

1 Introduction

This certification scheme is intended for those individuals that wish to join the Personnel Certification Register, operated by CIBSE Certification Ltd.

This scheme provides an independent, third party evaluation of an individual's competence to operate in the following disciplines:

	Title	Which LCEA Register do you need to be on?	What you can provide
1.	Air Conditioning Energy Assessor	Air Conditioning Energy Assessors	Provision of AC Assessment Reports

The role above is offered under the CLG Accredited Energy Assessor Scheme approval granted in January 2008.

Knowledge of the requirements of Part L of the Building Regulations is also evaluated during the various training courses and examinations and more details can be found in the course syllabus from each of the approved training and examination bodies listed below.

2 Scope

The certification scheme covers the following training providers and specific courses and examinations:

- CIBSE Professional Training

Other approved courses may be added in the future.

This scheme is open to anyone who wishes to be registered under this scheme providing they can meet the entry requirements. All applicants for the AC Inspection Register must also fulfil the application requirements below.

3 Application

3.1 Prerequisites

In order to join the register you will be required to submit an application form through the Approval of Prior and Experiential Learning (APEL) route:

- Provide evidence of your Professional Indemnity Insurance (PII) and Public Liability Insurance (PLI)
- Sign a declaration that you will act only within your own areas of competence
- Sign up to the CIBSE Certification Code of Conduct

Please let us know in advance if you have any relevant special needs or requirements.

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3.2 Evaluation

All applications for listing on the AC Inspector Register are checked to ensure the individuals eligibility and that the necessary declaration has been signed.

For entry onto the AC Inspector Register all applicants must pass an evaluation of three AC inspection reports before full accreditation.

3.3 Transfer route

Applicants can also apply through the Transfer route if they are registered with another approved Certification Scheme. Full details can be found on the CIBSE Certification website.

3.4 Fees

All fees are payable at the time of application and the registration fee is pro rata for part year, therefore all applications must be accompanied by the appropriate fee i.e. cheque, credit card details etc.

The fees for the register are contained on the CIBSE Certification Website <http://www.cibseenergycentre.co.uk/assessors/costs.html>

3.5 Certification & Listing on the AC Register

Once it is confirmed that all the information required is available and it has been checked, the individual is added to the appropriate Register listing.

In addition to the listing, individuals will be presented with a certificate and registration card that may be used to provide evidence of their low carbon credentials.

3.6 Change of Details

Registrants shall inform CIBSE Certification in writing (i.e. letter, fax, or email) within 14 days should any of the following change:

- Name
- Address
- Employer
- Work telephone number and email address
- Trading status
- Trading name
- Company ownership
- Change in insurance e.g. provider, extent of cover, date, etc.
- Any other significant change that may affect the certification

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4 Maintenance of Certification

4.1 General

Registration is maintained and reviewed annually. In order to remain registered you will need to provide up to date insurance, undertake CPD, records of which need to be submitted as described below and any other requirements specified by CIBSE Certification.

4.2 Annual Returns

4.2.1 Complaints

Registrants must send details of any complaints that they received during the previous year associated with the LCEA Register along with the details of their resolution.

The registrant (or his/her employer) will bear the costs of investigating complaints where appropriate.

4.2.2 CPD

In order to develop your skills year on year we will ask you to undertake and keep a record of a minimum of 21 hours of ongoing training and continuing professional development (this is to be part of and not in addition to any existing institutional requirements you may have).

4.2.3 Further Training and Examination

Registrants will receive due notice before any further examinations are required. Reasons for further training and examination are likely to include:

- Major changes to regulations
- Introduction of new inspection methods or requirements methods
- Changes or updates in reporting software

5 Recertification

Registration and listing on the AC Inspector Register is renewed annually. In order to re-register you will need to undertake CPD and provide up to date insurance documents. Any other requirements will be specified by CIBSE Certification.

Full recertification will take place and this will necessitate taking a re-evaluation by CIBSE Certification.

6 Use of the certificate and certification mark/logo

There are restrictions on the use of the AC Inspector logo and the CIBSE Certification mark. These restrictions are described in documents CCP 109 and CCP 116.

To assist registrants a guidance document containing the logos is also available from the secure website for certified AC Inspectors.

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7 Respite from the AC Inspector scheme

7.1 Policy

CIBSE Certification will allow a period of self declared voluntary inactivity from the Register after which the individual will be allowed to resume their registration where he/she left off. This will be administered on a case by case basis and will be subject to certain conditions. In all cases CIBSE Certification will make all efforts to be reasonable and fair.

Reasons that may be considered acceptable include, but are not limited to:

- Maternity leave
- Long term incapacity due to illness or disability (physical or mental)
- Emotional distress
- Redundancy
- Overseas posting

7.2 Conditions

7.2.1 Respite can be requested for either of the following periods:

- 6 months
- 12 months

7.2.2 The respite period shall start on a date that the Registrant indicates to the Certification Manager and you must give 4 weeks notice.

7.2.3 During that time the registrant must have no ongoing involvement in building services engineering in the UK.

7.2.4 A Register retention fee shall be payable to cover administration costs payable with the application for Respite.

7.2.5 No more than one period of Respite shall be permitted sequentially.

7.2.6 If after twelve months the Registrant does not resume their registration shall be regarded as lapsed.

7.2.7 It is the Registrants responsibility to ensure that at the end of the Respite period they contact CIBSE Certification to ensure ongoing registration

7.2.8 The online Register will indicate those individuals on a period of Respite

7.2.9 During Respite the Registrant may take part in training and CPD activities at their own discretion

7.2.10 If as a result of a period of Respite the registrant misses out on top-up training then they will have to take appropriate training and examination (where appropriate) (this may include taking the full course) to gain the necessary competencies to maintain registration

7.2.11 CPD and Carbon Returns shall be made for the period of Respite, a nil return stating that they have been on Respite will be acceptable

7.2.12 CIBSE Certification reserve the right to refuse a period of Respite and reasons for that will be given to the Registrant.

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7.3 How to apply

In the first instance Registrants should write to the Certification Manager, in confidence, stating:

- their reasons for requesting Respite
- the period of time they require
- their proposed Respite start date
- and enclosing the Register retention fee

The Certification Manager will respond to all applications within 7 days for simple cases, however for more complex cases this may be extended to 21 days.

8 Complaints about CIBSE Certification

8.1 Complaints and Appeals

CIBSE Certification operates a dispute and complaints procedure (CCP 101) that any potential or current registrant may invoke at any time e.g. should they feel that:

- They have received poor service
- They have been refused entry to a scheme unfairly
- They have been excluded for the scheme unfairly

9 QA Audits

The government requires that all AC inspection reports provided to clients must be audited to ensure their quality.

9.1 Desk audit

If selected for a desk survey you will be asked to provide all data for one, or several, of your AC inspection reports in much the same way that you did for your test reports. The CIBSE Certification Quality Assurance team will then review the data provided against the AC inspection report lodged to ensure that it is robust, and the way the data has been entered and the general methodology used is correct.

A report for all such reviews will be issued to the CACI.

9.1.1 Customer Satisfaction

Additionally CIBSE Certification will survey the work produced by AC inspectors by contacting their clients to carry out satisfaction surveys.

AC inspector's clients will return the information to CIBSE Certification for analysis.

This will provide your clients assurance that you provide a professional service backed by the quality assurance and complaint resolution offered by a major professional institution.

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If you are selected for a customer survey, CIBSE Certification will ask if you have been distributing your client satisfaction questionnaires. We will also randomly select some clients who have not returned a questionnaire and will seek a telephone interview with the client covering these same questions.

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