**Certified Energy Auditor**

**Experience Assessment Application**

Please complete this form fully and return it to the CEP office to begin the Experience Assessment application process. It is important that you:

1. Read the Certified Energy Auditor Applicant Guide to help you understand the certification process and requirements.
2. Satisfy yourself that you can achieve the pass mark of an aggregated 75% across all sections, with a minimum 70% in each section, by completing the self-assessment form prior to completing this application. Doing so will reveal any gaps that you may wish to address prior to making your application and will improve your chance of success.
3. Once you have completed steps one and two, please fully complete this application form and [submit](mailto:info@cep.org.nz) it to the CEP office with **all** required supporting documentation. Incomplete supporting documentation will delay assessment and could compromise the chances of success.
4. On receipt of your application pack, the CEP office will issue you with an invoice. The assessment process will only commence once the completed pack and fee have been received.

**Section 1A - Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** (Dr/ Mr/ Mrs/ Miss/ Ms/None) |  | | |
| **Full Legal Name** |  | | |
| **Preferred Name** (if different) |  | | |
| **Current Role** |  | | |
| **Company / Employer Name** |  | | |
| **Street Address** |  | | |
| **Postal Address** (if different) |  | | |
| **Town/City** |  | **Postcode** |  |
| **Country** |  | | |
| **Mobile Number** (Personal) |  | **Work Number** |  |
| **Email Address 1** |  | | |
| **Email Address 2** |  | | |

**Section 1B – Work History**

| **Company / Employer Name** | **Position/ Role** | **Dates** *(Month  & Year)* | **Key activities, responsibilities, major achievements, and details of relevant projects undertaken** |
| --- | --- | --- | --- |
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Please provide a copy of your CV or Resume.

**Section 1C – Education Record**

|  |  |  |
| --- | --- | --- |
| **Education/Tertiary Provider** | **Qualifications** | **Year** |
| **Provide details of Tertiary Qualifications** *(qualifications obtained after leaving high school)* |  |  |
| **Identify Professional Bodies of which you are currently a fully paid-up member** *(eg Engineering NZ)* |  |  |

**Section 1D - Proof of Identity**

|  |  |
| --- | --- |
| **Driver Licence or Passport Number**  *(Photo ID required)* |  |

Please provide a scanned copy with your photo and name of your Driver’s Licence or Passport as proof of your identity.

**Section 2 - Experience Assessment**

**Section 2A - Technical Supporting Evidence**

Your assessor will look to confirm you are able to evidence strong, practical, real-world experience across 22 criteria in 3 categories, being:

* 1. Energy Use Analysis.
  2. Energy Savings Calculations.
  3. Financial Analysis.
* You are required to submit two examples of evidence for each criterion*.* Ideally, the pieces of work you present for assessment will be two Type 2 (or higher) Energy Audits, each covering the full set of criteria.
* If you are unable to provide two Energy Audits that cover all the criteria, we will accept work that comes from multiple reports such that you can demonstrate competence across the full set of criteria.
* The work examples you submit should be able to demonstrate your competence at a senior level in a project. If your submitted examples emanate from a team effort, please indicate your role in the team, e.g. team leader, junior. You do not need to have held a senior role in every project, rather you will need to demonstrate you are capable of holding a senior role. If the work was not as part of a team, please enter “Sole”.
* Please indicate in the table below which reports, headings and section references the assessor should look for to find your evidence. Criteria can be cross-referenced to the same sections in reports, if appropriate. Please try to keep the volume of different reports you submit to the minimum number needed to satisfy all criteria, and yet still offer you the best chance of success.

***Note:*** *Assessors are not obliged to read all sections of all documents, only those you cross reference as directly relevant. Please markup and cross-reference your evidence to each criterion carefully to help direct your assessor quickly to the evidence you want them to consider.*

