

# Domestic BER Assessor Registration Form

**Please ensure that each section of the registration form has been completed correctly and in full, and that you have provided all of the required information.**

Incomplete registration forms may result in a delay in your application and/or your application being returned to you. Additional information on the pre-qualification requirements to registering as a BER Assessor is available on SEAI’s website. We advise that you review this information prior to completing your registration form.

If you are unsure how to complete your registration form or have any questions regarding the information being requested, please contact the BER Helpdesk at [info@ber.seai.ie](mailto:info@ber.seai.ie)

<b>1. Pre-qualification Criteria:</b>	
<p><b>To join the register, Domestic Assessors require an NFQ Level 6 <u>Advanced /Higher Certificate (120 ECTS credits)</u> in construction studies (or similar) or a recognised equivalent.</b></p> <p>Please refer to the Domestic BER Assessors Pre-Qualification Registration Checklist available on SEAI’s website here, to assist you in determining if you have fulfilled the pre-qualification requirements.</p>	
<p><b>Please ensure that you have met the pre-qualification requirements before completing your registration to become a BER Assessor.</b></p>	
<p><b>1a.</b> Please review statements 1-3 below.</p> <p>1. Do you hold a NFQ Level 6 Advanced /Higher Certificate (120 ECTS credits) in construction studies (or similar)?</p> <p style="text-align: center;"><b>Or</b></p> <p>2. Can you demonstrate the accumulation of 120 ECTS credits by providing details of a combination of awards, courses, modules and/or components within construction studies (or similar)? Please see the BER Registration Checklist for more details.</p> <p style="text-align: center;"><b>Or</b></p> <p>3. Do you hold an international qualification and/or qualifications in construction studies (or similar), that is equivalent to an NFQ Level 6 Advanced/Higher Certificate / 120 ECTS credits?</p> <p>If at least <u>one</u> of these options are relevant to you, please select option '<b>Yes</b>' from the tick box on the right.</p> <p>If none of these options are relevant to you, please select '<b>No</b>' from the tick box on the right and proceed as directed.</p>	<p><input type="checkbox"/> <b>Yes</b> – please complete section <b>1b</b> and proceed to <b>Section 2</b></p> <p><input type="checkbox"/> <b>No</b> – please proceed to section <b>1c and 1d</b></p>

**1b.** Please provide details of qualifications awarded as described in Section 1a;

**Please ensure that you provide the below information:**

- Name of course/qualification;
- Name of course/qualification provider;
- Description of modules covered and ECTS credits awarded.

**Please submit a copy of your certificate(s) as proof alongside your registration application.**

**1c.** Equivalence may be defined as a combination of an appropriate construction-related qualification **and** significant relevant experience.

This route to registration may be used by candidates who **do not** hold a NFQ Level 6 Advanced/Higher Certificate in construction studies.

Candidates seeking to register under equivalence, must fully meet **both** pre-qualification requirements as described below;

1. The accumulation of **60 ECTS credits** by providing details of appropriate and completed construction-related awards, qualifications/studies/courses/modules/components from a recognised awarding body.

*(Relevant studies/courses/modules/components may include QQI Minor Awards, Special Purpose or Supplemental Awards, where candidates can provide details of ECTS credits awarded by a recognised awarding body).*

**Or**

Can demonstrate the completion of a Level 6 Advanced/Higher Certificate (120 ECTS credits) (or higher) in a discipline not construction-related.

**And**

2. Can demonstrate 2-years of significant relevant experience within a construction-related environment and demonstrate a basic understanding of domestic building systems.

Please refer to the BER Registration Checklist for additional information.

**1c (cont.)** Can you demonstrate the accumulation of 60 ECTS credits through completed construction-related qualifications **and** demonstrate 2-years significant relevant experience?

**Yes** – please complete section **1d** and proceed to **Section 2**

**No** – please submit your completed construction-related qualifications and significant relevant experience to [info@ber.seai.ie](mailto:info@ber.seai.ie) for review and further advice

**1d.** Please provide details of;

1. The accumulation of **60 ECTS credits** by providing details of appropriate and completed construction-related qualifications from a recognised awarding body.

**Or**

Can demonstrate the completion of a Level 6 Advanced/Higher Certificate (120 ECTS credits) (or higher) in a discipline not construction-related.

