



General Guidance for Applicants

Issued by EMANZ
(Energy Management Association of New Zealand)

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1. Background

This document provides context and guidance for applicants undertaking the process of becoming an *Accredited EnergyMasters Specialist*.

1.1 Who Are EnergyMasters?

EnergyMasters are technical specialists who have demonstrated a high degree of competence and understanding of energy performance in their chosen field of expertise.

EnergyMasters covers a number of technical areas and disciplines relevant to the commercial and industrial sectors of New Zealand.

1.2 Why EnergyMasters?

Feedback from organisations with significant annual energy expenditure indicates that they require guidance and screening on engaging technical specialists to assist them to improve the energy performance of their business.

Also, there are a number of processes and procedures relating to energy performance (methods for calculating energy savings, verification protocols etc) that make it suitable to have a collective group of professionals to agree on what processes and protocols they will adopt.

EMANZ has created EnergyMasters to provide a clear mark of specialist competence relating to technologies (eg. lighting) or disciplines (eg. energy auditing) among the other sets of skills or knowledge that a professional may have.

1.3 Who Should Become An EnergyMaster?

If you are an engineer, business process improvement specialist, equivalent NZQA Level 6 or above technician in your field and you operate in areas where energy use is a significant cost driver, then you should consider becoming an EnergyMaster for your own benefit, but also for your customers or employers.

If you have an overseas qualification in technical aspects of energy management, then becoming assessed for EnergyMasters could be the best way for you to gain recognition for your competence.

1.4 What Is The Process For Applying?

This guideline document will take you through the application process, with each category having simple three or four steps involved to complete. Each category does have its own set of competency standards. There is a separate document that provides specific details relating to each category.

This guideline document covers:

- how to make an application;
- the timescale for applications;
- the fees for each category; and
- ongoing commitments you must make to maintain EnergyMasters status.

2. Making An EnergyMasters Accreditation Application

2.1 Before Sending An Application

It is very important that you understand the applicable competence standards for the EnergyMasters category you are applying for, as well as the commitments you undertake as an EnergyMaster.

As the competency being tested for is wide ranging and complex, it is not simple to describe and we recommend you contact us and send us a copy of your CV prior to making a formal application so that you have every chance of success.

2.2 What To Send

All applications should be submitted to EMANZ using the correct application form for that category of EnergyMasters. Application forms for each category will advise you what other information you need to supply in order for EMANZ to process your application.

Payment must be included with your application. Assessment will not proceed until payment has been received by EMANZ.

When you are confident that you have all you need to submit an application for assessment, send your application to the following address:

EnergyMasters Applications
 EMANZ
 PO Box 19261
 Courtenay Place
 Wellington 6149

The following checklist for an initial application for EnergyMasters Accreditation may be useful.

Form / Details	Copies Required	Check
Completed Application Form	1 copy	
Applicable audit or reports as per category requirements*	1 copy	
Other information in support of your application	1 copy	
Application Fee	Cheque enclosed or	
	Request for Invoice	

**Please ensure you read the notes applicable to your speciality as some require Type 2 / Level 2 audits and some require Type 3 / Level 3 audits.*

2.3 Once You Have Applied

Once we receive your application an assessor will be assigned to your application. You will be advised who this is and you have the opportunity to seek an alternative assessor if you believe there could be a conflict of interest (you will get only one opportunity for an alternative assessor).

EMANZ will contact you if any further information is required. Note that if the assessor incurs significantly greater time to process your application due to insufficient information being initially provided, EMANZ may need to recoup that cost from you, so please ensure you provide as much supporting information as possible (including any calculations that may not necessarily be included in a client report – examples are provided in each application form for each category).

You will be advised of the success or failure of your application and feedback will be given.

If successful you will be sent your certificate and welcome pack including a template for completion so that we can add you to the EMANZ website. Note fees apply for web listings.

2.4 Turnaround For EnergyMasters Applications

While EMANZ will endeavor to meet its target of completing the assessment of a new application (or one for reaccreditation) within two weeks of the date that the application documents are received, it is quite possible that an assessment will take longer than this two week period. We will advise you of any delays.

