

An Coimisiún um Rialáil Fóntas

**Commission for Regulation of Utilities**

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| Electrical Recognition Process Application Form (International Qualifications) for Eligible Persons under S.I. 8/2017  – Safe Electric Scheme |

**Supporting CRU documentation**

**Please read this document in conjunction with the below:**

* **Guidance Notes** for the Electrical Recognition Process for International Qualifications for Eligible Persons under S.I. 8/2017– Safe Electric Scheme Electrical Recognition Process
* The Electrical Recognition Process for Eligible Persons under S.I. 8/2017- **Essential Learning Outcomes** of the Accepted Irish Professional Qualifications for entry to the Safe Electric Scheme

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| **This Form is for Eligible Persons applying for Qualified Certifier (QC) in the Electrical Contractor (Safe Electric) Scheme Only** |

Your data will be processed in line with the CRU’s privacy notice (see:. [Privacy notice | CRU.ie](https://www.cru.ie/privacy-notice/) ) By completing this form, you consent to our sharing your personal information with third parties, as required, in order to process your application (e.g. Safe Electric, competent authorities, regulatory bodies, previous employers or training providers).

**NOTE – this form is for Applicants who have met the criteria for ‘eligible person’ and the requirements under the Directive (please see Guidance Note). If you are not an eligible person or do not meet the requirements, you must apply through the process for non-eligible persons. Information on this process can be found on the CRU** [**website**](https://www.cru.ie/regulations-policy/safety/international-qualifications/)**.**

# **Checklist**

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| You should complete all the tasks on the checklist in as much detail as possible before submitting your application and attached supporting documents by email to [**electricalrecognition@cru.ie**](about:blank) |

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| **No.** | **Task** | **Completed?** |
| **1** | I have read and understood the Guidance Notes. |  |
| **2** | I meet the requirements of ‘eligible person’ |  |
| **3** | I have read and understood the Essential Learning Outcomes. |  |
| **4** | I have completed all **mandatory** (Section 2 and Section 3) relevant sections of the application form electronically. |  |
| **5** | I have attached a copy of identification e.g. passport, national ID card, driver’s licence (see Guidance Notes Section 3). |  |
| **6** | I have attached a copy of proof of nationality e.g. passport, national ID card, birth certificate (see Guidance Notes Section 3). |  |
| **7** | I have provided the necessary Attestation(s) of Competence and the necessary accompanying documentation |  |
| **8** | I have attached a copy of eligibility to carry out electrical works from the relevant Competent Authority / Regulatory Body, where applicable outlined in Section 3 (see Guidance Notes Section 2.3). **Optional** |  |
| **9** | I have attached a copy of all professional qualification(s) and work experience outlined in Section 5 and 6. **Optional** |  |
| **10** | I have attached copies of all documents I wish to include listed in the Supporting Documentation tables of each section. |  |
| **11** | All attached documentation has been translated into English, where possible. |  |
| **12** | Your data will be processed in line with the CRU’s privacy notice (see: [Privacy notice | CRU.ie](https://www.cru.ie/privacy-notice/) ). By completing this form, you consent to our sharing your personal information with third parties, as required, in order to process your application (e.g. Safe Electric, competent authorities, regulatory bodies, previous employers or training providers). |  |
| **13** | I will pay the professional qualifications application fee in full (€250) in line with Safe Electric’s payment process (see Guidance Notes Section 1.7). |  |

# **Personal Details**

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| **Please complete all fields in this table** |

