

Domestic BER Assessor Online Registration From

User Guide



Contents

1. Introduction.....	3
2. Email verification	3
3. Completing a pre-qualification check <i>or</i> a full BER assessor registration application	3
3.1 Completing a pre-qualification check	3
3.2 Documentation required for pre-qualification check.....	4
3.3 Completing a full BER assessor registration application	5
3.4 Documentation required for full BER assessor registration application	5
4. Record keeping requirements.....	6
5. BER Assessor Code of Practice declaration.....	6

1. Introduction

To carry out domestic BER assessments, you must first register with SEAI using the online registration tool. The following guide provides information and guidance on how to use the domestic online registration tool and the documentation required to support your application.

Please ensure that you review the information below carefully and in full before completing your application. Incomplete registration forms may result in a delay in your application and/or your application being returned to you.

If at any stage you are experiencing issues in completing your online registration form, or have any questions regarding the information being requested, please contact the BER Helpdesk at info@ber.seai.ie for further support.

2. Email verification

In order to begin the registration process and after clicking on the link to start the online registration, you will be required to provide information to verify your email address and identity. An email will then be sent to your provided email address, which will contain further instructions on how to proceed with your registration application.

Please ensure that you have access to the email address provided, as it will be used by SEAI for all official correspondence with you on your registration application. A copy of the BER Program Privacy Notice is available [here](#).

3. Completing a pre-qualification check or a full BER assessor registration application

After you have verified your email address, you will receive an email providing you with the option to either complete a pre-qualification check **or** to proceed with the full Domestic BER assessor application.

1. **Pre-Qualification Check:** If you select the option to complete a pre-qualification check, you are requesting confirmation that you meet the pre-qualification requirements to become a BER assessor but are not yet completing a full application to register as a BER assessor.
2. **Full BER Assessor Registration Application:** If you select the option to complete a full application, you will begin the application, which will also include a pre-qualification check if one has not already been completed.

3.1 Completing a pre-qualification check

To register as a Domestic BER assessor **and before** advancing to complete the Domestic BER training course, you must ensure that you fulfil the pre-qualification criteria.

To join the register, all Domestic BER Assessors are required to hold an NFQ Level 6 Advanced /Higher Certificate (120 ECTS credits) in construction studies (or similar) or a recognised equivalent. Equivalence may be defined as a combination of appropriate construction-related qualifications and significant relevant experience.

The Pre-Qualification Registration Checklist can be used by prospective BER Assessors to assist in determining whether they meet the pre-qualification requirements, prior to completing the Domestic BER Training Course and to submitting their registration documentation.

More information on the routes to registration can be found in the [BER Assessor Pre-Qualification Registration Checklist here](#).

Please note: pre-qualification checks will only remain valid for a period of 12-months, after which you will need to resubmit an updated pre-qualification check to SEAI for review

3.2 Documentation required for pre-qualification check

Before proceeding with your domestic BER assessor application and before completing the pre-qualification checks as part of the online registration form, please ensure that you have the below information and supporting documentation to hand as you will be required to upload it as part of your application.

Documentation/Information Required:	✓
Candidate Information	
You, or your employers address and contact information	
A copy of your certified photographic ID (<i>driver's license or passport</i>)	
<i>Your ID must be <u>certified as valid by an Garda Siochana, Notary Public or Peace Commissioner.</u></i>	
CRO registered company/trading name and business number (<i>if applicable</i>)	
<i>Applicable if a business or company uses a trading name, which is different to that of their true surname e.g. where 'Mr. John Smith' is trading as 'Smith BER Assessors' or 'BER123456'</i>	
BER employer number (<i>if applicable</i>)	
<i>If you or your employer are already registered with SEAI as an Employer for either a Domestic or Non-Domestic BER Assessor account, you will have been assigned an employer number by SEAI. Please provide where available</i>	
Qualifications & Details of Professional and Relevant Work Experience	
A copy of your course certificate(s)	
A copy of your course transcript(s) confirming course level, ECTS credits awarded, and modules completed for each applicable year	
Confirmation of 2-years (full-time and professional) significant and relevant work experience (<i>if applicable</i>)	
A copy of your CV (<i>if applicable</i>)	
Employer written references (<i>if applicable</i>)	

The [BER Assessor Pre-Qualification Registration Checklist](#) may be useful to you in determining what information is applicable to you, depending on your route to registration.

