

## **Module 8 Practice Exercise *Feedback***

***Write a cover letter to the Award Committee based on a sample scenario***



Review the cover letter below and compare it with the one you drafted.

### **Memorandum**

**Date:** January 6, 2011

**To:** ISPQ Award Committee

**From:** Laurel Hardy, Registered ISPQ Assessor

**Subject:** Acme Solar, Inc., Candidate for ISPQ Continuing Education Provider Accreditation for *Successful Solar Sales: Combining Technical Expertise with Sound Economics*

The candidate application has been reviewed and the candidate, Acme Solar, Inc, is found to meet the requirements of ISPQ Standard 01022.

Acme Solar is a private, Oregon-based company operating a successful solar PV and hot water business since 2000. In 2007 they began offering short seminars on selling solar products at local, regional and national renewable energy conferences. In 2010 they expanded the content of these workshops into a full-day course and began offering these not only as pre-conference workshops but also as independent courses geared toward local area contractors.

It is my determination that the candidate has worked diligently to meet the requirements of the standard, involving instructors and a curriculum specialist in the development of the course. Therefore, it is my recommendation that the committee award ISPQ Continuing Education Accreditation to Acme Solar for their *Successful Solar Sales: Combining Technical Expertise with Sound Economics* course.

Please see the attached US-2020\_Assessment\_Report for additional information.