upon receipt of Certificate of Completion for each attendee, the approved reimbursement in the amounts listed on the reverse side



The Level I BOC training includes nearly 74 hours of classroom and project work (7.4 CEUs) in building systems operation maintenance. The Level II BOC training includes nearly 60 hours of classroom and project work (6.1 CEUs) in building systems operation and maintenance.

To complete the training, participants must pass a test at the end of each training day and complete five assigned projects.

of this form will be paid by DTE Energy to the customer.

Customer understands and agrees that the payment of rebate funds is dependent on the availability of program funds and the compliance by customer with all requirements.

I certify that the information in this agreement is true and accurate. By signing this application (on the reverse side), I am applying to receive a partial reimbursement of tuition costs in the amounts listed on the reverse side.

I consent to DTE Energy receiving a copy of this signed agreement and the data contained on it to verify eligibility and process payments. DTE Energy will send notification of approval or denial of rebate to the attendee.

Upon meeting the requirements for the training and submitting a copy of the Certificate of Completion, reimbursement checks will be sent from DTE Energy based on the availability of program funds and compliance with all requirements.

Any expenses incurred by the participating company or its attendee(s) in conjunction with the program will not be reimbursed by DTE Energy.

DTE Energy reserves the right to cancel the reimbursement program for any reason at any time.

By signing the reverse side of this form, you agree to all terms and conditions of this program as listed above.

# 2018 BUILDING OPERATOR CERTIFICATION REIMBURSEMENT



**DTE Energy**  
Know Your Own Power®

## Customer/Operator Information

**Important:** You must complete ALL information requested below and provide a W-9 and proof of training completion in order to be reimbursed for the cost of training under this program.

### Customer Information

Name of Applicant's Business

Name of Contact Person

Title of Contact Person

Contact Phone #

Contact Fax #

Contact Email Address

Mailing Address

City

State

ZIP

Installation Address

City

State

ZIP

DTE Energy Gas Account Number (at Project location)

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DTE Energy Electric Account Number (at Project location)

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Name as it appears on DTE Energy bill

### Customer Tax Information (as entered on W9)

**Tax Status:**  Corporation (Inc., PC, Etc.)  Exempt  Partnership LLC  Individual  Government Agency

**Tax ID Number:** Depending on tax status please provide EITHER your EIN/Federal Tax ID or Social Security Number below:

EIN/Federal Tax ID

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**OR**

Social Security Number

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### Operator Reimbursement Request

I hereby request that the reimbursement amount (at right) be paid to the identified payee below:\*

Person who attended training

Signature of attendee

Date

Payee (check one)  Customer  Attendee

#### Building Operator Certification Reimbursement (check one)

Gas or Electric: \$650

Combined Gas and Electric: \$950

\*NOTE: You must also submit proof of certification and if payment is to be made to an individual, you must also submit that person's W-9.

### Customer Signature

DTE Account Holder Name

DTE Account Holder Title

DTE Account Holder Signature

Date

A customer signature is required for payment. Signed forms received by fax or email will be treated the same as forms received by mail. By signing this form, I agree to all terms and conditions.

### To submit your request

**Electronically**, by clicking here

**By fax:** 877.607.0744

**By mail:** DTE Energy Efficiency Program for Business  
P.O. Box 11289  
Detroit, MI 48211

**SUBMIT**