

## AEE International Programs: XXXXXXXXXX

### Summary(Given by the software)

Surname	Christian Name	Email 1	Email 2	Phone 1	Phone 2
Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6
Cert 1 Number	Cert 2 Number	Cert 3 Number	Cert 4 Number	Cert 5 Number	Cert 6 Number
Cert 1 Expiry	Cert 2 Expiry	Cert 3 Expiry	Cert 5 Expiry	Cert 5 Expiry	Cert 6 Expiry

NAME: \_\_\_\_\_

### Part 1 Submission of Interest (minimum information to create user/csv imported)

Certification of interest to undertake CEM/ CEA/ CMVP/ WBCP/ CWEP .....

Family Name:\_\_\_\_\_ Given Name:\_\_\_\_\_ Middle Initial:\_\_\_

Job Title:\_\_\_\_\_

Employer Name:\_\_\_\_\_

Contact email

Do you meet the requirements to complete the course? Yes/no

Formulario para la creación de usuarios y submission de interés. Se podrá realizar dicha acción también si eres un usuario ya creado, desde la zona privada. Anadir la opción de chapter (para hacerse socio y pagar una cuota)

### Personal Information for Certification (in additions to the above)

Select certification

dropdownlist

### Part 2

Name as you would like to appear on certificate:

\_\_\_\_\_

Work Address:\_\_\_\_\_

City:\_\_\_\_\_ Postal Code:\_\_\_\_\_ Country:\_\_\_\_\_

Phone : (Work)\_\_\_\_\_

Private E-mail :\_\_\_\_\_

## Complete Application From in parts

### INTERNATIONAL APPLICATIONS



Work E-mail : \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: (Private/ Mobile) \_\_\_\_\_ Address Requested for Correspondence: \_\_Business \_\_Residence

### Part 3 EDUCATION

List in chronological order the name and location of each college or university attended; also list other appropriate training. Points are based on degree obtained and substantiating documentation submitted. **Please arrange for College Transcripts where degree was issued to be forwarded to [ian.boylan@targetenergy.ie](mailto:ian.boylan@targetenergy.ie).**

Name & Location Of Institution	From (Month & Year)	To (Month & Year)	Date Graduated	Degree Received	Field In Which Degree Was Issued	No of years of course
						+

### Part 4 PROFESSIONAL REGISTRATION

I am a Chartered Engineer: \_\_\_\_\_yes \_\_\_\_\_no  
I am a Registered Architect: \_\_\_\_\_yes \_\_\_\_\_no  
I am an Engineer in Training (E.I.T.): \_\_\_\_\_yes \_\_\_\_\_no  
I am a Certified Plant Engineer: \_\_\_\_\_yes \_\_\_\_\_no  
I am an Energy Auditor: \_\_\_\_\_yes \_\_\_\_\_no  
I am a Certified Energy Manager \_\_\_\_\_yes \_\_\_\_\_no

If yes to any of the above, complete the following and **enclose copy registration. Registration must indicate that license is currently in force.** Points are based on substantiating documentation submitted.

Country	Registration No.	Date	Now in Force
			__yes __no
			__yes __no
			__yes __no

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			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no

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Have any registrations been revoked or suspended? ☐yes ☐no  
If yes, please explain:

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**(Part 5)**

Please complete the following in chronological order and list the most recent employer first. Include a description of job functions held for those periods of employment, which qualify you for specific category of certification as applied for. This form may be copied if additional space is needed.

Date: From (month & Year)	Date to (month & Year)	Employer Name	Employer Address	Description of energy related work carried out in this employment
TITLE OF POSITION			Number of months experience claimed	
Date: From-To			Employer Name & Address	
TITLE OF POSITION			Number of months experience claimed	
Date: From-To			Employer Name & Address	
TITLE OF POSITION			Number of months experience claimed	

**Total amount of experience claimed    XXXXXX Months**

**(Part 7)** Reference Section. Seguimos en el formulario de información necesaria para la certificación.

Reference 1 (who can support my application for Certification)

Relationship to Reference 1 (how they know me)

Contact Details Reference 1

Reference 2 (who can support my application for Certification)

Relationship to Reference 2 (how they know me)

Contact Details Reference 3

Fin del formulario con la información necesaria por usuario para aplicar por certificación. \* Si un usuario a rellenado esta información ya para otro tipo de certificación, deberíamos autorrellenar la información del usuario como nombre, apellido, email etc.. Hay una sección mas abajo que es necesaria para ESOS, pero simplemente es para aceptar las condiciones y que el usuario pueda ser mostrado en la lista de ESOS.

Review & Approval Section (held per certification undertaken) (Not displayed to individuals)

Exam Score (Pass , Fail & Mark)

Education accepted (Degree Eng/ Deg Science)

Required number of years experience

Number of years experience

References checked - satisfied REASON for this

Competencies and experience reviewed

Comments

Strenghts

Weaknesses

Interview Required Yes/ No

What qualification is recommended subject to passing?

