

AC 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 licence 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 employer's Professional Indemnity Insurance (PII) certificate (ACI Level 3 - £50,000 for each claim in relation to any particular Level 3 ACIR; ACI Level 4 - £500,000 for each claim in relation to any particular Level 4 ACIR), and a copy of your employer'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.
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 AC NOS](#).
You may be exempt from completing NOS sections 1 of the form if you are a full member of CIBSE or another professional body listed in the [Table of professional bodies](#).
8. **AC Projects** – Submit 3 air conditioning reports for assessment.
If applying for Level 4 certification all 3 DRAFT reports must be for Complex Systems, including a range of types using TM44 or equivalent.
If applying for Level 3 certification all 3 DRAFT reports must be for Simple Systems. The 3 AC projects must follow the TM44 methodology.
For definitions of system types please see page 5 of the CIBSE TM44 Inspection of Air Conditioning Systems publication version 2012.
(NB: your potential clients must be made aware of your 'Provisionally Approved' status before commissions are agreed and any reports submitted to clients should also remain as 'DRAFT' until full registration is achieved. Please refrain from undertaking more than 3 AC inspections, as a report is not a legal document until fully registered status is achieved and the report is lodged on the online register.)
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, accept and sign that you agree to comply with the terms in the CIBSE Certification Code of Conduct (CCMP 006).

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.

Air Conditioning Inspection for Buildings course/ T44 course Information

Training on [TM44](#) is provided by CIBSE Training. This course is not mandatory but recommended for the APEL application.

Certification Fees

- One off non-refundable assessment fee: £450 + VAT (an additional assessment fee of £200 + VAT may be applicable for additional reviews and this will be advised to you if necessary)
- Annual registration fee: £330 + VAT

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