

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
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)
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 Registered Electrical Contractor (REC) statutory regulatory scheme. The CRU's regulatory objective with regard to the implementation and operation of the Safe Electric scheme ("the scheme") is to protect the safety interests of customers with respect to electrical works¹. Scheme is run by Registered Electrical Contractors of Ireland (RECI) 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 30 Member State countries⁴ (see Section 2.4 below) but does not create any obstacle to recognising qualifications which have been obtained outside of these Member States. Once the recognition process **is fully in place for Member State qualifications**, the CRU has made the policy

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.

decision to make similar provision for applicants with relevant non-Member State 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 30 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 an REC.

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

- a. The Electrical National/Advanced Craft Certificate Level 6 (NFQ⁶).
- And
- b. Verification and Certification (V&C) course or equivalent

The entry requirements to the scheme were decided in consultation with industry stakeholders. Requirements are set at a level to ensure scheme members have the appropriate training and knowledge to safely carry out the regulated electrical works.

⁵ The Electrical Criteria Document is subject to amendment from time to time. The [Electrical Safety Supervisory Criteria Document Version 1.6](#) was published by the CRU on 26 July 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.

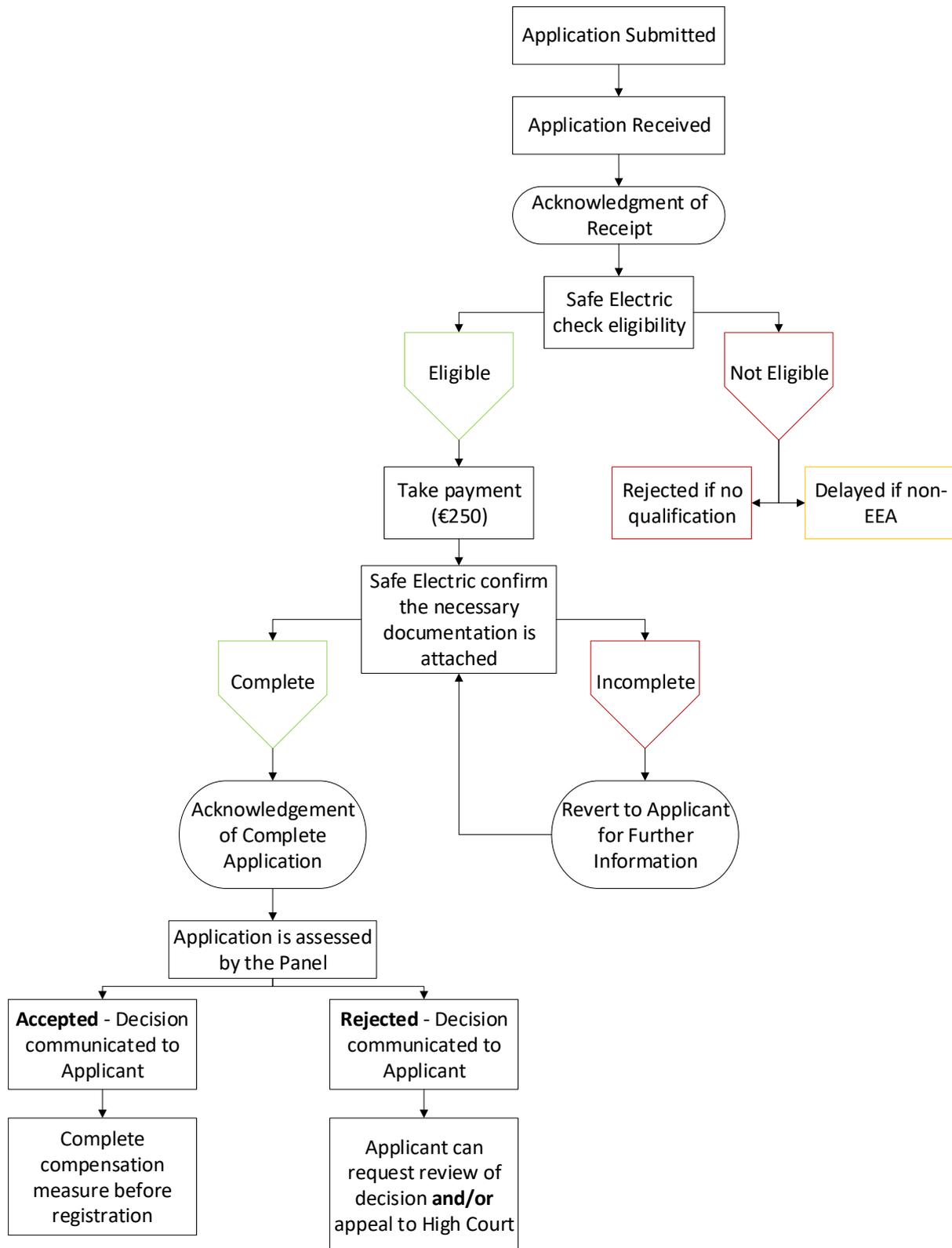
The Panel will map your qualification(s) and work experience against the list of Essential Learning Outcomes of the above accepted Irish qualification(s) (see Sections 1.4 and 2.6).