Approved by \_\_\_\_\_

Annual Update (It is required to update CPD section for all users and certifications)

Review Name, Address , contact details - All in order Yes/ Edit

Review Employee Details All in order Yes/ Edit/ Update

Describe CPD undertaken in previous 12 months

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1.

Title/ Descriptor  
When  
Who provided  
Skills Achieved  
Duration  
Upload Evidence  
Credits Claimed for this CPD (2 decimals)

2.

Title/ Descriptor  
When  
Who provided  
Skills Achieved  
Duration  
Upload Evidence  
Credits Claimed for this CPD (2 decimals) .....

Did this meet your most recent CPD Objective set.? Yes/no  
Explain why you believe this to be the case

Describe your CPD Objective for the coming year.

Why have you decided this is your optimum CPD Objective at this time?

### Renew Certification (before expiry date) Required

Review Name, Address , contact details - All in order Yes/ Edit

Review Employee Details All in order Yes/ Edit/ Update

Certification(s) being renewed?

Credits claimed for employment since XXXX/XXX

Membership of Organisation(s)

Credits Claimed

Offices Held in Organisation(s)

#### Credits Claimed

Describe CPD undertaken in previous 12 months

1.

Title/ Descriptor  
When  
Who provided  
Skills Achieved

## INTERNATIONAL APPLICATIONS

Duration

Upload Evidence

Credits Claimed for this CPD (2 decimals)

2.

Title/ Descriptor

When

Who provided

Skills Achieved

Duration

Upload Evidence

Credits Claimed for this CPD (2 decimals) .....

## ESOS in addition-----

Approvals Required (ESOS) (Seccion extra para ESOS para poder mostrar la información del usuario en la lista)

I request for my name to be added to the separate list of persons available to undertake third party ESOS assessments and undertake to hold at all times appropriate professional indemnity and public liability insurances for the work undertaken and to comply with all legal obligations including the obligations of the ESOS scheme.                      yes          no

If I have not requested my name to be listed as a third party assessor I understand that my name will be listed as an in-house assessor and no contact details will be provided (other than to AEE, UKAEE and the UK Environment Agency)

I give full permission for the AEE Certification Board to contact the references included in my CEM application and/or past and present employers to verify any of the content of the application form and this appendix.

I agree to undertake an element of Continuous Professional Development every year and to provide details of this CPD to AEE each year with appropriate records / evidence where requested.

I pledge to uphold the highest ethical standards in the field of energy management, to abide by the AEE code of Ethics and to uphold the requirements of ESOS in any related work undertaken.

I agree to comply and assist where called upon to, into any investigation of professional misconduct against and AEE Certified Professional

GDPR Acceptance  
Share info with EVO (CMVP)  
Marketing information  
Contact for certification

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Signature in Full\_\_\_\_\_

Date:\_\_\_\_\_

Public Profile (User decide what information is public and which is private)  
Everything in the public profile, user can decide if they want displayed or not.

Name  
Picture  
Address  
Contact telephone number (s)  
Contact Email (s)  
Certifications held  
Areas available to work in  
Industry sector experience  
General paragraph (User writes what they want to say here)



## ESOS in addition-----

**(Part 6)** Extra information for ESOS. **Esta parte del formulario es a mayores solo para ESOS.**

### Certification Specific Requirements (ESOS)

A1	<p>Understanding operational context of the organization being assessed</p> <p>Complete box to the right with why you believe you have competence in this area</p>	<p><b>It is important for the lead assessor to be able to understand the regulatory framework under which the organisation under assessment operates, the risk associated with change and the cultures of that type of organisation. It is also important that the Lead Assessor is familiar with the UK regulations in relation to energy and/ or be in a position to gain this knowledge before undertaking work in the UK. It would be useful if the individual can give examples of where he had undertaken work requiring good understanding of issues such as this or had worked in industries of different types or in different areas of the world.</b></p> <p><b>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</b></p> <p><b>Proof of you having this competence can be demonstrated by:</b></p>	<p><b>Upload evidence to support this claim here or link to previously uploaded information</b></p>
A2	<p>Familiarity with, and ability to apply, the requirements of energy efficiency assessment methods</p>	<p><b>This is to show that you are competent over a range of energy types and energy use and able to assess the energy effectiveness of use.</b></p> <p><b>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</b></p> <p><b>Proof of you having this competence can be demonstrated by:</b></p>	
A3	<p>Scoping an energy efficiency assessment, as applicable to the organization being assessed</p>	<p><b>This is to show that you are competent to develop a scope of work for auditing an organisation that is relevant to the nature and scale of the organisation and in line with the obligated requirements.</b></p> <p><b>Please outline how you intend to show you have competence in this area and</b></p>	

