

AP41 - Energy Assessor Accreditation Application



Domestic

Commercial

On Construction

Elmhurst Energy Systems Ltd is a Government approved Accreditation Body offering Energy Assessor Accreditation for Domestic, Commercial, Display Energy Certificate and On Construction Domestic strands.

The EU Energy Performance of Buildings Directive (EPBD) requires all Domestic, Commercial and On Construction buildings to have a completed energy rating calculation. Domestic dwellings and Commercial buildings require an Energy Performance Certificate (EPC) upon completion, sale or let. While Public buildings require Display Energy Certificates (DEC) upon completion, sale or let.

The EPC or DEC provides information on the energy efficiency, heating costs and carbon emissions of the building or dwelling. EPCs and DECs can only be produced by Accredited Energy Assessors. In order to join the Elmhurst Accreditation Scheme, individuals must be qualified via an approved training route.

The Elmhurst Accreditation Schemes ensure that EPCs and DECs are produced to a high standard, quality assured and carried out by professional - appropriately insured Accredited Energy Assessors.

Once accredited via the Elmhurst Energy Scheme, Energy Assessors benefit from; expert technical support helpline with regular newsletters and technical bulletins, competitive lodgement fees and volume discounts, professional approach to quality assurance, varied range of topical CPD courses and a dedicated website solely for the use of Elmhurst Assessors www.elmhurstenergyaccreditation.co.uk

3. Applicant Information

Please complete in block capitals

Title Forename (s)

Surname

Address

Post Code

Email Address

D.O. B. Mobile No

Telephone No Fax No

4. Company Information

Employed Self - Employed Please tick the appropriate box if EPCs are to be produced on behalf of a third party i.e. employer

Please complete in block capitals

Company Name HVA Ltd t/a Just EPC

Trading Address Merchant Exchange, Waters Green

Macclesfield, Cheshire

Post Code SK11 6JX

Email Address info@justepc.co.uk

Telephone No 0844 310 4707 Mobile No

Fax No

The following email address will be used by the Elmhurst automated invoicing system, please take care to enter the correct email address (i.e. company email address if not a sole trader)

Invoice email Address emma.curbishley@justepc.co.uk

5. Disclosure

To be completed by Domestic Energy Assessor applicants only

It is a requirement of the Elmhurst Energy Systems Energy Assessor Accreditation Scheme that you have been subjected to a Criminal Disclosure **within the past twelve months**.

Please send the **original** Disclosure Certificate, **copies will not be accepted**, if you submit a copy the certificate will be returned.

A minimum of a Basic Disclosure is required, but either a Standard or Enhanced Disclosure can be utilised. The CRB check is carried out by the candidate and paid for by them. Please apply using the link below

<http://www.disclosurescotland.co.uk/appprocess.htm>

6. User Profile

Elmhurst Energy Systems will provide Accredited Energy Assessors with a user profile that allows access to the relevant Elmhurst Energy software.

If you already have access to Elmhurst software, please provide your user number (please do not include your password).

e.g. 1000-0001

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7. Accreditation with other Bodies

Please tick the Accreditation(s) and organisation(s) that you are currently Accredited with

	NHER	BRE	Stroma	ECMK	CIBSE	Quidos	Northgate
Domestic Energy Assessor	<input type="checkbox"/>						
Non Domestic Energy Assessor Level 3	<input type="checkbox"/>						
Non Domestic Energy Assessor Level 4	<input type="checkbox"/>						
Display Energy Certificate Assessor	<input type="checkbox"/>						
On Construction Domestic Energy Assessor	<input type="checkbox"/>						

Other Please provide details of the organisation and accreditation

Details



8. Rejection

Have you ever been struck off by another accreditation scheme?** Yes No

Have you ever been or are you currently suspended from another accreditation scheme?** Yes No

9. Qualification Acceptance

Elmhurst Energy Systems will only accept qualifications from the following awarding bodies:

NFOPP City & Guilds ABBE

Domestic Energy Assessment Award in Professional Development (DEA Upskill)

DEAs Only

City & Guilds EDI ABBE

10. Professional Learning

Excluding qualifications from secondary education

11. Employment History

Previous five years only

12. Photograph Requirements - Only DEA and NDEA

Please enclose a passport size photograph with your application (See the table below for the exact requirements that your photograph must meet).

