Delmarva Power
C&I Energy Savings Program
Operations & Maintenance (O&M) Training Incentive

What You Need To Know:

» Who is eligible?
Building operations personnel who manage energy usage or are in a position to influence a building’s energy performance are eligible to receive incentive payments of 80% (up to $1,000) of the tuition cost for approved training courses. The individual must be physically assigned to a commercial and/or industrial facility within the Delmarva Power Maryland service territory.

» What types of courses are eligible for incentives?
Delmarva Power C&I Energy Savings Program provides incentives for training courses which have a focus on conserving electrical energy and improving energy efficiency within buildings. There are two categories of courses, pre-qualified and those submitted for pre-approval by the applicant.

■ Pre-qualified Courses
Pre-qualified courses have been reviewed and approved by the Program Office. All pre-qualified courses will appear on the Delmarva Power C&I Energy Savings Program website at www.Delmarva.com/business.

■ Pre-approved Courses
Pre-approved courses are selected by the applicant and must focus on energy efficiency or conservation of electricity. An application for the selected course must be submitted to the Program Office for approval.
These programs support the EmPower Maryland Energy Efficiency Act.

» How do I apply?
The O&M training incentive application is available on the Delmarva Power C&I Energy Savings Program website at [www.Delmarva.com/business](http://www.Delmarva.com/business). You can download the application or complete it online and submit it to the Program Office. A description of your current position responsibilities and how the proposed training course is relevant to your employer, current position and/or career development with your employer is required. Only applicants who manage energy use or have the potential to influence a building’s energy performance and work in a facility that is located in the Delmarva Power Maryland service territory will be considered.

» How will I know if I am approved to participate?
Following review of the application by the Program Office, the applicant will be notified by electronic and/or postal mail regarding the approval or denial of participation. Applicants must submit one application per course. The review process will be handled in a timely manner.

» Steps to approval
1. Select a course or certification which has a focus on improving the efficiency of electrical energy systems, their operations, optimization or other related topics for commercial or industrial buildings. Please check the website [www.Delmarva.com/business](http://www.Delmarva.com/business) to see the updated list of pre-qualified courses and guidelines.
2. Complete the O&M Training Application.
3. Submit the application to the Program Office.
4. The Program Office will review and determine if the course and the applicant are eligible for participation per the program guidelines.
5. Once the application is approved, the applicant may attend the course.
6. Upon course completion, the applicant must submit (to the Program Office) the invoice for the course and provide either a copy of the certification or other documentation of course completion from the instructor or the organization administering the course.
7. Once the Program Office has received proper documentation, an incentive payment will be processed. The applicant can expect to receive the payment within 4 weeks of final approval.

» Examples of Pre-Qualified Courses
The Delmarva Power C&I Energy Savings Program has pre-qualified a number of courses from specific training organizations, including the Association of Energy Engineers (AEE) and the International Facilities Management Association (IFMA). Operations and Maintenance certifications such as Certified Energy Manager (CEM), LEED-EBOM (Leadership in Energy and Environmental Design- Existing Buildings: Operations & Maintenance) and LEED-NC (Leadership in Energy and Environmental Design-New Construction) are also pre-qualified. These courses are offered through a variety of venues including industry conferences, trade shows, colleges, companies and associations. The Delmarva Power C&I Energy Savings Program encourages applicants to attend these courses whenever they are convenient for the participant. Pre-qualified courses and certifications are listed on the program website at [www.Delmarva.com/business](http://www.Delmarva.com/business).