



Lighting Professional Pathway Checklist

If you're pursuing the Lighting Pathway for your small building (5,000–24,999 sq. ft.) and want to work with a lighting professional to upgrade your lighting or verify lighting that already meets the 97% LED requirement, this checklist offers best practices for choosing a contractor.

1

DEFINE YOUR NEEDS

Do you need to make upgrades or does your building already meet the requirement, or are you not sure yet? If you think you need to make upgrades, consider your building's aesthetics, functionality, and energy efficiency goals.

2

RESEARCH AND EVALUATE

Once you've developed a list of potential lighting professionals, the following questions may help you find the best fit:

1. Are they familiar with the Energize Denver requirements for buildings 5,000–24,999 sq. ft.? (You can look for contractors with the “Small Buildings – Prescriptive” badge in our [Find a Contractor Tool](#))
2. Do they have one of the following credentials required by the city?
 - Certified Lighting Consultant through the American Lighting Association
 - Lighting Certification from the National Council on Qualifications for the Lighting Professions
 - Specialist II (LSII) designation
 - Certified Energy Manager (CEM)
 - Certified Lighting Efficiency Professional (CLEP)
 - Licensed Electrical Contractor registered with the State of Colorado
 - Service Providers for Xcel Energy's Multi-Family Building Efficiency Program
 - Service Providers for any of Xcel Energy's Business Energy Assessment Programs
 - California Advanced Lighting Controls Training Program (CALCTP)

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- Building Performance Institute Multifamily Building Analyst (MFBA)
- 3. Will they fill out the Lighting Verification Template for me?
- 4. Are they familiar with rebates and tax incentives for LEDs, and will they help me apply? (This is for buildings that need to upgrade to meet the requirement.)
- 5. Have they worked on similar projects?

3

REQUEST PROPOSALS

Once you identify lighting professionals that meet your criteria, ask for a detailed proposal on the project budget and timeline. We recommend getting at least two proposals to compare.

4

SELECT YOUR LIGHTING PROFESSIONAL AND COMPLETE THE PROJECT

Evaluate the proposals and choose the one that best matches your goals and budget. Follow through with your contractor to get the project completed.

5

COMPLETE VERIFICATION

Ensure your lighting professional provides a completed Lighting Verification Template once the work is done.

6

SUBMIT ALL DOCUMENTATION

You or the contractor will submit the completed Lighting Verification Template via the [Lighting Compliance Form](#). If your contractor completes the form, they'll sign the attestation within it and provide their credentials directly. If you complete the form yourself, you'll need to ask your contractor for a signed PDF [Letter of Attestation](#) and a copy of their credentials to attach to your submission.

ENERGIZE DENVER HELP DESK

Need more information on energy audits or additional guidance from our team?
Reach out to our help desk:



Hours

8 AM-5 PM, M-F



Phone

(844) 536-4528



Email for Buildings



25,000 sq. ft. and larger:

energizedenver@denvergov.org



5,000 - 24,999 sq. ft.:

energizesmallbuildings@denvergov.org



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energyreporting.as.me/appointment