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Effective Date: June 30, 2014  
Volume 3, Issue 14  

8936 Northpointe Executive Park Drive, Suite 140, Huntersville, NC 28078  
800-460-2575  |  www.everblue.edu
About Everblue
Overview
Everblue is a leading international training provider. Our classes are non-credit, short-term courses designed for individuals in the green technology field and other trade professions. We provide exam prep training as well as continuing education needed to maintain certification.

Location
Everblue’s headquarters are located 20 minutes north of Charlotte, NC at the following address: 8936 Northpointe Executive Park Drive, Suite 140, Huntersville, NC 28078.

Minimum Requirements for Online Courses
Please note that practice questions may not load from a work computer or company network due to the company firewall blocking access to the Everblue website.

For webinars, students must ensure that they are operating with a recent version of their web browser. Older versions of browsers, such as Internet Explorer, Mozilla Firefox, and Google Chrome, each work differently with today’s software. Students may need to download the latest version of the browser in question. Similarly, students should have the latest versions of Java and Flash Player installed on their computers. Students may need to download the latest version. Some practice questions are not fully supported on iOS devices.

Training Formats
Everblue offers a variety of educational solutions, primarily live classroom training, live webinar training, on-demand webinar training, and blended webinar training. When a live class isn’t an option, we suggest that students consider an online course. Everblue’s training courses may be described in the following ways:

Live Classroom
This is an instructor-led, interactive course experience at a physical course location. Everblue uses modern office buildings that contain classrooms, student lounges, and reception areas. Everblue provides all necessary equipment to hold each course held at a physical location. Any equipment required by students will be communicated to each enrollee at the point of their enrollment. We use audio-visual equipment in each classroom.

Not all courses may be available in your area. For class availability, check our website at www.everblue.edu.

Live Webinars
This is an instructor-led, interactive course experience just like the classroom. Have a question about the concepts being presented? Ask your instructor questions in real time and receive answers instantly. The live online webinar features the same content as the live classroom course but makes itself available to students across the world. The primary benefit of the online webinar is that students do not have to travel, and they get to take the course in bite-sized chunks rather than bootcamp style. Included with registration is access to additional resources available in the student’s Everblue Account.

On-Demand Webinars
To meet the needs of busy professionals, Everblue makes its training available via on-demand webinar. An on-
About Everblue

demand webinar features the same content as a live class. The only difference is that the class has been pre-recorded. Students who register for the on-demand webinar will have access to the content immediately after registering for the course. The benefit to this training is that students with limited availability can view the online sessions at their leisure and revisit the content when they are ready. Students can access the content 24 hours a day, 7 days a week from any computer (home or work). They can play, pause, and restart the webinar as needed to meet their desired pace. Included with registration is access to additional resources available in the student’s Everblue Account.

Blended Learning Webinars
This training format, which blends live sessions with on-demand sessions, will offer a very unique experience – but with a big punch. This format allows students to get the best of both worlds by working at their own pace while still having the ability to interact with an instructor. Students will be asked to view multiple recorded webinars and then participate in live, scheduled webinar sessions with their instructor. Included with registration is access to additional resources available in the student’s Everblue Account.

Accreditation and Licensure
Everblue offers non-credit, short-term courses approved by the American Institute of Architects (AIA), Building Performance Institute (BPI), Green Building Certification Institute (GBCI), and North American Technician Excellence (NATE).

Everblue is licensed by the North Carolina State Board of Community Colleges. The North Carolina State Board of Community Colleges is not an accrediting agency. Everblue is licensed by the State of Michigan.

Honors and Awards
Everblue, and its employees, has been the recipient of a number of awards. These honors include the following:

2013 Fearless Leader Organization
• U.S. Green Building Council North Carolina Chapter

2013 Runner Up for Blended Learning
• International E-Learning Association

2013 Silver Stevie® for Marketer of the Year
• American Business Awards

2013 Bronze Stevie® for Best Brand Experience
• American Business Awards

2013 Bronze Stevie® for Technical Professional of the Year
• American Business Awards

2013 Emerging Leader
• Charlotte Business Journal

2013 Finalist for Educator of the Year
• Career Education Corporation

2011 Green Visionary
• Greater Miami Chamber of Commerce
About Everblue

2011 Champion of Change
• White House

Hours of Operation
Holiday Hours
Thursday Nov. 24, Closed
Friday, Nov. 25, 11 a.m. – 6 p.m. (EST)

Monday-Friday
East Coast 8 a.m. – 8 p.m.
West Coast 5 a.m. – 5 p.m.
London, UK 1 p.m. – 1 a.m.
Abu Dhabi, UAE 5 p.m. – 5 a.m.
Hong Kong, HK 9 p.m. – 9 a.m.

Holidays
New Year’s Day
Martin Luther King Jr. Day
Memorial Day
Independence Day

History and Statement of Ownership
Everblue was founded by veterans in 2008.

Everblue offers educational sessions in many U.S. cities and abroad. Additional information about course offerings, course availability, and enrollment can be found at http://www.everblue.edu.

Students
Everblue specializes in providing intense green jobs training for government employees, architects, engineers, facility managers, general contractors, home inspectors, HVAC technicians, insulation contractors, Realtors, and other trade professionals. Everblue does not provide placement assistance to students. Everblue cannot guarantee employment or salary upon completion of the course/program.

