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# 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 (3<sup>rd</sup> 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 Low Carbon Consultants (LCC) Register

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.

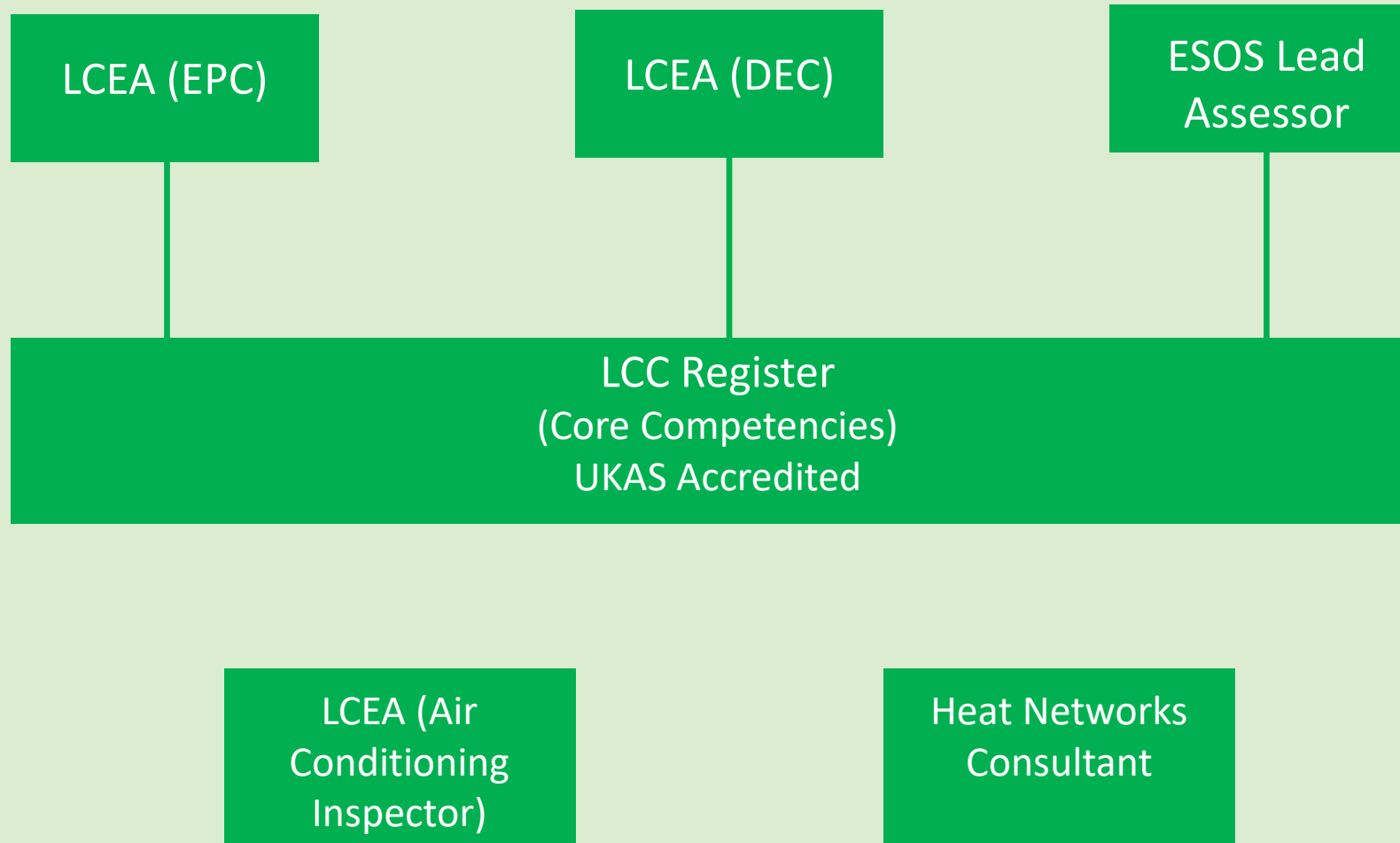
- LCC Design
- LCC Building Operation
- LCC Simulation
- LCC EnMS

