



Built Green® Third Party Verification Verifier Agreement

Built Green® Tri-Cities/Walla Walla is a program of the Home Builders Association of Tri-Cities

PURPOSE

An agreement of standards, requirements and ethics between an accredited third party verifier and the Built Green® Tri-Cities/Walla Walla Program.

VERIFIER ELIGIBILITY/PRE-REQUISITES

Individuals interested in becoming a third party verifier for the Built Green® Tri-Cities/Walla Walla program must have a baseline understanding of general home building practices and specific green building knowledge. The third party verifier eligibility requirements can be met by having two years of approved* professional experience in home building and/or green building practices and completing one or more of the following pre-requisite training options:

- At least 12 hours of approved* green building training
- Certifier status for the [Northwest Energy Star®](#) program
- [LEED Accredited Professional Certification](#) (US Green Building Council)
- Designation by NAHB as a [Green Building Professional](#)
- Professional certification from [Green Advantage](#)
- [Certified Sustainable Building Advisor](#) (CSBA) Designation
- [RESNET Green Rater Certification](#) (Residential Energy Services Network)
- [BPI Certified](#) in one or more categories
- [PTCS Duct Sealing and/or Heat Pump Commissioning](#) Certification
- Licensed Washington State Professional Engineer, with at least two years of green project experience.

In addition to these education/training pre-requisites, third party verifiers are also required to:

- Attend a Built Green® Program Orientation and become a current, dues-paying member of the Built Green® Tri-Cities/Walla Walla Program. Associate Member Dues are: \$100.00/year for HBA members and \$200.00/year for non-HBA members.
- Maintain valid Errors and Omissions (E&O) Insurance.
- Sign and submit this Third Party Verifier Verification Agreement to the Built Green® Program Director and abide by the requirements and principles contained within.

** The Built Green® Committee and/or Program Administrator will determine whether the applicant's level and type of experience is acceptable for the purpose of becoming a verifier.*

CONTINUING QUALIFICATION PROCESS

To maintain your third party verifier status, you will be required:

- Maintain compliance with all applicable pre-requisites.
- Maintain an appropriate knowledge base and skill sets for the Built Green® Tri-Cities/Walla Walla Program and any other applicable green building programs.
- Complete at least 12 hours of continuing education courses annually. Documentation of such courses must be submitted to the Built Green® Program Director before your membership can be renewed. Acceptable continuing education courses shall be from green building industry-related educational activities and are subject to approval by the Built Green® Program Director.
- Retain all verification records for a minimum period of three years.
- Allow all records to be available for at least annual review and audits by the Built Green® Tri-Cities/Walla Walla Program.

Failure to comply with these requirements and qualifications will result in an immediate suspension and/or termination of third party verifier status, to include all projects underway in any stage of completion.

CODE OF ETHICS

Third Party Verifiers of the Built Green® Program are committed to providing quality and professional service to their customers and the public. This Code of Ethics sets forth principles and rules of conduct enforced by Built Green®, and serves as the minimum standard applied to all Built Green® verifiers.

Professional Conduct

- Verifiers will verify each checklist with objectivity and neutrality.
- Verifiers will engage in conduct that's in the best interest of the Built Green® Program and serve to improve the program's reputation.
- Violations of this Code or other concerns regarding the professional conduct of Verifiers shall be reported in writing to the Built Green® Committee for review. If necessary, the Committee will make a recommendation to the Program Director for remedial action as allowed by program by-laws.
- Verifiers will, at all times, comply with the technical standards and procedural requirements in accordance with the Built Green® Program.

Representation of Services and Fees

- Verifiers will not make any representations regarding their services or qualifications that are false or misleading.
- Verifiers will fully disclose all applicable charges, as well as the general scope and deliverables of services, prior to verifying a Built Green® checklist.
- Verifiers will not inspect for a fee any property in which the Verifier, or the Verifier's company, has any financial interest.

Conflicts of Interest

- Verifiers will avoid conflicts of interest with regard to their professional activities and financial interests. When a Verifier becomes reasonably aware that a potential conflict of interest exists, work must suspend and full disclosure must be made to the client and to the Built Green® Program Director. Verification services can resume once the conflict is waived in writing by these parties.
- Verifiers will not allow an interest in any business to affect the results of their verification of a home.
- A verifier will not verify a home on which s/he is also working in another capacity (except for certifying a home for Energy Star or other professional analyzing capacities such as HERS ratings, LEED compliance, BPI analysis, etc) or has a financial interest in. This ensures that the verifier is truly an independent third party.
- I have read the Code of Ethics and agree to abide by it as a Built Green® Verifier.

Signature: _____ Date: _____

Printed Name: _____ Company: _____