For Pennsylvania Residents: Everblue’s classes are continuing education, non-credit, short-term courses designed for those employed in a green technology field. They are not designed to provide opportunity for gainful employment.
Our Courses
Certified Sustainability Manager

*CSM102O  Online  24 Contact Hours*

This class includes lectures, knowledge review quizzes, and in-class exercises that allow students to apply the corporate sustainability information they learn in real-world scenarios. Corporate sustainability is designed for all professionals in the sustainability field, purchasing agents who must understand the sustainability of their supply chain, management and program managers tasked with managing sustainability initiatives, and everyone else interested in reducing their organization’s impact on the environment.

Introduction to Energy Management Systems

*CSM305O  Online  5 Contact Hours*

This course provides an overview of the concepts of ISO 50001 and is designed for sustainability professionals from organizations of all sizes. The content focuses on the skills necessary for establishing an energy management system in an organization.

Introduction to Environmental Management Systems

*CSM302O  Online  2 Contact Hours*

This course provides an overview of the concepts of ISO 14001 and is designed for sustainability professionals from organizations of all sizes. The content focuses on the requirements for building an environmental management system.
LEED Green Associate

**LEED101 Live 14 Contact Hours**
**LEED101O Online 10 Contact Hours**

The LEED Green Associate credential is for professionals who want to demonstrate green building expertise in non-technical fields of practice. This credential denotes basic knowledge of green design, construction, and operations. LEED Green Associate is the best introduction to green building that you will find - it is high level and comprehensive in nature, providing insights into 100+ areas of green building.

LEED Project Experience

**LEED103O Online 10 Contact Hours**

This five-week internship program includes the benefits of both live, instructor-led training and short internship assignments to keep students on track. During this class, students will learn how to manage the LEED project process. This includes project demonstration requirements, project calculations, and software tools. Students will also learn how to register a LEED project and submit LEED credits.

LEED AP Building Design and Construction

**LEED201 Live 14 Contact Hours**
**LEED201O Online 8 Contact Hours**

This LEED course provides a complete review of LEED credits and strategies for passing the exam, as well as a review of the processes, procedures, and calculations associated with attaining LEED certification for a building. LEED Building Design and Construction is the largest and broadest of the U.S. Green Building Council’s LEED rating systems.

LEED AP Existing Buildings, Operations, and Maintenance

**LEED202O Online 8 Contact Hours**

This LEED course provides a complete review of LEED credits and strategies for passing the exam. LEED for existing buildings addresses whole-building cleaning and maintenance issues, recycling programs, exterior maintenance programs, and system upgrades.

LEED Specific Credential Maintenance 6 Hours

**LEED311O Online 6 Contact Hours**

The goal of the LEED Credential Maintenance Program (CMP) is to broaden the perspective of LEED professionals. Included in this course are six GBCI approved LEED-specific CMP hours to benefit all accredited LEED Green Associates and LEED Aps with Specialty who need these hours to complete their continuing education requirements.

LEED CMP Green Associate General Hours

**LEED311O Online 10 Contact Hours**

The goal of the LEED Credential Maintenance Program (CMP) is to broaden the perspective of LEED professionals, keeping their knowledge current and their LEED accreditation relevant. This course will provide 10 hours of general knowledge that can contribute toward a Green Associate's pursuit of credential maintenance.
LEED CMP AP General Hours

LEED312O  Online  24 Contact Hours
The goal of the LEED Credential Maintenance Program (CMP) is to broaden the perspective of LEED professionals, keeping their knowledge current and their LEED accreditation relevant. This course is for BD+C Specialty Accredited Professionals and will provide 24 hours of general knowledge that can contribute toward one's pursuit of credential maintenance.

LEED Credential Maintenance Program for Green Associates 2.0

LEED301O  Online  15 Contact Hours
The goal of the LEED Credential Maintenance Program (CMP) is to broaden the perspective of LEED professionals, keeping their knowledge current and their LEED accreditation relevant. This course will provide all 15 hours needed for Green Associates to maintain their credential.

LEED Credential Maintenance Program 2.0

LEED302O  Online  30 Contact Hours
The goal of the LEED Credential Maintenance Program (CMP) is to broaden the perspective of LEED professionals, keeping their knowledge current and their LEED accreditation relevant. This course will provide all 30 hours needed for LEED APs with Specialty to maintain their credential.

IECC101  Online  2 Contact Hours

The International Energy Conservation Code (IECC) is just one of several international codes. 2012 IECC is a comprehensive energy conservation code that establishes minimum regulations for energy-efficient buildings. It uses both prescriptive and performance-related metrics, containing separate provisions for commercial and residential buildings. 2012 IECC is the most up-to-date standard, often adopted as a single, all-inclusive energy-efficient building code. This is the model energy code, recognized internationally to lead to optimal efficiency and reduced fuel use. Versions of the IECC are in effect in over 40 states and referenced by U.S. Code, the Leadership in Energy and Environmental Design (LEED) standards, and many state and federal programs. This 2012 International Energy Conservation Code - Residential Provisions webinar will bring you up-to-date on the newest, most efficient building energy efficiency codes and prepare you for the exam.

OSHA 10

OSHA101O  Online  10 Contact Hours

This training program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training emphasizes hazard identification, avoidance, control and prevention, not OSHA standards.

