

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

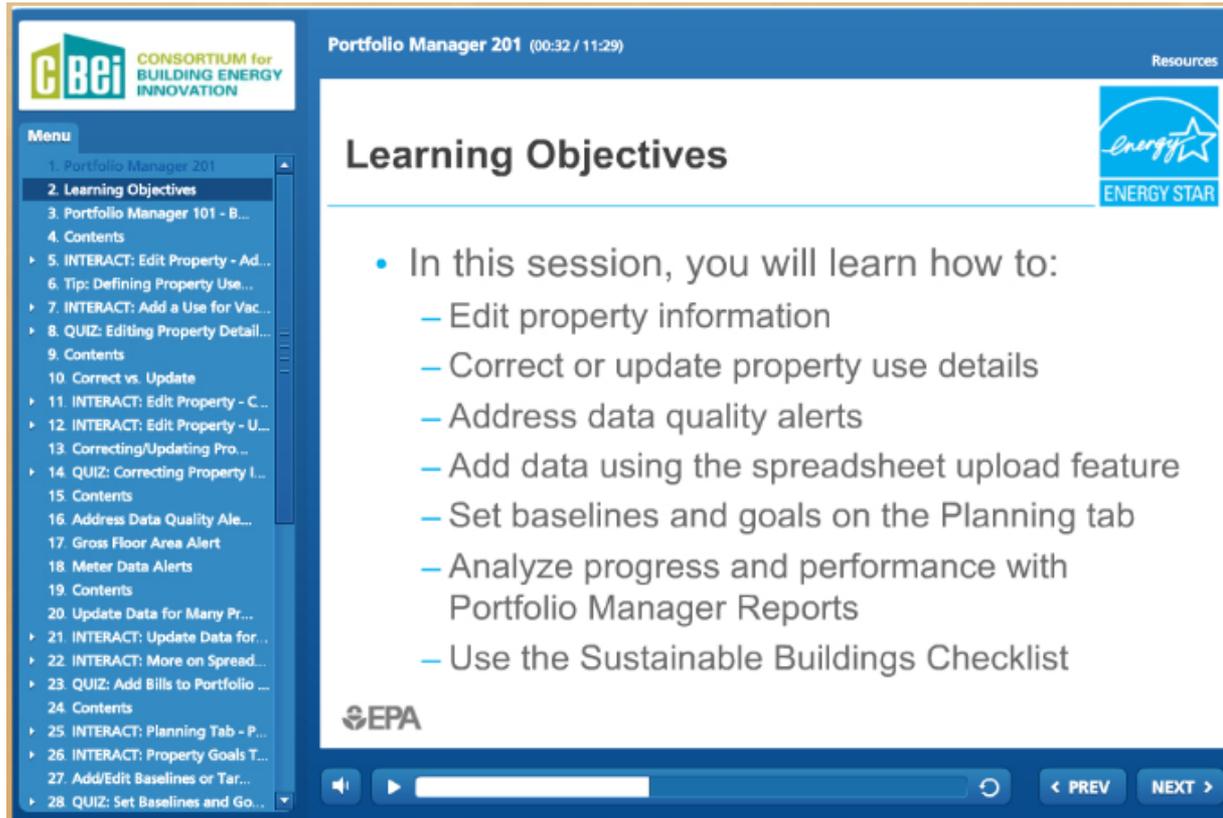


- In this session, you will become familiar with EPA's ENERGY STAR® Portfolio Manager® tool and learn how to:
  - Navigate Portfolio Manager
  - Add a property and enter details about it
  - Enter energy and water consumption data
  - Share properties
  - Generate performance reports to assess progress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



# Curriculum: Portfolio Manager 201

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



The screenshot shows a presentation slide titled "Portfolio Manager 201 (00:32 / 11:29)". The slide is part of a course by the Consortium for Building Energy Innovation (CBEI). The slide content is as follows:

**Learning Objectives**

- In this session, you will learn how to:
  - Edit property information
  - Correct or update property use details
  - Address data quality alerts
  - Add data using the spreadsheet upload feature
  - Set baselines and goals on the Planning tab
  - Analyze progress and performance with Portfolio Manager Reports
  - Use the Sustainable Buildings Checklist

The slide also features the EPA logo in the bottom left corner and navigation controls (back, play, refresh, prev, next) at the bottom.