**Please ensure that you provide the below information to support your qualifications:**

- Name of course/qualification;
- Name of course/qualification provider;
- Description of modules covered and ECTS credits awarded.

- Copy of relevant certificate(s)

**And**

2. Demonstration of **2-years** of significant relevant experience.

**Please ensure that you provide the following to substantiate your description(s) of significant relevant experience, such as:**

- Work or job title,
- Duration of experience,
- Description of tasks completed/managed

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## 2. BER Training Course

Candidates must demonstrate the successful completion of the QQI 6N0732 Domestic BER Training Course with one of SEAI's registered training providers.

Candidates are required to achieve a minimum grade of **70%** in the QQI 6N0732 Domestic BER Training Course in order to register with SEAI as BER assessor.

Please note that all grades will be validated with the relevant BER Training Provider prior to registration.

**2a.** Please provide details of your completed QQI 6N0732 BER Training Course;

- Name of training course;
- Name of training course provider;
- Date of certification;
- Grade achieved;

**Please submit a copy of your certificate with your registration application.**

**2b.** Was your initial QQI 6N0732 BER Training Course completed over 24 months ago?

**Yes** – please proceed to and complete section **2c and 2d** and proceed to section **2e**.

**No** – please proceed to section **2d**.

**2c.** Candidates who have completed their initial QQI 6N0732 BER Training Course more than 24-months ago are required to have completed a Domestic BER Refresher Course with one of SEAI's listed training course providers.

Please provide course details:

- Name of training course;
- Name of training course provider;
- Date of certification;
- Grade achieved;

**Please submit a copy of your certificate with your registration application.**

<p><b>2d.</b> Is this your first-time registering as a BER assessor with SEAI?</p>	<input type="checkbox"/> <b>Yes</b> – please proceed to <b>Section 3.</b>
<p><b>2e.</b> Have 24-months or more lapsed since you were previously registered as a domestic BER assessor with SEAI?</p>	<input type="checkbox"/> <b>No</b> – please complete section <b>2e.</b>
<p><b>2f.</b> Candidates who have not been registered as a domestic BER assessor for the preceding 24-months or more are required to have completed a Domestic BER Refresher Course with one of SEAI's listed training course providers.</p>	<input type="checkbox"/> <b>Yes</b> – please proceed to section <b>2f.</b>
<p>Please provide the below details:</p> <ul style="list-style-type: none"> <li>• Previous BER assessor number</li> <li>• Name of training course;</li> <li>• Name of training course provider;</li> <li>• Date of certification;</li> <li>• Grade achieved;</li> </ul> <p><b>You will be required to submit a copy of your certificate with your registration application.</b></p>	<input type="checkbox"/> <b>No</b> – please proceed <b>Section 3.</b>

### 3. Assessor Registration Details - Public

Please provide the below information to appear on the public register of BER assessor.

Fields marked with an asterisk (\*) indicate mandatory fields.

<b>Title:</b> (Mr / Ms, etc.) *	<b>First Name:</b> *	<b>Surname:</b> *	
<b>Company / Trading Name:</b> (If relevant)		<b>Registered Business Number:</b> (If applicable)	
<b>Business Address:</b> *			
<b>Email Address:</b> *			
<b>Website:</b>			
<b>Telephone / Mobile Number:</b> *			
<b>Locations Covered:</b> (tick as appropriate)	<input type="checkbox"/> Connaught <input type="checkbox"/> Munster <input type="checkbox"/> Ulster <input type="checkbox"/> Dublin <input type="checkbox"/> Rest of Leinster		

### 4. Business Details

Please provide Tax Clearance Details or attach Tax Clearance Certificate to form

<b>PPSN/Tax Reference Number:</b>	
<b>Access Number:</b>	



## 5. Assessor Registration Details - Private

Please provide the below information for use by SEAI in setting up and maintaining your BER assessor account.

**Date of Birth: \***

**Telephone / Mobile Number: \***  
(if different from above)

**Registered Email Address: \***  
(if different from above)

**Registered BER Assessors are obliged to maintain an active email address in accordance with the scheme rules.**

**This email address will be used by SEAI for all official correspondence with the BER Assessor.**

## 6. Record Keeping Details

Complete the relevant section of the registration form as outlined below.

