

# 2025 Contractor Quality Installation Application



\* Denotes REQUIRED fields.

Please read all information on page 3 before completing this form.

## Contractor Information (please print)

Business name\* \_\_\_\_\_ Primary contact person\* \_\_\_\_\_  
Mailing address\* \_\_\_\_\_ City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_  
Contact phone\* \_\_\_\_\_  
Email\* \_\_\_\_\_  
Number of technicians\* \_\_\_\_\_ Number of technicians with certification\* \_\_\_\_\_  
Printed name\* \_\_\_\_\_  
Signature \* \_\_\_\_\_ Date\* \_\_\_\_\_

## Certification - only one is required

Certification being submitted\* ☐ NATE Certified Technicians  
☐ MN ASHP Preferred Network  
☐ Manufacturer/Distributor Training (training must include focus on heat pump technology)  
☐ Other \_\_\_\_\_

## Complete all sections that apply.

### NATE Certified - if more than one technician is certified, please provide additional ID and valid dates on second page

NATE ID \_\_\_\_\_ Certification valid dates \_\_\_\_\_ - \_\_\_\_\_

Does your name come up in the search results using the following link? <https://natex.org/contractor/verify-a-nate-id>

If unable to be found at Verify a NATE ID search tool, copies of certification must be provided with application.

### MN ASHP Preferred Network (MN Only)

Status: ☐ Complete ☐ In-Progress If in progress, ETA on completion \_\_\_\_\_

Are you able to be found on the map at the following link? <https://www.mnashp.org/preferred-contractor-network-homeowners>

Where to Apply: <https://www.mnashp.org/preferred-contractor-network>

If In-Progress is selected or Complete is selected but not showing on map, Otter Tail will follow with ASHP collaborative to determine progress on regular intervals. Contractor application may be preliminarily accepted with a grace period allowed. This grace period will allow adequate time for full completion. **Otter Tail reserves the right to end grace period at anytime if sufficient progress or effort is not occurring.**

### Manufacturer/Distributor Training

Sponsor of training: \_\_\_\_\_

Location of training: \_\_\_\_\_ Date of training \_\_\_\_\_

Cost of training: \_\_\_\_\_

Brochures, registration confirmations, itineraries, invoices, or other proof of participation must be provided with application.

### Other Training - Notes section - Please add details of training and heat pump knowledge gained

Sponsor of training: \_\_\_\_\_

Location of training: \_\_\_\_\_ Date of training \_\_\_\_\_

Cost of training: \_\_\_\_\_

Brochures, registration confirmations, itineraries, invoices, or other proof of participation must be provided with application.

Notes:

## Air Conditioner, Heat Pump and Quality Installation Rebates

*Italicized text indicates rebates able to be stacked with base rebate*

Type	MN Location	SD Location	Quality Installation (MN/SD)
Air Conditioner	\$100/unit	\$100/unit	<i>\$50/unit</i>
Standard Air Source Heat Pump	\$300/ton	\$300/ton	<i>\$200/ton</i>
Cold Climate Heat Pump (Efficiency)	DUCTLESS: \$600/ton DUCTED: \$800/ton	DUCTLESS: \$500/ton DUCTED: \$700/ton	<i>\$200/ton</i>
Air-to-Water Heat Pump (Efficiency)	\$800/ton	\$800/ton	<i>\$200/ton</i>
Geothermal Heat Pump (Efficiency)	Residential - \$1,200/ton Commercial - \$900/ton	Residential - \$1,100/ton Commercial - \$900/ton	<i>\$200/ton</i> <i>*Domestic Hot Water Pre-heating \$200/ton</i>
<b>Cold Climate Heat Pump</b> <b>Air-to-Water Heat Pump</b> <b>Geothermal Heat Pump</b> (Energy Control)	<i>On Dual Fuel, Deferred Load or RDC rate</i> <i>\$40/ton</i>	<i>On Dual Fuel, Deferred Load, or RDC rate</i> <i>\$100/ton</i>	-