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		<p>what evidence are you putting forward to support this claim?</p> <p>Proof of you having this competence can be demonstrated by:</p>	
A4	Understanding, in detail, energy use and energy systems applicable to the organization being assessed	<p>This relates to your ability to identify and competently assess the energy efficiency of, and the opportunities for improvement related to the relevant areas of significant energy use within an organisation.</p> <p>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</p>	
A5	Managing energy efficiency assessment teams and budgets	<p>This relates to your ability to manage a team of individuals and manage budgets (may be money or time) and deliver a successful outcome to the work undertaken.</p> <p>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</p>	
A6	Understanding the techniques of measuring, sampling, sub-metering and establishing an energy balance	<p>This relates to your ability to measure and make use of various measurements and other data to assess the energy balance of a facility. Your status as a CEM may be directly relevant here but might be supported with evidence that you have done such work successfully post certification.</p> <p>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</p>	
A7	Data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data	<p>This relates to your ability to recognise energy management opportunities and/ or energy management issues or the values associated with those changes proposed to be made based on analysis of energy data as opposed to auditing against "checklists of opportunities".</p> <p>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</p>	

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A8	Identification, quantification, ranking and prioritization of opportunities for improvement	<p><b>This relates to your ability to assess and prioritise energy management opportunities by use of relevant analysis of monetary figures or carbon figures. This would include SPB, LCC, NPV, SIR etc.</b></p> <p><b>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</b></p>	
A9	Managing Working Relationships	<p><b>This relates to your ability to work and communicate within a team structure with clients and or clients employees successfully in the context of undertaking an assessment. Ability to recognise and engage with the individuals within a facility likely to have a significant effect on energy use.</b></p> <p><b>Please outline how you intend to show you have competence in this area and what evidence are you putting forward to support this claim?</b></p>	
A10	Preparation and presentation of a technical and nontechnical report for an energy efficiency assessment	<p><b>This relates to your ability to communicate with other individuals, both technical and non-technical the opportunities for improvement that exist or the impact that they have on energy use. In addition your ability to communicate a business case to individuals and to show them why an opportunity can make sense without needing to over-complicate things here.</b></p> <p><b>Please outline how you intend to show you have competence in this area TECHNICAL and what evidence are you putting forward to support this claim?</b></p> <p><b>Please outline how you intend to show you have competence in this area NON-TECHNICAL and what evidence are you putting forward to support this claim?</b></p>	
A11	Competence in Transport		

Este formulario es rellenado por el administrado por cada "ESOS application" para demostrar que este usuario tiene la formación/experiencia necesaria.

<b>AEE ESOS Check List</b>		
<b>1</b>	<b>Name from the site</b>	David Green
<b>2</b>	<b>Training Location and Date</b>	April/ May 2016, Birmingham UK - Vesma
<b>3</b>	<b>Trainer</b>	Ian Boylan
<b>4</b>	<b>References from the site</b>	Alan Pither
		Andrew Morphet
<b>5</b>	<b>FOR ADMIN</b> Reference validation (only to confirm the reasonable validity of information submitted - not for certification decision - opinion not sought about individual)  No check was deemed required. Vilnis knew David from previous work and was in a position to confirm information submitted. IB also knows second reference well enough to check but not required.	
<b>6</b>	<b>Does Applicant meet requirements for Education and experience?</b>	
	Yes, Diploma in Architecture with 10+ years of energy related experience	
<b>7</b>	<b>Do stated competencies reasonably align to PAS 51215 requirements:</b>	
	Dave has been brief in the information submitted in the PAS competency assessment but it is clear that he has worked quite an amount on ESOS to date and was already a registered assessor. He was clear that he undertook the training to further develop his knowledge in other areas having spoken to other assessors on the AEE register. He has been self-employed for some time and from discussion with reasonable retention of clients which is always a good indication of ability. He is a very good communicator, came across as very knowledgeable and scored quite well in the exam demonstrating his technical ability well. Not afraid to ask questions. Competencies well aligned.	
<b>8</b>	<b>Applicants Strengths/ Weaknesses:</b>	
	Dave has considerable experience in the home and commercial energy area, in particular given his architecture background in relation to building envelope. He readily accepts his skills lacking areas are in heavier industry and this is why he undertook the CEM training although he was already an ESOS assessor.	
<b>9</b>	<b>Has applicant signed affidavit for ESOS</b>	Yes
<b>10</b>	<b>Does applicant hold relevant AEE Certification</b>	CEM

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11	Is applicant an internal or external assessor	External
12	If applicant has not completed AEE training in UK or Ireland post ESOS registration live how has the applicant become aware of ESOS requirements etc.	
	N/A	
13	Cert Board Members approving	
	Ian Boylan; Derek Mullins; Shane Leavy	