# 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

Portfolio Manager 301 (00:25 / 12:56) Resources

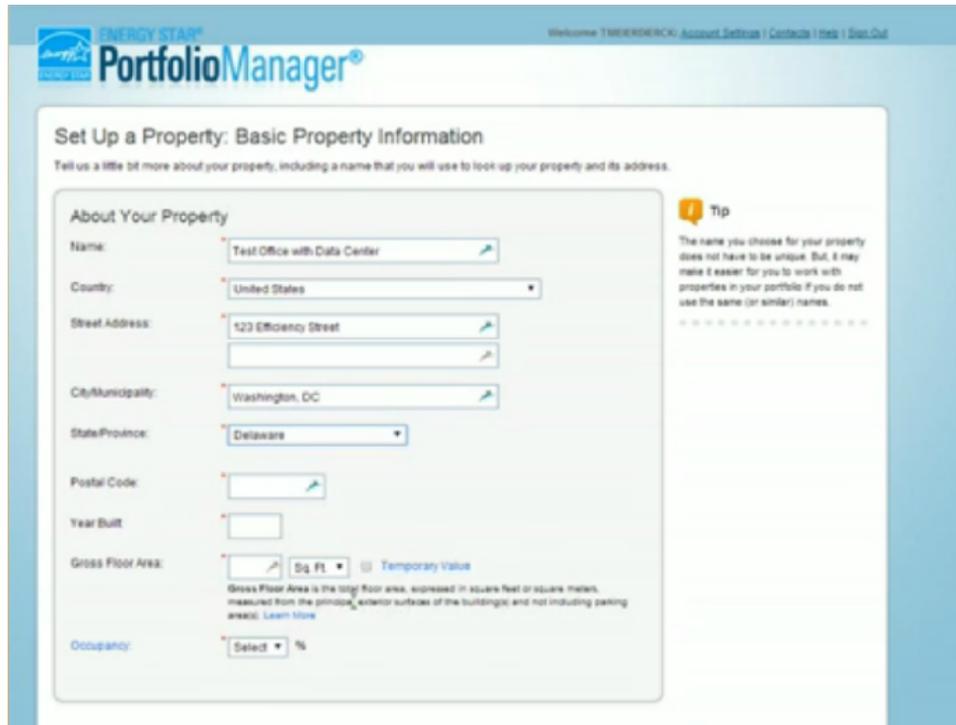
## Portfolio Manager: A Granular Lesson

- Terms & Concepts to Know
- How to Benchmark Accurately
- Obtaining and Inputting Energy or Water Use Meter Data
- How to Handle On-Site Energy Generation
- Known Issues & Common Challenges
- Resources

EPA 1

# Curriculum: Portfolio Manager 401

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



The screenshot shows the 'Set Up a Property: Basic Property Information' form in the ENERGY STAR Portfolio Manager interface. The form is titled 'Set Up a Property: Basic Property Information' and includes a sub-header 'About Your Property'. The form fields are as follows:

- Name: Text input field containing 'Test Office with Data Center'.
- Country: Dropdown menu set to 'United States'.
- Street Address: Text input field containing '123 Efficiency Street'.
- City/Municipality: Text input field containing 'Washington, DC'.
- State/Province: Dropdown menu set to 'Delaware'.
- Postal Code: Text input field.
- Year Built: Text input field.
- Gross Floor Area: Text input field with a unit dropdown set to 'Sq Ft' and a 'Temporary Value' checkbox.
- Occupancy: Dropdown menu set to 'Select'.

A 'Tip' box on the right side of the form states: 'The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.'

At the bottom of the form, there is a note: 'Gross Floor Area is the total floor area, expressed in square feet or square meters, measured from the primary exterior surface of the buildings and not including parking areas. Learn More'.

# The Exam

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

Allows you to establish...