The information you provide will be reviewed by SEAI who will advise if you have satisfied the pre-qualification requirements, before you proceed to complete the Domestic BER Training Course and full registration form.

3.3 Completing a full BER assessor registration application

In selecting the option to complete a full BER assessor registration application, you will begin the full application, which will also include a pre-qualification check if one has not already been completed.

3.4 Documentation required for full BER assessor registration application

Please note: If you have already completed a pre-qualification check, which has been **approved** by SEAI, there will be no need to resubmit this information as part of your registration application. If you have not completed a pre-qualification, check prior to completing your full BER assessor registration application, you will also be required to submit the information outlined in [Section 3.2 above](#).

Documentation/Information Required:	✓
Candidate Information	
Your previous BER Assessor number <i>(if applicable)</i>	
Public registration details and company contact details to appear on the National Register of BER Assessors	
BER Training Course Details	
QQI 6N0732 Domestic BER Training Course certificate	
<i>You are required to achieve a minimum grade of 70% in order to register with SEAI as BER Assessor. Please note that grades will be validated with the relevant BER Training Provider prior to registration.</i>	
Domestic BER Assessor Refresher Training Course certificate <i>(if applicable)</i>	
<i>If you are a first-time entrant to the Register of BER Assessors, or your QQI Accredited BER Training Course was completed more than 24-months ago, or if you were previously registered as a BER assessor and have not been actively registered (i.e. publishing BER assessments) for a period of 24-months (ore more), you are also required to complete the Domestic BER Assessor Refresher Course with one of SEAI's listed training providers</i>	
Required Registration Details & Documentation	
Tax Clearance Certificate <u>or</u> your PPSN & TCAN	
<i>You may need to request this information from Revenue and/or your employer. You must provide and maintain valid tax clearance to register as a BER assessor</i>	
Signed Declaration & Signature for Payment, available here	
<i>The Declaration & Signature for Payment form should be completed by you, or your employer, whoever is the person responsible for the payment of registration or renewal fees and levies. As a BER Assessor, you, or your employer (where applicable) acknowledges that responsibility for conducting BER assessments and the accuracy of the results of such assessments rests solely with you and no liability shall attach to SEAI for any error, misconduct, malpractice, act or omission howsoever arising from carrying out a BER assessment, the accuracy of the results of such assessments or resulting from the findings of a BER assessment.</i>	
Completed Direct Debit Mandate, available here	
<i>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. Details of registration, renewal fees and publication levies can be found here.</i>	
Completed BER Certificate of Insurance, available here	

<p><i>SEAI requires, as mandatory, that your and/or your employer, as appropriate, in relation to the exercise of their BER functions, takes out and maintains valid insurance cover as specified by SEAI, on an ongoing basis. More information on specified cover is available here. The Certificate of Insurance 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.</i></p>	
--	--

4. Record keeping requirements

All candidates should be aware that as a BER assessor, you are responsible for the retention and maintenance of all BER records as may be required to support or verify BER assessments. All BER assessors, and/or their Employers (as appropriate) are required to securely maintain and retain all BER records as set out in the BER Assessor Code of Practice.

5. BER Assessor Code of Practice declaration

As a BER Assessor, you are registering with the SEAI to carry out BER assessments in line with the requirements of the EU (EPBD) Regulations 2012. The BER Assessor Code of Practice applies to all Domestic BER Assessors to which the Regulations apply.

By registering as a BER Assessor, you are committing to abide by this Code.

Please ensure that you have reviewed the Code as part of your registration as a BER Assessor.

[BER-Assessor-Code-of-Practice.pdf \(seai.ie\)](#)

If you have any further queries, please contact the BER Helpdesk at info@ber.seai.ie

w: www.seai.ie
e: info@seai.ie
t: 01 8082100



Rialtas na hÉireann
Government of Ireland