OSHA 30

OSHA301O  Online  30 Contact Hours

This 30-hour Construction Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training emphasizes hazard identification, avoidance, control and prevention, not OSHA standards.
Home Performance

BPI Building Science Principles

*BPI100 Live  16 Contact Hours
BPI100O Online  16 Contact Hours*

This course is ideal for BPI Building Analyst Professionals, home inspectors, energy auditors, HERS Raters, HVAC professionals, insulation professionals, general contractors, engineers, architects, students and anyone interested in understanding renewable energy or looking for a new career path.

Building and Duct Air Tightness Verification

*RES801O Online  2 Contact Hours*

Everblue’s Building and Duct Air Tightness Verification (BDAT) training focuses exclusively on the diagnostic equipment used in performing home energy audits. Students taking this course will explore the fundamentals of air movement in residential buildings and identify the drivers and sources of air leaks. We will also cover ventilation system requirements and how ventilation relates to overall air leakage in a home.

BPI Building Analyst

*BPI101 Live  28 Classroom Hours & 4 Testing Hours*

This course is aligned with the Building Performance Institute (BPI) Building Analyst Professional standards for energy auditing and provides instruction for energy efficiency analysis using the house-as-a-system approach. There are no prerequisites for this BPI Building Analyst Course. This residential energy efficiency training course will provide individuals with the knowledge necessary to provide homeowners with an overview of consumption and options to save money through conservation. Students will participate in classroom and field training, as well as written and field testing.

BPI Building Shell & Envelope Professional

*BPI201 Live  28 Contact Hours & 4 Testing Hours*

Students will learn the house-as-a-system concept, fundamentals of building science, systems within a home, common thermal envelope and pressure boundary problems and solutions, how to conduct a home performance inspection, and make recommendations for repairs and remediation based on BPI Technical Standards.

BPI Building Analyst/Envelope Professional Combo

*BPI103 Live  28 Classroom Hours & 8 Testing Hours*

This intense boot camp combines BPI Building Analyst and BPI Envelope Professional training into one course and prepares students for both examinations. This combination course will qualify you to become a certified home energy auditor with the ability to diagnose energy efficiency issues in the home, as well as understand problems relating to the home’s envelope, such as moisture, ice dams, mildew, and drafts.

BPI Building Analyst Recertification

*LEED401 Live  24 Contact Hours*

This BPI Re-certification package is specifically geared toward BPI Building Analyst credential holders. Our convenient packages simplify the re-certification process by providing you with all the materials and exams you
Home Performance

This class is designed for credential holders who do NOT have 30 CEUs and need to take the written and field exams to complete the re-certification process.

BPI Envelope Professional Recertification

LEED402 Live 24 Contact Hours

This BPI Re-certification package is specifically geared toward BPI Building Envelope Professional credential holders. Our convenient packages simplify the re-certification process by providing you with all the materials and exams you need! This class is designed for credential holders who do NOT have 30 CEUs and need to take the written and field exams to complete the re-certification process.

BPI Building Analyst/Envelope Professional Combo Recertification

LEED400 Live 40 Contact Hours

This BPI Re-certification package is specifically geared toward BPI Building Analyst and BPI Envelope Professional credential holders. Our convenient packages simplify the re-certification process by providing you with all the materials and exams you need! This class is designed for credential holders who do NOT have 30 CEUs and need to take the written and field exams to complete the re-certification process.

BPI Multi-family Building Analyst Professional

BPI202O Online 16 Contact Hours

This course is intended for individuals who want to learn home performance inspection requirements for multi-family housing. Students will learn the fundamentals of building science and then learn to apply those concepts to the unique nature of multi-family residential housing.

BPI Insulation and Airsealing Technician

BPI102 Live 24 Contact Hours

This course is intended for individuals who want to become BPI Air Leakage Control Installers. Students will learn how to install specific air leakage control measures in residential attics, crawl spaces, wall cavities, and on ducts by installing and connecting appropriate materials in a durable fashion.

BPI Heating Professional

BPI203 Live 32 Contact Hours

This Everblue BPI Heating Specialist Certification course includes five days of classroom and field training, as well as the BPI Heating Professional written and field exams. This course covers heating systems in depth, including load requirements, system sizing, ventilation system design & installation, and system diagnostics.

BPI AC/Heat Pump Professional

BPI204 Live 35 Contact Hours

This course includes an overview of health and safety, installation, commissioning, service and repair, and diagnostic tests associated with a variety of A/C and Heat Pump configurations. An in-depth view of A/C and Heat Pump systems and their operations will give students an inspector’s perspective on how systems should be designed, serviced, and maintained. Students will also learn how airflow and ducting, controls, electrical systems,
and refrigerant charges affect the performance and safety of cooling and heat pump systems.

**RESNET HERS Rater**

**HERS201 Live 40 Contact Hours**

This course is designed to prepare individuals to become HERS raters certified by Residential Energy Services Network (RESNET). RESNET’s energy rating standards provide a mechanism to quantify a home’s energy consumption using energy modeling software and a HERS score. Students will learn the fundamentals of energy efficiency, conduct blower door and duct pressurization testing, and complete two required supervised ratings prior to taking the 50-question HERS certification exam.

**RESNET CAZ and Workscope Exam**

**HERS301O Online 2 Contact Hours**

This 2-hour RESNET Combustion Safety training is available via on-demand webinar. This online training prepares individuals for their RESNET written exam and the ResCaz simulation exam. The combustion safety component is mandatory for certified HERS Raters conducting combustion appliance testing or writing work scopes for repairs.

