



## **Building Performance Institute Building Analyst Certification Rebate Requirements**

Kentucky Home Performance will provide a **limited-time rebate** of 80 percent of the cost of tuition up to \$1,000 for the Building Performance Institute Building Analyst Certification **for the first 100 qualifying applicants**. Qualifying applicants should be located in or doing business in Kentucky. The following is the list of items required for tuition reimbursement.

- 1) A signed letter on the training host's letterhead (i.e., Home Builders Association of Lexington, Bluegrass Community and Technical College, or other training host approved by KHC), which states the trainee's name, the trainer's name(s), the training organization's full contact information, and the dates the course was completed.
- 2) A copy of a receipt that indicates clearly who made the tuition payment and if it has been paid in full. The rebate will go to the entity that paid the tuition.
- 3) A copy of the certification document from Building Performance Institute that contains the trainee's name.
- 4) A signed letter, on letterhead, from the individual or entity that paid the tuition requesting reimbursement. The letter should include the mailing address and name as it should appear on the check. The letter should also include:

The full contact information for the individual trainee, including mailing address, phone numbers, and e-mail address. - The job title and all relevant outside accreditation or other professional licensures for the trainee. - The name of the business and full contact information where the trainee is employed.

**Please send all documentation to:  
AFC First Financial Corporation  
Attention: Kentucky Home Performance  
P.O. Box 3558  
Allentown, PA 18106**