NJIT

New Jersey's Science & Technology University

THE EDGE IN KNOWLEDGE

Center for Building Knowledge

Certificate of Proficiency in Benchmarking® Training & Certificate Program

- **FREE** online training program on U.S. EPA's ENERGY STAR Portfolio Manager tool and building information collection

- 4 interactive training modules (free to public)

- Students can register and pay to take an exam upon completion of the training modules to earn certificate and CEUs

- Certificate of Proficiency issued from Continuing Professional Education at NJIT

Issued by:

- NJIT Center for Building Knowledge

Developed by:

- Consortium for Building Energy Innovation (CBEI)

Supported By:

- U.S. EPA
- Dept. of Energy
- The City Energy Project/

  Natural Resources Defense Council

Curriculum: Portfolio Manager 101

- Introduction to ENERGY STAR Portfolio Manager tool; covers all core functionality
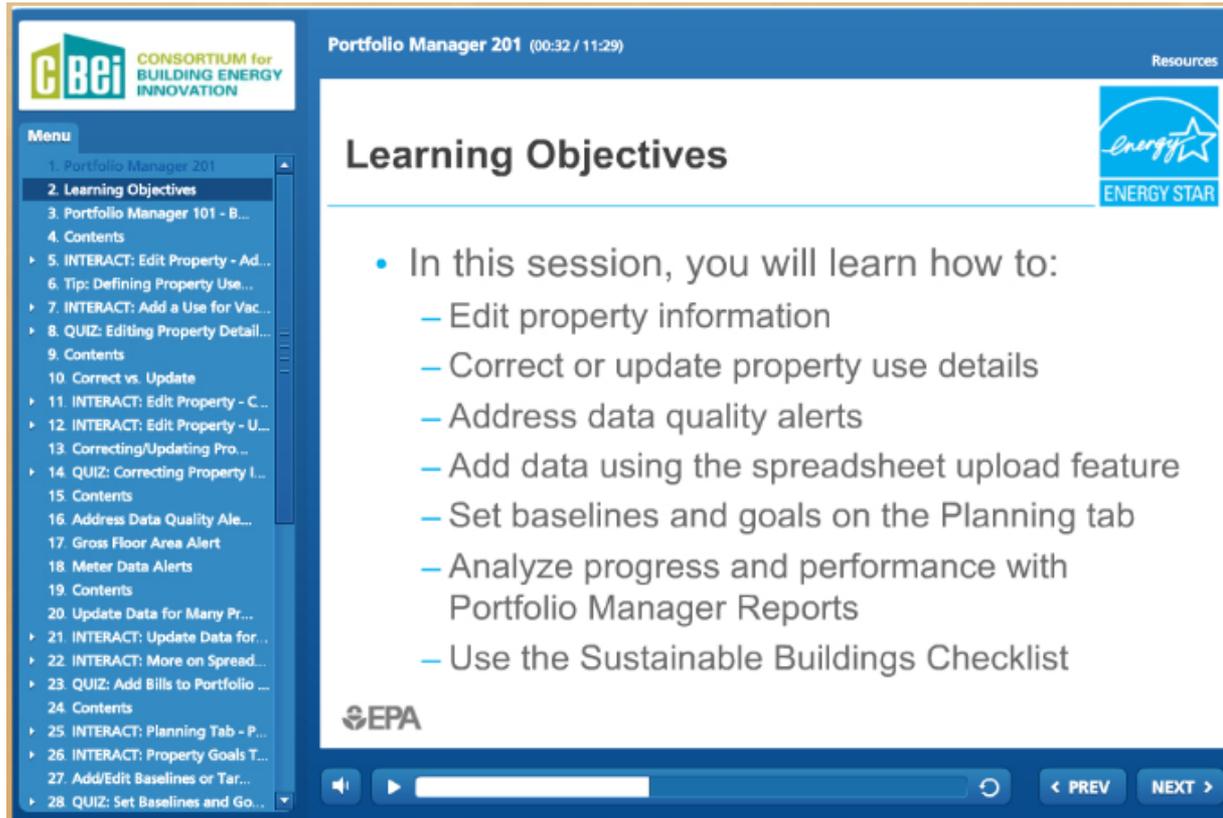
Learning Objectives

- In this session, you will become familiar with EPA's ENERGY STAR® Portfolio Manager® tool and learn how to:
  - Navigate Portfolio Manager
  - Add a property and enter details about it
  - Enter energy and water consumption data
  - Share properties
  - Generate performance reports to assess progress
  - Respond to data requests

EPA

Curriculum: Portfolio Manager 201

- Deeper dive into some of the more advanced features of Portfolio Manager

Quiz questions to test your knowledge are integrated throughout the text and interactive learning enhancements

You will need to enter the energy consumption for the data center separately in Portfolio Manager.

○ True

○ False

Terms and Concepts to Know

Terms and Concepts to Know

- Energy Use Intensity (EUI)
- Site and source energy
- Benchmarking as the best energy management practice and compliance with benchmarking and disclosure mandates.
- Examples of Non-Ratable Property Use Types.