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 qualification(s) once the appropriate compensation measure is completed. Individuals can then apply to register with the scheme.
- The CRU will 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 Panel of Experts' 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 adaptation period will be a period of time where the applicant will work under the supervision of a REC 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 REC under whose supervision they can work for the adaptation period. It is envisaged that in most cases after this period of supervision, the applicant will complete an electrical assessment before they can apply for registration with the scheme.

1.6 Timelines

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

- **One month** to acknowledge the application and 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

It is recommended that you 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 this as part of your application. Once the application has been completed, this section can be used to confirm that all the required steps have been taken and all necessary documentation has been attached. It is recommended you repeatedly 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 diplomas/transcripts/module descriptors required will depend on how many qualifications you have put forward to be assessed, the duration of each qualification, the number of modules, 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**. The Directive applies to eligible persons but does not create any obstacle to recognising professional qualifications from applicants who do not meet the above requirements. Once the recognition processes are in place for eligible persons, the CRU has made the policy decision to make similar provision for applicants who do not meet the above requirements.

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

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.

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 currently / were previously 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 that you are currently / were previously qualified to carry out electrical works. Please see Appendix 1 for a list of regulated countries and the relevant Competent Authority (see 3.3).

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

In order to be eligible to be assessed, 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.

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 30 Member State countries.
- Your qualification(s) have been **recognised** by one of the 30 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.

The Directive applies to Member State qualifications but does not create any obstacle to recognising professional qualifications from applicants who do not meet the above requirements. Once the recognition processes are in place for Member State qualifications, the CRU has made the policy decision to make similar provision for applicants with relevant non-Member State qualifications.

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.**

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 Member State where it was obtained/recognised.

If you have any combination of the above qualifications, you should include them in your application. 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 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 Essential Learning Outcomes document.

All applications to the electrical recognition process will be assessed against the Essential Learning Outcomes of the accepted Irish qualifications. You must demonstrate that your professional qualification(s) and work experience meet the relevant Essential Learning Outcomes.

Use Sections 5 and 6 of the application form to demonstrate that you meet the Essential Learning Outcomes. 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 Essential Learning Outcomes, your relevant work experience will be considered.

You must review which of the accepted qualification(s) (see Section 2.4) you have and complete the corresponding table(s) as outlined in Section 6 of the application form.

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

Copies of Identification, Nationality and Registration ID card must be **certified** by a solicitor, lawyer or notary public. 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

Provide a **certified** copy of identification. You must supply one of the following:

- **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

Provide a **certified** copy of proof of nationality. You must supply one of the following:

- **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.

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 qualified to carry out electrical works in that country. You do not need to be registered with the relevant Competent Authority / Regulatory Body, but you must provide proof that your qualification(s) make you eligible to become registered or that you were previously eligible.

You must supply one of the following:

- **Letter of Registration or ID card:** this will be accepted if you are currently registered. In this case the document must be valid, in date and include registration number.
- **Confirmation from the Competent Authority / Regulatory Body:** if you are not currently registered you must provide confirmation that you are qualified to carry out works in that country.

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 or notary public. 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.
- **Official Transcripts:** Include transcripts of the course listing each module taken. It is not necessary to include the results of each module.
- **Proof of Module Content:** Attach documents detailing the learning outcomes of the modules. This may include learning outcomes, course syllabus / handbook showing details of the subjects taken each year, the subject content and the number of hours studied.

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 and syllabus / module descriptors. 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 the following for each period of employment that has been listed in Section 5 of the application:

- **Written Reference from Employer:** reference confirming that you have completed the tasks listed in your application.
- **Contact Details from Employer:** phone number and email address for your employer. Be aware that we may contact them to verify your statement if necessary.

Note: Letters and references must be written on headed paper and stamped by the institution.

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