# CIBSE Certification Low Carbon Energy Assessor (LCEA) Register

There is a legal requirement to be on an approved register to lodge EPCs, DECAs 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





# CIBSE Certification ESOS Lead Assessor Register

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

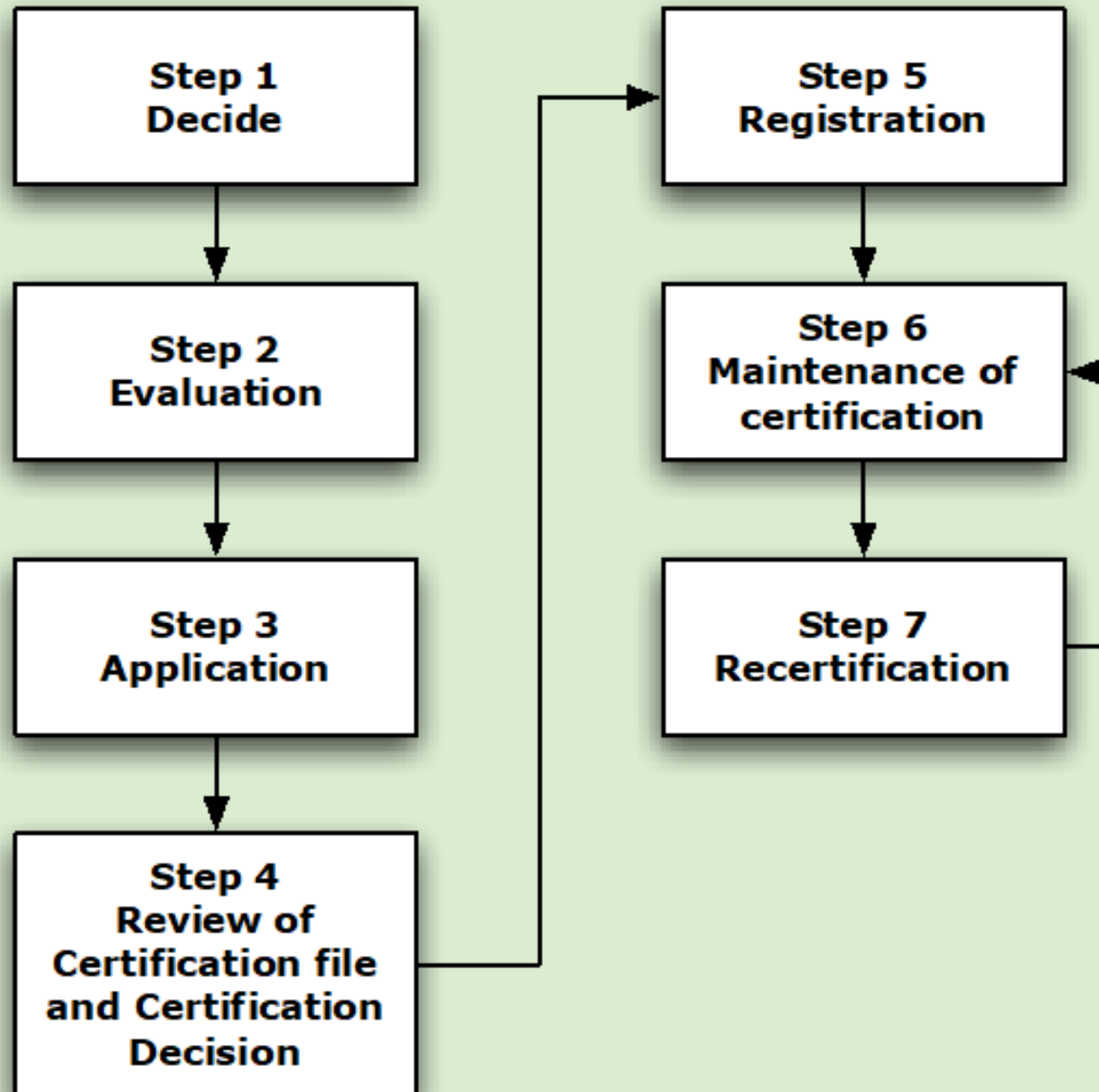
There is no legal requirement to be a Heat Networks Consultant. We operate this register for people that want to demonstrate their competence in using the CIBSE Heat Networks Code of Practice CP1.