Energy Use Intensity (EUI)

Site and source energy

Benchmarking

Curriculum: Portfolio Manager 301

- Addresses FAQs and practical lessons learned from field implementation and feedback of Advisory Group
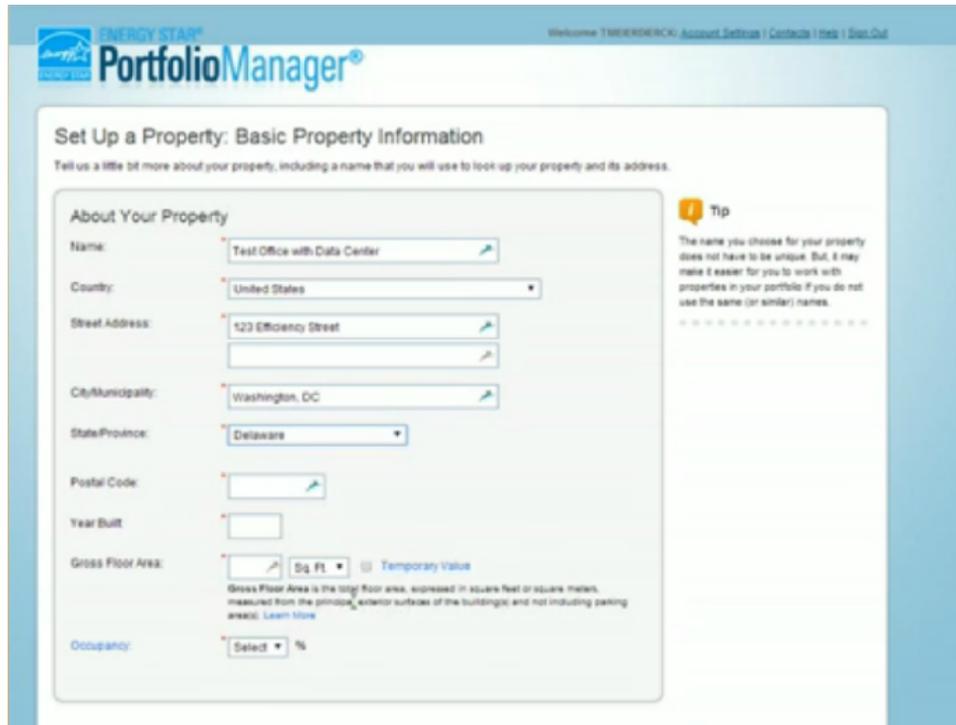
Curriculum: Portfolio Manager 401

- Video session that walks students through inputting data into the online Portfolio Manager tool – tackling FAQs and common challenges

The Exam

- After successful completion of 4 training modules, user can register for the Certificate Exam
- Credential is valid for 2 years
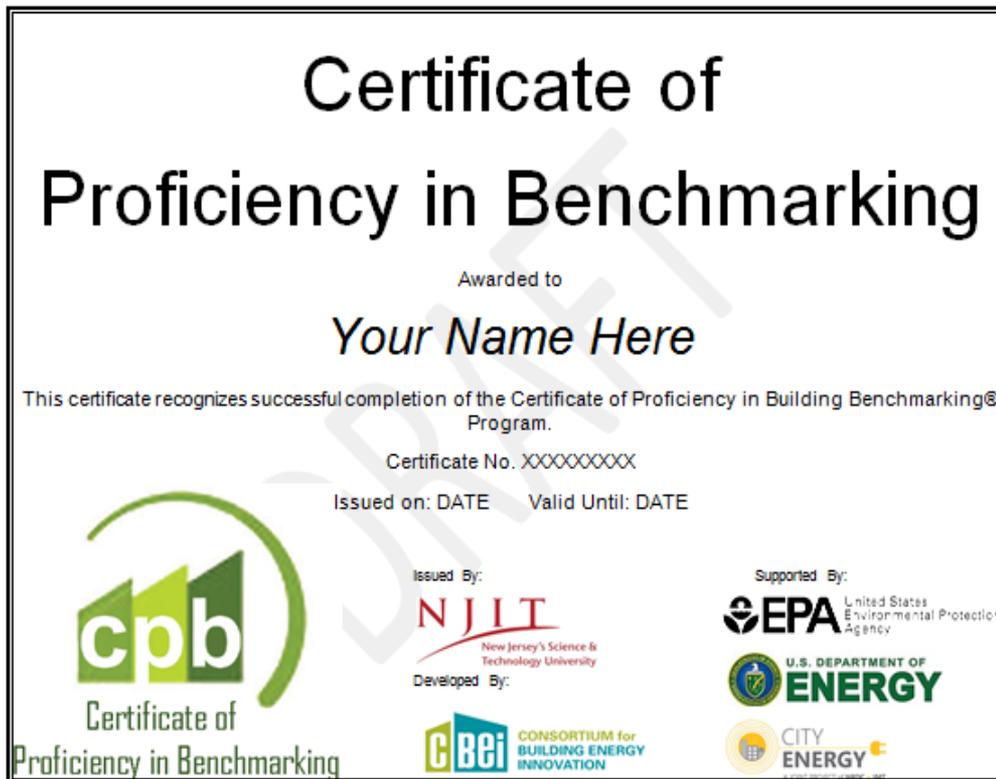
The Certificate

