An Coimisiún um Rialáil Fóntas

**Commission for Regulation of Utilities**

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| Electrical Recognition Process Application Form (International Qualifications) – Registered Electrical Contractor Scheme |

**Supporting CRU documentation**

**You must read this document in conjunction with the below:**

* The Guidance Notes Document for the Electrical Recognition Process for International Qualifications.
* The Essential Learning Outcomes Document for the Electrical Advanced Craft Certificate.

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| **This Form is for Electrical Contractor Scheme Only** |

Your data will be processed in line with the CRU’s privacy notice (see: [www.cru.ie/privacy-statement](about:blank)). 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).

# **Checklist**

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| You must complete all the tasks on the checklist 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 have read and understood the Essential Learning Outcomes. |  |
| **3** | I have completed all relevant sections of the application form electronically. |  |
| **4** | I have attached a certified copy of identification e.g. passport, national ID card, driver’s licence (see Guidance Notes Section 3). |  |
| **5** | I have attached a certified copy of proof of nationality e.g. passport, national ID card, birth certificate (see Guidance Notes Section 3). |  |
| **6** | 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). |  |
| **7** | I have attached a copy of all professional qualification(s) outlined in Section 4. |  |
| **8** | I have attached a copy of all official transcripts for the relevant professional qualification(s) awarded. |  |
| **9** | I have attached descriptions of the qualification(s) content - learning outcomes, course syllabus / handbook showing details of the subjects taken each year, the subject content and the number of hours of study in each subject. |  |
| **10** | All qualification documents have been stamped/signed by the relevant awarding Body / Institute. |  |
| **11** | I have attached the references (including contact details) for the relevant work experience(s) outlined in Section 5. |  |
| **12** | I have attached copies of all documents listed in the Supporting Documentation tables of each section. |  |
| **13** | All attached documentation has been translated into English by a certified translator, where applicable. |  |
| **14** | Your data will be processed in line with the CRU’s privacy notice (see: [www.cru.ie/privacy-statement](about:blank)). 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). |  |
| **15** | 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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| **All fields in this table are mandatory** |

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| **Eligibility**   * Do you have a relevant professional qualification? If not, your application will be rejected. See Guidance Notes Section 2.4 * Are you an eligible person? If not, your application may be delayed. See Guidance Notes Section 2.2. * Has your qualification(s) been obtained/recognised in one of the 29 Member State countries? If not, your application may be delayed. 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, your application may be delayed (see Guidance Notes) |
| 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 **certified** 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 notes for further information on non-EEA eligible persons.

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, the applicant must supply a copy of the original **and** a version translated into English by a certified translator.

Please list the relevant documentation attached in the table below.

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

# **Proof you are Qualified to Carry Out Electrical Works in the Country of your Qualification(s):**

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

Yes  No

If Yes, continue to 3.2

If No, this application will be rejected

## 3.2 Is the profession of electrician 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 3.3

If No, skip to Section 4

## 3.3 Please provide the 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 4. See Section 2.3 of the Guidance Notes.**

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| **Note:** If the country where your qualification was obtained/recognised regulates electrical works (see Appendix 1 of the Guidance Notes), you must provide proof that you are qualified to carry out electrical works in that country. Failure to present documentary evidence can result in your application being delayed or rejected. See guidance notes. |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 undertake**  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 3.4. | | 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 |

## **3.4 Relevant Supporting Documentation**

You must 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 must **provide proof that you are/were qualified** to carry out 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.

**Note:** Only **certified copies of ID cards** will be accepted. Certified copy means it has been certified as a true copy of the original by a solicitor, lawyer or notary public or member of An Garda Síochána only. **Letters of registration** do not need to be certified but must be written on headed paper and/or stamped by the Competent Authority / Regulatory Body.

If 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.

Please list the relevant documentation attached in the table below.

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# **Qualification(s) for Recognition**

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| Use this section to provide details of your relevant professional qualification(s).  The subjects and learning outcomes of your relevant qualification(s) will be compiled and compared against the Essential Learning Outcomes of the Irish Electrical Advanced Craft Certificate. The Panel will decide if the profession you are qualified for is the same as the profession of electrician/Qualified Certifier (QC) in Ireland. **If not, your application will be rejected.**  **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.  **If you do not provide evidence of a relevant professional qualification(s) your application will be rejected.**  If your qualification(s) have been obtained/recognised by a non-EEA state your application may be delayed (see Guidance Notes).  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. |

## **4.1 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. |

|  |  |  |
| --- | --- | --- |
| **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 |  | |
| Number of hours: practical / on site |  | |
| Number of Hours: theory / classroom |  | |
| Examination(s) / assessment method(s) |  | |
| Result(s) / grade(s) achieved |  | |

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

## **4.2 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 |  | |
| Number of hours: practical / on site |  | |
| Number of Hours: theory / classroom |  | |
| Examination(s) / assessment method(s) |  | |
| Result(s) / grade(s) achieved |  | |

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

## **4.3 Relevant Supporting Documentation**

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

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

**Note:** The copies must be accredited (on headed paper and stamped/signed) by the relevant awarding body / institution.

If 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.

Please list the relevant documentation attached in the table below.

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# **Professional Experience**

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| Use this section to demonstrate your relevant professional experience.  Please outline a summary of your relevant experience relating to electrical work. You must demonstrate that you have the appropriate level of experience to become registered in the 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. |

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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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| **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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| --- | --- | --- | --- | --- |
| **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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| **Add additional relevant work experience(s) below by copying and inserting the above table as necessary.** |

## **5.1 Relevant Supporting Documentation**

You must attach copies of the following:

* **At least one employment reference** written on headed paper/email by a named person and dated

**Note:** contact details alone will not be accepted

If 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.

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** |

# **Learning Outcomes**

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

## **6.1 Electrical Advanced Craft Certificate**

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| The table below is mandatory. If you do not have experience as an electician or a particular learning outcome outlined below you must state **‘Not applicable’** in the allocated space. |

|  |  |
| --- | --- |
| **No.** | **Electrical Advanced Craft Certificate - Essential Learning Outcomes** |
| **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)