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| **Eligibility**   * Are you an eligible person? If not, you must apply through the process for non-eligible persons. See Guidance Notes Section 2.2. * Do you have a relevant professional qualification? See Guidance Notes Section 2.4 |

|  |  |
| --- | --- |
| Full Name: |  |
| Previous Names, if any |  |
| Date of Birth: |  |
| Nationality: |  |
| Country of citizenship: |  |
| Are you an eligible person? (See Guidance Notes Section 2.2): | Yes  No  If No, you should apply through the process for non-eligible persons. |
| Please provide further details if you an eligible person and not a national of an EEA[[1]](#footnote-1) Member State (see Guidance Notes Section 2.2): |  |
| Home Address  Address 1:  Address 2:  Address 3:  Postal code:  Country: |  |
| Direct Phone / Mobile Number: |  |
| **Note:** By providing my phone/mobile number I consent to being contacted by phone | |
| Personal Email: |  |
| **Note:** By providing my personal email address I consent to being contacted by email | |

## **2.1 Relevant Supporting Documentation**

You must attach copies of the following:

* **Proof of identification** (passport, national photo ID card, photo driving licence, etc.).
* **Proof of nationality** (passport, national photo ID card, birth certificate, etc.).
* See Section 3 of the Guidance Note for further information on non-EEA eligible persons.

If the documentation is not in English, please supply a copy of the original **and** a version translated into English.

Please list the relevant documentation attached in the table below.

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| Detail of Item Submitted | In English? | Translated? |
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| **Expand the above rows as necessary** |

# **Proof of Qualifications and Work Experience**

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| You must provide the following as proof of professional qualifications:   * Evidence of qualifications or Attestation of Competence[[2]](#footnote-2) **if your home Member State regulates the profession;** or * Evidence that you pursued the activity on a full time basis for one year or for an equivalent overall duration on a part-time basis during the previous 10 years in another Member State which does not regulate that profession AND evidence of qualifications or one of more Attestation(s) of competence if the **Member State does not regulate the profession.** The requirement of one year professional experience does not apply if the education is regulated in the home Member State. The requirement of one year professional experience can be waived if the education is regulated in the home Member State. |

## 3.1 Is the profession of Qualified Certifier regulated in the country in which your qualification(s) were obtained/recognised i.e. Safe Electric or equivalent?

## See Section 2.3 of the Guidance Notes.

Yes  No

If Yes, continue to 3.2

If No, continue to 3.3

3.2 If submitting a qualification, please include details below: Note you may copy and paste this table for additional qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Qualification 1** | | | | |
| Country of Qualification | |  | | |
| Title of Qualification | |  | | English |
|  | | Original Language |
| Name of Awarding Body / Institution | |  | | English |
|  | | Original Language |
| Address 1:  Address 2:  Address 3:  Postal Code:  Country: | |  | | |
| Email / Website Address | |  | | |
| Start Date (dd/mm/yyyy) | |  | | |
| Completion Date (dd/mm/yyyy) | |  | | |
| Study | | Full-time  Part-time | | |
| List of subjects /modules |  | | | |
|  | | |  | |
|  | | |  | |

OR

Please set out one or more Attestation(s) of Competence. Please include details in the table below. Note you may copy and paste this table for additional qualifications.

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| **Attestation of Competence 1** |
|  |

3.3 Please provide evidence that you pursued the activity on a full time basis for one year or for an equivalent overall duration on a part-time basis during the previous 10 years in another Member State which does not regulate that profession. Details should be provided below and the necessary documentation attached to this application.

**Note:** The requirement of one year professional experience does not apply if the education is regulated in the home Member State.

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| **Evidence of Professional Experience** |
|  |

AND

Evidence of qualifications or one of more Attestation(s) of competence

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Qualification 1** | | | | |
| Country of Qualification | |  | | |
| Title of Qualification | |  | | English |
|  | | Original Language |
| Name of Awarding Body / Institution | |  | | English |
|  | | Original Language |
| Address 1:  Address 2:  Address 3:  Postal Code:  Country: | |  | | |
| Email / Website Address | |  | | |
| Start Date (dd/mm/yyyy) | |  | | |
| Completion Date (dd/mm/yyyy) | |  | | |
| Study | | Full-time  Part-time | | |
| List of subjects /modules |  | | | |
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# **Proof you are Qualified to Carry Out Electrical Works in the Country of your Qualification(s) or have the necessary requirements to join the Safe Electric scheme:**

## 4.1 Are you qualified, or were you previously qualified, to carry out electrical works in the Member State in which your qualification(s) were obtained/recognised? Subject to Section 2.3 of the Guidance Notes.

