

An Coimisiún um Rialáil Fóntas

Commission for Regulation of Utilities

Guidance Notes for the Electrical Recognition Process for International Qualifications

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You must read this document in conjunction with the below:

- The Essential Learning Outcomes Document for the Accepted Irish Professional Qualifications.
- Electrical Recognition Process Application Form (International Qualifications) Registered Electrical Contractor Scheme.

Glossary of Terms and Abbreviations

Term	Definition or Meaning
CRU	Commission for Regulation of Utilities
Certified copy	Certified as a true copy of the original by a solicitor, lawyer or notary public only. Must be stamped by certifier.
Certified translation	Translated into English and include a statement made by the translator attesting to its accuracy, along with the date, the translator's credentials and contact details for each document
EEA	European Economic Area
Eligible Person	See Section 2.2
Eligible Qualification	See Section 2.4
ELO	Essential Learning Outcome is a key understanding of accepted Irish qualifications. These Learning Outcomes are gained through work experience and / or qualifications. See Section 2.6
Member State	The 27 Member States of the European Union and Iceland, Norway, Liechtenstein, and Switzerland
NFQ	National Framework of Qualifications
Regulated Profession	Professions to which access or practise in a Member State is, by law or regulation or administrative provision, conditional upon the possession of certain fixed professional qualification(s)
Qualified Certifier (QC)	An employee of the REC who is responsible for, on a day-to-day basis, the safety, quality and certification of the electrical installation works of the REC. QC's must hold a Verification and Certification of Electrical Installations qualification.
RECI	Register of Electrical Contractors of Ireland
REC	Registered Electrical Contractor
ROI	Republic of Ireland
SSB	Safety Supervisory Body

The Directive	European Recognition of Professional Qualifications Directive 2005/36/EC which was amended by the Directive 2013/55/EU
The Panel	The Panel of Experts
The scheme	The Registered Electrical Contractor (REC) statutory regulatory scheme

1. Guidance Notes

1.1 General

The Commission for Regulation of Utilities (CRU) is the Competent Authority for electrical contractors in Ireland. The CRU regulates the activities of electrical contractors with respect to safety in the Republic of Ireland (ROI). The CRU carries out this function through the Register of Electrical Contractors of Ireland (RECI) statutory regulatory scheme. The CRU's regulatory objective, with regard to the implementation and operation of the Registered Electrical Contractor (REC) scheme ("the scheme"), is to protect the safety interests of customers with respect to electrical works¹. The scheme is run under the brand Safe Electric.

The statutory registration scheme is fundamental to the delivery of quality and accountability in the provision of regulated electrical works in Ireland and ensures that members of the public availing of the services of RECs can be confident that they are properly regulated and qualified for the job.

All applicants who hold professional qualification(s) gained outside the ROI must first have their qualification(s) recognised by the CRU's Panel of Experts ("the Panel") before a valid application for registration in the scheme can be made.

1.2 Directive

The European Recognition of Professional Qualifications Directive 2005/36/EC² ("the Directive"), obliges the CRU to put in place a system of recognition for eligible persons with relevant non-Irish Member State³ qualifications applying for registration to the scheme (see Section 2.2 below).

The Directive applies to qualifications which have been obtained/recognised in 29 Member State countries⁴ (see Section 2.4 below). The CRU has made the policy decision to make similar provision for applicants with relevant non-Member State qualifications.

¹ Please see the National Wiring Rules

² [Directive 2005/36/EC](#) of the European Parliament and of the Council.

³ See paragraph (2) and (4) for the scope of the [S.I. No. 8/2017](#) - European Union (Recognition of Professional Qualifications) Regulations 2017.

⁴ The 27 Member States of the European Union and Iceland, Norway and Liechtenstein. It must be noted that specific rules apply for Switzerland with regard to the recognition of professional qualifications.

Are you eligible?

- Do you have a relevant professional qualification? See Section 2.4 below. If not, your application will be **rejected**.
- Are you an 'eligible person'? See Section 2.2 below. If not, your application may be **delayed**.
- Has your qualification(s) been obtained/recognised in one of the 29 Member State countries? See Section 2.4 below. If not, your application may be **delayed**.

1.3 The REC Scheme

Electrical works is a *regulated profession* in the ROI, therefore anyone working in the industry must be registered and must meet certain minimum requirements.

To carry out electrical works without being a REC is a criminal offence. Therefore, it is necessary for anyone who gained a qualification outside of the ROI to have their qualification(s) and work experience assessed and recognised before they can begin the process of becoming a Qualified Certifier (QC).

