

Train-the-Trainer Curriculum On Site Plan Review and Inspection Education (Site Education)

June 27-28, 2012
Parker City, CO

Introduction

This curriculum has been developed in support of a two-day train-the-trainer education program on the topic of Energy Code On Site Education (Site Education). The purpose of the train-the-trainer session is to provide professional and qualified energy code specialists and education providers with curricula; process and content for employing a part-day education oriented site visit at individual jurisdictions. As such, the course is not energy code training, it has been created for experienced educators and energy code professionals wishing to provide on site training.

Instructional Goal

After the two-day train-the-trainer educational session each attendee will be able to independently implement an on site education program at jurisdictions, with the purpose of teaching these jurisdictions best practices for energy code plan review and inspections.

A secondary goal will be to prepare the train-the-trainer attendees to respond to energy code training requests from within the jurisdiction such as energy code training for building owners, and designers.

Instructional Outcomes

Statements of what a student will be expected to do as a result of the training.

The two-day site education class will include one-day of classroom training and one-day of on site practicum.

Day One Classroom Outcomes

1. Attendees will know how to implement communications with an individual jurisdiction to set up an on site education visit.
2. Attendees will know how to deliver key messages that will satisfactorily address jurisdiction concerns or reluctance to participating in a site education program.
3. Attendees will have a clear understanding of the materials and information that is needed from the participating jurisdiction for review previous to the site visit.



4. Attendees will be able to provide the participating jurisdiction an agenda that includes purpose, expected outcomes, key personnel involved and a timeframe for the visit.
5. Attendees will be able to implement specific learning activities for on site plan review education.
6. Attendees will be able to implement specific learning activities for on site inspection education.
7. Attendees will be capable of recognizing further jurisdiction education needs and have an understanding of how to respond to those needs

Day Two On-Site Practicum Outcomes

1. Attendees will go on site and apply the instructional outcomes from day one of the training within a jurisdictional setting. The first part of the practicum day will focus on commercial and residential plan review and the second part of the day will focus on commercial and residential on site inspections.

Learning Activities

Learning activities document the training activities and content that will facilitate the instructional outcomes.

Day One Classroom Outcomes

1. Activity 1 will present a written process for communication of the site education concept, goals, objectives, and benefits of participation to code jurisdictions.
2. Activity 2 will present examples of key messages that relay value of the site education concept to code jurisdictions. Messaging approaches will be presented to attendees and a facilitated discussion will be utilized to explore further approaches and ideas from within the group.
3. A list of site education preparatory materials and information will be presented and discussed. These are the

minimum pre-visit materials that will be needed to prepare the site educator for the on site jurisdiction work. Materials and information include:

- a. Two sets of commercial plans and specifications including energy code compliance documentation
 - b. One set of residential plans and specifications including energy code compliance documentation
 - c. Information on the number of monthly permits for new buildings and building alterations
 - d. Copies of intake forms and checklists that the jurisdiction uses for energy code plan review and inspections
 - e. Information on submittal format requirements such as electronic vs. paper submittal requirements
4. An example site education agenda including a written purpose, expected outcomes, key personnel that will need to be involved, and time schedule will be presented to the attendees. A facilitated dialogue will ensue as a means transferring understanding and impact of these agenda items.
5. A step-by-step set of on site activities to be performed during the plan review process will be presented. Best practice submittal documentation shall be presented as templates for jurisdictional use. The PNNL created 90%

compliance checklists will be presented during this activity for utilization at plan review. A facilitated dialogue will ensue as a means transferring understanding and impact of these activities.

6. A step-by-step set of on site activities to be performed during the inspection process will be presented. A discussion of what to look for on site from qualitative and logistical perspectives will be facilitated. The PNNL created 90% compliance checklists will be presented during this activity for utilization for site inspection. A facilitated dialogue will ensue as a means transferring understanding and impact of these activities.
7. A brief review of other available BECU energy code education modules will be presented. A group discussion of when and how to utilize further education opportunities within a jurisdiction will be facilitated.

Day Two Practicum Activities

Day two requires the participation of a code jurisdiction, basically allowing the class apply day one learning activities in a real world situation.

Logistically, there will be limitations to the group size for participating in the practicum day. Therefore class size will generally be limited based on the capability of the hosting jurisdiction accommodations. There is opportunity to split the day two classes into two groups, alternating morning and afternoon plan review and inspection practicum.

1. A review and discussion of day one activities will be facilitated.
2. Activities 5 and 6 of the day one classroom activities will be implemented in the field.

Evaluation Techniques

The goal of evaluation is two fold: Firstly, we want to ensure that learning is taking place among and within the attendees. Active or facilitative dialogue regarding the training content will be a main method utilized to ascertain learning is taking place at this level; secondly, instructors and the program need feedback in order to continually improve the training content and process.

Instructional and learning outcomes will be reviewed previous to each training section (learning activity) delivered. Discussion of key learning outcomes will be facilitated at the end of each training section previous to moving onto the next section. At the end of each day a discussion of key learning outcomes will be facilitated.

A one-page class evaluation sheet will be provided to each training participant. This written evaluation will include feedback on specific course content and activities and include provision for general course feedback.



Instructional Schedule

<i>Day One Agenda</i>	
8:00 AM	<i>Introductions, purpose of the training, expected outcomes</i>
8:30	<i>Activity 1 - Jurisdiction communication</i>
9:30	<i>Break</i>
9:45	<i>Activity 2 - Messaging</i>
10:30	<i>Activity 3 - Jurisdiction preparation</i>
11:30	<i>Activity 4 - Site education agenda</i>
12:00 PM	<i>Lunch</i>
1:00	<i>Activity 5 - On site step-by-step plan review</i>
2:30	<i>Break</i>
2:45	<i>Activity 6 - On site step-by-step inspections</i>
4:15	<i>Activity 7 - Review other BECU available training sessions</i>
4:45	<i>Evaluative discussion of the day activities</i>
5:00	<i>Adjourn</i>

<i>Day Two Agenda</i>	
8:30 AM	<i>Meet at jurisdiction Activity 1 - review day 1 activities and discuss the day 2 process</i>
9:30	<i>Activity 2 - implement plan review process learned during day 1</i>
11:30	<i>Review learning and outcomes from implementing the plan review process</i>
12:00 PM	<i>Lunch</i>
1:00	<i>Meet at residential site and implement inspection process</i>
3:00	<i>Meet at commercial site and implement inspection process</i>
4:30	<i>Meet back at jurisdiction and review the day activities Discuss key learning, approach changes, jurisdiction feedback</i>
5:00	<i>Adjourn</i>