Please tick where appropriate.

Records of BER Assessments carried out by myself as a Sole Trader, will be maintained by me in accordance with the scheme rules.

**Or**

Records of BER Assessments carried out by BER Assessors registered under this Company will be maintained by this Company in accordance with the scheme rules.

**I agree to allow auditors on behalf of SEAI visit and check these records if required.**

## 7. Declaration and Signature of person to be Registered

Complete the relevant section of the registration form as outlined below.

I have read and hereby accept, as a condition of registration as a Domestic BER Assessor, the provisions of the **Code of Practice for BER Assessors**, valid on today's date.

I hereby give authorisation for SEAI to verify my credentials with the listed organisations.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 8. Support of BER Assessor Registration

Section 7 should be completed by the person responsible for the maintenance of records, if details differ from that of the person applying to register as a domestic BER assessor.

**Name of Applicant: \***

**Name of Employer: \***

**BER Employer Number:**

**Note:** If you have already registered as an Employer for a Domestic or Non-Domestic BER Assessor you will have been assigned an Employer number by SEAI. Please enter it in the box above and proceed directly to **Section 8.**

**Employer's Address: \***

**Employer's CRO No: \***

**Employer's Registered email: \***

**Employer's Contact Name:**

**Website:**

**Telephone:**

## 9. Declaration and Signature for Payment

Section 8 should be completed by the person responsible for the payment of registration and renewal fees and levies.

I, \_\_\_\_\_ of \_\_\_\_\_ (Company Name if relevant), have read SEAI's Code of Practice for BER Assessors. In consideration of SEAI's agreement to register the named person in **Section 3** of the BER Assessor Registration Form, we undertake to the Sustainable Energy Authority of Ireland (SEAI):

- To release and indemnify SEAI against all actions, proceedings, claims or demands whatsoever arising out of or in connection with the execution of BER Assessments and acknowledge that no liability shall attach to SEAI:
  - For any error, omission or malpractice arising from whatever cause in the execution of a BER Assessment carried out by a BER Assessor.
  - For the negligent or otherwise wrongful act or omission by the BER Assessor and
  - For a breach by the BER Assessor of the Regulations or of the Code of Practice for BER Assessors.
- To take responsibility for maintenance of such records and calculations as would be required to support and defend, should they be questioned, BER ratings carried out by the BER Assessor and
- To pay charges to SEAI in relation to the BER Assessor's registration, annual registration renewal and the publication of Building Energy Ratings carried out by the BER Assessor and hereby authorise payment from my account for such charges.

I undertake, further, to notify SEAI in writing if the named person in **Section 3** of the Assessor Registration Form ceases to be authorised to carry out BER Assessments, or if we decide to cease operations as a BER Assessor.

I understand that SEAI will provide us with monthly statements of our account related to Building Energy Rating and related activities.

I agree to pay the registration fee, subsequent annual renewal fees and BER assessment publication levies. I also hereby accept that these fees paid to SEAI are non-refundable.

Name of Authorised Signatory: \_\_\_\_\_

Title of Authorised Signatory:

\_\_\_\_\_

Signature of Authorised Signatory: \_\_\_\_\_

Company Stamp or Seal

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## SEPA Direct Debit Mandate

Unique Mandate Reference:

Creditor Identifier:



By signing this mandate form, you authorise (A) Sustainable Energy Authority of Ireland to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Sustainable Energy Authority of Ireland.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields below marked \*

\*Name of Account Holder:

\*Your Address:  
Address Line 1:

Address Line 2:

\*City/postcode:

\*Country:

\*IBAN Number:

\*Swift BIC:

Please post completed mandate to  
 \*Creditors Name: Sustainable Energy Authority of Ireland  
 \*Creditors Address Line 1: PO Box 135, Cahirciveen  
 \*Address Line 2: Co Kerry  
 \*Country: Ireland

\*Type of payment Recurrent  **or** One-Off Payment  (Please tick ✓)

\*Signature(s): \_\_\_\_\_

\*Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

## BER Assessor Certificate of Insurance

This form must be completed by a Registered Insurance Broker or Agent or Insurance Company licensed to issue cover in the Republic of Ireland, as approved by the Financial Regulator. cover in the Republic of Ireland, as approved by the Financial Regulator.