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

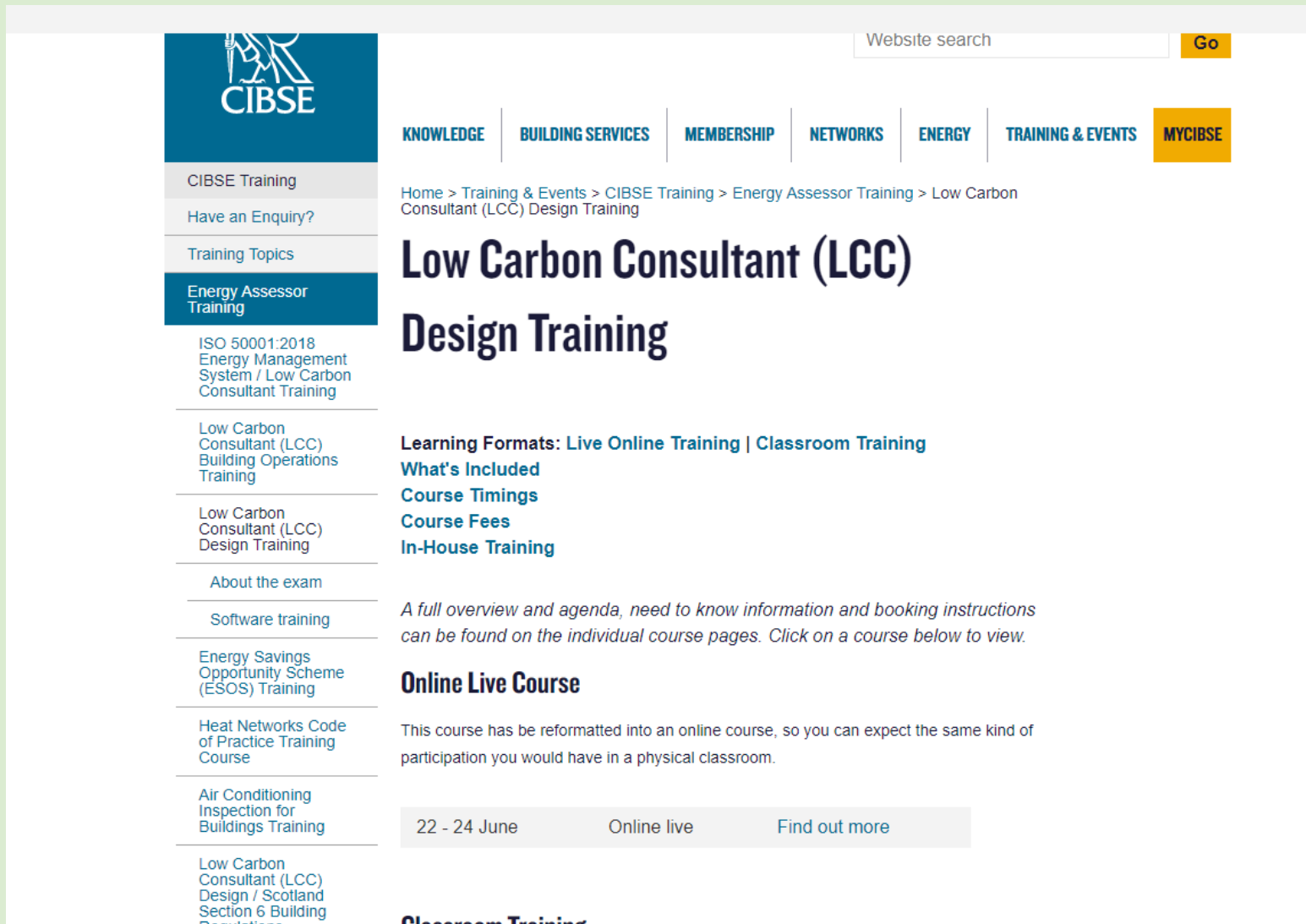
- Simple application form and assessment of competence by examination assessment:
  - LCC Building Operation
  - LCC Design
  - LCC Simulation
  - LCC Design Management (Scotland)
  - LCC Energy Management Systems (ISO 50001) EnMS
  - ESOS Lead Assessor (Training required by EA)
  - Heat Networks Consultant

