



# TEMA

*Texas Energy Managers Association*

A professional association for those responsible for energy management in Texas public entities

## **Master Texas Energy Manager (MTEM) Certification**

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**General Description:** The series of four classes is built around developing a complete Energy Master Plan. At each module the student will increase knowledge, understanding, and competency of all elements of an Energy Master Plan, such as the importance of an energy management department, information data base, continuing analysis, communication, and how to evolve and sustain a program. By the time an individual completes the full training, develops a plan document, and passes the presentation, they will have a solid master plan for their organization and acquire the MTEM certification.

**Prerequisites:** Open to all. MTEM credit only given to those already holding their ATEM certification. MTEM courses must be completed in order.

### **Professional Development Hours:**

*MTEM Module 1: 7 hours*

*MTEM Module 2: 7 hours*

*MTEM Module 3: 4 hours*

*MTEM Module 4: 4 hours*

**Course Length:** To be completed at student's own pace, within a 4-year period or less. Enrollment date begins at date of first completed class.

**Class Offerings:** Classes will be offered at major TEMA events and as arranged by individual chapters, if there is enough interest to make a full class.

**Presentation Offerings:** All MTEM courses must be successfully completed before submitting notice of intent to present.

- The TEMA MTEM review committee will accept notice of intent to present at the April Conference in January of each year. The student is expected to submit a final draft of their Energy Master Plan document at that time.
- The MTEM committee will then review the document and provide feedback 1.5 months after receipt.
- The student will then have a month to review recommendations and make necessary corrections, as well as finalize their presentation.
- The student will then submit all final documents at the beginning of April to the MTEM committee for presentation preparation at the annual conference.
- Specific deadline dates will be provided in October of each year, dependent upon actual conference dates at the end of April.

**Certification of Completion Issued:** Yes, upon approval of final plan document and presentation with a score of Advanced or Proficient.

**TEXAS ENERGY MANAGERS ASSOCIATION**

P.O. Box 769 ♀ Georgetown ♀ TX ♀ 78627

512-657-1890 ♀ [www.texasema.org](http://www.texasema.org)

## Course Objectives:

- *MTEM Module 1:* As a first step toward developing an Energy Master Plan, this class presents what that plan looks like and provides more specific detail for the 16 tasks included as responsibilities in an Energy Management Department. Each task will be discussed in detail, creating a checklist needed to accomplish desired end results. The class ends with a hands-on portion that allows the student to put some of what they have learned into practice.
- *MTEM Module 2:* This Module will present the importance of accurate data in creating your Energy Master Plan. Topics covered will be Obtaining an Accurate Information Data Base, Campus/Facility Descriptions and Assessments, Utility Data Analysis, Facility Benchmarking, Equipment Inventory, and Work Order History.
- *MTEM Module 3:* This Module will present a methodology for keeping the baseline data gathered, updated and current. Tools needed to determine what information is needed for evaluating the Energy Management Department's progress is presented, in support of continuing analysis. Not only are the monitored items described, but suggestions are made regarding how to keep routinely receive updated data that keeps your department relevant in the eyes of entity leaders. At the end of the session, the student will have discussed a dozen areas needing continuous monitoring and discovered new and different ways to find the information you need.
- *MTEM Module 4:* This Module will discuss Producing an Evolving Facility Improvement Program, Replacement Project Prioritization, Financing the Program, Commissioning/Retro-commissioning Basics, Measurement and Verification Program, and the Essentials of a Master Plan. Students will leave this class with the essential information of what their personal Master Plan should include and how to put that Master Plan together.

**Methods of Evaluation:** The instructional methods used include in-person classes, personal workbooks, and plan and presentation development. To receive a certification, students must successfully complete all modules (MTEM 1–4), have a TEMA approved Energy Master Plan document that provides a good representation of the individual's agency, and successfully present their plan to the MTEM review committee. The student must receive an Advanced or Proficient score from the MTEM review committee to pass and become a certified MTEM professional. See attached rubric overview.

**Course Enrollment Fee:** Approved October 2018, subject to change

*MTEM Module 1:* \$325 (member); \$550 (non-member)

*MTEM Module 2:* \$325 (member); \$550 (non-member)

*MTEM Module 3:* \$225 (member); \$450 (non-member)

*MTEM Module 4:* \$225 (member); \$450 (non-member)

*Plan Document & Presentation:* \$225 (member); \$350 (non-member)

**Questions:** Please contact Ashley Williams, Director of Curriculum and Certifications at [awilliams@texasema.org](mailto:awilliams@texasema.org) or see our website at [www.texasema.org](http://www.texasema.org).

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## **2020 Certification Review Timeline:**

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December 20, 2019: Provide notice of intent to submit Final Draft Plan.

January 17, 2020: Final Draft Plan, in Word format, due via provided link.

February 28, 2020: TEMA to return suggested revisions to student.

April 3, 2020: Final Energy Management Plan document and presentation, due via provided link.

April 20 – 23, 2020: Presentations to MTEM Review Committee.