### Assessor / Insured Details:

Name of BER Assessor (s)/ Insured:	
SEAI BER Assessor Number(s):	
SEAI BER Employer Number:	
Business Name as per SEAI BER registration:	
Full Business description (as per policy):	

### Public / Products Liability Insurance:

Policy provides an indemnity minimum limit of €6,500,000 any one event for Public Liability

Policy No.	Insurers:
Cover Start date:	Expiration date:

### Professional Indemnity Insurance:

Professional liability insurance with a minimum limited of €1,300,000 for any one claim

Policy No.	Insurers:
Cover Start date:	Expiration date:

### Employers Liability Insurance:

Number of employees directly employed by your company.  
Employers liability insurance is not mandatory if the number of employees is zero

Policy provides an indemnity limit of not less than €13,000,000 for any one event

Policy No.	Insurers:
Cover Start date:	Expiration date:

We hereby certify that the above mentioned BER Assessor holds the indicated insurances including the minimum standards as indicated / required by the Sustainable Energy Authority of Ireland (SEAI) for participation as a Registered BER Assessor. Policy documents and current renewal receipts must be available for inspection by SEAI or their appointed agents.

Insurance is an ongoing requirement for registration with SEAI and details must be completed with each new policy.

- The policies are in the jurisdiction of the Republic of Ireland Indemnity includes accidents occurring anywhere in Ireland Policy is current and the premium has been paid;
- Insurance Company or Broker or Agent's Details:

<b>Name:</b>		Insurance Company or Broker or Agent's Stamp
<b>Signed:</b>		
<b>Position / Status:</b>		
<b>Date:</b>		

## Registration Checklist

Please ensure you have obtained and provided all of the relevant below documentation to submit alongside your Domestic BER Assessor application.

**If the registration form is not fully completed with all relevant documentation it will be returned to you.**

You have read and fully understand this registration form before submitting your signed application to SEAI;	
You have the appropriate NFQ Level 6 Advanced Certificate/Higher Certificate in construction studies (or similar) or a recognised equivalent, and have provided a copy of the relevant certificate(s)/proof of qualification(s) and CV where applicable;	
You have successfully completed the QQI 6N0732 Domestic BER Training Course and/or the Domestic BER Refresher Training Course (where applicable), have been fully certified by the relevant awarding body and have provided a copy of your certificate(s);	
You have read and accepted the Code of Practice for BER Assessors;	
Your registration application is signed, dated and all of the mandatory fields are completed;	
The SEPA direct debit mandate is fully completed and signed by the relevant personnel <b>and the recurrent box is ticked</b> ;	
The BER Assessor Certificate of Insurance form is completed and provided as part of your application. <u>Please ensure the BER Assessor's name is completed on the insurance form.</u>	
You have entered Tax Clearance Details in section 4 <b>or</b> attached the Tax Clearance Certificate;	
You have provided a copy of a valid photographic ID (drivers license or passport) that has been certified as valid by an Garda Síochána, Notary Public or Peace Commissioner.	

## Registration Fees:

A registration fee is required to register with SEAI as a Domestic BER Assessor. Registration is automatically renewed annually, and the registration renewal fee will be charged.

**The registration and renewal fees and publication levies are published on:**

[http://www.seai.ie/Your\\_Building/BER/BER\\_Assessors/BER\\_Assessor\\_Registration/Schedule\\_of\\_Fees](http://www.seai.ie/Your_Building/BER/BER_Assessors/BER_Assessor_Registration/Schedule_of_Fees)

Fees are paid by direct debit and no other payment methods are accepted. The direct debit for your registration and renewal fees, and BER publication levies will be collected on the 20th of the next month or the nearest working day thereafter. Fees paid to SEAI are non-refundable.

## Return information:

**Email completed form to:** [info@ber.seai.ie](mailto:info@ber.seai.ie) **or by post to**

SEAI, PO Box 135 Cahirciveen, Co. Kerry

**If you have any queries regarding the BER Scheme, please contact:**

Telephone: 1890 734237

Email: [info@ber.seai.ie](mailto:info@ber.seai.ie)

