

Thank you for choosing the NHER Accreditation Scheme. Our aim is to make the joining process as simple and straightforward for you as possible. If you have any questions or concerns, please contact our Membership team on 01908 442277. The team is specifically in place to help you so do call them and they will be more than happy to talk you through what you need to do and answer any specific questions that you may have.

Please read this application form in conjunction with the membership agreement, membership rules, payment and charges schedule and relevant product rules. We look forward to welcoming you as a member of our Scheme.

Please note if you wish to complete reports in Scotland you should complete the separate NHER Accreditation Scheme for Energy Assessments in Scotland application form.

1. Which reports you would like to produce

- Existing Dwelling Energy Performance Certificates (England & Wales and/or Northern Ireland)
- On Construction Dwelling Energy Performance Certificates (England & Wales and/or Northern Ireland)
- Commercial Energy Performance Certificates (Level 3 Buildings - England & Wales and/or Northern Ireland)
- Commercial Energy Performance Certificates (Level 3 and 4 Buildings - England & Wales and/or Northern Ireland)
- On Construction Commercial Energy Performance Certificates (Level 3 and 4 Buildings – England & Wales and/or Northern Ireland)
- Display Energy Certificates and Advisory Reports

2. Personal Details

Title:	First Name*:
Middle Name:	Last Name*:
Display Name:	
Previous Name(s):	Date of Birth:

* As recorded on your passport, driving licence or birth certificate. You must provide this information but can also provide a display name which will appear on the relevant Central Register in place of your first name and surname e.g. Bob Smith instead of Robert Smith.

3. Contact details

Address line 1:

Address line 2:

Town/city:

Postcode:

Email Address:

Telephone:

Alternative Telephone:

4. Qualification/APEL

For each report type you wish to produce, you must either hold a relevant qualification issued by an approved awarding body, or be a practitioner whose competencies have been assessed and approved as meeting the APEL (Accreditation of Prior Experiential Learning) requirements.

Qualification APEL

Qualification/APEL name 1:

Training Centre 1:

Qualification/APEL number 1:

Date Qualified:

Awarding Body:

Qualification/APEL name 2:

Training Centre 2:

Qualification/APEL Number 2:

Date Qualified:

Awarding Body:

If you are applying for multiple strands please provide details for all qualifications (use continuation sheets if necessary)

5. Other or Previous Memberships

Please declare all previous/ongoing memberships of other accreditation schemes

None

Scheme Name:

Membership Number:

Date of Application or Membership:

Reason for Leaving if applicable:

Please provide details of all other/previous schemes. Use continuation sheets if necessary.
If you are joining us from another scheme please provide a record of your Continuous Professional Development from the last 12 months to prove your ongoing competency.
If you have not yet joined an accreditation scheme but qualified more than 1 year ago, please provide a summary of how you have maintained your competency.

6. Insurance

We will provide professional indemnity and public liability insurance free of charge for the following report types when they are lodged via our software:

- **Existing Dwelling Energy Performance Certificates**
- **Level 3 and 4 Existing Commercial Energy Performance Certificates**
- **Display Energy Certificates and Advisory Reports**

We do not provide insurance cover for **On Construction Commercial Energy Performance Certificates** so you will need to use your own or your employer's. You will need to supply a copy of your/ your employer's insurance cover note/ certificate or broker's letter confirming the existence of appropriate public liability and professional indemnity insurance cover, as detailed in the Product Rules, with your application pack.

We provide insurance for **On Construction Dwelling Energy Performance Certificates** which can be purchased from us on a per report basis or you can use your own or your employer's policy.

Please select which you would like to do:

Use the NHER Accreditation Scheme's combined professional indemnity and public liability insurance policy and pay on a per report basis

Use my own/my employer's policy and supply copies of the insurance as detailed in the Product Rules, with my application pack

7. Central Register and NHER Accreditation Scheme Find an Assessor information

All active members of accreditation schemes must be listed on the relevant Central Register. The minimum required information listed is:

- **Your name** (your first name and surname will be listed unless you provide an alternative display name)
- **Your contact address** (you can list a personal address, company address or the scheme's own address)
- **Your membership number** (which we will issue to you)
- **Your qualifications** (the accreditations you hold with our scheme)
- **Your membership status** (active, not active, suspended, struck off, deleted)
- **Your contact telephone number** (you must display an active telephone number)
- **Your contact email address** (you must display an active email address)

If you do not complete the information below, the required details will be taken from your personal details as provided on page 2 of the application form.

Company name:	
Company Registration Number (if applicable) as listed on Companies House:	
Use Own/Company Address: <input type="checkbox"/>	Use Scheme Address: <input type="checkbox"/>
Own/ Company Address:	
Telephone number:	
Fax number:	
Base postcode (used to drive a search facility):	
Email address:	
Website address:	
Post code coverage (2-4 characters per code, to a maximum of 255 characters e.g. MK, MK5 or MK51):	

Please be aware that if you do not provide a base postcode or postcode coverage, your details will not be displayed to someone conducting a random geographical search and you can only be located if someone knows your specific membership number or name

8. Document Checklist

- A. A colour photocopy of your qualification diploma or APEL approval (if not qualified through NHER)
- B. A colour photocopy of the personal details page of your valid passport, or a colour photocopy of the photo-card of your valid UK driving licence. Please call us on 01908 442277 if you do not have either of the above
- C. If you are already a member of another accreditation scheme or if you have not ever accredited with another scheme but it has been over 1 year since you gained your qualification, a summary of your Continuous Professional Development to prove your ongoing competence

If you want to produce Existing Dwelling Energy Performance Certificates:

