

Renewable Energy Facility Registration Guide

This guide is intended for owners of renewable energy facilities that are under two megawatts in capacity and/or renewable energy facilities that are constructed primarily for an owner's own use.

Note: This guide is provided to assist potential renewable energy facility owners in complying with statutory and regulatory requirements; it is not intended to interpret or replace provisions of any statute or regulation. Potential and actual renewable energy facility owners are responsible for consulting with legal counsel, statutes, and regulations for assistance in navigating applicable requirements and procedures. For example, Commission Rules, the North Carolina Renewable Energy Tracking System (NC-RETS) Operating Procedures, and other available materials should be consulted to ensure compliance with the law.

In 2007 the North Carolina General Assembly enacted Session Law 2007-397 [Senate Bill 3](#), creating the Renewable Energy and Energy Efficiency Portfolio Standard (REPS). Utilities demonstrate compliance by procuring renewable energy certificates (RECs) or reducing energy usage through energy efficiency programs for their members. A REC is equivalent to 1 MWh of electricity derived from a renewable energy source or avoided through an energy efficiency measure.

As the owner of a renewable energy facility located in North Carolina, you may elect to have RECs created from your facility that could then be used by a utility to comply with the REPS. To do so, you must complete a series of registration steps and other actions as required by the North Carolina Utilities Commission (Commission) [Rules and Regulations, Chapter 8, Electric Light and Power, R8-1 to R8-69](#). [The North Carolina Renewable Energy Tracking System \(NC-RETS\)](#) is the online platform in which RECs are created and retired for compliance with the REPS.

The step sequence below is a suggestion intended solely to provide access to general information about potential options that may be available.

Step 1 – Owner and Electric Cooperative Discuss the Facility

We recommend you contact your electric cooperative to discuss the renewable energy facility you plan to construct. By starting a dialogue with your electric cooperative early on in the planning process, you can learn about the interconnection process, determine the rate schedule that is best for you, and discuss other questions you may have.

Before registering in NC-RETS (Step 4) you and your cooperative need to decide whether the rate schedule you will follow will be a sell all or net metering schedule. Your rate schedule will affect how you set up your account in NC-RETS.

Step 2 – Owner Files Report of Proposed Construction with the Commission

As the owner of a future renewable energy facility, you are required to file a [Report of Proposed Construction](#) with the NCUC before beginning construction of the facility. Note: A filing fee must accompany submission of the report and a notice of completion of construction is required to be filed within 30 days of the completion of construction. Refer to Commission [Rule R8-65](#), Report by Persons Constructing Electric Generating Facilities Exempt from Certification Requirement.

A docket and sub-docket number will be assigned to your filing.

Make a note of your docket number for future reference: Docket Number _____, Sub _____

Step 3 – Owner Registers Facility with the Commission

As the owner of a future renewable energy facility, you are required to register the facility with the Commission according to [Rule R8-66](#), Registration of Renewable Energy Facilities; Annual Reporting Requirements. The [Registration Statement for the Registration of a Renewable Energy Facility or New Renewable Energy Facility](#) and a filing fee may be filed together with the Report of Proposed Construction or separately.

Your registration as a renewable energy facility or new renewable energy facility will first be reviewed by the Public Staff. They might contact you with questions. When they finish their review, they will forward a recommendation to the Commission. The Commission will then issue an order either approving or denying the registration.

Step 4 – Owner Registers Facility in NC-RETS

In order for your Commission-approved facility to produce RECS, you must create an account and register your facility in NC-RETS according to Commission [Rule R8-67\(h\)](#). As explained in the introduction, utilities demonstrate compliance by procuring renewable energy credits (RECs) or reducing energy usage through energy efficiency programs for their members. A REC is equivalent to 1 MWh of electricity derived from a renewable energy source or avoided through an energy efficiency measure.

The North Carolina Utilities Commission contracted with APX Inc. to develop and manage NC-RETS (www.NCRETS.org). NC-RETS is the system used to create and manage RECS that can be used by North Carolina's electric utilities to demonstrate compliance with the state REPS.

The NC-RETS Administrator is available to assist you throughout the registration process. Please call 888-378-4461 or email NCRETS@apx.com.

Refer to the NC-RETS Operating Procedures available here <http://www.ncrets.org/registry-documents/> for more information on NC-RETS.

Account Holder Registration Process

To begin the registration process, select **Join NC-RETS** from the home page at www.NCRETS.org. The page titled **Account Holder Registration Process** explains the 6 steps of NC-RETS registration. Follow the 6 steps to create your general account.

In summary, from the **Account Holder Registration Process** page select the **Register for an Account** button to access the NC-RETS login page. Select the **Register Here** link to begin the account registration. Four account types will be shown and you will select **General Account**. Click the **Continue Registration** button. Next you will read and agree to the **Terms of Use**. After this you will complete the **New Account Application Form**.

Remember, the NC-RETS Administrator is available to assist you throughout the registration process. Please call 888-378-4461 or email NCRETS@apx.com if you have any questions.

After you have completed and submitted the **New Account Application Form**, you will receive an email notification to validate/activate your registration. This activation must occur before the NC-RETS Administrator is notified of your pending account.

