1. The Rating Company must complete, sign and submit the Rating Provider Agreement along with all requested documentation to the Program Administrator for approval.
2. The Program Administrator will review the submission and email notice of approval/rejection of enrollment to the Rating Company.
3. The Rating Company then completes a Program Orientation session.

Rating Company is qualified to participate in the Residential New Construction (RNC) Program (1 year term)

4. The Rating Company solicits builders'/developers' NJCEP RNC business.
5. The Rating Company enters into agreement with the Builder/Developer to perform energy ratings, inspections and testing, and certifications to facilitate the builder's participation in the program. The Rating Company ensures that the builder's site personnel, crews, and contractors are familiar with program requirements. This includes conducting a design review, providing an initial rating, a suggested upgrades list, sizing, mechanical ventilation, and lighting proposals.
6. On the NJCEP online portal, the Rating Company, in consultation with Builder/Developer, completes an online FY17 RNC Site Registration form for each project/unit being enrolled in the program. As part of the online application, the Rater uploads to the portal all supporting documents specified on the portal, including:
   o Construction Documents
   o Manual J Load calculations
   o ENERGY STAR® Summary Report
   o Permit Application
7. If the Permit Application date is before March 21, 2016, the project will be eligible for FY16 RNC incentives. If the Permit Application date is on or after March 21, 2016, the project will be eligible under IECC 2015 (NJ code).
8. **Once the Site Registration is successfully submitted online, the project/unit is enrolled in the NJ RNC program**, with an enrollment date of the submittal day stamped in the software. An email confirmation of the Site Registration submittal and project/unit enrollment will be sent to the Rater and Builder/Developer.

9. Each project/unit will expire **one year** from the Enrollment Date, at which time the project/unit may be re-enrolled under the incentives available at that time.
10. The Program Administrator reviews the RNC Site Registration and all supporting documents for a certain percentage of enrollments; if incomplete, the Rater will be notified of the deficiencies. The Rater will resolve the document issues and revise the online application.
11. The Rating Company will conduct a design review meeting and a pre-construction meeting with all appropriate contractors, sub-contractors and stake holders in attendance. NOTE: Notification to the Program Administrator is required at least **5 business days** before event.
12. Rating Company must notify the Program Administrator at least **5 business days** before performing Pre-drywall/Thermal Enclosure inspection(s) and must share results and any corrective actions with Builder/Developer until unit passes inspection. Rating company uploads the inspection reports to the Program online portal.
13. Rating Company must notify the Program at least **5 business days** before performing a Final Inspection and then must share results and any corrective actions with Builder/Developer until unit passes Final Inspection. Rating Company uploads the inspection reports to the Program online portal.
14. ***For ENERGY STAR Homes:*** If all NJCEP, EPA, and RESNET requirements have been met, the Rating Company's Provider issues the applicable ENERGY STAR certificate and/or label.
15. The Rating Company will complete the online 2017 Incentive Application, and upload the following to the portal:
   o REM/Rate data file
   o ENERGY STAR summary report
   o DOE ENERGYSTAR labels *(ENERGY STAR Homes)*
   o All applicable ENERGY STAR or NJECP completed checklists for homes certified to the portal.
16. Program reviews and approves the Incentive Application and processes the incentive payment directly to the Builder/Developer.

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Residential New Construction
CLEAResult
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