Photographs must adhere to the following

- Be in colour, not black and white
- Taken against a light grey or cream background
- Do not trim to meet size requirements
- Taken with your eyes open and eyes must be clearly visible
- Free from reflection or glare on your glasses and free from red eye
- You must be facing forward
- On your own
- You must be looking straight at the camera
- Taken of the full head, without any covering

Additional Verification - DEA, NDEA & OCDEA

You must also provide a **colour copy** of either your; passport, photo driving licence, Government issued identity card.

13. Insurance

Elmhurst Energy Systems Ltd will provide Professional Indemnity and Public Liability insurance as part of the DEA, NDEA and OCDEA accreditation schemes. Full details of the insurance can be found in Access Elmhurst once you are accredited. (No discounts are available to those insured elsewhere). If you require further information regarding the insurance please contact the accreditation department on 01455 883 253 or email accreditation@elmhurstenergy.co.uk

14. Software

DEAs

Once accredited you will have access to the Elmhurst Members' Area where you are able to lodge EPCs and have full access to the Documents Download section where you will find regular newsletters and technical bulletins.

OCDEA

You will be required to purchase the Elmhurst Design SAP software to be able to produce SAP calculations and to produce EPCs. For full details and prices please [click here](#).

NDEA

The Elmhurst Accreditation Scheme for commercial and public buildings supports a number of different software systems please see below for all the software we currently support.

Please tick the name of the software system you want to lodge EPCs / DECs through from the list below, you must be competent in using this software (if you hold a certificate of competency please include this with your application).

SBEM Software -NDEA Level 3 & 4 Commercial Buildings

iSBEM	<input type="checkbox"/>
IES-VE	<input type="checkbox"/>
PT Lifespan SBEM	<input type="checkbox"/>
G – iSBEM	<input type="checkbox"/>
Design Builder	<input type="checkbox"/>
HEVACOMP	<input type="checkbox"/>
build desk- carbon checker	<input type="checkbox"/>

DEC Software - Public Buildings Soft-

ware	<input type="checkbox"/>
OR Calc	<input type="checkbox"/>
IES	<input type="checkbox"/>
PT lifespan DEC	<input type="checkbox"/>

If the software you wish to use is not listed above please contact the accreditation department on **01455 883 250** or email accreditation@elmhurstenergy.co.uk

This will be the only software you will be able to lodge EPCs / DECs through unless you inform Elmhurst of any changes.

15. Declaration

Applicant Declaration:

By signing this document you declare that all the information provided is true to your knowledge. If successful, you promise to abide by the Elmhurst Energy Systems Code of Conduct and ensure that any Terms, Conditions and Standards that are currently defined and that may be specified in future are followed.

If successful in your application, you also agree to visit the Elmhurst Energy website on a regular basis (at least monthly) to ensure that you are aware of any changes to the Terms, Standards or Codes that apply to the Elmhurst Energy Systems Accreditation scheme. www.elmhurstenergy.co.uk

I confirm I have informed you if I have ever been or am currently struck off or suspended from any other accreditation schemes. I agree that I have disclosed all my criminal records (including any issued or pending in the past 12 months)

If applying for accreditation in Scotland I agree to study any additional documents that are required by the accreditation scheme.

Employer's Declaration:

I confirm that I have discussed this application with the candidate and agree that, as the employer, they will fulfill the requirements for an Energy Assessor. I agree to pay all EPC charges (EPC fees and lodgement fees)

If applying as a sole trader I agree to pay all EPC/DEC charges. (EPC/DEC fees and lodgement fees)

Applicants Signature

Date

Employers Signature

Date

Company or Organisation

Terms and Conditions

All accredited Energy Assessors will be required to adhere to the Elmhurst Energy Code of Conduct. Failure to do so may result in the suspension/revocation of your accreditation.

All documents, manuals and associated forms are copyright of Elmhurst Energy Systems Limited and reproduction or distribution of these documents in whole or in part is forbidden without the written consent of Elmhurst Energy Systems Limited.

Password entry details and access to Elmhurst's website are strictly for the individual Energy Assessor, under no circumstances should these details be disclosed or passed on to any other third parties. Future upgrades, updated manuals, forms, reports and helpline support will only be received by registered Elmhurst Accredited Surveyors.

16. Check List

Please tick

<input type="checkbox"/> Application with signed and dated Declaration	<input type="checkbox"/> Colour passport sized photograph (DEA/ NDEA only)
<input type="checkbox"/> Colour copy of Energy Assessor qualifications	<input type="checkbox"/> Colour copy of Passport or photo Driving Licence
<input type="checkbox"/> Original CRB - No Copies (DEAs only—must be less than 12 months old)	