2.10. What are some of the...

2.11. Click on the correct reg...

2.12. Click on the correct reg...

2.13. You have leased 5,000 s...

2.14. If the ENERGY STAR sco...

2.15. Match the following fu...

2.16. Your building must rec...

2.17. The "Sustainable Buildi...

2.18. Place the following cho...

2.19. Click on the correct are...

2.20. What is the process b...

2.21. The Unit of Measure fo...

2.22. The standard unit of m...

2.23. The steam consumptio...

2.24. Click on the correct par...

2.25. Click on the correct reg...

2.26. Click on the correct are...

2.27. Benchmarking with Por...

2.28. Match the following sh...

2.29. In Portfolio Manager, y...

2.30. You mistakenly entere...

2.31. You will need to enter ...

2.32. Click on the correct par...

2.33. Click on the correct reg...

2.34. You can set targets and...

2.35. Click on the correct reg...

2.36. In Portfolio Manager, ...

2.37. Match the chart type w...

2.38. While entering the Gro...

2.39. Select all of the electric...

Select all of the electricity types that you can input in your data

Solar

Wind

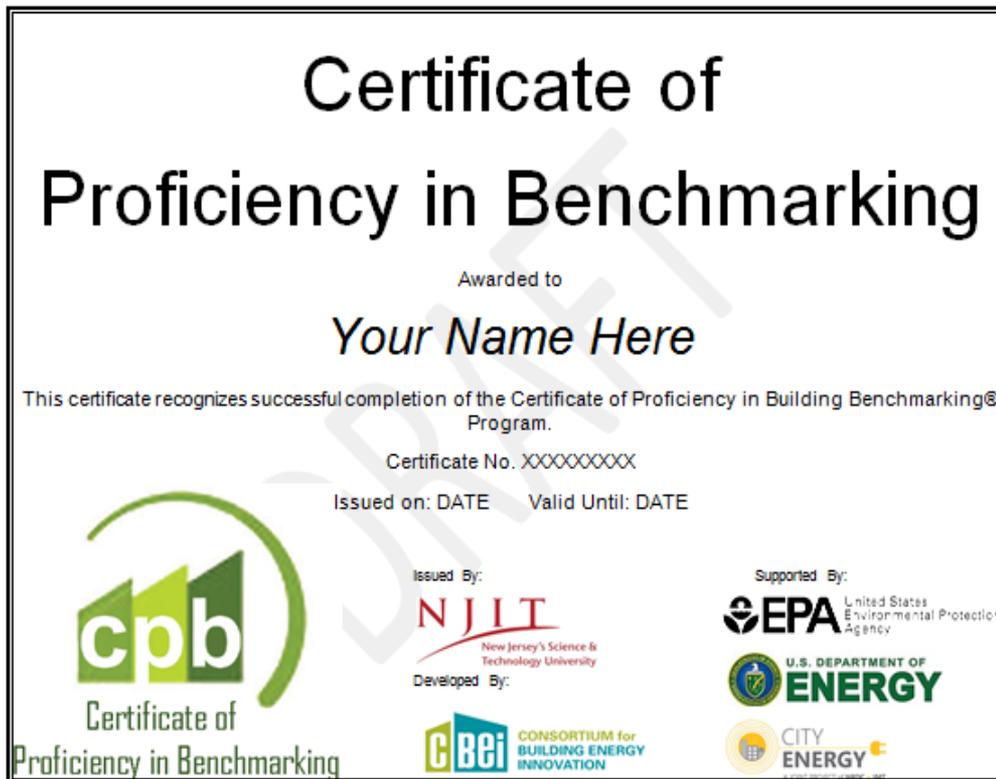
Hydro

Electricity from the grid

SUBMIT

# The Certificate

- Entry into National Database of Certified Benchmarkers



# www.BenchmarkingCertificate.org

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[For Candidates](#)

[For Certificate Holders](#)

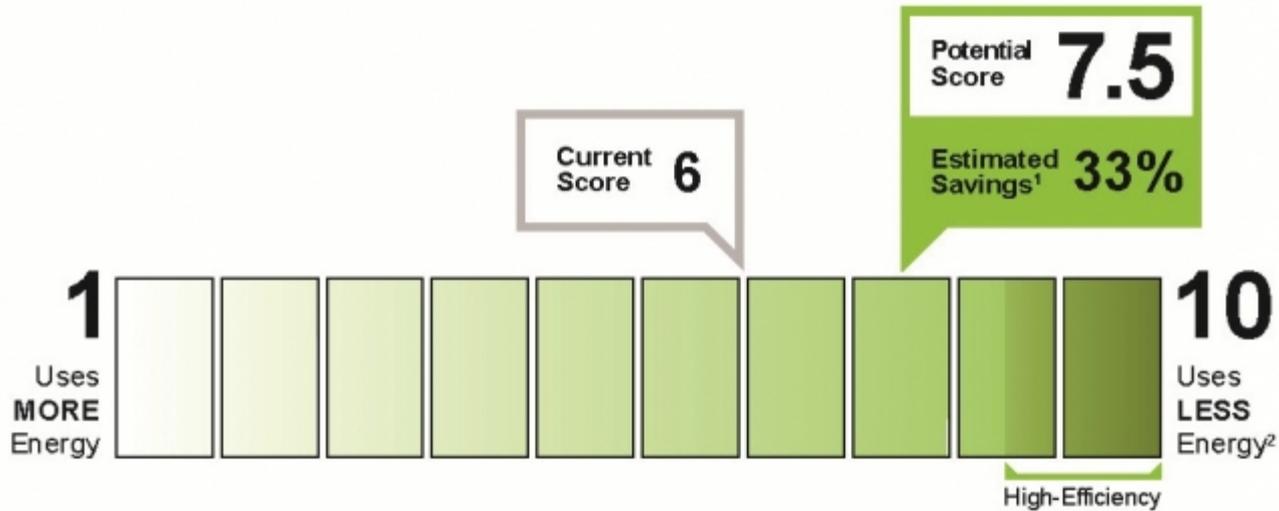
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Certificate of Proficiency in Benchmarking®

# US DOE Asset Score Tool



## U.S. Department of Energy Building Energy Asset Score

### 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  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  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??