|  | **Criterion** | **Evidence Item** | **Document Name** *(Digital file name)* | **Section #(s) / Name(s)** | **Page #** start | **Page #** finish | **Role** | **Additional Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **ENERGY USE ANALYSIS** | | | | | | | |
| 1.1 | **Technical skills** in assessing and improving energy systems. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.2 | **Ability** to analyse energy consumption data specific to various business sectors and industrial processes | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.3 | **Competence** in using analytical tools to dissect energy usage patterns and identify anomalies | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.4 | **Experience** with energy systems in relevant business sectors | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.5 | **Skills** in adapting energy efficiency measures to specific environments | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.6 | **Knowledge** of benchmarking processes and how to compare facility performance against industry standards. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.7 | **Ability** to identify and provide pragmatic solutions that improve the efficiency and effectiveness of energy use at subject site(s). | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.8 | **Judgement** in weighing the merits of potentially conflicting or mutually exclusive options. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.9 | **Demonstrate** knowledge and ability to apply basic Measurement and Verification techniques | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.10 | **Ability** to set justifiable and effective boundaries around the energy efficiency measures to provide clarity regarding the energy audit and the measurement and justification of its success. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.11 | **Awareness** of sustainable energy practices, including renewable energy options and their applicability | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.12 | **Knowledge** of common techniques and measures for conserving energy across different systems | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.13 | **Awareness** of relevant environmental regulations and incentives that promote energy efficiency | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 1.14 | **Skills** in formulating energy strategies that consider long-term sustainability and efficiency goals. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| **2** | **ENERGY SAVINGS CALCULATIONS** | | | | | | | |
| 2.1 | **Skills** in assessing the reasonableness of assumptions and discussing the effects of varying them. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 2.2 | **Skills** in selecting and applying methodologies that are reasonable and suitable for energy calculations. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 2.3 | **Skills** in achieving savings calculations that meet the precision requirements of the specified audit level (Minimum Level 2 with results to ±20%). | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| **3** | **FINANCIAL ANALYSIS** | | | | | | | |
| 3.1 | **Proficiency** in describing material sources of costs associated with energy efficiency recommendations. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3.2 | **Skills** in correctly calculating payback periods for energy investments. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3.3 | **Competence** in utilising more sophisticated financial analysis methods beyond simple payback, such as net present value (NPV), internal rate of return (IRR) and lifecycle costing. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3.4 | **Proficiency** in ensuring financial assumptions and methodologies yield savings that meet the accuracy requirements of the audit level. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3.5 | **Ability** to assess and report whether the financial analysis's accuracy reflects the quality and accuracy of the information available. | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**Section 2B - Glossary and Definitions**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| **Technical skills** | This relates to engineering skills and knowledge with a particular focus on energy auditing, energy efficiency and identifying energy management opportunities |
| **Analytical skills** | This relates to the ability to collect and analyse data and draw appropriate conclusions from the data analysis. |
| **Practical skills** | This relates to the application of technical and analytical skills in a real-world case and to a pragmatic, as well as theoretical, drawing of conclusions and statements of recommendation. |
| **Relevant business sectors and processes** | The certification is designed to convey competence in energy audits of commercial, industrial or transport sectors. A competent understanding of energy savings opportunities in these sectors is required. |

**Section 3 - Certification Fees**

Once your application has been received, CEP will issue you with an invoice for the Certified Energy Auditor Experience Assessment fee (see [CEP Certification](https://cep.org.nz/certification/) for current fees).

*Please note: Assessment of your application will not begin until payment of the invoice has been received by CEP.*

**Section 4 - Declaration**

In applying for Certification as a CEP Energy Auditor I hereby:

1. Confirm I have read, accept and undertake to comply with CEP’s:
2. Certified Energy Auditor Assessment and Certification process
3. [Code of Ethics and Code of Professional Conduct](https://cep.org.nz/about/policies/code-of-ethics/)
4. [Disciplinary procedures](https://cep.org.nz/about/policies/cep-disciplinary-procedures/)
5. Ongoing CPD requirements as specified in CEP’s [CPD Manual.](https://cep.org.nz/wp-content/uploads/2023/08/CEP_CPD_Manual_August-2023.pdf)
6. Confirm the information I have provided on my application form is, to the best of my knowledge, true and correct.
7. Confirm I have secured permission to share my reports and documents with CEP for the purpose of assessment and certification and that, where required, agreements are in place to assure parties deeming information they contain ‘sensitive’ or confidential will be handled appropriately.
8. Accept that once certified, I will need to participate in CEP’s certification scheme and renew my certification annually and this will be conditional on my meeting ongoing Continuous Professional Development (CPD) requirements consistent with CEPs prevailing CPD requirements and policies and paying relevant fees.
9. Consent to CEP including my name in its register of Certified Energy Auditors and publishing this inclusion on its website unless I expressly request otherwise.
10. Acknowledge I have read and understood the above terms and conditions of application, assessment and renewal and agree to comply with and abide by them throughout my association with CEP.

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| --- | --- | --- | --- |
| Signature: |  | Date (DD/MM/YYY) |  |

**Section 5 - Application Checklist**

|  |  |
| --- | --- |
| **Documents Attached / Indicated** | **Checkbox** |

|  |  |
| --- | --- |
| Application Form fully completed and signed |  |
| Certification fees paid |  |
| CV / Resume |  |
| ID document (Driver’s Licence / Passport) |  |
| Two (2) pieces of evidence for each criterion |  |
| Relevant work history and education records where appropriate |  |
| Please email completed form to [info@cep.org.nz](mailto:info@cep.org.nz).  If you have any questions, please contact the CEP office on 04 385 2839 or visit the [CEP Website](https://cep.org.nz/). | |

|  |  |  |  |
| --- | --- | --- | --- |
| ***For CEP Use****:* | | | |
| Application fully Completed: | Yes / No | Date Received: |  |