Yes  No

If Yes, continue to 4.2

If No, you are not considered an eligible person under the Directive and you will need to apply through the Process for non-eligible persons.

## 4.2 Is the profession of Qualifier Certifier regulated in the country in which your qualification(s) were obtained/recognised? See Section 2.3 of the Guidance Notes.

Yes  No

If Yes, continue to 4.3

If No, skip to Section 5

## 4.3 Please provide the Attestation of Competence(s). It is optional to provide details of the Competent Authority / Regulatory Body that can confirm your qualification entitles / entitled you to practise in your profession in the country where it was obtained.

**If electrical works are not regulated in the country where your qualifications are obtained/recognised please skip to Section 5. See Section 2.3 of the Guidance Notes.**

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| **Note:** If the Member State where your qualification was obtained/recognised regulates electrical works (see Appendix 3 of the Guidance Notes), please provide proof that you are qualified to certify electrical works in that Member State. See guidance notes. |

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| --- | --- | --- | --- |
| Name of Competent Authority / Regulatory Body: |  | | English |
|  | | Original Language |
| Address 1:  Address 2:  Address 3:  Postal code:  Country: |  | | |
| Email Address: |  | | |
| Phone Number (include country area code): |  | | |
| **Please list the electrical works you are registered to certify**  Please list below. | | | |
| Are you currently or were you previously registered with this Competent Authority / Regulatory Body?  If Yes, please complete the following. If No, skip to 4.4. | | Yes | No |
| Your registration / licence number: | |  | |
| Period(s) of registration: | |  | |
| Professional title under which you are/were registered: | |  | English |
| Original Language |
| Have you ever had your membership suspended? | | Yes | No |

## **4.4 Relevant Supporting Documentation**

If you wish to do so, please attach copies of the following:

* If the country where your qualification was obtained/recognised **regulates electrical works** (see Appendix 1 of the Guidance Notes), you may wish to **provide proof that you are/were qualified** to certify electrical works in that country (letter of registration or ID card, confirmation from the Competent Authority / Regulatory Body, etc.).
* See Section 2.3 of the guidance notes for further information on non-EEA eligible persons.

If the documentation is not in English, please supply a copy of the original **and** a version translated into English.

Please list the relevant documentation attached in the table below.

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| **Expand the above rows as necessary** |

# **Qualification(s) for Recognition**

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| Use this section to provide details of your relevant professional qualification(s), if you wish to do so.  The subjects and learning outcomes of your relevant qualification(s) will be compiled and compared against the Essential Learning Outcomes set out in the accompanying document. The Panel will decide if the profession you are qualified for is the same as the profession of Qualified Certifier in Ireland. **If not, the Panel will consider whether compensation measures or Partial Access may be appropriate.**  **The CRU considers the following qualifications as relevant to the Safe Electric scheme:**   * Electrical qualification(s);   and/or   * Qualification(s) which have qualified you to practise as an electrician in the country within the EEA where it was obtained/recognised.   **Note**: If you have multiple qualifications, you should include them in your application.  Two tables are provided below:   * **Type A**: longer courses (1 or more years) such as apprenticeship qualifications * **Type B**: shorter (less than 1 year) relevant qualifications.   **Note:** You must copy and insert a new table (Type A or Type B) for each additional relevant qualification you wish to include. See Guidance Notes for more information. |

## **5.1 Type A Qualification(s) (1 or more years)**

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| **Note:** If your qualification is a less than one year in duration, this table is not applicable. Skip to the Type B table below. |

