Why does CIBSE operate a Certification Body? (Background Info)

• A Certification Body issues Certificates in accordance with International Standards (Increasingly referenced/required by Governments and clients)

• If this is done with UKAS accreditation (3rd party verification), it provides added confidence in the certificates issued by the certification body

• This Certification is often a different requirement or an “as well as” requirement when it comes to professional body membership. Certification is usually specific whereas CIBSE membership, for example, is more general.
So CIBSE Certification is not a CIBSE Society, Division, Network nor a CIBSE Special Interest Group, it is a standalone business for the purpose of Certification – I am saying this because I sometimes think it is thought of as a CIBSE Society or Division
International Standards (ISOs) that we are involved with or interested in:

• ISO 17024 – the standard for certifying the competence of personnel. (UKAS accredited for original strands, the rest applied for). Importantly this is a maintained certificate – This is a service for CIBSE Members but is open to all

• ISO 17021 – the standard for certifying management systems
  • ISO 50001 Energy Management Systems (UKAS accredited)
  • ISO 9001 Quality Management Systems (UKAS accredited)
  • ISO 14001 Environmental Management Systems (UKAS accreditation applied for)
  • ISO 45001 Occupational Health & Safety Management Systems (UKAS accreditation applied for) – This is a service for the Building Services Engineering Industry but is open to all

• Working in conformity with International Standards is what good looks like
So – not strictly CIBSE Products and with no connection with CIBSE Membership although we are part of the CIBSE family

• It would be very difficult for CIBSE to operate as a Certification Body

• In the world of Certification CIBSE is a “related body”.

CIBSE Certification Ltd
There is no legal requirement to use an LCC, but many employers and clients specify it. We use it as a foundation in knowledge and understanding of the Energy Performance and Management of Buildings. LCCs use it to tell clients that they have been assessed on their knowledge and understanding (by us) and offer consultancy in the relevant area.

- LCC Design
- LCC Building Operation
- LCC Simulation
- LCC EnMS
There is a legal requirement to be on an approved register to lodge EPCs, DECs or Air Conditioning Inspection Reports as required by the Energy Performance of Buildings Regulations. We operate under a letter of approval from MHCLG and the Building Standards Division in Scotland and assess people as competent using the National Occupational Standards as the reference. We do additionally require EPC and DEC assessors to be LCCs to set them apart in a crowded market.

- LCEA (Non- Domestic EPC) – LCC Design (3-4% market share)
- LCEA (DEC) – LCC Operations (18-20% market share)
- LCEA (ACIR) (10% market share)
Register Hierarchy

LCEA (EPC) -> LCEA (DEC) -> ESOS Lead Assessor

LCC Register
(Core Competencies)
UKAS Accredited

LCEA (Air Conditioning Inspector) -> Heat Networks Consultant

CIBSE Certification Ltd
There is a legal requirement to be on an approved register to notify ESOS Reports as required by the Energy Saving Opportunities Scheme (ESOS) Regulations. We operate under a letter of approval from the Environment Agency and assess people as competent using PAS 51215 as the reference. We also require ESOS Lead Assessors to be LCCs as this was a significant element in satisfying the PAS technical requirements and in satisfying the Environment Agency that we had measures in place to require maintenance of competence.

• ESOS Lead Assessor – Any LCC (c 40% market share)
CIBSE Certification Heat Networks Consultant Register

There is no legal requirement to be a Heat Networks Consultant. We operate this register for people that want to demonstrate their competence in using the CIBSE Heat Networks Code of Practice CP1.

This has no relationship with other registers that we operate, but is expected to be the first in a series in support of planned Low Carbon Technology Codes of Practice. The Code of Practice is supported by BEIS and the aspiration is that future funding initiatives will require consultants to be on our register as a condition of Government funding.
Application Processes

• Simple application form and assessment of competence by examination assessment:

  • LCC Building Operation
  • LCC Design
  • LCC Simulation
  • LCC Design Management (Scotland)
  • LCC Energy Management Systems (ISO 50001) EnMS
  • ESOS Lead Assessor (Training required by EA)
  • Heat Networks Consultant
Application process for an LCC

Step 1 Decide

Step 2 Evaluation

Step 3 Application

Step 4 Review of Certification file and Certification Decision

Step 5 Registration

Step 6 Maintenance of certification

Step 7 Recertification
Step 2 – Evaluation – Details at:
https://www.cibse.org/training-events/cibse-training/energy-assessor-training
Step 3 – Application – Details at:
https://www.cibsecertification.co.uk/Registration/Become-a-CIBSE-Low-Carbon-consultant/Become-a-CIBSE-Low-Carbon-Consultant

APPLY TO BECOME A CIBSE LOW CARBON CONSULTANT

Once you have passed the exam for the strand(s) of your choice you can apply to become a CIBSE LCC by completing the application form and submitting any supporting documentation.