**Probationary Rater Workshop**

**HERS202 Live 16 Contact Hours**

On January 4, 2014, RESNET announced a new requirement for those pursuing their RESNET HERS Rater Certification. This requirement states that a Rater must now complete one of the three probationary ratings in the presence of a Quality Assurance Designee (QAD). Lucky for you, Everblue has a national presence with Quality Assurance Designees scattered across the country, and we have the capability to deliver anywhere, at any time. This 2-day experience is aimed at getting individuals through the RESNET process as easily and quickly as possible.

**ENERGY STAR Version 3 Training and Testing**

**ESV3101O Online 18 Contact Hours**

Any homes permitted after January 1, 2012, that are seeking the ENERGY STAR Version 3 rating must be in full compliance with the ENERGY STAR Version 3 standards. All HERS Raters are required to complete training and testing to service and/or inspect homes that are seeking an ENERGY STAR Version 3 rating. Everblue offers a training and testing package for individuals seeking the ENERGY STAR Version 3 Certification. Upon completion of the training, students will be eligible to take the 50-question ENERGY STAR Version 3 exam online, in their Everblue account.

**Residential Energy Auditor Series**

**BPI302B Blended 52 Contact Hours**

Students will learn “house-as-a-system” concepts, fundamentals of building science, systems within a home, common building envelope problems and solutions, and energy auditing procedures, the fundamentals of energy efficiency, conduct blower door and duct pressurization testing, and complete two energy models. This course is based on BPI Building Analyst, BPI Envelope Professional, RESNET HERS Rater, and NREL Energy Auditor JTA.
Lean Six Sigma Green Belt Certification

6SIG1O1O  Online  24 Contact Hours

This Lean Six Sigma Green Belt Certification course provides the Green Belt Candidate the methods, descriptive statistics, and project management skills they will need to use DMAIC to maximize processes. The course utilizes a robust curriculum to develop the knowledge and skills of the Six Sigma Green Belt Candidate.

Lean Six Sigma Black Belt Certification

6SIG2O1O  Online  40 Contact Hours

This Lean Six Sigma Black Belt Certification course is designed to teach the fundamentals and application ofLean Six Sigma. This challenging curriculum covers the tools and techniques needed to positively affect cross-functional and organization-wide processes.

Project Management

PMP 1O1O  Online  30 Contact Hours

This course will provide the student with tools and techniques they can then apply to projects in their organization. The course design will enhance the student’s comprehension of elements critical to the implementation of effective project management. This course is designed for any professional who wants to acquire the skills they will need to effectively manage projects of all sizes and complexities.
Solar PV Associate
SOL201 Live 40 Contact Hours
SOL201O Online 40 Contact Hours
This course is designed to help individuals understand solar power, one of the fastest growing forms of power generation in the world. Students will have an opportunity to set up a small solar circuit in a lab setting to reinforce the concepts taught in the classroom. As a Solar PV Associate, you will qualify to take the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam.

Solar PV Installer
SOL301 Live 40 Contact Hours
This Solar PV Installer course is designed to teach individuals how to physically install solar panels, modules, and components. Students will be constructing an actual array on a roof deck rack and installing the balance of components, including inverters, charge controllers, and battery banks for grid-tied and off-grid systems. This hands-on solar training course will provide you with the skills required to work for an installer or to work toward becoming a Solar Contractor yourself. In addition, you will be on your way toward qualifying to take the NABCEP Certified PV Installer Exam.

Solar Sales Professional
SOL303O Online 16 Contact Hours
This course was developed to train students on understanding the technical components of a solar PV system so they can better communicate its benefits to potential customers. The general populace has only recently discovered the need for renewable energy, so it will be your job to help convey the advantages and cost savings to them. This course will help you to effectively sell solar PV systems. In addition, you will be on your way toward qualifying to take the NABCEP Certified PV Technical Sales Exam.

Solar Contractor Series
SOL401 Live 92 Contact Hours
SOL401B Blended 92 Contact Hours
This intensive series will give you all of the solar training and hands-on know how to complete solar installations, start to finish. Everblue’s Solar Contractor Series includes all the live and online classroom theory and hands-on installation training that is included in our Solar PV Associate, Solar Sales Professional, and Solar PV Installer courses. We have assembled an immersive and efficient solar training program that will enable the student to stand out as a successful Solar Contractor.
Basics of Wind

*BOW103O  Online  8 Contact Hours*

This training course will introduce you to the powers of wind as an energy source. We will help you navigate the intangible, so you can use wind energy to balance out your sustainable energy business offerings and keep off-grid systems charging day and night whenever the wind blows! Everblue’s introductory course to wind will equip you with the fundamental understanding and theories that validate it as a renewable energy source.

Commercial Building Energy Auditor

*BPI301O  Online  40 Contact Hours*

This course is intended for individuals who want to become energy managers for commercial and non-residential buildings. Students will learn the fundamentals of building science and how to apply those concepts to various non-residential building types. Core energy saving opportunities addressed in this class include HVAC system upgrades, HVAC controls, building envelope improvements, electrical conservation, lighting retrofit opportunities, on-site renewables, and non-renewable power generation, pumps, motors, and variable speed drives.