## Air Conditioner and Heat Pump Minimum Qualifiers

Type	MN Location	SD Location
Air Conditioner	Energy Star or 15.2 SEER2	Energy Star or 15.2 SEER2
Standard Air Source Heat Pump	14.3 SEER2 / 7.5 HSPF2	14.3 SEER2 / 7.5 HSPF2
Cold Climate Heat Pump	16 SEER2 / 8 HSPF2	16 SEER2 / 8 HSPF2
Air-to-Water Heat Pump	COP 1.7 @ A5W110	COP 1.7 @ A5W110
Geothermal Heat Pump	Energy Star or qualifying COP and EER: Water to air-open 4.1 COP, 21.1 EER Water to air-closed 3.6 COP, 17.1 EER Water to water-open 3.5 COP, 20.1 EER Water to water-closed 3.1 COP, 16.1 EER Direct exchange 3.6 COP, 16 EER Single Unit ≥6 tons 3.1 COP, 13 EER	Energy Star or qualifying COP and EER: Water to air-open 4.1 COP, 21.1 EER Water to air-closed 3.6 COP, 17.1 EER Water to water-open 3.5 COP, 20.1 EER Water to water-closed 3.1 COP, 16.1 EER Direct exchange 3.6 COP, 16 EER Single Unit ≥6 tons 3.1 COP, 13 EER
Cold Climate Heat Pump Air-to-Water Heat Pump Geothermal Heat Pump (Energy Control)	Minimum requirements match corresponding efficiencies above. Must also be installed on Dual Fuel, Deferred Load, or RDC rate.	Minimum requirements match corresponding efficiencies above. Must also be installed on Dual Fuel, Deferred Load, or RDC rate.

## NATE Certified - Additional technicians certifications

NATE ID \_\_\_\_\_ Certification valid dates \_\_\_\_\_ - \_\_\_\_\_

NATE ID \_\_\_\_\_ Certification valid dates \_\_\_\_\_ - \_\_\_\_\_

NATE ID \_\_\_\_\_ Certification valid dates \_\_\_\_\_ - \_\_\_\_\_

NATE ID \_\_\_\_\_ Certification valid dates \_\_\_\_\_ - \_\_\_\_\_

For Office Use Only:

Valid	Follow-up
<input type="checkbox"/> 2025	<input type="checkbox"/> 2026
<input type="checkbox"/> 2026	<input type="checkbox"/> 2027

# Contractor Quality Installation Application

Please read all information on this page before completing the form on pages one and two.



**Otter Tail Power Company reserves the right to deny any rebate that does not meet program qualification requirements. Rebate programs may be discontinued or modified at any time.**

## Application Details

- Reminder rebate requests must be received for installations completed during the calendar year no later than March 31st of the following calendar year.
- Visit [www.otpco.com](http://www.otpco.com) or call local EMR to verify program requirements.
- Allow 2-4 weeks for processing application. Rebate processing allow 6-8 weeks.
- Standard Air Source, Cold Climate, and Air-to-Water Heat Pump rebates will not exceed 75 percent of project cost.
- Geothermal Heat Pump rebates will not exceed 50 percent of project cost.
- Pre-approval is required for Energy Control rebate if amount expected is \$10,000 or more.
- Rebate limits apply. Rebate programs are subject to change or cancellation without notice.
- Acceptance of this application does not guarantee approval into the Quality Installation Contractor program.
- You will be notified if your application is not approved.

**Incomplete applications will be returned and no approval will be issued until all required information is provided.**

## Did you include the following?

- ☐ Proof of certification
- ☐ Your signature

## Submit your completed application

**By mail:** Rebates  
Otter Tail Power Company  
PO Box 496  
Fergus Falls, MN 56538-0496

**By email:** [rebates@otpco.com](mailto:rebates@otpco.com)