- Entry into National Database of Certified Benchmarkers

www.BenchmarkingCertificate.org

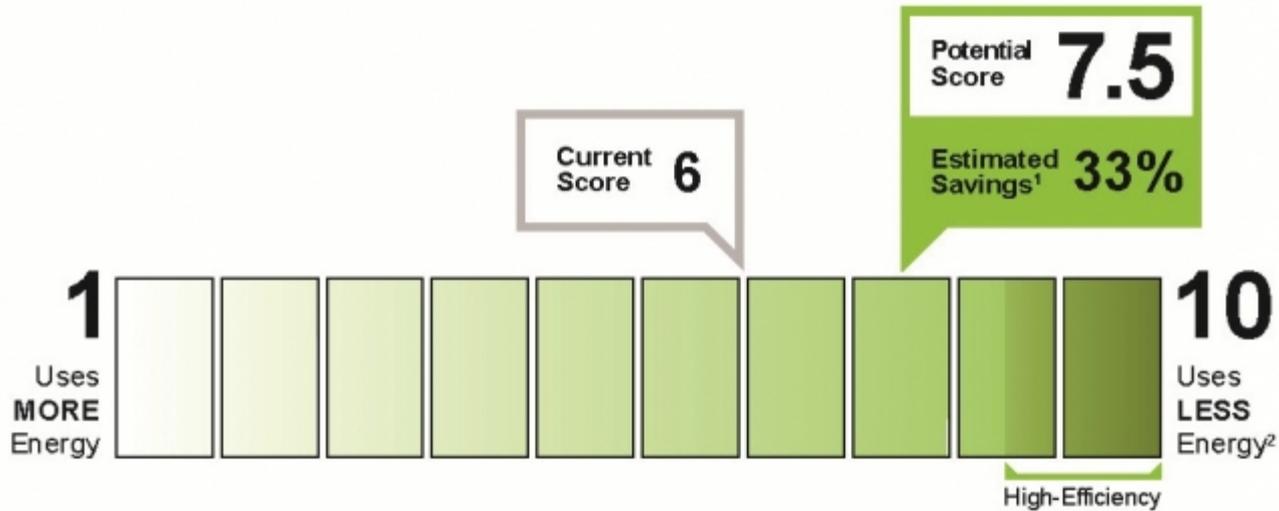| About | Register | For Candidates | For Certificate Holders | Contact Us | Login |

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US DOE Asset Score Tool

Quick Start Guide

To create a Building Energy Asset Score (Asset Score) for your building you need to complete the following six (6) steps using the Building Energy Asset Scoring Tool. Although you are not required to carry out these steps in a specific order, the following sequence will most likely save you time.

1.
Input Basic Building Information
- Click the New Building button [+] to begin.
- Enter building name, location, gross floor area, and year of construction.
- Click the [Create Building] button to continue.

2.
Identify Building Use Type(s)
- Select all applicable use types.
- Choose from a variety of options including office, retail, multi-family, education, and library, among many others.

3.
Create an Inventory of Your Building's Features
- Enter information regarding the building's assembly components (roofs, skylights, windows, walls, floors) and its major energy systems (lighting, HVAC, hot water systems). The Data Collection Form can assist you in gathering your building information.

4.
Create 3-D Block(s) of Your Building
- Create "blocks" to construct a 3-D image that approximates the building's geometry, configuration, and orientation. See "How to Build Blocks" on the next page for details.

5.
Assign Use Types and Features to Your Building Block(s)
- Use the top toolbar (see "Toolbar Icons" on the next page) to navigate between sections. The building use types, assembly components, and energy systems that were entered in Steps 2 and 3 will be displayed in the left-hand sidebar.
- Assign building components by clicking and 'dragging and dropping' onto each associated block in your building.
- Enter additional required Construction and Lighting information (window-to-wall ratio and number of lighting fixtures) by clicking on each block to display pop-up windows for entry.
- If you find that a use type or building feature is incorrectly linked to a building block, delete the incorrect information from that block, then drag and drop the corrected information.
- A warning symbol ⚠ on the toolbar indicates that a particular section is either missing required information or has a problem with data already entered. When this symbol is present, the tool will not submit the building for a score until the issue is resolved.

6.
Score your Building and Review your Commercial Building Energy Asset Score Report
- Click the [ⓘ] icon on the toolbar to do a final review of all building data prior to scoring your building. Go back and make changes to your inputs if needed.
- Select [Score Building →] to submit your building. You will receive an email notice when an Asset Score Report for your building is available for review and download.

US DOE Asset Score Tool

- Approximately 6 hours
- 12 course modules
- Delivery formats:
  - Voiceover PowerPoint
  - Guided Learning
  - Learning Lab
  - Assessment

Questions??