The NC-RETS Administrator will review the account application and if questions arise, will notify the Account Manager. Once the NC-RETS Administrator completes the account application review, an email notification of account approval is sent to the Account Manager. Your General Account is functional now and will show one Active, Export and Retirement Sub-account. Additional Sub-accounts can be created and Logins can be added to your account.

New Project Registration Process

Now that your General Account has been created, you must register your facility in NC-RETS. From www.NCRETS.org, select **Log on to your account**. Enter your login credentials. Once logged in, locate the **Asset Management** module.

Before you choose **Register New Project**, select the **Help Registering New Project** link to the right of the project registration link located at the bottom of the **Asset Management** module. This will open a three-page document with tips on how to complete the **New Project Registration**.

When ready to register a project, select **Register New Project**. This will bring up page one of a three-page registration process. Your facility docket should be your source of information for completing the three-page **New Project Registration**, so be sure this is accessible to you. Save your work as you go.

Continue to refer to the **Help Registering New Project** instructions and your docket filings as you complete the **Register New Project** registration form.

The NC-RETS Administrator is available to assist you throughout the registration process. Please call 888-378-4461 or email NCRETS@apx.com if you have any questions.

Under the **Reporting Entity Access** section, choose **Self Report** if you are under a net metering rate. However if you are under a sell all rate, then choose **North Carolina Electric Membership Corp QRE**. North Carolina Electric Membership Corporation is the Reporting Entity for your electric cooperative, responsible for reporting your facility metering data in NC-RETS, using meter data supplied by your electric cooperative. If you are under a net metering rate and you chose **Self Report** then you leave the field **Reporting Entity Unit ID** blank. However, if you are under a sell all rate and you chose **North Carolina Electric Membership Corp QRE** as your Reporting Entity, enter the 11-digit Reporting Entity Unit ID from North Carolina Electric Membership Corporation (your co-op will request this ID from North Carolina Electric Membership Corporation and provide it to you) in the **Reporting Entity Unit ID** field.

Instructions for Completing the Reporting Entity Access Section

Rate Schedule	Reporting Entity	Reporting Entity Unit ID
Net Metering	Choose "Self Report"	Leave blank
Sell All	Choose "North Carolina Electric Membership Corp QRE"	Request this from your Co-op

Electric cooperatives may request a Reporting Entity Unit ID from North Carolina Electric Membership Corporation. Please send an email to ReportingEntityID@ncemcs.com and provide North Carolina Electric Membership Corporation the following information: project name, owner name, interconnecting electric cooperative, nameplate capacity (AC), and Docket Number. North Carolina Electric Membership Corporation will provide the electric cooperative the ID within 1-3 days.

When you have completed all required fields, select **Submit for Approval**. If the NC-RETS Administrator has questions he will email the Account Manager. An email will be sent to the Account Manager once the facility is approved.

Step 5 – Owner Sets up Forward Transfer in NC-RETS

As the owner of a renewable energy facility, RECs will be created and deposited into your NC-RETS account. You must set up a forward transfer of the RECs to North Carolina Electric Membership Corporation on behalf of your electric cooperative to automate the transfer of your certificates at the time of issuance. A forward transfer of certificates is a transfer arranged in advance of certificate issuance to be effectuated on a specific future date. If the RECs are going to someone other than your electric cooperative, work with the purchaser to ensure transfer of the RECs according to the purchase agreement. If RECs are issued into your account before the forward transfer is established and activated, the REC vintages that were deposited into your NC-RETS account must be manually transferred.

How to Set up a Forward Transfer in NC-RETS

- 1) Login to your NC-RETS account. From your home dashboard, find the section named **Recurring Transfers**, and select **Create New Forward Transfers**.
- 2) Name the Forward Transfer as you wish to have it distinguishable with the transaction.
- 3) Next to Project there is a drop down menu; you will need to select the project from which you will be transferring certificates.
- 4) Ensure the radio button next to Account Holder is selected. Then click on the drop down menu to select the REC Buyer – **North Carolina Electric Membership Corporation** - from the list.
- 5) In the field that says percent, enter **100** (Leave Fixed field empty).
- 6) The next two fields are **Begin Vintage** and **End Vintage**. Vintage is the month of metered data from which the REC Buyer purchased the certificates. Select the begin/end date for when the REC Buyer is owed the certificates.
- 7) Next to Priority enter **1**.
- 8) The radio button will default to **All or Nothing** and select **Save**.
- 9) NC-RETS will now automatically send an email to the REC Buyer requesting confirmation of the Forward Transfer which was setup.
- 10) Back on your home dashboard, the **Recurring Transfers** section will show your created Forward Transfer with a status of Pending. Once the REC Buyer confirms the Forward Transfer, it will show as Accepted.

The NC-RETS Administrator is available to assist you throughout the registration process. Please call 888-378-4461 or email NCRETS@apx.com if you have any questions.

Step 6 – Owner Completes Annual Attestation in NC-RETS by April 1

As the owner of a renewable energy facility you must complete an [Annual Certification for Renewable Energy Registration](#) by April 1 of each year as required by Commission [Rule R8-66](#).

Congratulations! You have completed the steps necessary to produce RECs from your facility and forward transfer them to North Carolina Electric Membership Corporation (on behalf of your electric cooperative) or another purchaser.