

ENERGY AUDIT SCHEME (REGISTER OF ENERGY AUDITORS)

Important notice concerning changes to the registration renewal process and new mandatory training for registered energy auditors

SEAI today, 03rd April 2024, issues this notice to energy auditors registered with SEAI under the registration scheme maintained by SEAI in accordance with the European Union (Energy Efficiency) Regulations 2014, as amended (SI No 426/ 2014) (the “Regulations”).

SEAI has developed a new process to streamline registration renewals and is also introducing new educational requirements that must be met before registration can be renewed.

The purpose of this Notice is to inform currently registered energy auditors, and energy professionals who may wish to join the register of energy auditors, of the changes, how the changes apply, and what currently registered energy auditors need to do next.

New registration renewal process

Registered energy auditors are required to renew their registration as often as SEAI determines, in accordance with Regulation 13(6) of the Regulations. In addition, under Regulation 13(3)(c), before registration (or renewal of registration), energy auditors must meet any requirements specified by SEAI.

SEAI has, to date, specified that registration is for a one-year period and renews automatically subject to meeting the prevailing registration requirements at the time of renewal.

Registrations expire every 12 months from the date of first registration. To date, registrations have been automatically renewed where the relevant requirements have been met, namely:

- Public/Products Liability insurance with an indemnity minimum limit of €6,500,000 on any one event for Public Liability;
- Professional Indemnity Insurance with a minimum limit of €1,300,000 for any one claim;
- Employer’s Liability Insurance (where applicable) with an indemnity limit of not less than €13,000,000 for any one event; and
- A valid Tax Clearance Certificate.

By way of reminder, the above insurance cover is an ongoing requirement of registration and registered energy auditors must ensure always to have valid insurance policies during registration.

From **1 October 2024**, a new renewal process will apply. This process will require registered energy auditors to email registeredenergyauditor@seai.ie in advance of their registration expiry date to confirm that the above requirements, as well as the new educational requirements detailed below, have been met, and to attach supporting documentation as appropriate.

Therefore, if your registration expires **on or after 1 October 2024**, you will need to email SEAI at least two weeks in advance of your registration expiry date, and renewal of your registration will be subject to compliance with the above requirements and the new educational requirements detailed below. SEAI will send a reminder notice three months in advance of registrations expiring on or after 1 October 2024.

If your registration expires **before 1 October 2024**, the current renewal process will apply, i.e. your registration will renew automatically subject to meeting the above insurance and tax clearance requirements.

New educational requirements

SEAI is introducing mandatory, in-person training on the minimum criteria for energy audits, as established by SEAI and published on SEAI's website in accordance with Regulation 11(2) of the Regulations. These criteria are based on guidelines as laid out in Annex VI of the Energy Efficiency Directive (Directive 2012/27/EC, as amended).

The training must be completed by registered energy auditors **before 1 October 2024**. Therefore, if your registration expires **on or after 1 October 2024**, renewal will be subject to completion of the training, as well as the insurance and tax clearance requirements detailed above.

For any energy professionals who register **for the first time** as an energy auditor after the date of this Notice, the training must be completed within twelve months of the first registration date.

The training must be completed periodically. Currently, SEAI requires the training to be completed by registered energy auditors every three years. This frequency is subject to change. Any such change will be notified to registered energy auditors.

What you need to do next

In-person training sessions have been scheduled for the following dates, in the following venues:

- **Wednesday, 24 April 2024**, in Radisson Hotel, Little Island, Cork
- **Tuesday, 30 April 2024**, in Science Foundation Ireland, 3 Park Place, Dublin
- **Wednesday, 15 May 2024**, in Killeshin Hotel, Portlaoise
- **Monday, 27 May 2024**, in Radisson Hotel, Athlone
- **Tuesday, 28 May 2024**, in Hillgrove Hotel, Monaghan

Please note that you can only register for one training session. Due to venue capacity limits, places may not be available at your preferred venue so please register early if you have a preferred venue.

Further in-person training sessions for later dates will be announced by SEAI on its website and communicated to registered energy auditors by email.