



## **Guidelines for Energy Code Ambassadors use of Success With Energy Codes Power Point Training Modules and other SPEER resources**

SPEER is abundantly proud of the Energy Code Ambassadors program and its participating Ambassadors. We feel very strongly that the work of improving compliance with State and local Energy Codes in Texas and Oklahoma could not be done effectively without this core group of highly skilled volunteers. Texas and Oklahoma combined have almost 250 cities with populations of 10,000 or greater. The only cost effective way to reach this many cities and their building officials is through a viral education effort spreading out from this core team.

SPEER and its Ambassadors have already had significant success reaching out to building officials, inspectors, builders and contractors on an individual basis and we expect that success to continue to grow.

Our next step will be to provide the Ambassadors with presentation materials that they can use to further educate their local networks and regional working groups. The Success With Energy Codes presentations are the first of these educational tools SPEER will make available. In order for these resources to maintain their highest value to SPEER, the Ambassadors and to our customers, the following guidelines must be followed.

1. To ensure ease of documenting ICC CEUs and documenting the value of the Ambassador program:
  - a. When scheduling presentations Ambassadors will contact Charles Conoly, Communications Coordinator at SPEER, to place the event on the SPEER calendar and to provide the necessary information for CEU certificates and CEU reporting. This will support documentation and help promote the event.
  - b. Upon receiving the necessary information from the Ambassador, SPEER will provide a template CEU Certificate of Completion showing all of the information necessary to document CEUs. The attendee name section will be left blank on the template certificates. Ambassadors will provide the certificates to attendees who complete the session. The attendees will enter their names in the attendee name section.
  - c. SPEER will provide the Ambassador with a template sign-in sheet. The Ambassador will make this available to all attendees and stress that CEU reporting will be based on signing in. Ambassadors will forward the completed sign-in sheets to SPEER within two days of completion of the course.
  - d. SPEER will use the sign-in sheets to report CEUs to ICC and to document the success of the Ambassador program to our supporters.

2. SPEER will provide the presentations to Ambassadors in Power Point format with speaker notes to facilitate professional presentations. The Power Point presentations will be locked and Ambassadors will be provided with passwords. Ambassadors will use the presentations as provided except in cases where Ambassadors have requested authorization from SPEER to make changes to slides and SPEER has agreed to those changes.