

Commercial and industrial building operator certification scholarship application instructions

Applying for your scholarship is easy!

The Minnesota Energy Resources Building Operator Certification (BOC) Program provides a scholarship for a portion of the registration fee upon successful completion of the BOC training course. The current scholarship is \$650 per eligible attendee.

Checklist for completing your application

- ☐ **Read** the terms and conditions to determine if you are eligible for a rebate.
- ☐ **Ensure you qualify** for the scholarship. Attendee must be responsible for or work on operations and maintenance for facilities that have an active account in Minnesota Energy Resources' service territory.
- ☐ **Attend BOC training** and complete course requirements. See proof of completion requirements for documents to include with the scholarship application. Please submit the application within 60 days of training course completion.
- ☐ **Complete** steps 1 through 5 of the application. Must list the facilities that have an active account in Minnesota Energy Resources' service territory that are maintained or managed by the attendee.
- ☐ **Print, sign and date** the application.
- ☐ **Mail or email** your completed application and documentation.
- ☐ **Keep** a copy for your records.

Here's what you'll need to get started:

- **Minnesota Energy Resources account numbers and square footage for each facility maintained or managed by the attendee**
- **Customer and attendee contact information**
- **Proof of completion**
 - **Certification of Completion issued by Midwest Energy Efficiency Alliance (MEEA)**
 - **Proof of payment of registration for the training session**

Need help?

Please call us at: 866-872-0052, option 2
Email: minnesotaenergyresources@icf.com

Your scholarship check will be mailed approximately four to six weeks after we receive a completed, eligible application including all required documentation.

Mail:

Mail: Minnesota Energy Resources
P.O. Box 311
Hockessin, DE 19707



Commercial and industrial building operator certification scholarship terms and conditions

Terms and conditions

This program offers financial incentives for successful completion of the BOC training. Applications will be processed on a first-come, first-served basis. To qualify, an applicant must meet the following eligibility requirements:

- Be a current non-residential Minnesota Energy Resources customer or property owner for the facility addresses associated with the account number(s) provided. The attendee must be responsible for or work on operations and maintenance for facilities that have an active account in Minnesota Energy Resources' service territory.
- To avoid delay, a receipt of payment for the training registration and Certification of Completion issued by Midwest Energy Efficiency Alliance (MEEA) must be attached to this application. All applications must be received within 60 days of training completion.
- Scholarship checks will be made payable to customer shown on receipt. This must match the customer or property owner of record.
- This program is subject to regulatory rules and orders. Minnesota Energy Resources reserves the right to change any portion of this program or to end this program without notice.

Misrepresentation

Making false statements on any Minnesota Energy Resources application is punishable by law. Any person who knowingly files an application containing materially false information or who purposely conceals information commits a fraudulent act that subjects such person to criminal and civil penalties. Minnesota Energy Resources shall have the right to recover payments made in reliance on fraudulent or misrepresented information. This section shall not limit other remedies that may be available for the filing of false or fraudulent applications.

Verification

Incomplete applications will be delayed. After approval, please allow four to six weeks for delivery of the scholarship check.

Tax information

Scholarships may be subject to federal and/or state income tax reporting. Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Minnesota Energy Resources is not responsible for any tax consequences of the Minnesota Energy Resources rebate program.

Disclaimer

Minnesota Energy Resources does not guarantee that completing the BOC training will result in reduced energy usage or cost savings. The Customer will hold harmless Minnesota Energy Resources and its officers, directors, shareholders, agents, employees, and representatives from all claims, liabilities, fines, interest, costs, expenses, and damages incurred by the Customer, for any damage, injury, death, loss or destruction of any kind to persons or property, to the extent the damage, injury, death, loss or destruction arises out of or is related to the conduct, negligence, willful misconduct, misrepresentation, breach of warranty or other breach of this scholarship form on the part of Minnesota Energy Resources.



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Page 3

STEP 1 Customer information

Company name

Contact person or supervisor name

Title

Telephone number

Email

Mailing street address

City State Zip codeScholarship check payable to:

Own or rent:☐ Owner occupied ☐ Tenant ☐ Property management/landlord**STEP 2** Attendee information

Company name

Attendee name

Title

Telephone number

Email**STEP 3** BOC training course information☐ Level I ☐ Level II

Starting date

Completion date

Class location**STEP 4** Facility information**Please list all facilities that attendee manages. If additional space is needed, please make a copy or provide on a separate sheet.**

Minnesota Energy Resources account number	Facility name, address, city, state, zip	Square footage of facility
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<hr/>	<hr/>	<hr/>
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STEP 5 Customer agreement

By signing this application, I agree to the Terms and Conditions set forth on this application. I further acknowledge that I am authorized and hereby grant Minnesota Energy Resources express permission to release to company partners the data provided in this application and other related account information, such as consumption data, needed for the sole purpose of energy efficiency evaluation and reporting. I understand and agree that when participating in a Minnesota Energy Resources Energy Efficiency Program, I am solely responsible for the selection of any contractor that will perform work. All contractual arrangements are solely between me and the contractor. I, the Customer, will hold harmless Minnesota Energy Resources and its officers, directors, shareholders, agents, employees and representatives from all claims, liabilities, fines, interest, cost, expenses, and damages incurred by me that arise out of my relationship with any contractor. We certify that all information provided in the application is correct.

Customer signature:

 Date:
