

Steps to Becoming a CALCTP Installer Contractor:

1. Contractor has criteria-based number of top-level to mid-level management personnel who have **successfully completed the CALCTP Systems Course** (~12 hours, course details below).

A Top Level Executive or Mid-level Manager who possesses a current state certification as a General Electrician may successfully complete the CALCTP Technical Course (50 hours, course details below) in lieu of successfully completing the Systems Course.

2. Contractor has criteria-based number of CALCTP certified electricians who have **successfully completed the CALCTP Installation Course** (~24 hours, course details below) or equivalent**.

Criteria are based on the salaried staff of a company and three year average gross revenue. The criterion for determining company size is based on existing state and federal designations:

- CA Department of General Services delineated business size by three year average of gross annual receipts and number of employees. Micro Small Business has 25 employees or less and \$3.5 million average gross annual receipts. A Small Business has 100 or fewer employees and \$14 million average gross receipts. (<http://www.pd.dgs.ca.gov/smbus/sbregs.htm>).
- Federal Small Business administration definition for the North American Industry Classification System. (NAICS) or the Standard Industrial Classification (SIC) is listed at: http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf or <http://www.sba.gov/regulations/siccodes>.
- According to the NAICS (238210 for Specialty Electrical Contractors), a Small Business has three year averaged gross annual receipts of \$14 million.
- According to the SIC (1731 for Electrical Contractors), a Small Business has three year averaged gross annual revenues of \$14 million.

CALCTP will verify a contractor's size by:

- The declaration/certificate from the state Department of General Services that the contractor is a Micro Small or Small Business Enterprise.
- If the contractor is a member of the National Electrical Contractors Association (NECA) a record of trade association dues (which are based on revenue) will be accepted.
- If neither of the above are submitted, the contractor will be required to submit IRS documentation (E.G. a 990).

CALCTP Systems Course—Top Level Executive/Mid-level Managers* will need to complete the on-line prerequisites, enroll and successfully complete the CALCTP Systems course (12 hours). The Systems Course is designed to meet one of the two requirements for Contractor CALCTP qualification. The course consists of the four on-line prerequisites, ~12 hours of lecture, and a final exam.

*Top Level Executive is defined as owner, executive or managing partner. Mid-level Management is defined as salaried estimators, project managers, procurement managers, superintendents, engineers, lighting designers, and general foremen.

Contractor Category	Minimum Criteria (number) of Top Management/Mid-managers needed to complete the Systems Course
Micro Small Contractor (1-25)	1
Small Contractor (26-100)	2
Large Contractor (101 or more)	2 in HQ, plus 1 per division or region

CALCTP Technical Course —California State certified General Electricians are eligible for the course which begins with on-line prerequisites and includes 10 hours of classroom lecture, 40 hours of laboratory installations, and a final exam.

Contractor Category	Minimum Criteria (number) of CALCTP Certified Electricians or equivalent**
Micro Small Contractor (1-25)	1
Small Contractor (26-100)	2
Large Contractor (101 or more)	4

**Equivalent is defined as having installers that are CALCTP-AT Technicians.

How a Lighting Controls Project Becomes CALCTP Certified:

These are the projected utility requirements to meet CALCTP Certified Project status which would allow utility customers to receive anticipated additional rebates/incentives (all four required):

- Contractor required to be a certified CALCTP contractor, **and**
- Job-site foremen or job- site supervisors who are supervising the work/installation/commissioning of lighting controls systems at each facility on a CALCTP approved Project required **to hold CALCTP Systems Certification, and**
- For Micro Small or Small Contractors: 50% or more of the state certified general electricians who are working on installing and commissioning the lighting controls systems specified at each facility on an approved CALCTP Project **required to hold CALCTP Technical Installer Certification or CALCTP Acceptance Test Technician Certification.**
- **For Large Contractors: 50% or more of the state certified general electricians who are working on installing and commissioning the lighting controls systems specified at each facility on an approved CALCTP Project required to hold CALCTP Technical Installer Certification.**
- Ratio of journeyman to apprentices required to follow state requirements.