1 - Download the LCC Application pack - complete the application form and sign the CIBSE Code of Conduct
2 - Submit a digital photo of yourself saved as JPEG (taken against a white background where possible) for your ID card.
3 - Submit a copy of your Professional Indemnity Insurance Certificate

Please email completed applications and supporting documentation to epc@cibsecertification.org or contact a member of the Certification team for further information on 020 8772 3649.

Once your application has been approved a member of our team will contact you regarding payment of the registration fee.

RENEWAL OF REGISTRATION

Registration will be renewed annually. In order to re-register you will need to have undertaken CPD to increase your low carbon skills. For further information on renewing your registration please click here.

To find out more about the key benefits of becoming a LCC click here.

If you have a query about any aspect of the Low Carbon Consultants Register email the Certification department epc@cibsecertification.org or contact us directly on 0208 772 3649.
Application process for an LCC

Step 1: Decide

Step 2: Evaluation

Step 3: Application

Step 4: Review of Certification file and Certification Decision

Step 5: Registration

Step 6: Maintenance of certification

Step 7: Recertification
Application process for an LCEA

• If you are already on the relevant LCC Register you can apply to become an LCEA or you can apply concurrently. There are three routes to LCEA Registration:

  • By holding an approved qualification in producing non-domestic EPCs or DECs. (The qualification route)
  • By transferring from another scheme having been assessed by their APEL procedure (The transfer route)
  • By applying through our APEL process, (this our most commonly used route). (The APEL Route)
Our APEL system is a semi-automated online application: https://www.cibsecertification.co.uk/Registration/Become-a-CIBSE-(LCEA)-Low-Carbon-Energy-Assessor-t/Applying-via-the-APEL-Route

APEL Route to become a Low Carbon Energy Assessor (LCEA) to produce Non Domestic EPCs

CIBSE Certification operates the APEL (Approval of Prior Experience & Learning) Route to certification. This is a fast, low cost route that recognises your prior experience and learning as an alternative to taking a specific Energy Assessor qualification and can provide certification to the highest quality via an application process.

The Pre-APEL is a FREE assessment of your 2 years of full time experience in the last 5 years and counts towards your main APEL form. You will need to demonstrate that you have a minimum of 2 years of full time substantial experience in the past 5 years in building services design, energy management, or building surveying and assessments of commercial (non-dwelling) buildings. Register and submit your EPC Pre-APEL application here.
Main APEL Requirements

• If you pass the initial screening of your Pre-APEL you will then need to complete the full Approval of Prior Experiential Learning (APEL) form online submitting the following:

  • Proof of Identity
  • Statement & CV
  • Insurance – Your Professional Indemnity Insurance certificate your Public Liability Insurance certificate
  • Membership – Provide a copy of your current professional membership’s certificates if applicable.
  • Qualification – List your qualifications and provide a copy of your supporting certificates.
Main APEL Requirements

• Continual Professional Development (CPD) – Submit a CPD record for the past two calendar years.

• NOS Requirement – You must be able to meet the NOS Performance Criteria and Knowledge and Understanding sections of the APEL application. Provide test draft certificates.

• Referee details

• Code of Conduct – You must read and accept the terms in the CIBSE Certification Code of Conduct.

• Declaration – You will need to read all the Scheme documentation on the Declaration page before submitting your APEL form.

• Assessment fee

• Please download the LCEA and LCC Scheme Description Document (CCSDD 201) for full information.
My team are waiting in the wings to answer any questions you have, but have asked me to alert you to the following frequently occurring errors or misunderstandings that hold up applications:

- Valid insurances documents need to include insurer, policy number, policy amount and start and end date of the policy
- A signature is required at the bottom of the application form and on the Code of Conduct
- Submit all required documents, don’t assume that we have them already from previous applications or correspondence
- The assessment of competence is very strand specific so if you do the LCC Building Design exam, you can become an LCC for Building Design, if you do the LCC Building Operation exam, you can become an LCC Building Operation.
Register and submit an application in the online Application Portal

https://cibsecertification.smapply.io/

CIBSE Certification Application Portal for EPC, DEC and AC LCEA's

Programs

EPC
Accepting applications on 27 Sep 2018 12:00 AM (UTC)
CIBSE LCEA EPC - Individuals are certified to produce Energy Performance Certifications (EPCs) in England, Wales, Northern Ireland and Scotland for buildings under construction, for sale or rent.