# Application process for an LCC



# Step 2 – Evaluation – Details at:

<https://www.cibse.org/training-events/cibse-training/energy-assessor-training>




The screenshot shows the CIBSE website interface. At the top left is the CIBSE logo. A navigation menu includes Knowledge, Building Services, Membership, Networks, Energy, Training & Events, and MYCIBSE. A search bar is located at the top right. The main content area features a breadcrumb trail: Home > Training & Events > CIBSE Training > Energy Assessor Training > Low Carbon Consultant (LCC) Design Training. The main heading is "Low Carbon Consultant (LCC) Design Training". Below this, there are sections for "Learning Formats: Live Online Training | Classroom Training", "What's Included", "Course Timings", "Course Fees", and "In-House Training". A paragraph states: "A full overview and agenda, need to know information and booking instructions can be found on the individual course pages. Click on a course below to view." The "Online Live Course" section includes a table with the following data:

Course Title	Format	Action
22 - 24 June	Online live	<a href="#">Find out more</a>

At the bottom of the page, there is a section for "Classroom Training".

# Step 3 – Application – Details at:

<https://www.cibsecertification.co.uk/Registration/Become-a-CIBSE-Low-Carbon-consultant/Become-a-CIBSE-Low-Carbon-Consultant>



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## 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](mailto: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.**