NATE Certification Training

*NATE100O  Online  8 Contact Hours*

NATE stands for North American Technician Excellence and is the nation’s largest certification organization for heating, ventilation, and air conditioning (HVAC) technicians. NATE is the only third-party certification body governed, owned, operated, developed, and supported by the HVAC industry. Everblue offers training and testing for the NATE Core Service, NATE Air-to-Air Heat Pump, NATE Air Conditioning, and NATE Gas Furnace Service specialty certifications. All four courses are available in one on-demand webinar package!
Terms of Service
Non-Discrimination Policy
The Institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. Everblue does not discriminate on the basis of race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law in the recruitment and admission of students, the operation of any of its educational programs and activities, and the recruitment and employment of faculty and staff. The Curriculum Manager at Everblue serves as the compliance coordinator for Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of sex or handicap.

Enrollment & Deposits
Everblue operates short-term continuing education courses throughout the year. Rather than paying the full tuition amount at the time of registration, many of our courses offer the opportunity for a registrant to place a deposit at the time of registration to hold his or her seat. In the event a student places a deposit on the course rather than paying the full tuition amount, the student will not be placed on the roster, allowed in the classroom, or provided any study materials until full payment is provided.

Course Materials
Course materials are included in the course tuition. Students will be able to access their course materials in their online Everblue student accounts. Course materials include, but are not limited to the following: books, digital workbooks, practice questions, take-home solar kits, study sheets, provisional HERS ratings, software simulations, and certificates of completion. Everblue’s digital workbooks are accessible on all laptops, tablets, and mobile devices through an updated Internet browser. This is no application to download; students must ensure that they are running the most updated versions of Java and Flash Player. Students may purchase a full-color print version at an additional cost by calling 800-460-2575. Students will not gain access to these course materials until their full course tuition has been paid.

Travel, Lodging, and Other Expenses
In the event that a class does not reach the minimum required registration (6-8 students for most classes), Everblue bears the right to postpone courses given that students have a week of notice. In the event of a course postponed, students are provided with alternative dates to transfer into. If you must book your travel arrangements (ie, airline travel) more than a week prior to the class start, please contact Everblue to ensure that the course has met minimum registration requirements.

Student Substitutions
Should a student be unable to attend a course, he or she may substitute another individual at no additional charge, provided Everblue is notified of the substitution before 5 p.m. (EST) one business day before the program begins. This substitution will count as a fulfilled transaction. If the
original student decides to attend a future course, he/she will have to place a new order for the future course.

Transfers
If a student needs to transfer his or her registration to a future offering of this class, Everblue can arrange this, provided space is available. Students making this decision must submit a written request (by email) to Everblue’s customer support team. Students will be charged a transfer fee based on the schedule set forth below:

Live Classroom Courses
• Students who request a transfer at least 10 business days prior to the start of their live classroom course date will be able to do so at no additional charge.
• Students who request a transfer within 9 business days of the start of their live classroom course date will be charged a $150 transfer fee.

Live, Blended, and On-Demand Webinar Courses
• Students taking a live, blended, or on-demand webinar will not be charged a transfer fee if they request a transfer to a different webinar session at least 5 business days prior to the start of their original course.
• Students taking a live, blended, or on-demand webinar will be charged a $50 transfer fee if they request a transfer within 4 business days of the start of their course.

Everblue courses are continuing education in nature and do not offer academic credit; courses offer continuing education credit. The continuing education credit that is awarded for participation may not apply toward license or registration renewal in all states. It is the responsibility of the participant to verify the requirements of the state in which they reside and to follow those state guidelines. Participants should be aware that some boards have limitations and/or restrictions on certain methods of delivery, even if approved for continuing education. Everblue does not imply, promise, or guarantee that any continuing education credits earned at Everblue will be transferable or accepted by any other institution. Credit for previous courses/programs attended at Everblue or another institution cannot be transferred to any Everblue course/program.

Cancellations & Refunds
Refunds may be granted to students who cancel their enrollment prior to the start of their program or to students who registered for a cancelled program. Refunds will not be granted to students who voluntarily withdraw from a course after it has started. Refunds will be based on the amount paid by the student at the time of withdrawal, not the total cost of the course. The decision to grant a refund is based on the schedule set forth below:

Live Classroom and All Webinar Formats
• A full refund will be granted to students who cancel their attendance from a course at least 10 business days prior to the start of their Everblue program.
• A full refund may be granted to students who register for a course that has been cancelled. Students who meet this criterion must submit an official refund request by email to an Everblue customer support representative. Otherwise, Everblue representatives
Terms of Service

will arrange for the student to be transferred to a future offering of the course.

• A refund will not be granted to students who cancel their attendance from a course within 9 business days prior to the start of their Everblue program.

Refunds will be made within 30 business days of a student’s written request.

Michigan Residents
The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than $25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested in writing within 3 business days after signing a contract with the school. All requests for cancellation by the student must be made in writing and mailed or hand delivered to Everblue, 8936 Northpointe Executive Park Dr, Suite 140, Huntersville, NC 27078. Cancellation requests can also be made via email (support@Everblue.edu). All refunds shall be returned within 30 days. No refunds will be made once course/program has started, or for those who fail to attend the course/program. A full refund may be granted to students who register for a course/program that has been cancelled. Students who meet this criterion must submit an official refund request by email to an Everblue customer support representative. Otherwise, Everblue representatives will arrange for the student to be transferred to a future offering of the course.

