

# Becoming a CBD Assessor

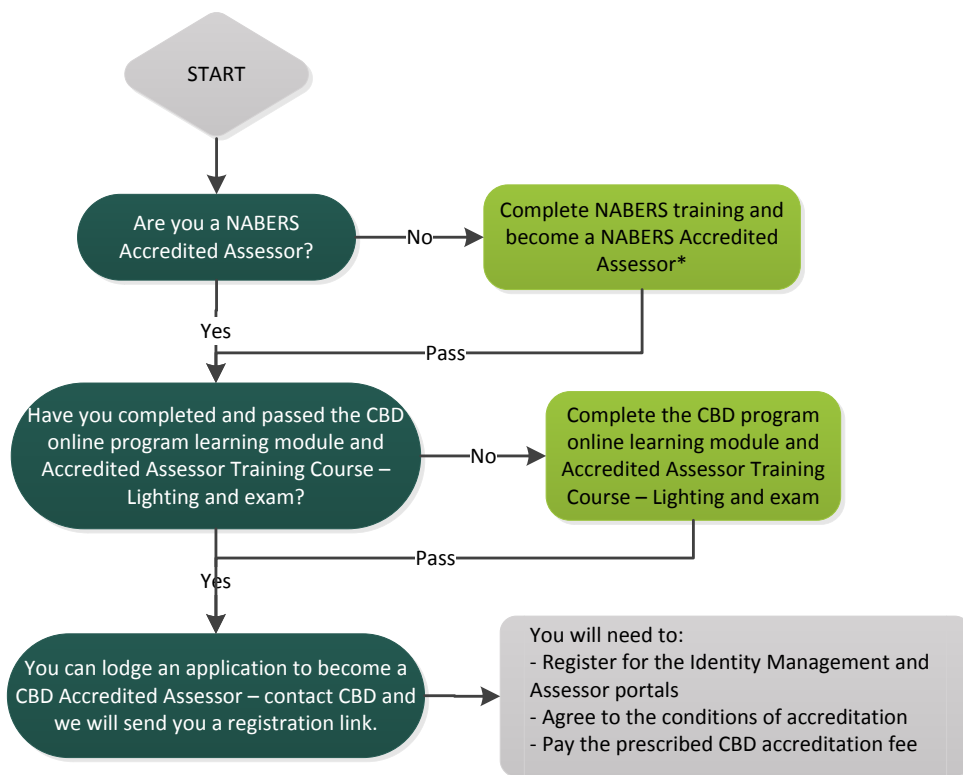
A CBD Assessor is a person who has been accredited by the Department of the Environment and Energy as an assessor under the provisions of the [Building Energy Efficiency Disclosure Act 2010](#) (BEED Act).

A person is required to be a CBD Accredited Assessor in order to apply for Building Energy Efficiency Certificates (BEEC), conduct Tenancy Lighting Assessments (TLA) and provide assessor supporting statements for Exemption applications.

A NABERS Accredited Assessor may conduct NABERS Energy ratings to include in BEECs, without being a CBD Accredited Assessor.

## What does CBD accreditation involve?

**Figure 1:** How to become a CBD Accredited Assessor



\*The NSW Office of Environment and Heritage is the National Administrator for NABERS and is responsible for NABERS accreditation. Information on how to become a NABERS Accredited Assessor is available from [www.nabers.gov.au](http://www.nabers.gov.au)



# Becoming a CBD Assessor

## ***CBD Accredited Assessor Training Course - Lighting***

The [CBD Accredited Assessor Training Course – Lighting](#) is a day course that provides training in the assessment of the energy efficiency of office lighting in accordance with the CBD Tenancy Lighting Assessment for office rules.

Once you have completed the course, you will need to complete and pass a theory examination.

## ***CBD Program Online Learning Module***

The [CBD Program Online Learning Module](#) is an interactive training course, which takes approximately 90 minutes to complete. The course will provide information on the CBD program, how to operate as a CBD Accredited Assessor and powers and obligations of CBD Accredited Assessors under the BEED Act. You will need to pass an online assessment comprising multiple choice questions to complete this module.

## ***Registering on the CBD Assessor Portal***

CBD developed an online user interface for CBD accredited assessors, this tool assists assessors in creating/ managing an online identity used to link to an online ‘assessor portal’ in order to submit BEECs, TLAs and exemption applications as well as managing accreditation. To register an online identity – in order to become a CBD Accredited Assessor – you must first register and attend the CBD Accredited Assessor Training Course - Lighting. CBD will verify the list of attendees against those who registered for the session. Each registered attendee will then be sent an invite (via email) containing instructions for registration.

## ***Managing CBD Accreditation via the online module***

After registering for the CBD assessor portal, applicants will need to complete seven components in order to achieve full accreditation – all can be completed online – these include:

- Complete CBD Training Course
- Pass CBD Lighting Examination
- Complete CBD Online Learning Module
- Submit NABERS accreditation
- Complete company application form
- Verification of Insurances<sup>1</sup>
- CBD accreditation payment

Your CBD accreditation is valid for 3 years and you are required to maintain your NABERS accreditation during this period.

<sup>1</sup> Assessors must hold professional indemnity insurance that is adequate to cover the claims arising out of assessments you carry out under the Act (BEED Regulation 9(2)(a)) and public liability insurance of at least \$10 million in relation to your functions as an accredited assessor (BEED Regulation 9(2)(b)).



# Becoming a CBD Assessor

The application form for CBD accreditation is available via the CBD Assessor Portal. Registration for this portal will be sent to you after attending the CBD Accredited Assessor Training Course – Lighting. Please note CBD Accredited Assessors are not employees of the Commonwealth, and accreditation carries no guarantee by the Commonwealth of employment in the field of building and lighting energy efficiency assessments.

## ***Conditions of accreditation***

All CBD Accredited Assessors are required to meet the conditions of accreditation which include:

- being covered by professional indemnity insurance that is adequate to cover claims arising out of assessments the accredited assessor carries out under the BEED Act;
- being covered by public liability insurance of at least \$10 million in relation to their functions as an accredited assessor;
- proactive disclosure of any real or potential conflict of interest arising from performing the functions of an accredited assessor;
- identifying themselves to the owner, lease or sublessee of the building on seeking access, using their registration number;
- completing any further professional development that is required;
- maintaining their accreditation as a NABERS Accredited Assessor; and
- complying with all obligations under the BEED Act.

As a CBD Accredited Assessor, you will be a representative of the CBD program, and will be expected to uphold the highest standards of professionalism. Assessors have various obligations under the BEED Act and are responsible for ensuring that they are familiar with, and comply with, those obligations.

## ***Revocation/ Suspension of your accreditation***

Your accreditation may be suspended or revoked if you do not abide by the conditions of accreditation, including the proper application of the methods and standards of assessment or found to have provided false or misleading information in connection with carrying out your role as an assessor.