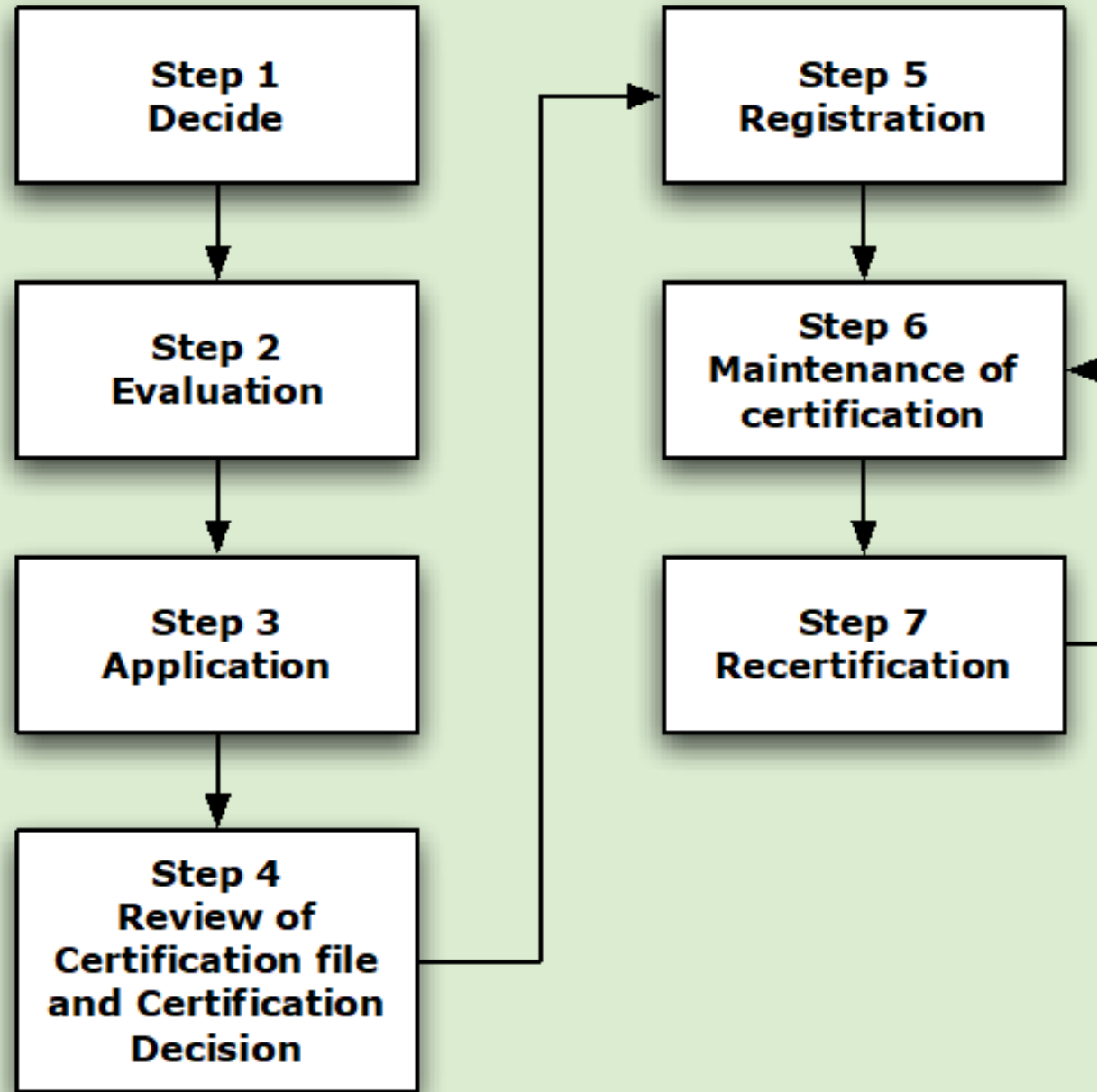
## RENEWAL OF REGISTRATION

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](mailto:epc@cibsecertification.org) or contact us directly on 0208 772 3649.

# Application process for an LCC



# Energy Performance Certificate

Non-Domestic Building



56 London Road  
LONDON  
SW23 1HA

Certificate Reference Number:  
0100-0038-0000-0029-0002

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information on the Government's website [www.communities.gov.uk/epbd](http://www.communities.gov.uk/epbd).

## Energy Performance Asset Rating

More energy efficient

A+

Net zero CO<sub>2</sub> emissions

A 0-25

B 26-50

C 51-75

D 76-100

E 101-125

F 126-150

G Over 150

◀ 64 This is how energy efficient the building is.

Less energy efficient

### Technical information

Main heating fuel: Natural Gas  
Building environment: Air Conditioning  
Total useful floor area (m<sup>2</sup>): 2900  
Building complexity (NOS level): 3

### Benchmarks

Buildings similar to this one could have ratings as follows:  
59 If newly built  
113 If typical of the existing stock

# Display Energy Certificate



How efficiently is this building being used?

Certificate Reference Number:  
9200-5046-0178-9728-5130

This certificate indicates how much energy is being used to operate this building. The operational rating is based on meter readings of all the energy actually used in the building. It is compared to a benchmark that represents performance indicative of all buildings of this type. There is more advice on how to interpret this information on the Government's website [www.communities.gov.uk/epbd](http://www.communities.gov.uk/epbd).