North Carolina Residents
In the event that a student withdraws or is dismissed from a course, refunds of tuition and fees will be calculated according to the following schedule:

• A 100% refund will be given to students withdrawing from a course prior to its start date, or upon the cancellation of any course.
• A 75% refund will be given to students withdrawing from a course on its start date through the 25% point of the course.
• No refunds will be given if a student has attended 25% or more of a course.

Grievance Process
The purpose of this Grievance Policy is to ensure that participants understand how to report grievances to Everblue upon inappropriate actions by any instructor or employee of this organization and that Everblue has a standardized process to resolve grievances.

A participant may pursue a grievance if he or she believes that an employee of Everblue has violated his or her rights.

This Grievance Policy applies to:

• Alleged discrimination on the basis of race, color, religion, sex, age, national origin, or disability.
• Final grades or certificates of completion.
• Issues related to customer service, registration, and/or record keeping.
• Problems arising in the relationship between a participant and an Everblue employee not recognized in this policy.

It is strongly suggested that the student discuss his or her
grievance with the person involved in the situation that has caused the grievance.

The discussion should be held as soon as the participant first becomes aware of the behavior that requires resolution. The participant may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the participant promptly, either orally or in writing.

If an individual decides not to resolve the grievance with the person or the individual does not feel as if the situation was resolved appropriately, he or she may present the grievance in writing to any senior administrator at Everblue. Written grievances and/or notifications must be presented to an administrator at least thirty business days after the individual was involved in the situation that created the grievance. The administrator will conduct an informal investigation to resolve the issue as quickly as possible.

Based upon this investigation, the administrator will recommend actions to be taken by all parties involved. The written determination shall include process involved during the investigation, reasons for the decision made by the administrator, and the actions to be taken by each party to resolve the situation as quickly as possible. All decisions are final.

For more information regarding this policy or to file a formal grievance, please contact 800-460-2575. For Michigan Residents: Students who wish to file a complaint with the State of Michigan may do so at www.michiganps.net.

**Student Conduct Policy**

Everblue has adopted a Student Conduct Policy to protect the rights of students, faculty, and staff. This policy ensures that the Everblue community is one characterized by mutual respect, civility, and good citizenship. Everblue students, faculty, and staff are expected to accept and adhere to these high standards of personal conduct.

**Academic Integrity**

Everblue expects students to fulfill their academic obligations through honest and independent effort. Academic misconduct includes but is not limited to the following: knowingly furnishing false or misleading information, plagiarism in any form, willfully aiding another in any act of academic dishonesty, and/or any joint effort in examinations (unless authorized by the instructor).

**Class Conduct**

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following: disorderly conduct, harassment, verbal abuse, assault, interference with the educational opportunity of other students, and/or attending class under the influence of alcohol or other drugs.

**Readmission**
Students will be granted readmission upon request. Everblue administrative staff will give students the option to refund their entire tuition or to attend the same course in a different setting at no additional cost. All requests for readmission must be made in writing and mailed or hand delivered to Everblue, 8936 Northpointe Executive Park Dr., Suite 140, Huntersville, 28078. Readmission requests can also be made via email (support@everblue.edu).

Preventing Shared Access to Online Materials
Students may not share their username or password with anyone. Any unauthorized use of login credentials must be reported to support@everblue.edu as soon as you are aware of such use, and we will, as soon as reasonably possible, cancel your username and/or password and issue new ones to you. We may require you to change your username and/or password in order to restore secure access to your online Student Account and the contents within. We reserve the right to cancel your username and password without notice if we become aware of any breach of these Terms and Conditions by you.

Grading and Pass Rates
Everblue provides a certificate of completion to students who complete 100% of the course(s) in which they have enrolled. Attendance will be taken to prove that the student was present for 100% of the course(s). Everblue’s certificate of completion may serve as proof of one’s attendance in a sustainability training course. This process works the same for Everblue webinar sessions that are pre-recorded; however, the student must complete additional required quizzes in order to validate his/her participation and attendance. The quizzes work in a pass/fail format, but if a student fails, he/she is given another opportunity to retest. Webinar students must earn a score of at least 80% on the competency quiz at the end of the course to receive a certificate of completion.

Students not in attendance for the first 25% of a course will be dismissed and not allowed to attend for the remainder of the course. Students not attending a course, not successfully completing a program, or not completing the appropriate make-up sessions within 14 business days of the completion of the course will be required to re-register, charged tuition, and attend the course again to earn a certificate of completion.

Everblue is a training provider for many certifying organizations. Everblue provides a certificate of completion to each student once a course session(s) has expired. A certificate of completion does not take the place of an actual certification, which can only be earned through a separate exam registration and passing score process.

A certifying organization separate from Everblue often coordinates and administers the certification exams and determines eligibility for certification. Upon earning a passing exam score, students should expect to receive an official certificate from one of the following certifying organizations: U.S. Green Building Council (USGBC), Building Performance Institute (BPI), Residential Energy Services Network (RESNET), or North American Board of Certified Practitioners (NABCEP).