The Electrical Criteria Document⁵, sets out how the REC scheme operates. The current qualification requirements to become a QC are as follows:

- a. The Electrical National/Advanced Craft Certificate Level 6 (NFQ⁶).

And

- b. City & Guilds Electrical Testing & Verification of Electrical Installations course or equivalent

All QCs in the scheme are required to undergo the mandatory V&C course once every five years.

If you hold a City & Guilds qualification such as Level 3 Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment) (C&G 2357) you may be able to apply directly to Safe Electric.

⁵ The Electrical Criteria Document is subject to amendment from time to time. The [ESSB Criteria Document Version 3.0](#) was published by the CRU on 22 April 2016.

⁶ The NFQ is a system of ten levels used to describe the Irish qualifications system. The NFQ is based on standards of knowledge, skill and competence and incorporates awards made for all kinds of learning. 4 Directive 2005/36/EC of the European Parliament and of the Council.

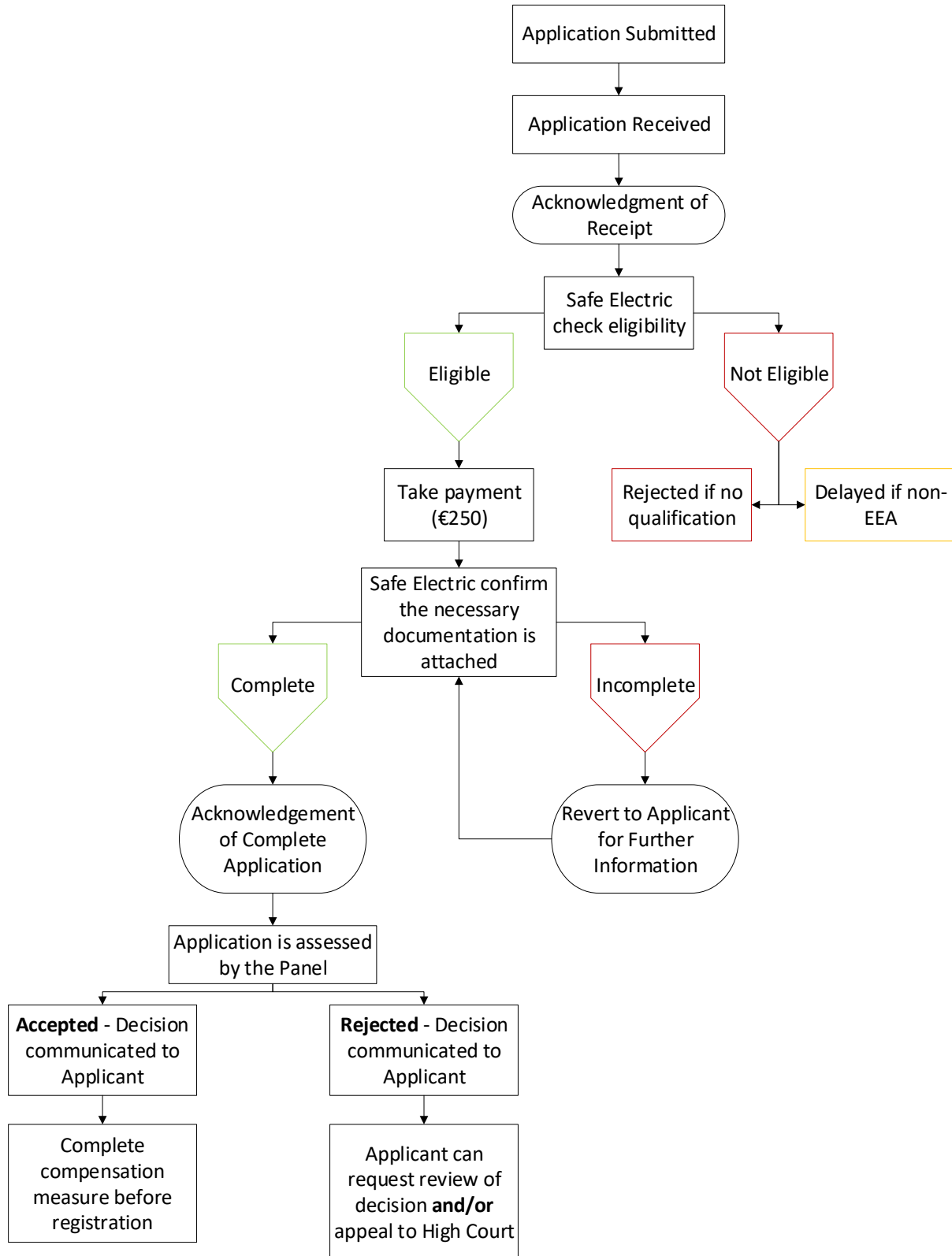
1.4 Application Process

Applicants will be required to fill out the application form with the relevant details relating to their qualification(s) and professional experience. The electrical recognition process secretariat will ensure that all the relevant information/documentation has been provided and that the fee has been paid. The Panel will then review the applications and assess if applicants have demonstrated an appropriate level of competence to become registered with the scheme.

