

MTEM ACCOUNTABILITY PROGRAM

MOVING TOWARDS MTEM CERTIFICATION



WHY MTEM?



- You are a leader in your organization and profession
- Others depend on you for expert guidance and knowledge
- Enables you to develop a plan for your organization
- Solidifies your commitment to improve your organization

WHAT IT TAKES!



- Enroll and complete all 4 MTEM modules
 - Audit modules, as refreshers, if needed
- Find an accountability partner
 - Hold each other accountable
- Establish a timeline
 - Execute a milestone checklist
- Keep moving forward, within your cohort
- Use your resources – ASK FOR HELP!

EACH MODULE ESTABLISHES MILESTONES

Complete “homework” after each module and have it reviewed as you go along!



GENERAL TIMELINE



- MTEM Modules 1 – 4 – offered Spring and Fall each year
 - Optional: submit “homework” for review before taking the next module
- Early January – provide notice of intent to submit Final Draft Plan
- Late January – upon follow-up directions from TEMA, submit final draft written plan in Word format
- Early/Mid March – receive feedback from review committee on written plan
- March – Mid April – update written plan, per feedback, and complete presentation format
- Mid April – submit final written plan and presentation, in chosen format
- Late April – present plan to review committee, as a final dissertation

CHAPTER ACCOUNTABILITY



- What can I do to help?
 - Step up and be the Curriculum Accountability Rep for your Chapter...
 - Interested? Contact Ashley – awilliams@texasema.org
- What's expected?
 - Encourage those within your chapter to keep moving forward with courses leading to certification, empowerment, and professional growth
 - Serve as a resource
 - Assist others to stay in their cohorts and keep working through courses
 - Provide direct feedback to Ashley and the State Curriculum Committee

RESOURCES

NO MATTER WHERE YOU ARE, WE ARE HERE TO HELP YOU BECOME MTEM CERTIFIED!



UH OH...I HAVEN'T DONE MY "HOMEWORK"



- Even if you haven't done your "homework" along the way, you can still get this done...HERE'S HOW:
 - **June** – Develop a Table of Contents (hint, it is appropriate follow the Module workbook's TOC, or the rubric)
 - Solidify YOUR timeline/milestones...what is practical for you?
 - **July** – Write the Energy Management Department section
 - **August & September** – Write the Information Database section
 - **October** – Write the Continuing Analysis section
 - **November** – Write the Evolving Program section
 - **December** – Ask your accountability partner to review
 - **January** – Submit LOI and Draft Written Plan to TEMA ...start the official process towards becoming MTEM certified!
 - Create formal presentation March/April
- At each milestone completion – ***SUBMIT TO TEMA FOR REVIEW!***

HMMMM...HOW SHOULD MY TABLE OF CONTENTS LOOK?



- **Executive Summary**
- **The Energy Management Department**
 - Introduction
 - Energy Department Tasks
 - Energy Policy
- **Information Database**
 - Introduction
 - Obtaining an Accurate Information Database
 - Campus Descriptions & Assessment
 - Utility Data Analysis
 - Facility Benchmarking
 - Equipment Inventory
 - Work Order History
- **Continuing Analysis**
 - Introduction
 - Methodology for Continuing Analysis
 - Energy Survey Reports and Recommendations
 - Behavioral Energy Management Program
 - Communication
 - EMCS Analysis
 - Maintenance/Custodial Practices
 - Purchasing Electricity
 - Design Specification Upgrade
- **Evolving Facility Improvement Program**
 - Introduction
 - Replacement Project Prior
 - Financing the Program
 - Measurement and Verification Process
- **Summary/Conclusion**

WHERE CAN I FIND MORE INFORMATION?



- MTEM Syllabus and Rubric: <https://texasema.org/tema-can-help.aspx>
- Contact:
 - Ashley Williams: awilliams@texasema.org
 - Jim Brown: jwb@esa-engineers.com
 - Chad Corbitt: JeremyCCorbitt@KATYISD.ORG