The USGBC, BPI, and RESNET do not disclose grades or pass rates. NABCEP has disclosed that Everblue is the largest provider of NABCEP PV Entry Level Exam prep and test
Attendance, Leave of Absence, and Tardiness
Because of the short length of the courses offered by Everblue, students must complete 100% of course training to qualify as completing the program. Participants are expected to arrive on time for each course and stay through the duration of the day. In extenuating circumstances, the instructor will work with the student to make up time lost during the course. These situations are handled on a case-by-case basis. For all individuals with planned absences, please contact Everblue’s customer service line to transfer into another course.

In the event of an unanticipated absence, the instructor will work with the student to determine the best way to make up the time spent out of the class. This might include visiting another course, viewing pre-recorded webinars, participating in live webinars, or other means by which the instructor deems appropriate for making up lost instruction.

Planned tardiness or early departures must be communicated to Everblue before the course begins.

Student Records
Student education records are electronically maintained on Everblue’s student registration database. Requests for these records can be made to: Everblue - Registration & Records, 8936 Northpointe Executive Park Drive, Suite 140, Huntersville, NC 28078, 800-460-2575.
Building Performance Institute Exams

The Building Performance Institute (BPI) exams are included in the course tuition. The BPI courses require that students complete two exams: a multiple-choice written exam and a hands-on field exam. Both exams will be administered during the duration of the program. The written exam will be administered at the classroom venue, and the one-on-one field exam will be administered at a nearby residence. Everblue staff arranges with a homeowner, or student, to complete field training and exam activities at a residence within driving distance of the classroom venue.

Students who need to retake a BPI written exam must call Everblue staff and pay a $250 retesting fee to Everblue. Students who need to retake a BPI field exam must call Everblue staff and pay a $500 retesting fee to Everblue. Everblue staff will arrange for the student to retest during the testing days of an upcoming BPI course.

Certified Sustainability Manager Exam

The Certified Sustainability Manager (CSM) Exam is proprietary and exclusive to Everblue. As such, the exam fee is included in the course tuition. This exam will be administered at the classroom venue.

Commercial Building Energy Auditor Exam

The Commercial Building Energy Auditor (CBEA) Exam is proprietary and exclusive to Everblue. As such, the exam fee is included in the course tuition. This exam will be administered at the classroom venue.

Leadership in Energy and Environmental Design Exams

The Green Building Certification Institute (GBCI) coordinates student completion of the Leadership in Energy and Environmental Design (LEED) exams. Students enroll in Everblue’s LEED training courses as an exam preparation method. Upon completion of Everblue’s course, students are expected to visit the GBCI website at www.gbci.org to apply for exam eligibility and register for the LEED exam.

The GBCI will collect a $50 application fee from exam candidates. Within seven days, students will receive an email from GBCI, confirming their exam eligibility. Students will then register for their LEED exam at www.prometric.com/gbci. There are Prometric Testing Centers located in all major cities. Students will be able to schedule a specific time and location for their test.

The cost of the LEED Green Associate exam is $200, unless exam candidates are full-time students or members of the United States Green Building Council (USGBC). In which case, the exam fee lowers to $150. The cost of the LEED AP + Specialty exams are $450 each, unless exam candidates are full-time students or members of the USGBC. In which case, the exam fee lowers to $300.

The Credential Maintenance Program (CMP) requires
that all LEED professionals complete ongoing continuing education to maintain their credential. LEED Green Associates must achieve 15 hours of continuing education hours every two years. These individuals will pay a $50 CMP fee to the GBCI. LEED APs with Specialty must achieve 30 hours of continuing education every two years. These individuals will pay a $50 CMP fee to the GBCI.

North American Board of Certified Energy Practitioners Exams

The North American Board of Certified Energy Practitioners (NABCEP) exams are not included in the course tuition. Students pursuing a NABCEP certification must pay a $120 testing fee, of which $25 will be taken by Everblue as an administrative fee. Students will complete their NABCEP exams at a nearby Prometric Testing Center. There are Prometric Testing Centers located in all major cities. Students will be able to schedule a specific time and location for their test.

North American Technician Excellence Exams

The North American Technician Excellence (NATE) exams are not included in the course tuition. Students pursuing a NATE certification must pay a $150 testing fee, of which $25 will be taken by Everblue as an administrative fee. Students will complete their NATE exams at an approved testing facility, to be found on NATE’s website. Students will be able to search by zip code to find the closest approved testing facility. Visit the NATE website for more information: http://www.natex.org/index.php/technicians/certification-basics101/where-to-test/.

Project Management Institute Exams

Everblue’s Project Management training provides 35 hours of education, thus allowing students to pursue the entry-level CAPM certification or the advanced PMP certification.

To register for the CAPM exam, students need to register on the PMI website at www.pmi.org and log into their online system to get started. The exam fee for a PMI member is $225. The exam fee for a non-member is $300. Individuals will pay the exam fees directly to PMI and complete testing at a local Prometric Testing Center.

To apply for the PMP exam, students need to register on the PMI website at www.pmi.org and log into their online system to get started. The exam fee for a PMI member is $405. The exam fee for a non-member is $555. Individuals will pay the exam fees directly to PMI and complete testing at a local Prometric Testing Center.

Residential Energy Services Network Exam

The Residential Energy Services Network (RESNET) exam fee is included in the course tuition. The written exam will be administered at the classroom venue.

Students who need to retake the RESNET written exam must call Everblue staff and pay a $150 retesting fee to
Everblue staff will work with the student to arrange for a local library to proctor the student’s testing session. The student will be responsible for researching local libraries and inquiring about their proctoring services. The student will need to secure the contact information of an available proctor and send this information to Everblue’s RESNET Program Manager. The program manager will submit this information directly to RESNET, thus establishing and confirming a proctored testing environment.