The Panel will map each applicant's qualification(s) against the list of Essential Learning Outcomes of the relevant accepted Irish qualification(s). If there are any substantial differences (deficits) between the applicant's qualification(s) and the Essential Learning Outcomes, the Panel will assess if the applicant's professional work experience addresses these deficits.

The Panel will then decide if compensation measures need to be applied to bridge any remaining deficits, namely by either sitting an aptitude test or completing an adaptation period. The compensation measures are defined and explained in more detail in Section 1.5.

Electrical Recognition Process



1.5 Outcome

The outcome will be one of the following. The CRU will

- Recognise the applicant's qualifications/experience and they can proceed to apply for access to the scheme register.
- Once the appropriate compensation measure is completed the CRU will recognise the applicant's qualifications/experience. Individuals can then apply to register with the scheme.
- Reject the application if the deficits identified are too large to bridge with compensation measures.

Applicants will be entitled to request a review of the decision. The applicant may then appeal the CRU's decision to the High Court.

The potential compensation measures are as follows:

- Aptitude Test
or
- Adaptation Period.

The aptitude test will be an electrical assessment. The electrical assessment will cover practical aspects and knowledge of the National Rules for Electrical Installations, knowledge of which is essential in order act as a QC within the scheme.

The adaptation period will be a period of time where the applicant will work under the supervision of a QC who will counter-sign certificates and be present for inspections. The adaptation period can last up to 3 years. It is the applicant's responsibility to find a QC under whose supervision they can work for the adaptation period. It is envisaged that in most cases after this period of supervision, the applicant can then apply for registration with the scheme.

Once the compensation measures have been successfully applied you will be eligible to sit the mandatory V&C course (2-4 days duration, and currently costs approximately €425-750). Before being accepted as a QC in the scheme, each applicant will have had their qualification(s) reviewed by a Panel of Experts, will have successfully completed any applicable compensation measures (including an electrical assessment), and will have successfully completed the V&C course.

1.6 Timelines

The CRU commits to the following timeline as set out in the Directive:

- **One month** to acknowledge the application.
- **One month** to notify the applicant if the application is incomplete and ask for additional documentation.
- A further **three months**, with a possible **one-month extension**, to reach a decision on the application.

1.7 Payment

Before requesting payment, Safe Electric will complete some eligibility checks. Safe Electric will then contact you by phone to take payment. Your application will not be processed unless you have made payment in full (€250).

2. Application Form

Please read these notes before completing the application form

2.1 Checklist

Read through the checklist and use it as a to-do list to help guide your application. It outlines the information/documentation that you will need to provide as part of your application. Once the application has been completed, this section should be used to confirm that all the required steps have been taken and all necessary documentation has been attached. It is recommended you refer back to this checklist as you complete the form.

Please note, each item on the checklist needs to be adjusted to your individual situation. For example, the number of certificates/transcripts required will depend on how many qualifications you have put forward to be assessed, the duration of each qualification etc.

2.2 Personal Details

You are an '**eligible person**' if you fall into one of the following categories:

- You are a European Economic Area (EEA)⁷ national,
- You are a Swiss national,
- You have refugee or other protected status in an EEA country or Switzerland, or
- You have a spouse, dependant child under to age of 21, or a dependant (grand)parent or (grand)parent-in-law who is a national of the EEA or Switzerland, has **and** you have the right to residence or permanent residence in an EEA country or Switzerland

You must provide supporting documentation to prove you are an eligible person (see 3.1 and 3.2).

If you are **not an eligible person** your application **may be delayed**.

Contact Details

Please provide your personal/direct phone number so that Safe Electric can contact you to take payment. Please provide an email address as we may need to contact you to obtain further information. If details are missing this may result in delays or ultimately rejection.

⁷ The 27 Member States of the European Union and Iceland, Norway, Liechtenstein, and Switzerland.

