



***GUIDE TO PRIVATE RENTED
SECTOR REGISTRATION FOR EICR'S
IN ENGLAND***



PURPOSE OF THIS GUIDE

This guide is designed to help you through the registration process for the NICEIC scheme for Electrical Inspectors in PRS (Private Rented Sector) Registration. It covers the process step-by-step, including sections on how to complete your application for registration (when required), how to prepare for your assessment (where required), and what happens once you are registered. Also included in this guide are the requirements for your business. If at any point you need some advice or assistance just contact our friendly team on 0333 015 6626 who will be happy to help.

What is Private Rented Sector (PRS) Registration

Registration will allow your business to be listed on the Registered Competent Person Electrical website for landlords or their agents to search for electrical contractors registered to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England.

Why would I want to be listed on the Registered Competent Person Electrical website for Electrical Installation Condition Reporting in the Private Rented Sector in England?

The Government introduced Legislation from 1st June 2020 for Landlords in the Private Rented Sector in England. This requires Landlords to have electrical safety checks carried out as follows:

- From 1st July 2020 all new specified tenancies will require an electrical safety check to be in place.
- From 1st April 2021 all existing specified tenancies will require an electrical safety check to be in place.

Landlords have a choice in relation to engaging a person under the electrical safety check and can either -

- Use a contractor that is listed on the PRS Register www.electricalcompetentperson.co.uk/

or

- Find a competent person using a checklist covered in the MHCLG (Ministry of Housing Communities and Local Government) Guidance.

Landlords will be guided to use registered businesses by Government; therefore, these changes provide business opportunities for electrical contractors wanting to work in this sector.

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GUIDANCE FOR NICEIC APPROVED CONTRACTORS

Approved Contractors which are eligible* to be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England, need to 'Opt In' by completing a signed declaration; confirming they have met the following requirements and provide the applicable qualifications and insurance evidence for review.

- Agreed to abide by the PRS Scheme Rules
- Agreed for their business details to be listed on the PRS Register
- Agreed to use the Electrical Safety First Best Practice Guide No. 4 (current issue) Electrical Installation Condition Reporting: Classification Codes for domestic and similar electrical installations
- Confirmed that their business holds at least £250,000 Professional Indemnity Insurance covering Electrical Installation Condition Reporting
- Confirmed the operatives undertaking Electrical Inspections will be competent** to do so



There is no additional cost for being listed on the Registered Competent Person Electrical website for Electrical Installation Condition Reporting in the Private Rented Sector in England for Approved Contractors.

Once your 'Opt In' has been reviewed a registration certificate will be issued and your business will be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors registered to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England.

*Business with Defined Approval status may not be eligible, please call us on 0333 015 6625 for further guidance

**Competence for Electrical Inspectors can be found later in this Guide

GUIDANCE FOR NICEIC DOMESTIC INSTALLERS

Competent Person Scheme assessments do not cover Electrical Installation Condition Reporting. If you would like to be listed on the Registered Competent Person website for Landlords or their agents to search for electrical contractors to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England, you will need to complete an application and provide the applicable qualifications and insurance evidence for review. Once your application has been confirmed we will contact you to take payment. You will need an on-site assessment to demonstrate competence for the completion of Electrical Installation Condition Reporting.

You should make available for assessment sufficient examples of Electrical Installation Condition Reporting (EICR) work in dwellings completed in the previous 12 months by your business.

The electrical installation should be able to be de-energised and isolated at the time of the assessment to allow dead tests to be safely demonstrated.

You are required to make available a minimum of 2 EICR sites as part of their assessment.

During the on-site assessment the Assessor will be looking for the proposed Electrical Inspector to demonstrate that they are:

- Well versed in the inspection, testing, and reporting procedures for carrying out electrical installation condition reporting in dwellings.

As well as the on-site assessment, businesses wishing to be listed on the website need to confirm they have met the following requirements -

- Agreed to abide by the PRS Scheme Rules
- Agreed for their business details to be listed on the PRS Register
- Agreed to use Electrical Safety First Best Practice Guide No. 4 (current issue) Electrical installation Condition Reporting: Classification Codes for domestic and similar electrical installations
- Confirmed that their business holds at least £250,000 Professional Indemnity Insurance covering Electrical Installation Condition Reporting
- Confirmed the only operatives undertaking Electrical Inspections will be competent* to do so

After the on-site assessment has been completed by our assessor, they will make one of the following recommendations. The report will then be internally verified, and a letter will be sent to you confirming your assessment outcome.

Existing ELECSA Part P registered contractors who wish to join the PRS scheme will be required to transfer their registration to the NICEIC Domestic Installer Scheme due to the retirement of the ELECSA brand.