DEC
Accepting applications on 27 Sep 2018 12:00 AM (UTC)
CIBSE LCEA DEC - Individuals are certified to produce Display Energy Certifications (DECs) in England, Wales, Northern Ireland and Scotland.

AC
Accepting applications on 27 Sep 2018 12:00 AM (UTC)
CIBSE Low Carbon Energy Assessors (LCEA) - Air Conditioning Inspectors are experienced professionals able to produce Air
Create an account in the application portal

Choose to Register using a **Social Media Account** (Facebook, Google, Twitter)
or
Choose to Register by completing your First name, Last name etc..

Register with

Facebook [f]

Twitter [t]

Google [G]

OR

First name

Last name

Email

htalap@cibse.org

Password

**********

Confirm password

By registering for an account, you agree to our terms of service and privacy policy.

I'm not a robot

CREATE ACCOUNT
Create a new application
- log in to your account
- click view programs

No applications.

Please choose a program from our program listings page to get started

View programs
Click ‘more’ for the strand you wish to apply for -> click Apply

**EPC**
Accepting applications on 27 Sep 2018 12:00 AM (UTC)
CIBSE LCEA EPC - Individuals are certified to produce Energy Performance Certifications (EPCs) in England, Wales, Northern Ireland and Scotland for buildings under construction, for sale or rent.

**DEC**
Accepting applications on 27 Sep 2018 12:00 AM (UTC)
CIBSE LCEA DEC - Individuals are certified to produce Display Energy Certifications (DECs) in England, Wales, Northern Ireland and Scotland.

**AC**
Accepting applications on 27 Sep 2018 12:00 AM (UTC)
CIBSE Low Carbon Energy Assessors (LCEA) - Air Conditioning Inspectors are experienced professionals able to produce Air Conditioning Inspection Reports and carry out Air Conditioning Inspections for compliance with the Energy Performance for Buildings Regulations. Individuals are certified to produce ACI reports throughout the UK.
After the strand selection, applicants will be directed to the first part of the APEL process: Pre-APEL application. To skip the Pre-APEL navigate ‘Option to skip’ task.
After successful completion of Pre-APEL application or if you choose to skip Pre-APEL you are taken to the main APEL application. You will need to work through all the tasks and then submit the main APEL application for review.
Application portal
General Account FAQ

Completing an Application FAQ
Management Systems Certification

• ISO 50001:2018 Energy Management Systems (UKAS Accredited)
• ISO 9001:2015 Quality Management Systems (UKAS Accredited)
• ISO 14001:2015 Environmental Management Systems (UKAS pending)
• ISO 45001:2018 Occupational Health and Safety (UKAS application)
Applications for Management System Certification:
https://www.cibsecertification.co.uk/Certification/Management-Systems-Certification/Management-Systems-ISO50001

• WHEN SHOULD AN ORGANISATION APPLY FOR ISO 50001 CERTIFICATION?

• Our Management Systems Certification scheme is open to any organisation that wishes to be certified, providing your organisation has developed and fully implemented the requirements of the chosen Management System Standard. We always recommend that you have operated your Management System for a minimum period of six months and have performed a full set of internal audits before applying to be certified by CIBSE Certification.
• READY TO APPLY?

• Download the application pack. This includes six files:
  • Application form for Energy Management Systems Certification to ISO 50001
  • Management Systems Fee Sheet
  • CIBSE Terms & Conditions for Certification
  • Disputes & Complaints
  • Suspension Withdrawal and other changes to Certification status
  • Scheme Description Document

• Download now
• Simply fill out the “Application for Energy Management Systems Certification to ISO 50001” and return to ccms@cibse.org

• TRANSFER TO CIBSE CERTIFICATION

• CIBSE Certification can offer the quick and easy transfer of certification from other certification bodies.

• Whether applying for certification or transferring certification our focus is on the Building Services Engineering sector and our UKAS accreditation scope is based on that.

• To paraphrase many lower league football club chairmen – We are a Certification Body run by Building Services Engineers for Building Services Engineers
Any Questions?