EMANZ accepts no responsibility for any effects of such longer period as may be necessary to satisfactorily complete its assessment. Further, EMANZ accepts no responsibility for any effects of an applicant not being granted a PASS by the assessment team.

3. Initial Application & Assessment Fee

Accreditation Type	Fees (excludes GST)
EnergyMasters – Auditor	\$1,250.00
EnergyMasters – Compressed Air Specialist	\$750.00
EnergyMasters – Commercial Building Specialist (includes the on-line exam fee)	\$750.00
EnergyMasters – Commercial Lighting Specialist	\$750.00
EnergyMasters – Commercial HVAC Specialist	\$750.00
EnergyMasters – Process Heat Specialist	\$750.00
EnergyMasters – Pumps Specialist	\$750.00
EnergyMasters – Fans Specialist	\$750.00
EnergyMasters – Refrigeration Specialist	\$750.00

3.1 Annual Registration Maintenance Fee

This fee covers the cost of EMANZ administering and maintaining EnergyMasters accreditation and is payable on each anniversary of your accreditation.

Accreditation Type	Fees (excludes GST)
Annual Register Maintenance Fee - EMANZ Member's (applicable if you do not have EnergyMasters or a corporate membership that may already cover this)	\$105.00
Annual Register Maintenance Fee - Non-EMANZ Member's	\$235.00
Additional EnergyMasters - Website listing only for Energy Masters not covered by corporate membership	\$105.00

3.2 Five Yearly Reaccreditation Fee

Five-yearly reaccreditation ensures that all EnergyMasters have kept up to date with the knowledge and skills required for accreditation.

Accreditation Type	Fees (excludes GST)
EnergyMasters - Auditor	\$750.00
EnergyMasters – Compressed Air Specialist	\$500.00
EnergyMasters – Commercial Building Specialist	\$500.00
EnergyMasters – Commercial Lighting Specialist	\$500.00
EnergyMasters – Commercial HVAC Specialist	\$500.00
EnergyMasters – Process Heat Specialist	\$500.00
EnergyMasters – Pumps Specialist	\$500.00
EnergyMasters – Fans Specialist	\$500.00

3.3 Other Fees

Accreditation Type	Fees (<i>excludes GST</i>)
Commercial Building Specialist online exam re sit fee	\$100.00
EnergyMasters – Application re-evaluation within two months of initial application if the same case is re-submitted (in the event of your application not passing).	\$300.00
EnergyMasters – Application re-evaluation within two months of initial application if a new case is submitted (in the event of your application not passing).	Please refer to the Initial Application & Assessment Fee table for pricing
Additional time taken to assess due to insufficient information (applied under certain circumstances only).	\$100/hour

NB: All prices current at time of publication, however pricing may be subject to change.

3.4 Payment Options

Payment can be made by:

- Cheque to the Energy Management Association of New Zealand Inc, or
- Request an invoice.

4. EnergyMasters Commitments

Once you have passed the competency test for your chosen EnergyMasters category, you must perform the following activities:

- Provide an annual report to EMANZ that demonstrates you are maintaining your technical knowledge and competence in this area. An annual return form can be downloaded from the EMANZ website.
- Abide by the EnergyMasters trademark license that specifies how the logo can be used.

As a member of EMANZ, you are also subject to a Code of Ethics similar to that for Certified Professional Engineers. Please refer to the EMANZ website.

5. Appeals Process

An appeals process is available where applicants dispute any aspect of an application for EnergyMasters accreditation.

If an unsuccessful applicant wishes to appeal the Assessor's decision they must make a written appeal to EMANZ within one month of being notified of the outcome. This will be tabled at the next EMANZ Governance meeting.

The Chairperson of EMANZ is then to establish an Appeals Committee to consider both the appeal and the assessments, and provide recommendations back to the Chairperson. The Chairperson is to carry out any further enquires considered necessary and recommend a course of action to the EMANZ Executive Officer. In the event that the Chairperson is also an assessor this duty will be delegated to another Governance Committee Member.