

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 Assessor	Provision of Air Conditioning Inspection Reports (ACIRs)

The role above is offered under the MHCLG Accredited Energy Assessor Scheme approval granted in January 2008 and the Scotland Government Building Standards Division.

Knowledge of the requirements of Part L of the Building Regulations is required.

NB. All ACIRs for properties in Scotland must be submitted to CIBSE Certification at epc@cibsecertification.org

2 Scope

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

- CIBSE 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 APEL entry requirements. All applicants for the AC Inspection Register must also fulfil the application requirements below.

3 Application

3.1 Prerequisites

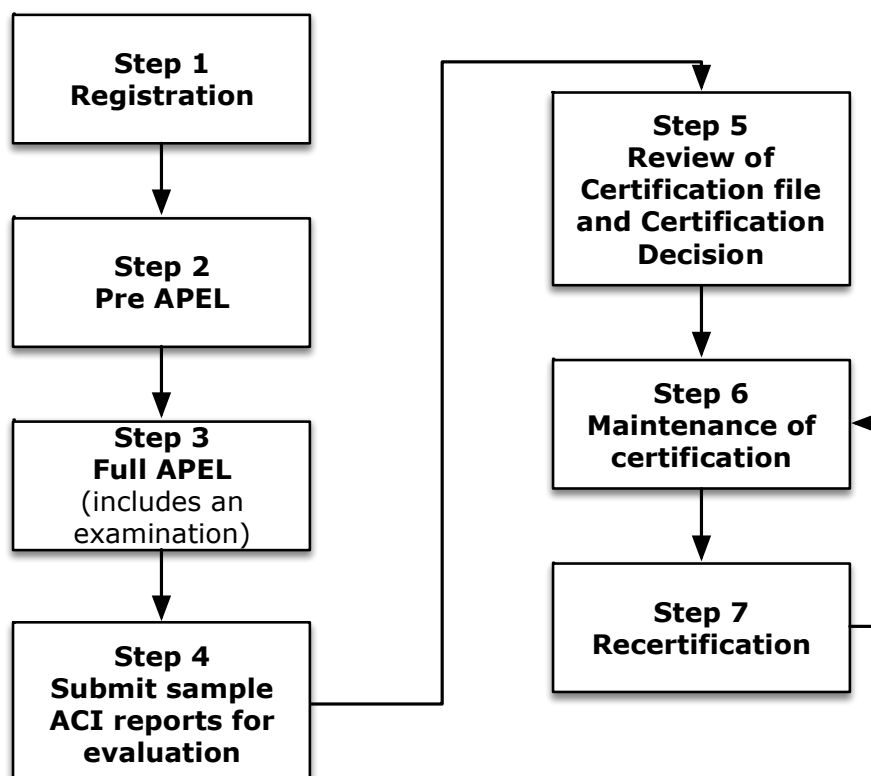
In order to join the register you will be required to submit an application form through the Approval of Prior and Experiential Learning (APEL) route and include the below as a minimum:

- 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 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 Application process



Step 1, Registration – This step allows us to send you your password and login details for the online application process.

Step 2, Pre APEL – This stage allows you to input some general information about you and your experience so that we can make a decision regarding your eligibility to proceed with a full application.

This saves you time and money because this stage is free of charge and we may advise that you need more experience before making a full application.

Step 3, Full APEL – Pay assessment fee on submission of the full APEL application. Once this part of the process is complete we require full payment of the registration fee.

This part of the process requires:

- Full and comprehensive details of your experience and qualifications
- Professional Indemnity Insurance and Public Liability Insurance details
- Copies of certificates and other evidence of competence
- A check of your CPD records
- The name of a person who is prepared to act as a referee and to confirm that the information you provide is true and complete
- That you provide evidence of having passed an assessment testing your understanding of the Part L of Building Regulation as they apply to Air Conditioning Inspectors.

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Step 4, Once you have been provisionally approved you will be required to submit three sample ACI reports that you have prepared, for evaluation to help prove your competence as an ACI and understanding of the associated Regulations. We review these reports as part of the application process.

Step 5, Review of the Certification file and Certification Decision – A full and comprehensive review of all the information provided during the application process is performed to determine whether all of the requirements for certification have been met. The outcome of this review is either certification, a request to provide additional information or in some circumstances a rejection.

Step 6, Maintenance of certification – There are specific requirements that you must meet to ensure your certification continues, see section 4 of this document.

Step 7, Recertification – Every three years' certification is renewed. The specific requirements for this are given in Section 5 of this document.

3.3 Transfer route

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

3.4 Fees

The assessment fee is payable at the time of application and the registration fee is pro rata if joining part way through the year, otherwise the full amount is due.

The fees for the register are contained on the CIBSE Certification Website.

3.5 Certification & Listing on the AC Register

Once it is confirmed that all the information required has been submitted and 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 credentials.

Registration fees are renewed annually.

Document CCP 136 Suspension Withdrawal and other changes to Certification details the definitions of various certification statuses and the process for any changes to those statuses, e.g. suspension, withdrawal of certification, reduction of the scope of certification or applying a period of respite; it also describes the circumstances where these may occur.

3.6 Change of Details

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

- Name
- Address
- Employer
- Work telephone number and email address

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- 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

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 their 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 learning and continuing professional development, (this is to be part of and not in addition to any existing institutional requirements you may have if you are a CIBSE member). All CPD records are audited annually.

4.2.3 Further Training and Assessment

Registrants will receive due notice before any further assessments are required. Reasons for further training and assessments 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.

Air Conditioning Inspectors with additional organisations on their account

Additional organisations are added on request with an expiry date of 31 August.

On renewal the Lodgement Portal will be checked to see if lodgements have been made on the account, if not, the LCEA will be contacted to ascertain whether the account is still required. If the account is required this will be included in the renewal process.

If the account is not required the additional organisation will be withdrawn and the database updated.

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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 which will be provided to you upon registration.

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

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 they 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 a period of up to 12 months
- 7.2.2 The Respite period shall start on a date that the Registrant indicates to the Certification Systems 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 No more than one period of Respite shall be permitted sequentially.
- 7.2.5 If after 12 months the Registrant does not resume, their registration shall be regarded as withdrawn.
- 7.2.6 It is the Registrants responsibility to ensure that at the end of the Respite period they contact CIBSE Certification to ensure ongoing certification.
- 7.2.7 During Respite the Registrant may take part in training and CPD activities at their own discretion.
- 7.2.8 If as a result of a period of Respite the Registrant misses out on update training/assessment then they will have to take appropriate training and assessment (where appropriate) (this may include taking the full course) to gain the necessary competencies to maintain registration.
- 7.2.9 CPD shall be made for the period of Respite, a nil return stating that they have been on Respite will be acceptable, where appropriate
- 7.2.10 CIBSE Certification reserve the right to refuse a period of Respite and reasons for that will be given to the Registrant.
- 7.2.11 The Respite request will be recorded on the internal database

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7.3 How to apply

In the first instance Registrants should write to the Certification Systems 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 Systems 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 disputes 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 AC inspection reports provided to clients must be audited to ensure their quality.

9.1 Desk audit

If selected for audit 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 AC Inspector.

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