



An Exelon Company



Terms and Conditions & Customer Acknowledgement

Building Operation Training

1. Program: Only one course may be submitted per application. Proof of payment and course completion documentation must be submitted within 30 days of course completion. Applicants who fail to submit proper documentation will not receive incentive payment. A separate customer-signed Terms and Conditions form must be provided upon application submission if any party other than the participant or participant's employer submits the application.

2. Training Course Approval: Pre-approval is NOT required for courses that are pre-qualified. All pre-qualified course applications must be submitted within 30 days of course completion. Applications for courses that are NOT pre-qualified must receive pre-approval prior to beginning the course and will be reviewed on an individual basis. Approved non pre-qualified courses must be completed within six months of pre-approval. The program will approve or deny a course within 10 business days of receiving the application. BGE reserves the right to approve or disapprove any training courses at any time.

3. Training Course Verification: BGE will not issue an incentive until documentation of course completion and proof of payment has been received.

4. Incentive Amount: The maximum incentive per application is \$1,000 or 80% of enrollment costs, whichever is less. Any related costs, including but not limited to, travel, lodging, food, test fees, materials, etc. will not be considered. BGE is not obligated to pre-approve any application for an incentive that may result in BGE exceeding its program budget. Incentives are subject to course and applicant eligibility and availability of funds.

5. Evaluation Follow-up: The applicant, applicant's employer and facility manager (on behalf of facility owner) agrees, for a period of three years after the final incentive payment, to allow BGE or its assigned contractor to conduct, one or more of the following: (a) questionnaire/survey, (b) building analytics analysis, and/or (c) automated benchmark scoring assessment.

6. Payment: BGE will authorize payment upon the application's review and approval. The incentive check will be mailed six to eight weeks after the completion and payment approval. Incomplete applications will be returned. The incentive may be taxable by the federal, state and local government. The payee is responsible for declaring and paying all such taxes.

7. Course Cost: The applicant must provide copies of invoices, receipts or other documentation to verify the cost of approved training course.

8. Publicity: BGE reserves the right to publicize applicant's participation in this program.

9. BGE/Program Logo: The BGE and Building Operation Training Program name and logo may not be used in any marketing, advertising or promotional materials.

10. Verification: Any applicant, employer or facility manager

receiving an incentive check may be contacted by an evaluator to verify program participation and may be asked to complete a written, oral or electronic customer survey.

11. Application Does Not Entitle Applicant to Participate: The program described in this application may be altered, suspended or canceled by BGE at any time without prior notice. Under such circumstances, the applicant, applicant's employer, and facility manager are not entitled to any program benefits in excess of those approved prior to such action by BGE. Submission of a completed application does not entitle the applicant to program participation. Entitlement to program participation can only occur after BGE has signed a copy of the application and granted pre-approval, if required by BGE.

12. Changes to the Program: BGE may change the program and the Terms and Conditions at any time without notice. Pre-approved applications, however, will be processed to completion under the Terms and Conditions in effect at the time of the pre-approval by BGE.

13. Limitation of Liability: BGE's sole liability to paying the properly qualified incentives specified herein. Neither BGE nor any of its affiliates nor its consultants shall be liable to the applicant, applicant's employer, facility owner or manager, or any other party for any indirect, consequential or incidental damages, regardless of the theory of recovery, caused by or arising from any activities associated with this program.

14. Disclaimers: Neither BGE nor its consultants endorse any particular institution, course or program by offering this program; will not be responsible for any tax liability imposed on any person as a result of the payment of incentives; and does not expressly or implicitly endorse any course or certification.

15. Inspection: BGE staff or its representatives may conduct an inspection of the facility to survey the size and square footage of the building.

16. Training Course Costs: All certifications or courses must be pre-approved before the participant attends a class. BGE is not liable for any costs unrelated to the approved certification or course.

17. Eligibility: Incentives are available to applicants working at facilities owned by BGE industrial, commercial, government and institutional electric customers in the BGE service territory. BGE reserves the right to deny any application that may result in BGE exceeding its program budget. Incentives are offered on a first-come, first-served basis and are subject to eligibility, availability of funds and distribution of incentives across the BGE customer base.

18. Right to Refuse: BGE and its consultants and contractors have the right to refuse service or end the delivery when confronted by a customer acting inappropriately or when facing a situation deemed potentially unsafe or harmful to health or wellbeing. "Inappropriate" includes but is not limited to the following: unreasonable demands for service, personally threatening or offensive language, threatening or erratic behavior and personal contact. BGE and its consultants and contractors reserve the right to exclude any premises, or vicinity therein, deemed potentially unsafe or harmful to health or wellbeing.

Please note that Sections I-III may be populated electronically.

I. PARTICIPANT INFORMATION		
Course Name: _____		
Participant Name (please print): _____		
Project ID (can be found under 'Manage Applications' after logging into the Application Portal): _____		
Street Address (of participant's place of work): _____		
City: _____	State: _____	ZIP: _____
Authorized Representative Name (please print): _____		Title: _____
Email: _____		Phone: _____

II. AUTHORIZED REPRESENTATIVE ACKNOWLEDGEMENT	
By signing below, I hereby certify that I am an authorized representative of the BGE customer of record for the project ID listed in Section I. I have read and agree to the Terms and Conditions.	
Authorized Representative Signature: _____	Date: _____

If the course provider conducting the training or other third party will be receiving the incentive directly, please authorize payment by signing below.

III. PAYMENT INFORMATION	
By signing below, I hereby certify that I am an authorized representative of the BGE customer of record for the project ID listed in Section I. I am authorized to assign the incentive payment to the designated payee below on behalf of the course participant.	
Payment to: <input type="checkbox"/> Participant <input type="checkbox"/> Participant's Employer <input type="checkbox"/> Course Provider <input type="checkbox"/> Third Party	
Payee Company/Entity Name: _____	
Authorized BGE Customer Representative Signature: _____	Date: _____

Please submit for review to Business@BGESmartEnergy.com

For more information about the program, go to BGESmartEnergy.com or call 410.290.1202.

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to BGESmartEnergy.com.