- D. The original or authenticated colour copy of your basic level criminal disclosure document which is no more than 1 year old. **Please see the document 'How to apply for your basic disclosure' for further information**
- E. A colour photocopy of your Domestic Energy Assessor Professional Development certificate if applicable
- F. All DEAs must carry an Accreditation Scheme identity card when undertaking assessments. A recently taken facial photograph of yourself **should be emailed to** membership@nesltd.co.uk

If you want to produce On Construction Dwelling Energy Performance Certificates

- G. A copy of the insurance certificate and a broker's letter confirming that the insurance covers this report type if you want to use your/your employers insurance
- H. If you did not train with NHER, you will need to purchase the NHER Plan Assessor software at a cost of £750 + VAT. **Please see the Payments and Charges schedule for further details.**

If you want to produce Commercial On Construction Energy Performance Certificates

- I. A copy of your/ your employer's insurance certificate and a broker's letter confirming that the insurance covers this report type

9. Declarations

Please read the following declarations prior to signing and dating this application.

- A. I understand that the following information will be publicly available on the relevant Central Register and NHER Find an Assessor list whilst I am a member:
- I. My name
 - II. My unique membership number and my membership status
 - III. My qualification(s)
 - IV. A contact address and my email address and telephone number
- B. I agree that the information which I disclose in this form may be shared with other accreditation schemes, the operator of a Central Register, the Green Deal Oversight Body, Green Deal Certification Bodies, the Department of Energy and Climate Change (DECC), Department for Communities and Local Government (DCLG) and any employee, sub-contractor or agent acting on their behalf. I understand that other Accreditation Schemes may consider changes to my membership status, and the reasons for these changes, when considering my application to join that scheme or my ongoing membership with that scheme. I also agree that the Scheme may pass my name and contact details and any other personal information I have supplied to the Scheme to its employees, sub-contractors or agents to enable them to fulfil its obligations
- C. I agree that any of the bodies detailed in Section 9B above may be informed of any of the following:
- I. A failure to meet the Code of Conduct
 - II. The production of defective EPCs
 - III. A failure to meet CPD requirements
 - IV. Other matters relevant to the Code of Conduct
 - V. Complaints against you of which we have knowledge
 - VI. Competence assessments, including the outcome of any QA checks
 - VII. My CPD records
- D. I confirm that I have answered all the questions on this application form to the best of my knowledge, information and belief and that I have not withheld any relevant information
- E. I agree to notify the Scheme immediately of any changes in my personal circumstances that means I am unable to undertake inspections
- F. I confirm that I have in place a customer complaint policy that meets Scheme Rules
- G. I confirm that I have in place appropriate Public Liability and Professional Indemnity Insurance (if applicable)
- H. I confirm I will be bound by Scheme disciplinary procedures unless they are overturned on appeal
- I. I will inform the Scheme if any of the following statements apply now or if they do in the future:

- I. Disciplinary proceedings or consumer redress actions have been taken or awarded against me by any other accreditation or certification scheme, professional or regulatory body, trade association or any similar organisation
 - II. Any application I have made to join any other accreditation or certification scheme, professional or regulatory body, trade association or any similar organisation has been declined at any time for any reason
 - III. I have had a suspension or withdrawal of membership by or from any other accreditation or certification scheme, professional or regulatory body, trade association or any similar organisation at any time
 - IV. I have been unable to obtain Indemnity Insurance or special conditions or premiums have been applied to such a policy
- J. By signing this application form, I confirm that I have read and understood the following documents which I agree I will be bound by in order to become and remain a member:

- I. Membership Scheme Rules**
- II. Product Rules (please read each of the Product Rules that relate to your membership)**
- III. Membership Agreement**

(The documents are available to download from our website within the supporting documentation folder: <http://www.nesltd.co.uk/content/accreditation>)

Applicant's Signature.....

Application Date.....

Thank you for completing this Application Form. Please send it with your completed application pack to the address below or by email to membership@nesltd.co.uk:

Membership Department
NHER Accreditation Scheme
National Energy Services
Davy Avenue
Knowlhill
Milton Keynes
MK5 8NA

If you need help to complete this form or if you have any questions, do please call us on 01908 442277 or email us at membership@nesltd.co.uk

10. What happens next?

A. Checks to be carried out

- i. If your Application Form indicates that you have had membership of another relevant accreditation scheme refused or withdrawn we will contact that scheme to determine the circumstances. If you are a current member of any other scheme we shall check if you are currently subject to heightened quality assurance checks
- ii. We will check your identity using your passport or driving licence
- iii. If you are joining us from another accreditation scheme we will check your Continuous Professional Development (CPD) from the last 12 months to prove your ongoing competency. If you have not yet joined an accreditation scheme but qualified more than a year ago, we will check your summary of how you have maintained your competence as part of your application
- iv. We may require you to undertake an accompanied site visit or a professional discussion prior to registration. This will only be if we determine it is necessary; for example, if you have not lodged an EPC in over a year or are unable to prove you have maintained your CPD. We will inform you at the time of application if this will be required
- v. For applicants who have selected Existing Dwelling Energy Performance Certificates we will check to see the result of your basic criminal record disclosure search. We have formal guidelines for assessing the relevance of criminal records; copies of these are available on request from us

B. Acceptance into the scheme

If you are successful you will receive a Welcome Pack containing the Certificate of Membership with its unique membership number and a Frequently Asked Questions document. If you have selected Existing Dwelling Energy Performance Certificates you will also receive your Identity Card. If you are not successful you will be notified in writing of the reasons for refusal

C. How to Add Further Reports to an Existing Membership

Please inform us of the additional reports you wish to add to your existing membership by emailing membership@nesltd.co.uk or calling 01908 442277. You will be advised of the information you will need to provide, which may differ depending on the report concerned. We will also advise you regarding any relevant payments and charges for these additional reports.