

## EarthCraft House Builders

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### EarthCraft Builder Benefits

Becoming an EarthCraft Builder offers competitive advantages in the field of green building. EarthCraft Builders have the opportunity to:

- Offer clients valuable and specialized expertise in high-performance building that differentiates their product
- Expand business opportunities and broaden professional networks
- Enhance knowledge of building science by participating in continuing education and by gaining field experience with EarthCraft Technical Advisors
- Reduce risk through enhanced quality assurance and verification measures

### EarthCraft Builder General Roles and Responsibilities

EarthCraft Builders construct new homes in the EarthCraft House program, certify that the homes meet program criteria, provide feedback on program guidelines and initiatives, and market EarthCraft homes to their clients. It is the responsibility of the EarthCraft Builder to ensure program compliance and manage the EarthCraft House certification process.

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### Project Construction

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EarthCraft Builders manage EarthCraft projects by:

- Identifying project goals and aligning those goals with green building strategies
- Constructing homes in accordance with EarthCraft House program guidelines and requirements, using house-as-a-system integration
- Overseeing the performance of trade-contractors in accordance with program guidelines and requirements
- Educating Home Owners on the benefits of owning, operating, and maintaining an EarthCraft home

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### Project Certification

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EarthCraft Builders certify that projects meet or exceed EarthCraft House guidelines and requirements by:

- Contracting with an EarthCraft Technical Advisor who verifies and inspects each project according to the procedures outlined in this manual
- Signing the EarthCraft Inspection sheet at Pre-Drywall Inspection and Final Inspection acknowledging project performance and requirements
- Providing accurate and timely documentation for EarthCraft projects, as outlined in this manual
- Signing the EarthCraft Worksheet Cover page indicating that the project was constructed with all of the features and requirements noted in the EarthCraft Worksheet

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## **Administration**

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EarthCraft Builders satisfy administrative requirements by:

- Completing and submitting an EarthCraft Builder Memorandum of Understanding for each EarthCraft Technical Advisor with whom they partner
- Providing all program documentations according to the procedures outlined in this manual
- Paying invoices to EarthCraft according to the invoice terms

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## **Compliance**

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EarthCraft Builders comply with program requirements by:

- Building projects in compliance with any and all applicable laws, rules, and regulations adopted by any local, state or federal governmental agency or regulatory body
- Obtaining and maintaining any necessary permits, certificates, insurances or licenses applicable to services rendered
- Committing to continual product improvement and to providing feedback about the program to EarthCraft

## **EarthCraft Builder Certification and Participation**

The EarthCraft Builder certification process and participation requirements prepare contractors to build and certify projects meeting the requirements and guidelines of the EarthCraft House program.

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## **Participation in the EarthCraft Family of Programs**

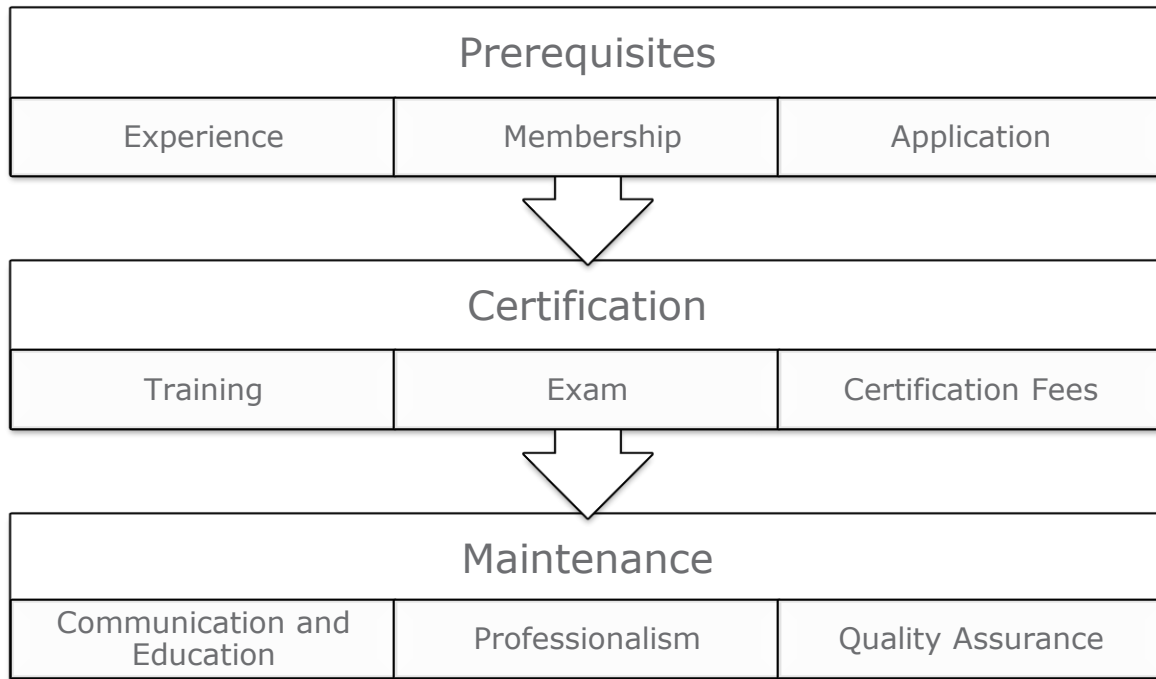
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EarthCraft also offers programs in Multifamily, Renovation, Communities, Light Commercial, and Sustainable Preservation. No further training is required to participate in these programs.