## Energy Performance Operational Rating

This tells you how efficiently energy has been used in the building. The numbers do not represent actual units of energy consumed; they represent comparative energy efficiency. 100 would be typical for this kind of building.

More energy efficient

A 0-25

B 26-50

C 51-75

D 76-100

100 would be typical

E 101-125

F 126-150

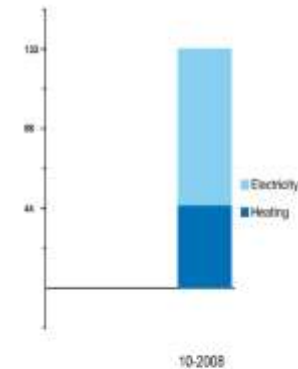
G Over 150

Less energy efficient

◀ 113

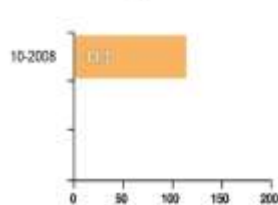
## Total CO<sub>2</sub> Emissions

This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO<sub>2</sub>.



## Previous Operational Ratings

This tells you how efficiently energy has been used in this building over the last three accounting periods.

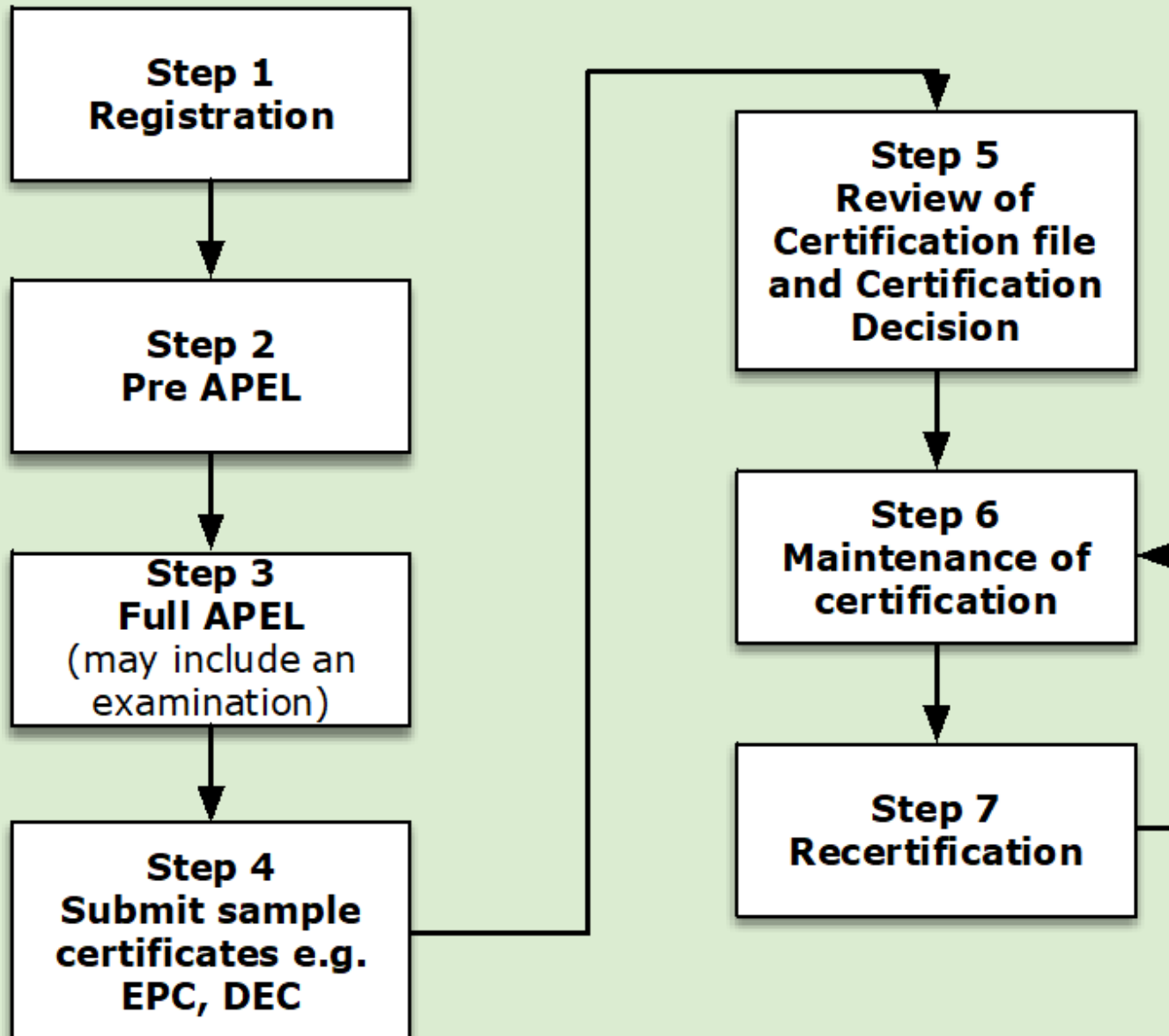




# Application process for an LCEA

- 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 DECAs. (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)

# LCEA APEL Application



# 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](https://www.cibsecertification.co.uk/Registration/Become-a-CIBSE-(LCEA)-Low-Carbon-Energy-Assessor-t/Applying-via-the-APEL-Route)



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[Registration](#) > [Become a CIBSE \(LCEA\) Low Carbon Energy Assessor to produce Non Domestic EPCs](#) > Applying via the APEL Route

## Applying via the APEL Route

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/>

The screenshot shows the CIBSE Certification Application Portal. At the top right, there are 'Log In' and 'Register' buttons. The main header reads 'CIBSE Certification Application Portal for EPC, DEC and AC LCEA's'. Below this is a 'Programs' section with a search bar and navigation icons. Three program cards are visible: EPC, DEC, and AC. Each card includes a title, a date for accepting applications (27 Sep 2018 12:00 AM UTC), a description of the certification, and a 'MORE >' button.

**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

OR

First name


Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**CREATE ACCOUNT**



# Create a new application

- log in to your account
- click view programs

 Programs  My Applications

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.

[MORE >](#)

### 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.

[MORE >](#)

### 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.



























[MORE >](#)

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.

The screenshot shows a web application interface for Pre-APEL. At the top right, there are navigation links for 'Programs' and a home icon. On the left, a summary box indicates '0 of 5 required tasks complete' with a progress bar and a timestamp 'Last edited: 27 May 2020 10:34 PM (BST)'. Below this are 'REVIEW' and 'SUBMIT' buttons. The main content area features a header for 'EPC' with a 'Preview' link and a three-dot menu. The ID 'EPC-2148347936' is displayed. Below the ID are tabs for 'APPLICATION' (selected) and 'ACTIVITY'. A 'Your tasks' section lists six tasks, each with a document icon and a right-pointing arrow:

- Select Strand
- Option to Skip (optional)  
Cannot be started at this time
- Personal Details
- Employer Details
- CV [EPC]
- Declaration  
Cannot be started at this time

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.

Your tasks		
	 EPC Statement	>
	 Employer Details	>
	 Personal Details	>
	 Code of Conduct (Rev. 12)	>
	 CPD	>
	 Photo ID and Passport style picture	>
	 Select Membership	>
	 NOS Form/Units Cannot be started at this time	>
	 Qualifications	>
	 Qualifications Upload	>
	 Insurance Documents Selection	>
	 CV [EPC]	>
	 Select Software	>

## Application portal General Account FAQ

<https://help.smapply.io/hc/en-us/articles/360032514674-General-Account-FAQ>

## Completing an Application FAQ

<https://help.smapply.io/hc/en-us/articles/115001445354-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](mailto: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?



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