



Certified Process Heat Emissions Plan Reviewer Applicant Guidelines

Issued by Carbon and Energy Professionals New Zealand (CEP)

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1. Overview

Carbon and Energy Professionals New Zealand (CEP) aims to ensure a high standard of professional conduct and execution from its certified professionals. The conditions, procedures and process below apply to the granting of CEP certification as a Process Heat Emissions Plan Reviewer (PHEPR).

2. Governance and oversight

CEPs Certification and Training Subcommittee (CATS) is responsible for oversight of this certification scheme on behalf of the CEP Board.

3. Requirements

The requirements for application for certification as a CEP Certified Process Heat Emissions Plan Reviewer will be:

1. Complete a self-assessment form to assure yourself that you are ready to apply.
2. Submit a completed application form with required supporting documentation.
3. Understanding and acceptance of CEP's [Code of Ethics and Code of Professional Conduct](#)
4. Understanding and acceptance of CEP's [Disciplinary procedures](#)
5. Understanding and acceptance of ongoing CPD requirements as specified in CEP's [CPD Manual](#).
6. Successful completion of the CEP online examination (75% pass mark); and
7. The successful completion of the Experience Assessment, which also carries a pass mark of 75%. The Experience Assessment comprises two parts:
 - a. A **Document Assessment** based on two emissions reduction plans and/or equivalent supplementary supporting evidence demonstrating two instances of competence against each of the 23 criteria (within 3 categories) as requested in the application form. Applicants are advised to ensure their evidence pack enables them to show themselves in the best light whilst keeping the number of different documents submitted to the minimum necessary. Applicants are also advised to ensure submissions are properly cross-referenced so the Assessor can quickly find the evidence you wish them to review in support of your application.
 - b. An **Interview** based around the submitted documents will test and explore the applicant's ability to apply the knowledge and principles required to prepare and review an emissions reduction plan. The interview will comprise the applicant and the assessor. Interviews will be recorded for reference and audit purposes. The interviewer, upon occasion, may have an observer present for educational, monitoring and assurance purposes. The observer's role, unless otherwise stated, is to observe and take notes for process improvement. They will have no input to the Assessor's deliberations or recommendation.

4. Certification Fees

The Process Heat Emissions Plan Reviewer Certification application fee will be set by CEP and adjusted from time to time.

Please visit the CEP website for current pricing information.

5. Process and Fee Timing

Part	Action	Cost
A	Agree to Code of Ethics, Code of Conduct and Disciplinary procedures <i>(Part of experience assessment application form)</i>	No cost
B	Agree to CPD Recording <i>(Part of experience assessment application form)</i>	No cost
C	Agree to be part of CEP's certification programme <i>(Part of experience assessment application form)</i>	No up-front cost. Participation fee from first anniversary
D	Apply for and pass: Process Heat Emissions Plan Reviewer Certification Online Exam	See fees CEP website
E	Apply for and pass: Process Heat Emissions Plan Reviewer Experience Assessment	See fees CEP website

Parts D and E do not need to be completed sequentially; however, it is expected D then E will be the normal order of events. Whichever assessment element is completed first, candidates are expected to complete the other element within 12 months. Failure to complete the second element within 12 months will see the first completion lapse and both assessments will need to be (re)taken.

6. Certification Scheme Fee

Continuing registration carries an annual fee to be part of CEP's Certification Scheme. This becomes payable when you first join the Scheme and annually thereafter. This fee contributes to the costs of administering the Scheme including the provision of verifiable digital badges. The certification holder fee applies per person, not per certification.

CEP fees will be revised annually and published on the [CEP website](#).

7. Designation

The designation of Certified Process Heat Emissions Plan Reviewer will only be granted to candidates on satisfaction of Parts A to E.

8. Assessors

Process Heat Emissions Plan Reviewer assessors will be appointed by CEP's Certification and Training Sub Committee (CATS) and a register of approved Process Heat Emissions Plan Reviewer assessors will be held by CEP.

CEP assessors are bound by a confidentiality agreement and are not permitted to discuss contents of audit reports with any parties other than CEP staff, the CEP Certification and Training Sub Committee and other assessors for the purpose of clarification.

9. Appeals Process

An appeals process is available where applicants dispute an aspect of an application for Certified Process Heat Emissions Plan Reviewer.

If an unsuccessful applicant wishes to appeal the assessor's decision, they must make a written appeal to CEP within one month of being notified of the outcome. This will be tabled at the next CEP Governance meeting.

The Chairperson of CEP is then to establish an Appeals Committee to consider both the appeal and the assessments, and provide recommendations back to the Chairperson. The Chairperson is to carry out any further enquires considered necessary and recommend a course of action to the CEP Executive Officer. In the event that the Chairperson is also an assessor this duty will be delegated to another Governance Committee Member.