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## Process Overview

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## Prerequisites

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### **Experience**

EarthCraft Builder candidates must have at least three years of experience in the residential building industry. Candidates with less than three years of experience should contact EarthCraft.

### **Membership**

#### *Local HBA Member*

EarthCraft Builder candidates must be a current member, in good standing, of his/her local Home Builders Association.

### **Application**

EarthCraft Builder candidates must submit an EarthCraft Builder Membership application through the Greater Atlanta Home Builders Association. EarthCraft Builders must renew their EarthCraft Builder Membership on an annual basis with the Greater Atlanta Home Builders Association.

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## Certification Process

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### **Training**

The EarthCraft House Builder Training consists of a two-hour online training on building science plus a one-day classroom course. It covers the basics of the EarthCraft House program from the EarthCraft Builder's perspective including participant roles and responsibilities, program guidelines and requirements, and the project certification process.

**Exam**

The written exam covers all topics and skills taught during the EarthCraft House Builder Training. This exam is open book with a 2 hour time limit for completion. A score of 80% or greater is required to pass the exam.

**Certification Fees**

Payment is required to the organization that administers the training. All fees must be paid in full before an individual will be certified as an EarthCraft Builder.

EarthCraft House Builder Training.....	\$25-175*
EarthCraft House Builder Exam.....	No Cost
EarthCraft House Membership Application Fee.....	\$150 annually
Local Home Builders Association Fee.....	Varies per local HBA

**Note:**  
 \*EarthCraft House Builder Training prices vary based on local training host costs and promotions. Training schedules and pricing may be found at [www.southface.org/calendar](http://www.southface.org/calendar). Private trainings may be arranged for by request through EarthCraft staff.

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**Maintenance**

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EarthCraft Builders are responsible for the following requirements to maintain certification and remain in good standing:

**Communication and Education**

*Administration*

To provide excellent customer service for all program participants and facilitate a timely certification process, EarthCraft Builders are required to comply with the following administrative requirements:

- Submit paperwork according to the guidelines in this manual
- Submit reports and respond to surveys as requested by EarthCraft
- Oversee trade-contractor performance to ensure program compliance
- Contract with an EarthCraft Technical Advisor on each EarthCraft House project for inspection, verification and diagnostic testing services
- Maintain current contact information with EarthCraft
- Provide program feedback to EarthCraft as requested

*Participation*

EarthCraft strives to stay up-to-date on industry research, technology and strategies, and incorporates new criteria into the program on a regular basis based on industry advances and feedback from program participants. In order to maintain an accurate understanding of EarthCraft program guidelines and requirements, and to stay abreast of new industry findings, EarthCraft Builders are expected to attend any periodic program updates, continuing education, program development opportunities and networking opportunities offered by EarthCraft.

### *Minimum Project Certification*

Each EarthCraft Builder must build and certify a minimum of one EarthCraft project per year to remain active in the EarthCraft program. EarthCraft program administrators will work individually with EarthCraft Builders who are unable to meet this requirement.