*Competence for Electrical Inspectors can be found later in this Guide



Acceptance

Following your successful assessment, we will send you a registration pack containing your registration certificate.

Further Action

In some cases, a business may not satisfy all Scheme Rules during the assessment, but the Assessor will explain what action you will need to take to progress your application.

This is likely to be either:

Providing documentary evidence - you will need to confirm that you have addressed all matters that your Assessor has detailed in the Assessment Report, before your registration can be completed.

This can be done by posting or emailing documentary evidence to our Head Office.

An additional assessment – a further assessment will be required if the matter relates to the technical standard of the electrical installation condition reporting. The Assessor will wish to see further examples of electrical installation condition reporting which will incur an additional fee, refer to the current Fee Sheet for information.

GUIDANCE FOR ECA MEMBERS WHO HAVE HAD A CERTSURE TECHNICAL ASSESSMENT AND HOLD ELECTROTECHNICAL CPS REGISTRATION

ECA members who have had a Certsure Technical Assessment and hold Electrotechnical CPS Registration are eligible to be listed on the Registered Competent Person website for Landlords or their agents to search for electrical contractors to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England will need to 'Opt In' by completing a signed declaration; confirming they have met the following requirements and provide the applicable qualifications and insurance evidence for review:

- Agreed to abide by the PRS Scheme Rules
- Agreed for their business details to be listed on the PRS Register
- Agreed to use the Electrical Safety First Best Practice Guide No. 4 (current issue) Electrical Installation Condition Reporting: Classification Codes for domestic and similar electrical installations
- Confirmed that their business holds at least £250,000 Professional Indemnity Insurance covering Electrical Installation Condition Reporting
- Confirmed the operatives undertaking Electrical Inspections will be competent* to do so

There is no additional cost for being listed on the Registered Competent Person Electrical website for Electrical Installation Condition Reporting in the Private Rented Sector in England for ECA members who have had a Certsure Technical Assessment and hold Electrotechnical CPS Registration.

Once your 'Opt In' has been reviewed a registration certificate will be issued and your business will be listed on the Registered Competent Person Electrical website for Landlords or their agents to search for electrical contractors registered to undertake Electrical Installation Condition Reporting in the Private Rented Sector in England.



*Competence for Electrical Inspectors can be found later in this Guide

SUITABLE QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Your assessor will need to check qualifications during the assessment visit, so please ensure you have the original certificates available at the assessment.

There are three different routes satisfying the requirements for a proposed Electrical Inspector(s). The routes allow flexibility for individuals who hold current qualifications as well as allowing a route for individuals who can provide evidence of their older electrical qualifications.

To see which route is most appropriate for you please look at the tables below. If you have any questions regarding training qualifications or any other part of the registration process simply contact us, and we will be happy to help.

Tel: 0333 015 6626 Email: join@niceic.com

Table A:
Overview of Applicable Minimum Technical Competence Requirements by Work Category

Work Category	Underpinning Core Technical Competence	Wiring Regulations	Initial Verification	Periodic Inspection and Testing
Periodic inspection and testing	Table C	Table D	Table E	Table F
Dwellings (BS 7671)	✓	✓		✓

Table C:
Underpinning Core Technical Competence

Route	Recognised Qualifications or Equivalent
1	Level 3 Electrotechnical apprenticeship, incorporating end point assessment of competence
2	Industry-approved apprenticeship, recognised historical industry qualifications and / or certificates of competence (refer to EAS Qualifications Guide)
3	Mature candidate assessment via the Recognition of Prior Experience and Learning (RPEL)

Other Required Qualifications

Unless included within a formal Qualification defined in Table C, the applicant shall hold the following qualifications, in accordance with the requirements of Table A.

Table ref	Purpose	Qualification
D	Wiring Regulations*	Level 3 Award in the Requirements for Electrical Installations: BS 7671 (as amended)
E	Initial Verification*	Level 3 Award in the Initial Verification of Electrical Installations
F	Periodic Inspection*	Level 3 Award in the Periodic Inspection and Testing of Electrical Installations

*these may be achieved within a combined qualification

AFTER YOU ARE REGISTERED

Once Registered, you must demonstrate that you are continuing to comply with the Scheme Rules and that technical standards are being maintained. We ensure this by undertaking surveillance assessments with your business on a regular basis, normally every year.

For Approved Contractors this is covered during surveillance assessments.

For NICEIC Domestic Installers this will require an additional surveillance assessment which will incur an additional fee. Please refer to the current Fee Sheet for information.

USEFUL CONTACT INFORMATION

SALES

0333 015 6626
JOIN@NICEIC.COM

CUSTOMER SERVICE

0333 015 6625
CUSTOMER.SERVICES@NICEIC.COM

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THE POWER BEHIND YOUR BUSINESS