CEP reserves the right to apply a fee on unsuccessful appeals based on cost recovery.

Appendix A: Certified Process Heat Emissions Plan Reviewer Examination Framework

Components:	One (1) Examination, open book, use of Excel (or equivalent) permitted
Delivery:	Online
Examination structure:	80 questions over 100 minutes (1 hour and 40 minutes), 100 marks.

Component Sections covering:

- Technical energy efficiency and decarbonisation – 40 Multiple Choice, 1 mark each (40%)
- Technical energy efficiency and decarbonisation – 10 Multiple Choice, 3 marks each (30%)
- Emissions and emissions factors – 10 Multiple Choice, 1 mark each (10%)
- Financial analysis – 20 Multiple Choice, 1 mark each (20%)

Passmark: 75%

General Description and Information

1. The exam is conducted online using the Classmarker platform.
2. Access information and the test link will be provided to candidates following receipt of the Process Heat Emission Plan Reviewer Examination application form and payment of fees.
3. Access to the assessment will be permitted once only, so please make sure you allocate sufficient time to undertake the assessment in one sitting. It is recommended this is done in an isolated room with reliable internet access and potential distractions, such as mobile phones, disabled. It is the candidate's responsibility to ensure robust connectivity and lack of disturbances. Interrupted tests, other than failure of the Classmarker platform, will not be reset without a further fee payable.
4. Once the assessment is started it will remain open for the specified time unless the candidate concludes and submits early.
5. Questions can be reviewed and revised during the assessment, i.e. are not locked when you move to a subsequent question but cannot be revised after final submission.
6. It is not mandatory to answer every question although, obviously, omitted questions score zero marks.
7. Negative marks for incorrectly answered questions are not applied.
8. Questions are marked as correct or incorrect with no partial mark allocations. For example, if a question invites the candidate to tick all relevant answers and only two of three relevant answers are ticked, the response is marked as incorrect.
9. It is recommended candidates who finish early, do not submit early, rather they use the time to review answers.
10. Marking of the exam does not require intervention, results will be available immediately.
11. The assessment has been prepared by experts in the field. Correspondence on questions, answer options and results will not be entered into.
12. Resits will require a further application and fee (see [CEP Website](#)).
13. Candidates failing the examination twice will be required to provide evidence of attendance on a relevant course(s) before a further attempt is allowed.

Appendix B: Certified Process Heat Emissions Plan Reviewer Experience Assessment Process

The Experience Assessment Application process will normally follow these steps:

Step	Action
1	Application form fully completed and sent to CEP with complete supporting documentation.
2	CEP will invoice the applicant.
3	Once payment is received, CEP will select an appropriate Assessor and arrange a mutually convenient interview time.
4	CEP will send application form and supporting documents to the Assessor for the document assessment.
5	Document assessment
6	Applicant's online interview with an Assessor. Interviews will be recorded for moderation and potential appeals process.
7	The Assessor will write the formal feedback and return the completed assessment form to CEP with a Pass/Fail recommendation.
8	CEP will forward recommendation to CATS for formal ratification.
9	Following ratification from CATS, CEP will advise applicant of outcome.
10	Successful applicants will be emailed the relevant documentation, including logo, e-certificate, profile form (optional) and invite feedback on process.

Indicative Timelines

CEP aims to have an interview date confirmed within 5 working days of receipt of full documentation and payment. Obviously, the timing of interview will be dependent on finding appropriate diary slots.

CEP looks to complete formal approval within 10 working days of an assessor recommendation.

Certification Fees

The Certified Process Heat Emissions Plan Reviewer Exam and any related training must be scheduled and paid for separately to the Certified Process Heat Emissions Plan Reviewer Experience Assessment fee.

Termination of application

If CEP has not received full supporting documentation or any communications from the applicant regarding the status of an application within twelve (12) months of receiving the initial Experience Assessment application, CEP will deem the application void and the applicant will have to reapply.

Extensions

An extension to the stated completion periods may be made at CEP's discretion should an applicant need to withdraw or postpone an element of the Certified Process Heat Emissions Plan Reviewer Experience assessment due to extenuating circumstances.

Requests for variation to the assessment completion periods must be received by the CEP office in writing before the 12-month period is due to expire.



Appeals Process

If you wish to appeal the decision of the Certification and Training Subcommittee (CATS) related to your application, you must follow the CEP appeals procedure which can be found in Section 9 of this document.

Confidentiality

CEP Assessors are bound by confidentiality agreements which aim to ensure client information submitted as part of an application remains confidential. Candidates are required to secure and relevant releases from clients before submitting reports containing sensitive data from clients.

Redacted reports are acceptable so long as there remains sufficient (in the view of the assessor) detail of information to conduct an assessment effectively.

CEP can provide a letter to clients confirming our confidentiality conditions for Assessors.