2.3 Proof you are Qualified to Work in the Country of your Qualification(s)

It is necessary for the CRU to verify that you are / were qualified to carry out electrical works in the country where your qualification(s) were obtained / recognised.

If the country where your qualification(s) were obtained / recognised **does regulate** electrical works, you will need to supply confirmation from the relevant Competent Authority / Regulatory Body i.e. equivalent of the CRU / RECI, that you are / were qualified to carry out electrical works. Please see Appendix 1 for a list of regulated countries and the relevant Competent Authority

If electrical works **is not regulated** in the country where your qualification was obtained/recognised, you must have worked as an electrical contractor for one out of the last ten years in the domestic electrical works industry. This information should be provided in Section 5 of the application form.

2.4 Professional Qualifications

You will need to provide evidence of your relevant professional qualification(s). **If you do not provide evidence of a relevant professional qualification your application will be rejected.** If you have multiple relevant professional qualifications, please expand the relevant section as necessary. You may include expired qualifications to be assessed.

The Directive applies to you (eligible person - see Section 2.2) if your qualification(s) falls in to one of the following categories:

- Your qualification(s) have been **obtained** in one of the 29 Member State countries.
- Your qualification(s) have been **recognised** by one of the 29 Member State countries and you have three years professional experience as an electrical contractor in this Member State. **Note:** You must provide evidence that the Member State has recognised your qualification(s).

If the above does not apply to your qualification(s), **your application may be delayed.** Please see Appendix 1 for a list of Member State countries.

You must be qualified to carry out the profession of electrician in your home Member State. You must provide the relevant information as outlined in the application form. You may provide expired qualifications to be assessed. If certain documentation/information is missing this may result in delays or ultimately rejection to your application.

Your relevant qualification(s) will be compiled and compared against the Essential Learning Outcomes of the relevant accepted Irish qualification(s). The Panel will decide if the profession you are qualified for is the same as the profession of electrician in Ireland. **If it is not, your application will be rejected.**

Qualifications that are relevant to the Safe Electric scheme:

- Electrical qualification(s)

and/or

- Qualification(s) which have qualified you to practise as an electrician in the Member State where it was obtained/recognised.

If you have any combination of the above qualifications, you should include them in your application (including expired qualifications). There are two types of tables in the application form.

Use the **Type A** table for longer courses (1 or more years) such as apprenticeship qualifications. Use the **Type B** table for any shorter (less than one year) relevant qualifications. Expand the tables as necessary.

2.5 Work Experience

In addition to qualifications, you may have skills that have been gained through your professional experience. Examine your professional history to identify any Essential Learning Outcomes/Key Understandings gained through work experience. You must be able to demonstrate an appropriate level of competence by describing your main duties and specific examples of the works you have undertaken. For each job listed you must include reference and contact details of your employer. You may also include other supporting documentation such as certificates of completed works, testimonies from customers, etc. if applicable.

2.6 Essential Learning Outcomes

Please ensure that you read the [Learning Outcomes/Key Understandings document](#).

All applications to the electrical recognition process will be assessed against the Learning Outcomes/Key Understandings of the accepted Irish qualifications.

Use Sections 5 and 6 of the application form to demonstrate that you meet the Learning Outcomes/Key Understandings.

You must outline where in your qualification(s) you have gained the relevant learning outcomes (if applicable). You must also provide examples of work experience where you practised and used the relevant skill(s).

This is important because if the Panel identify any substantial differences (deficits) between your qualification(s) and the Learning Outcomes/Key Understandings, your relevant work experience will be considered.

All applicants must complete all parts of Section 6.1

If you do not have experience for a particular learning outcome (or part of) you must state this and write 'Not applicable' in the allocated space of the application form.

3. Supporting Documentation

With the exception of EEA passports / EEA photo driving licences, **all proof of identification and nationality must be certified** by a solicitor, lawyer, notary public or member of An Garda Síochána. Must be stamped by the certifier.

If the documentation is not in English, it must be translated by a **certified translator**. In this case you must include a certified copy of documents in the original language and a version translated by a certified translator.

3.1 Proof of Identification

You must supply one of the following (certified as appropriate):

- **Passport:** include a copy of the front page and the photo page
- **National photo ID card:** include a copy of both sides of the card/document
- **Photo driving licence:** include a copy of both sides of the card/document

3.2 Proof of Nationality

You must supply one of the following (certified as appropriate):

- **Passport:** include a copy of the front page and the photo page
- **National photo ID card:** include a copy of both sides of the card/document
- **Birth certificate:** ensure the photocopy does not cut off any information

If the applicant is not a national of a Member State (listed in Appendix 1) they must belong to one of the following categories to be considered an “eligible person” as per the Directive:

- **Refugee or other protected status:** must supply proof of such i.e. Convention Travel Document from an EEA member state or Switzerland
- **Family member and right of residence in the state:** the applicant must supply proof of both i.e. a birth or marriage certificate and proof of residency.