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| **Relevant Professional Qualification No. 1 (Type A: 1 or more years)** | | |
| Country of Qualification |  | |
| Title of Qualification |  | English |
|  | Original Language |
| Name of Awarding Body / Institution |  | English |
|  | Original Language |
| Address 1:  Address 2:  Address 3:  Postal Code:  Country: |  | |
| Email / Website Address |  | |
| Start Date (dd/mm/yyyy) |  | |
| Completion Date (dd/mm/yyyy) |  | |
| Study | Full-time  Part-time | |
| List of subjects /modules |  | |

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| **Add additional relevant Type A qualification(s) below by copying and inserting the above table as necessary.** |

## **5.2 Type B Qualification(s) (shorter than 1 year)**

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| --- | --- | --- |
| **Relevant Professional Qualification No. 2 (Type B: shorter than 1 year)** | | |
| Country of Qualification |  | |
| Title of Qualification |  | English |
|  | Original Language |
| Name of Awarding Body / Institution |  | English |
|  | Original Language |
| Address 1:  Address 2:  Address 3:  Postal Code:  Country: |  | |
| Email / Website Address |  | |
| Start Date (dd/mm/yyyy) |  | |
| Completion Date (dd/mm/yyyy) |  | |
| Study | Full-time  Part-time | |
| List of subjects /modules |  | |

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| **Add additional relevant Type B qualification(s) below by copying and inserting the above table as necessary.** |

## **5.3 Relevant Supporting Documentation**

For each of your professional qualifications (Type A and Type B) please attach copies of the following:

* **Certificate of qualification**
* **Official transcripts**

If the documentation is not in English, please supply y a copy of the original **and** a version translated into English.

Please list the relevant documentation attached in the table below.

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| Detail of Item Submitted | In English? | Translated? |
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| **Expand the above rows as necessary** |

# **Professional Experience**

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| Use this section to demonstrate your relevant professional experience, should you wish to do so.  Please outline a summary of your relevant experience relating to electrical work. You should demonstrate that you have the appropriate level of experience to become registered as a Qualified Certifier in the scheme. You should demonstrate that you have the appropriate level of experience to become a Qualified Certifier in the Safe electric scheme.  Please provide this information in reverse chronological order i.e. the most recent first. It will be assumed that you are not working in your profession for any period not accounted for.  Three tables are provided below. **Note:** You must copy and insert a new table for each additional relevant work experience you wish to include.  In addition to the completion of the tables provided in this section, Applicants may also submit a curriculum vitae (CV), providing a full outline of their work experience. |

|  |  |  |  |  |
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| **Relevant Work Experience 1 – Current/Most Recent Employment** | | | | |
| Employer | |  | | |
| Address 1:  Address 2:  Address 3:  Postal Code:  Country: | |  | | |
| Phone Number | |  | | |
| Email Address | |  | | |
| Job Title | |  | | |
| Start Date (mm/yyyy) | |  | End Date (/mm/yyyy) |  |
| Period in Years / Months | |  | | |
| Main Duties: |  | | | |

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| **Expand the above rows as necessary** |

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| **Relevant Work Experience 2 – Second Most Recent Employment \*** | | | | |
| Employer | |  | | |
| Address 1:  Address 2:  Address 3:  Postal Code:  Country: | |  | | |
| Phone Number | |  | | |
| Email Address | |  | | |
| Job Title | |  | | |
| Start Date (mm/yyyy) | |  | End Date (mm/yyyy) |  |
| Period in Years / Months | |  | | |
| Main Duties: |  | | | |

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| **Expand the above rows as necessary** |

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| **Relevant Work Experience 3 – Third Most Recent Employment \*** | | | | |
| Employer | |  | | |
| Address 1:  Address 2:  Address 3:  Postal Code:  Country: | |  | | |
| Phone Number | |  | | |
| Email Address | |  | | |
| Job Title | |  | | |
| Start Date (mm/yyyy) | |  | End Date (mm/yyyy) |  |
| Period in Years / Months | |  | | |
| Main Duties: |  | | | |

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| **Expand the above rows as necessary** |

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| **If you wish you can add additional relevant work experience(s) below by copying and inserting the above table as necessary.** |

## **6.1 Relevant Supporting Documentation**

You may attach copies of the following, if you wish to do so:

* **employment reference** written on headed paper/email by a named person and dated including contact details alone will not be accepted

If the documentation is not in English, please supply a copy of the original **and** a version translated into English.

