

Application to be an accredited Energy Assessor (AP41)



Elmhurst Energy is a Government approved Accreditation Body offering Energy Assessor Accreditation for Domestic, Non Domestic, Display Energy Certificate, On Construction Domestic and Air conditioning strands.

1. Introduction

Please read and fully complete this application, providing us with all the information required. Insufficient detail and missing documents will result in applications being delayed.

Fees

Initial joining fee and annual renewal is free of charge for all strands*.

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

*Subject to terms and conditions.

Please Note if you already have an active accreditation with Elmhurst you are only required to complete sections 2,3,9,10 and you will not be required to send any supporting documents.

2. Accreditation Schemes

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

<u>Domestic</u>	Eng & Wales	Scotland	NI
Domestic Energy Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>On Construction</u>			
On Construction Domestic Energy Assessor	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Non Domestic</u>			
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"/>	
Air Conditioning Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Conditioning Level 4	<input type="checkbox"/>	<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"/>		
Home Address	<input type="text"/>		
	<input type="text"/>		
		Post Code	<input type="text"/>
Email Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Mobile No	<input type="text"/>
Telephone No	<input type="text"/>	Fax No	<input type="text"/>

4. Are you a fit and proper person? (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 Basic Disclosure Certificate **within the past twelve months**. Please send the **original** Disclosure Certificate, or an authenticated **colour copy**. The copy of the Disclosure can be authenticated by an employer or person of good standing in the community (eg teacher, doctor, police officer). The authenticator cannot be a friend, family member or yourself. We require the statement to read that the authenticator has seen the original document and that the colour copy is a "true likeness of the original" and to write their full name, occupation and date. If the authenticator is not your employer we also require their contact details. All originals will be returned. A minimum of a 'Basic Disclosure' is required, but either a 'Standard' or 'Enhanced Disclosure' will be accepted. The Basic Disclosure Certificate is requested and paid for by the applicant. Please apply using the link provided: <http://www.disclosurescotland.co.uk/appprocess.htm>

5. Insurance

Elmhurst Energy Systems Ltd will provide Professional Indemnity and Public Liability insurance free of charge for each submitted assessment. Terms and conditions apply.

6. Previous Accreditation(s)

Are you, or have you ever been, accredited by another Energy Assessor Scheme? Please ensure this is completed accurately as this will be used to determine your correct Quality Assurance audit level.

Scheme Name	Strand	From	To	Reason for Leaving

7. Qualifications

Elmhurst Energy Systems Ltd can only accept qualifications from the following awarding bodies. Please tick the qualification you currently hold : (Please note you will be required to provide colour copies of certificates)

NFOPP City & Guilds ABBE SQA BPEC
 EDI Pearson Edexcel

8. Proof of Identity

Verification

Please provide a **colour copy** of either your passport, photo card driving licence or Government-issued identity card.

Please also enclose a passport size photograph with your application (DEA and NDEA only).

Photographs must be;

- In colour, not black and white
- Taken with your eyes open and eyes must be clearly visible
- Free from reflection or glare on your glasses and free from red eye
- Forward facing, and looking straight ahead
- Taken of the full head, without any covering

9. Applications

DEA and OCDEA

Once accredited you will be emailed instructions on how you access the Elmhurst energy assessment software.

NDEA and DEC only

Currently Elmhurst can only receive assessment data from the following software. Please tick which software you will be using.

SBEM Software - NDEA Level 3 & 4 Commercial Buildings

- SBEM
- IES-VE
- PT Lifespan SBEM
- G-iSBEM
- Design Builder
- HEVACOMP
- build desk- carbon checker

DEC Software - Public Buildings Software

- OR Calc
- ORScotland
- IES
- PT lifespan DEC
- Systemlink OR Toolkit

If the software you wish to use is not listed please contact the Non-Domestic technical support team on **01455 883 250**.

10. Commercial Agreement

Section 10: A) If you will be working for a company which already has an Elmhurst account then please specify the company name and account number and sign below.

Company Name

Account Number (If known)

I confirm that I have discussed this application with the corporate account holder and they have agreed to pay all fees relating to this account.

By signing this document I declare that all the information provided is accurate and truthful. If successful, I agree to be bound by the Elmhurst Energy Code of Conduct and will ensure any Terms, Conditions and Standards that are currently defined, and may be specified in future, are followed. If my application is successful I also agree to visit the Elmhurst Energy website on a regular basis (at least monthly) to ensure that I remain aware of any changes to the Terms, Standards or Codes that apply to the Elmhurst Energy Systems Accreditation Scheme. www.elmhurstenergy.co.uk.

Applicant's Signature

Date

If you do not wish to have your own account with Elmhurst once you have signed and dated above please move to section 11

Section 10 B)

And/or if you wish to have a personal account with Elmhurst, to enable you to lodge energy certificates for which you will be charged, then please complete the following details.

Please complete in block capitals

Company Name	<input type="text"/>
Company Registration Number	<input type="text"/>
Please write N/A in the box if you are a sole trader.	
Trading Address	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Invoice Email Address	<input type="text"/>
Telephone No	<input type="text"/>
Mobile No	<input type="text"/>

By signing this document I declare that all the information provided is accurate and truthful. If successful, I agree to be bound by the Elmhurst Energy Code of Conduct and will ensure any Terms, Conditions and Standards that are currently defined, and may be specified in future, are followed. If my application is successful I also agree to visit the Elmhurst Energy website on a regular basis (at least monthly) to ensure that I remain aware of any changes to the Terms, Standards or Codes that apply to the Elmhurst Energy Systems Accreditation Scheme. www.elmhurstenergy.co.uk.

Please click here or visit the Elmhurst website to read the Elmhurst Energy Systems Ltd Standard Terms and Conditions. www.elmhurstenergy.co.uk/information-for-members-prospective-members. Payment of lodgement fees by direct debit is free, non-direct debit payments are subject to a surcharge of 3% (minimum of £3.00). You can view the direct debit instructions [here](#).

By signing this document I confirm I will pay all fee's relating to this account.

Bill payers Signature	<input type="text"/>	Date	<input type="text"/>
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11. Checklist Please tick

- | | |
|--|--|
| <input type="checkbox"/> Application with signed and dated Declaration | <input type="checkbox"/> Colour passport sized photograph (DEA/ NDEA only)
If sending via email please send photo as a JPEG |
| <input type="checkbox"/> Colour copy of Energy Assessor Qualifications | |
| <input type="checkbox"/> Basic Disclosure Certificate
(DEAs only—must be less than 12 months old) | <input type="checkbox"/> Colour copy of proof of identity (Passport or photo card Driving Licence) |