Where the identification provided is a passport or photo driving licence from an EEA member state the copy does not need to be certified. For all other identification, only certified copies of proof of identification and nationality will be accepted, no originals. Copies of IDs must be certified by a notary, solicitor, lawyer or member of An Garda Síochána.

Apart from EEA passports or photo driving licences where the documentation is not in English, the applicant must supply a copy of the original AND a version translated into English by a certified translator.

3.3 Proof you are Qualified to Practice

If the electrical works industry is regulated in the country in which you gained the professional qualification and/or Member State of nationality, you need to provide proof that you are one of:

- Registered with the relevant Competent Authority / Regulatory Body (i.e. equivalent of the CRU / RECI)
- Were previously registered
- Are eligible to be registered (e.g. meet all requirements to register).

You must supply one of the following:

- **Letter of Registration or ID card:** the document must include a registration number. You may include an expired ID card to prove that you were previously registered.
- **Confirmation from the Competent Authority / Regulatory Body:** you may provide a letter confirming that you are eligible to become registered.

If not regulated, you must provide proof of having worked in the industry for one out of the last ten years. This information is supplied into Section 5 of the Application Form.

Note: Letters of registration must be written on headed paper and stamped/signed by the institution. Copies of ID cards must be certified by a solicitor, lawyer, notary public or member of An Garda Síochána. If the documentation is not in English, you must supply a copy of the original **and** a version translated into English by a certified translator.

3.4 Proof of Professional Qualifications

Each of the following must be supplied:

- **Professional Qualification:** Certificate(s) from the institution(s) or training provider(s) will be accepted as proof. Certificate(s) are the final award given proving the course/training has been completed. You may include expired qualifications to be assessed by the Panel.
- **Official Transcripts:** Include transcripts of the course listing each module taken. It is not necessary to include the results of each module.

You must provide certificates for each professional qualification that you have listed in Section 4 of the application form. Each module of each qualification must have corresponding transcripts. All documentation must be **accredited (on headed paper and stamped/signed) by the awarding body.**

If the documentation is not in English, you must supply a copy of the original **and** a version translated into English by a certified translator.

3.5 Proof of Professional Work Experience

You must supply at least one employment reference for an employer you list in Section 5 of your application:

- **Written reference from employer:** reference confirming that you have completed the tasks listed in your application. Contact details alone are not acceptable

Note: References must be written on headed paper/email by a named person and include their phone number and/or email address.

Should you have any questions about completing your application form, please contact Safe Electric by email: electricalrecognition@reci.ie

Appendix 1 - European Economic Area (EEA) Countries

Country	Regulated Y/N	Relevant Competent Authority
Austria	N	
Belgium	N	
Bulgaria	N	
Croatia	N	
Cyprus	N	
Czechia	N	
Denmark	Y	Sikkerhedsstyrelsen – Danish Safety Technology Authority
Estonia	N	
Finland	N	
France	Y	Chambre de Métiers et de l'Artisanat – Chamber of Trade and Crafts
Germany	Y	Handwerkskammern – Chamber of Trade
Greece	Y	National Organisation for the Certification of Qualifications & Vocational Guidance
Hungary	Y	Government Office of Pest County
Iceland	Y	Ministries of Industries and Innovation
Italy	Y	Directorate-General for Market, Competition, Consumer Affairs, Surveillance and Technical Regulation
Latvia	Y	Specialized Certification Centre of Latvian Association of Power Engineers and Energy Constructors
Liechtenstein	N	
Lithuania	N	
Luxembourg	Y	Ministere de l'Economie, Direction Generale PME et Entrepreneuriat – Ministry of the Economy
Malta	Y	Regulator for Energy and Water Services
Norway	Y	Directorate for Civil Protection and Emergency Planning
Poland	Y	National Board of Polish Chamber of Construction Engineers
Portugal	Y	Directorate-General for Energy and Geology
Romania	N	
Slovakia	Y	National Labour Inspectorate
Slovenia	N	
Spain	N	
Sweden	N	
Switzerland	Y	Federal Inspectorate for Heavy Current Installations ESTI

The Netherlands	N	
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