Please list the relevant documentation attached in the table below.

|  |  |  |
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| Detail of Item Submitted | In English? | Translated? |
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| **Expand the above rows as necessary** |

**Notes on Work Experience.**

\* Multiple Work Experience details are not mandatory.

1. You may also include other supporting documentation such as certificates of completed works, testimonies from customers, etc. if applicable.
2. A current curriculum vitae (CV) can be included with the supporting documentation. This can be helpful to the Panel to see the chronology of work experience.

Information on professional experience, are optional. They are suggested in order to ensure your application is not delayed and to avoid or limit compensatory measures.

# **Learning Outcomes / Key Understandings**

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| Use this section to demonstrate that you have met the Essential Learning Outcomes of the Electrical Advanced Craft Certificate through your professional experience and qualification(s), should you wish to do so. The Panel will assess your qualifications against these Learning Outcomes/Key Understandings to determine if you are qualified to undertake the same profession as gas installer in Ireland.  Where possible, please demonstrate that the relevant Learning Outcomes have been gained by providing examples of work experience where you practised and used that skill. You may also demonstrate how you have gained the relevant Learning Outcome in your professional qualification(s), if applicable.  You do not need to complete a section of this form if you do not have experience in the field or are unable to set out your experience against the Essential Learning Outcomes/Key Understanding. |

## **7.1 Electrical Essential Learning Outcomes**

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| If you do not have experience as an electrician or a particular learning outcome outlined below or are unsure of how your experience relates to sections on this field, please leave the field blank. |

|  |  |
| --- | --- |
| **No.** | **Electrical - Essential Learning Outcomes /Key Understandings** |
| **1** | Demonstrate a specialised knowledge of a broad range of theoretical, conceptual and factual components and characteristics of the Electrical craft |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have cover this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **2** | Demonstrate a specialised knowledge and understanding of the principles, practices, tools and equipment necessary for the installation, maintenance, repair, testing and verification of Electrical systems |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **3** | Demonstrate a comprehensive range of specialised electrical skills using equipment, test instruments, hand and power tools |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **4** | Exercise appropriate judgement in planning, design, diagnostics and delivering services, installations and maintenance processes relating to Electrical Trade |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **5** | Apply theoretical and technical know-how to install, inspect, diagnose, maintain, repair, test and verify electrical and electromechanical systems within the workplace |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **6** | Demonstrate an ability to comply with statutory regulations governing the safety of personnel, plant, premises and the environment |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **7** | Exercise substantial independence in the workplace, taking responsibility for Electrical duties performed by themselves and others, ensuring safe work practices and interacting with a variety of individuals and groups to include customers, colleagues and suppliers |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **8** | Take initiative to identify and address self-development and training needs in an employment environment |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |
| **9** | Demonstrate an awareness of the function and role of the electrician in society to include an awareness of energy conservation and other relevant ecological concerns |
| If applicable, please outline how you have met the above learning outcome by providing examples from your relevant work experience?  **Please list below.**  If applicable, please reference below where in your qualification(s) you have covered this learning outcome? **Please include descriptor ref/ page/ year/ syllabus/ etc.** | |

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| Once you have completed the application form, please confirm the **checklist on page two** before submitting the application form and supporting documents as attachments to: [**electricalrecognition@cru.ie**](about:blank) |

1. European Economic Area (EEA) - The 27 Member States of the European Union and Iceland, Norway and Liechtenstein. It is noted that specific rules also apply for Switzerland. [↑](#footnote-ref-1)
2. An attestation of competence can be a specific examination without prior training, or full-time pursuit of the profession in a Member State for three consecutive years or for an equivalent duration on a part-time basis during the previous 10 years. [↑](#footnote-ref-2)