

Technical Advisor Registration Form

Please ensure the following before submitting your application:

- You have read and accepted all of the requirements for Technical Advisors in SEAI's Better Energy Homes Technical Assessment Process for BEH Heat Pump System Grants (the "**Technical Assessment Process**")
- You have viewed the SEAI online Technical Advisor (Heat Pump Systems) Workshop, you fully understood the content delivered
- You have read and fully understood this registration form before submitting signed application to SEAI
- You are currently an SEAI Registered Domestic Building Energy Rating Assessor and your registration is active
- If you are not also currently an SEAI Registered Non-Domestic BER Assessor, you have enclosed a copy of proof of membership of professional organisation AND/OR copy of academic certificate satisfying the minimum educational requirements or minimum professional body membership requirements for Technical Advisors
- You have also read all of the reference documents detailed in the table 4 of the Technical Assessment Process, entitled "Essential Reading for Technical Advisors"
- You have in place adequate levels of Professional Indemnity and Public Liability and employers insurance, and have provided written confirmation of this, as required
- The application is signed, dated and all the mandatory fields are completed

If this registration form is not fully completed with all relevant documentation it will not be processed and will be returned to you.

All mandatory fields are marked by *

Registration Fees:

There is no registration fee to register with SEAI as a Technical Advisor

1. Technical Advisor Registration Details *

Important notes:

- A. Name and Surname must be as per BER Assessor Registration**
- B. The public register of Technical Advisors will display the same company name, address, email address, website, phone /fax numbers and locations covered as per your Domestic BER Assessor Registration**
- C. The email address on the public register of Technical Assessors will be used by SEAI for all official correspondence with the Technical Advisor. The Technical Advisor must respond to correspondence sent to this e-mail address within one week, where such a response is required.**

Title (Mr / Ms, etc.) *	Name *					Surname *
Registered Domestic BER Assessor Number * (6 digits)						Currently on public register for Domestic BER Assessors* <input type="checkbox"/>
Registered Non-Domestic BER Assessor Number (6 digits)						

2. Technical Advisor Qualification Details *

Notes:

- A. The minimum educational requirements and minimum professional body membership requirements for Technical Advisors are detailed in SEAI's Technical Assessment Process.**
- B. Technical Advisors must at least meet the educational OR professional body membership requirements prior to registration.**
- C. Include details of applicable educational qualification and professional body membership below where available. At least one section must be filled out.**

Details of meeting minimum educational requirements for Technical Advisors

Qualification title	Qualification level	College /University
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Equivalent qualification details if relevant

Details of meeting minimum professional body membership requirements for Technical Advisors

Name of Professional Organisation	Membership Type	Membership number
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3. Support of Technical Advisor registration and Insurance*

Notes:

- A. Responsibility for retaining records, calculations and files is that of the Technical Advisor if (s)he is a Sole Trader, or that of his/her Principal if the Technical Advisor is an employee. The records, calculations and files to be retained by either the Technical Advisor or the Principal, as applicable, are detailed in SEAI's Technical Assessment Process.
- B. The Technical Advisor as a Sole Trader, or his/her Principal, as applicable, must hold and maintain adequate levels of Professional Indemnity, Public Liability and Employers Liability and confirm that this insurance covers the Technical Advisor's work as an SEAI Registered Technical Advisor for the Better Energy Homes Programme.

If the Technical Advisor is an employee, please enter the name and registered business number of the Principal (company) as per Domestic BER Assessor Registration and tick applicable boxes below

Company / Trading Name (If relevant)	Registered Business Number (If relevant)	
Public / Products Liability Insurance Insurers:	Policy No.	
	Cover Start date:	
	Expiration date:	
Professional Indemnity Insurance:	Policy No.	
	Cover Start date:	
	Expiration date:	
Employers Liability Insurance (if applicable):	Policy No.	
	Cover Start date:	
	Expiration date:	

Sole Trader	Records of Technical Assessments carried out by myself as a Sole Trader, will be maintained by me in accordance with the requirements set out in SEAI's Technical Assessment Process	<input type="checkbox"/>
	Adequate levels of Professional Indemnity and Public Liability insurance are in place and will be maintained by myself as a Sole Trader, in accordance with the requirements set out in SEAI's Technical Assessment Process	<input type="checkbox"/>

OR

Principal	Records of Technical Assessments carried out by the technical advisor as an employee of this company will be maintained by this company in accordance with the requirements set out in SEAI's Technical Assessment Process	<input type="checkbox"/>
	Adequate levels of Professional Indemnity and Public Liability and employers insurance are in place and will be maintained by this company, in accordance with the requirements set out in SEAI's Technical Assessment Process.	<input type="checkbox"/>

I agree to allow SEAI and/or its assigned agents to request and obtain these records from me or to visit me or the Principals's offices and check these records if and as required.	<input type="checkbox"/>
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4. Declaration and Signature of person to be Registered and of Principal (if applicable)*

- I have read and hereby accept as a condition of registration as a Technical Advisor, the provisions of SEAI’s Technical Assessment Process for Technical Advisors, as updated and revised from time to time.
- I confirm that I have viewed the SEAI online Technical Advisor Workshop and that I fully understand the content delivered
- Independence:
 - I will not breach the the Technical Advisor independence requirements as detailed in SEAI’s Technical Assessment Process
 - I will maintain a system to ensure that, prior to carrying out a Technical Assessment, conditions that may impact on my independence will be evaluated and correctly treated to avoid any breach of the said Technical Advisor independence requirements.
- Treatment of data:
 - I hereby give SEAI authorisation to verify my credentials with the organisations listed in Table 2, page 8 of the Technical Advisor Role document.
 - SEAI may require access to my personal data collected as part of my Building Energy Rating registration and practice, as BER Assessor and/or Principal, as applicable. I agree that SEAI may access this data if required as part of the administration of the Technical Assessment Process and Better Energy Homes Programme.
 - In addition, I agree that SEAI may collect, store and process my personal data as part of my Technical Advisor registration and practice, for purposes related to the administration of the Technical Assessment Process and Better Energy Homes Programme.

Signature of Technical Advisor applicant (Sole Trader or employee)	_____
Date	__/__/----
Person signing for the Principal (if relevant please print name, surname, role)	
Signature of Principal (if relevant)	_____
Date	__/__/----

5. Completed forms

Please send your fully complete application form, to:

Better Energy Homes scheme
Sustainable Energy Authority of Ireland
P O Box 119
Cahersiveen
Co Kerry

Please Note: Incomplete application forms will be returned in their entirety.

Please send copies of Qualification Certificates, & ID. Originals will not be returned.

Please use the checklist on page one when submitting your application form, to ensure all required information has been provided.

Should you have any questions in relation to the completion of this form, please contact the BEH Helpdesk: 01-8082100 or email info@betterenergyhomes.ie