DEC APEL Application Scheme 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:

1. **Proof of Identity** – Submit a copy of your passport, driving license or relevant photo ID.
2. **Statement & CV** – The statement and CV that you have already provided for your Pre-APEL will be copied across to your main application, however, you may be required to submit an up to date CV. If you have chosen to bypass the Pre-APEL stage you will need to submit your CV and statement.
3. **Insurance** – Submit a copy of your company's Professional Indemnity Insurance (PII) certificate (min £100,000.00 for all levels), and a copy of your company's Public Liability Insurance (PLI) certificate (min £1,000,000.00).
4. **Membership** – Submit a copy of your current professional membership(s) certificates if applicable.
5. **Qualification** – List your qualifications and submit copies of all supporting certificates. The certificates must be signed and verified by the awarding body, senior manager or a client. You must also provide an examination certificate to demonstrate your competence in the use of your chosen software.
6. **Continual Professional Development (CPD)** – Submit a CPD record for the past two calendar years plus the current year. Full CPD requirements can be found here. NB. CPD is ongoing therefore you are required to complete your record even after achieving registration.
7. **NOS Requirement** – You must be able to meet the NOS Performance Criteria and Knowledge and Understanding sections of the APEL application. Download DEC NOS. You may be exempt from completing NOS sections 1and 2.1 of the form if you are a full member of CIBSE or another professional body listed in the Table of professional bodies.
8. **Software samples** – Provide 1 draft DEC for assessment.
   You will need to provide evidence of how you meet the NOS in full, which will include your ability to use the operational rating software. You will need to submit 1 sample DEC with an accompanying advisory report.
   CIBSE Certification can provide a sample DEC that you can use for assessment, should you require this please contact Certification at epc@cibsecertification.org.
9. **Referee** – Provide the name and contact details of your manager/director or senior client representative that has known you for 2 years or more and can verify your work and APEL application.

10. **Code of Conduct** – You must read and accept the terms in the CIBSE Certification Code of Conduct.
11. **Declaration** – You will need to read all the Scheme documentation on the Declaration page before submitting your APEL form.
12. **Assessment fee** – Once you have submitted the APEL form you will be required to pay a one-off assessment fee; you can do this online by credit/debit card. The assessment fee must be paid before we start the screening process.

Exam Information

If you have not already done so you will need to pass the CIBSE Low Carbon Consultant (LCC) Building Operation exam provided by CIBSE Training.

Software Exam Information

Complete and pass the DEC Theory and ORCalc assessment provided by CIBSE Training or another software provider and upload your relevant software certificate in the online APEL form.

Certification Fees

- One off non-refundable assessment fee: £450 + VAT (an additional assessment fee of £200 + VAT may be applicable for additional reviews)
- Annual registration fee: £330 + VAT

If you are already a CIBSE Certification EPC Assessor or Air Conditioning Inspector the annual registration fee for the DEC register is £150 + VAT.

The DEC registration includes FREE entry on the LCC Building Operation register.