

## AP41 - Energy Assessor Accreditation Application

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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 DEC 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 DEC 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](http://www.elmhurstenergyaccreditation.co.uk)

## 1. Introduction

Elmhurst Energy Systems Ltd would like to thank you for taking the time to complete the following Energy Assessor Accreditation application.

Please read and fully complete this application, providing us with as much information as possible, including any additional documents requested. The questions are designed to ensure we can process your details efficiently and effectively, providing you with Accreditation status as quickly as possible and ensuring that as a Government approved Accreditation body we are complying with the standards and regulations set by Communities and Local Government (CLG). Insufficient detail and missing additional documents will result in applications for Accreditation being delayed while we contact individuals with requests for further information.

Should your Elmhurst Energy Assessor Accreditation be successful we will notify individuals via email, including details of Surveyor Id and passwords for entry to the Elmhurst Members' Area, where EPCs can be lodged. Accreditation Certificates and an Energy Assessor Id card\* will be sent via post. (\*For DEAs and NDEAs only)

### Fees

The cost of accreditation has two elements an annual renewal fee\*\* and a lodgement fee per EPC / DEC lodged via the Elmhurst System. For all On Construction Domestic Energy Assessors there is an additional cost for the Design SAP software. For full details of lodgement, renewal and software costs please see our pricing document EP19. Initial joining fee is free of charge on all strands.

For information of what we provide our Accredited members please see our [Service Level Agreement](#).

\*\*Only applicable to surveyors that have produced less than 25 EPCs in an accreditation year

### Accreditation Department Contact Information:

All enquiries - T. 01455 883 250 F. 08715 284656 E. [EA-accreditation@elmhurstenergy.co.uk](mailto:EA-accreditation@elmhurstenergy.co.uk)

## 2. Scheme Selection

Please tick the strand(s) and areas in which you wish to practise as an Energy Assessor:

Domestic Energy Assessor (England & Wales)	<input type="checkbox"/>	
Domestic Energy Assessor (Northern Ireland)	<input type="checkbox"/>	
Domestic Energy Assessor (Scotland)	<input type="checkbox"/>	
	Eng, Wales & NI	Scotland
Non Domestic Energy Assessor Level 3	<input type="checkbox"/>	<input type="checkbox"/>
Non Domestic Energy Assessor Level 4	<input type="checkbox"/>	<input type="checkbox"/>
Display Energy Certificate Assessor	<input type="checkbox"/>	<input type="checkbox"/>
On Construction Domestic Energy Assessor	<input type="checkbox"/>	<input type="checkbox"/>

### 3. Applicant Information

Please complete in block capitals

Title	<input type="text"/>	Forename (s)	<input type="text"/>
Surname	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Email Address	<input type="text"/>		
D.O. B	<input type="text"/>	Mobile No	<input type="text"/>
Telephone No	<input type="text"/>	Fax No	<input type="text"/>

### 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	<input type="text" value="HVA Ltd t/a Just EPC"/>		
Trading Address	<input type="text" value="Merchant Exchange, Waters Green"/>		
	<input type="text" value="Macclesfield, Cheshire"/>		
	<input type="text"/>	Post Code	<input type="text" value="SK11 6JX"/>
Email Address	<input type="text" value="info@justepc.co.uk"/>		
Telephone No	<input type="text" value="0844 310 4707"/>	Mobile No	<input type="text"/>
Fax No	<input type="text"/>		

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	<input type="text" value="emma.curbishley@justepc.co.uk"/>
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## 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non Domestic Energy Assessor Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non Domestic Energy Assessor Level 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display Energy Certificate Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On Construction Domestic Energy Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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

Course	Subject	Qualification (if applicable)	Year Obtained

## 11. Employment History

Previous five years only

Current Employer	Job Title	Date From / Date to
Previous Employers	Job Title	Date From / Date to

## 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](mailto: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 / DEC's 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-**

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](mailto:accreditation@elmhurstenergy.co.uk)

**This will be the only software you will be able to lodge EPCs / DEC's 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](http://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	<input type="text"/>	Date	<input type="text"/>
Employers Signature	<input type="text"/>	Date	<input type="text"/>
Company or Organisation	<input type="text"/>		

### 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<br>(DEAs only—must be less than 12 months old) |  |