How to Use the Badges Toolkit

(Part 1 of 5)

Acknowledgments

The Installer Badges Toolkit was developed by Kelly Cutchin (Simonson Management Services) and Jal Desai (National Renewable Energy Laboratory) in 2019. The development team would like to acknowledge the U.S. Department of Energy’s Weatherization and Intergovernmental Programs Office for funding this work, Derek Schroeder (U.S. Department of Energy), and Chuck Kurnik (National Renewable Energy Laboratory) for their help, review, and feedback.

*Note: All elements of the Badges Toolkit are designed for use by potential program implementers. They are not “off-the-shelf” products intended for immediate deployment. Program implementers must review and modify as needed, revise verification criteria to match local requirements, complete worksheets, and otherwise define the parameters of their own badging program.*

How to use the Badges Toolkit:

* Consult the worksheet for examples of how one might implement a badge program in their program;
* Consider the questions on the worksheet/template with a group of stakeholders and determine how you wish to shape your badge program;
* Revise the first pages of the Passport document and the Verification Criteria document to clarify your program requirements, (i.e., who may sign off on work completed, how long a worker has to complete the passport, if there are alternative means for earning the badges, and what the end result is);
* Revise other materials as needed (e.g., update verification criteria to reflect your regional variances, remove badges for tasks that are not performed in your housing stock);
* Distribute the passport booklet (if using), program description, and verification criteria to all relevant parties; and
* Host a training event to inform your network of the program.