Prices by Region

Prices may vary by region. The tuition schedule on the following pages refers to U.S. prices. Please visit www.everblue.edu/locations to view prices in international territories.

Early Registration Pricing

Many of Everblue’s courses offer an early registration fee, saving the student $50-$100 if he/she registers by a deadline. The early registration price expires two weeks out from the course start date. At that point, the regular tuition fee goes into effect. The prices listed in this catalog represent the regular tuition fee. Please visit www.everblue.edu/locations to view early registration prices.
## Tuition & Fees

<table>
<thead>
<tr>
<th>Corporate Social Responsibility Courses</th>
<th>Live Class</th>
<th>Live Web</th>
<th>On Demand</th>
<th>Blended Web</th>
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<td>Building and Duct Air Tightness Verification</td>
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<td><strong>NATE Certification Training</strong></td>
<td>$399</td>
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</tbody>
</table>
Directory
Management Staff

Vince DiFrancesco
  *Principle/Vice President*
  M.B.A., Case Western University
  B.S., Montana State University
  LEED Accredited Professional
  BPI Building Analyst Professional
  BPI Envelope Professional
  BPI Residential Building Envelope Whole House Air Leakage Control Installer
  U.S. Army

Ryan Bennett
  *Principle/Vice President*
  RESNET HERS Rater
  NAHB Accredited Verifier
  OSHA 30 Safety and Health

Lesley Cowie
  *Marketing Manager*
  B.A., Elon University

Charlie Hooper
  *Client Support & Sales Manager*
  B.S., Mount Sierra College
  U.S. Army

Jamie Zelenak-Hyre
  *Instructional Technology Manager*
  B.A., Michigan Technological University
Administrative Staff

Steve Alfaro
Customer Support Manager
B.S., Clemson University
LEED Green Associate
LEED AP BD+C Specialty
BPI Building Analyst Professional
NAHB Certified Green Professional
NAHB Certified Graduate Associate

Michele Dozier
Customer Support Representative

Paige Hanson
Program Manager
B.A., Kansas Wesleyan University

Trey Hudson
Business Development Representative

Yolanda Jackson
Customer Support Representative

Traci Vongdeaune
Accountant
Instructors

Jim Boley
LEED Instructor
MArch, University of Illinois at Chicago
M.A., Northwestern University
B.A., Eastern Washington University
LEED AP BD+C

John Conde
Renewable Energy Instructor
B.L.A., Utah State University - Logan
BPI Building Analyst Professional
BPI Envelope Professional
NABCEP PV Entry Level Certificate of Knowledge
NABCEP Solar PV Installer Certification

John Costello
Energy Efficiency Instructor
BPI Building Analyst Professional
BPI Envelope Professional
BPI Residential Building Envelope Whole House Air
Leakage Control Installer
BPI Super Proctor
RESNET HERS Rater

Joan Darvish-Rouhani
LEED Instructor
B.S., University of Delaware
LEED Green Associate

Steve Drago
Renewable Energy Instructor
B.S., Kent State University
NABCEP Solar PV Installer Certification

Tony Ericksen
Energy Efficiency Instructor
BPI Building Analyst Professional
BPI Envelope Professional

Vanessa Frambes
Energy Efficiency Instructor
B.A., University of Colorado - Boulder

David Gordon
Project Management Instructor
M.S., Capella University
B.S., University of Maryland University College
Project Management Professional®

Dave Hahn
Energy Efficiency Instructor
M.B.A., St. Joseph’s University
B.S., Elizabethtown College
BPI Building Analyst Professional
BPI Envelope Professional
BPI Residential Building Envelope Whole House Air
Leakage Control Installer
LEED Accredited Professional

Greg Hamra
LEED Instructor
B.A., University of Florida - Gainesville
LEED AP BD+C

Robert Hight
Energy Efficiency Instructor
BPI Building Analyst Professional
BPI Envelope Professional
Instructors

Scott Hoover

*Energy Efficiency Instructor*
M.S., Murdoch University
B.S., Arkansas Tech University
RESNET HERS Rater

Alex Jarvis

*Renewable Energy Instructor*
B.A., Indiana University
Certified Advanced Energy Technologies Installer
Certified Commercial PV Site Assessor
Certified Residential Photovoltaic Site Assessor
Certified Residential Solar Domestic Hot Water Site Assessor
NABCEP PV Entry Level Certificate of Knowledge
NABCEP Solar PV Installer Certification

Todd Kistler

*Energy Efficiency Instructor*
B.S., Kutztown University
BPI Building Analyst Professional
BPI Envelope Professional
BPI Residential Building Envelope Whole House Air Leakage Control Installer

Mike Lent

*Renewable Energy Instructor*
LEED Green Associate
BPI Building Analyst Professional
BPI Envelope Professional
BPI Heating Professional
BPI Multi-Family Building Analyst

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BPI Building Analyst Professional
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LEED Accredited Professional
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BPI Residential Building Envelope Whole House Air Leakage Control Installer
Instructors

RESNET HERS Rater

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RESNET HERS Rater

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The information contained in this brochure is true and correct to the best of my knowledge.

- Vince DiFrancesco, Principle/Vice President