### *Membership Renewal*

Each EarthCraft Builder must renew his or her EarthCraft builder membership each year through the Greater Atlanta Home Builders Association, and maintain an active membership with his or her local Home Builders Association to remain active in the EarthCraft program.

#### **Note:**

In an effort to provide best in class education, Southface also offers additional, voluntary training resources and opportunities for EarthCraft Builders. To find out more about Southface trainings and events, visit [www.southface.org/calendar](http://www.southface.org/calendar).

## **Professionalism**

### *Conduct*

EarthCraft Builders must maintain a professional level of conduct and communication at all times and agrees to ongoing professional development.

### *Conflict of Interest*

EarthCraft has the right to deny any project certification if it is deemed to have an irresolvable conflict of interest. Each EarthCraft Builder must:

- Avoid any conflict of interest regarding EarthCraft activities and personal or financial interests
- Inform the EarthCraft staff of any potential conflict of interest issues as soon as potential issues are recognized

### *Complaint Resolution*

EarthCraft has the right to respond to and resolve all complaints related to services performed by an EarthCraft Builder and an EarthCraft Technical Advisor. Each EarthCraft Builder must:

- Respond to and resolve any client complaints in a timely manner
- Inform EarthCraft staff of any potential project issue or complaint as soon as possible
- Submit to EarthCraft any complaints regarding EarthCraft Builders and/or EarthCraft Technical Advisors as soon as possible
- Report any complaints about EarthCraft staff to Southface as soon as possible

## **Quality Assurance**

Quality Assurance reviews are essential to EarthCraft to maintain quality of programs and participants. These procedures ensure quality standards and enhance the credibility of certified EarthCraft projects.

### *Quarterly Project Status Updates*

In an effort to maintain accurate home records and to keep projects from going uncertified for an undetermined period of time, EarthCraft Builders will engage in quarterly status updates with the EarthCraft staff.

The following process will be used each quarter:

- EarthCraft will email the EarthCraft Builder a list of projects currently registered and the status on file for those projects.
- The EarthCraft Builder will review the list provided by EarthCraft and discuss any discrepancies between the EarthCraft records and the EarthCraft Technical Advisor records. Discrepancies can include omissions, incorrect information, incorrect project status, etc.
- Following the Quarterly Project Status Update, EarthCraft will email the EarthCraft Technical Advisor an updated project status list based on the information provided by the EarthCraft Builder. The EarthCraft Technical Advisor is required to respond with any questions, concerns about projects on the status list, or any projects missing from the status list.

#### *File Reviews*

EarthCraft project documentation will be subject to 100% Quality Assurance File Reviews.

- All project documents may be checked for accuracy and completeness.
- Incomplete documents or documents not meeting EarthCraft program standards will not be processed and the EarthCraft Technical Advisor will receive an Incomplete Documentation Notice.
- EarthCraft Builders and EarthCraft Technical Advisors are encouraged to ask questions as needed about program documentation and requirements through the EarthCraft Hotline.

#### *Field Reviews*

EarthCraft Technical Advisors will be subject to 1% Quality Assurance Field Reviews. EarthCraft will choose the project subject to review and have the EarthCraft Technical Advisor arrange access for EarthCraft staff with the EarthCraft Builder.

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## **Rejoining the EarthCraft Program**

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EarthCraft Builders who have been dropped from the EarthCraft program as a result of not building an EarthCraft certified house in the past 12 months and/or having their membership lapse are able to rejoin the program.

- If the builder's membership lapses but the builder has built an EarthCraft certified house in the last 12 months, the builder is required to retake and pass the EarthCraft House Builder exam, but not required to retake the EarthCraft House Builder Training Class prior to rejoining the program. Once the builder has passed the exam, he or she is required to reregister as an EarthCraft builder with the Atlanta HBA and his or her local HBA membership must be in good standing.
- If the builder's membership lapses and the builder has not built an EarthCraft certified house in the last 12 months, the builder is required to both retake and pass the EarthCraft House Builder Training Class and exam prior to rejoining the program. Once the builder has passed the exam, he or she is required to reregister as an EarthCraft Builder with the Greater Atlanta HBA and his or her local HBA membership must be in good standing.