Accreditation requirements

Accreditation as an assessor is provided on an annual basis subject to the following requirements and terms and conditions. You must meet these requirements to continue to practise as an assessor.

Certification and auditing of projects is provided at an additional cost.

### Relevant professional learning

- Each calendar year you are required to complete at least 3 hours of relevant continuing professional development.
- You must submit, in the form required, a record of your relevant continuing professional development if requested.

### Reaccreditation

- After your third year of being a Ska Rating accredited assessor, you are required to retake and pass the online exam for one of the Ska schemes you are accredited in.
- You must pass the exam within 90 days of being prompted.

### Certified project auditing

- Certified projects will be randomly selected for auditing by an independent third-party audit body.
- You must co-operate with information and access requests required to carry out the audit.

#### Annual subscription fee

<table>
<thead>
<tr>
<th>Applies from 1 January 2014</th>
<th>RICS members £100 +VAT</th>
<th>Non members £175 +VAT</th>
</tr>
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#### Certification fee

| Applies from 1 August 2013 | £295 +VAT for a single project |
2. Terms and Conditions

I hereby agree:

- To fulfil the requirements of the Ska Rating assessor accreditation at all times and the RICS Ska Rating Online Assessment Tool Terms and Conditions;
- To cooperate with all quality assurance requirements on all Ska Rating services being provided by me under the Ska Rating assessor accreditation scheme;
- To comply and act in accordance with the Charter, Bye-Laws, Regulations and Rules of Conduct for members of RICS as they now exist, or as they may in the future be amended;
- To comply with such other requirements as Governing Council shall determine;
- To declare any criminal conviction within 30 days;
- To ensure that Professional Indemnity Insurance is in place and will remain in place that will cover the work that I undertake and any liabilities arising out of that work;
- To accurately display all title, trademark and copyright notices belonging to RICS where the Ska Rating materials are copied, distributed, displayed, reproduced, transmitted or otherwise.
- To pay a non-refundable registration fee and non-refundable annual subscription for all Ska Rating accredited assessor services provided by me/my firm;
- To pay promptly any monies due to RICS, including but not limited to any registration fee, subscription, levy, arrears, fine or other penalty, or re-imbursement as they fall due to RICS;
- RICS reserves the right to introduce or increase any fee at any time in respect of Ska Rating assessor accreditation;
- In the event of a breach of the Ska Rating assessor accreditation requirements, to comply with any sanctions or measures deemed appropriate by RICS which can include suspension pending re-entry.
- RICS may terminate my Ska Rating assessor accreditation at any time and access to the Ska Rating tool without any refund of payment being made, in the following circumstances:
  - failure to meet the necessary requirements of the Ska Rating assessor accreditation and comply with the requirements in section 1 above in a timely manner;
  - failure to comply with the RICS Ska Rating Online Assessment Tool Terms and Conditions;
  - failure to provide any information requested by RICS related to the Ska Rating assessor accreditation within 14 days;
  - failure to settle any payments due within 30 days of receiving an invoice.
- If not an RICS Member:
  - At any time before or after termination, not to state or infer that me or my firm are members of RICS, hold any designation of an RICS member or are “Regulated by RICS” in any way;
  - Following termination, not at any time use or permit to be used in conjunction with my name, or name of any organisation with which may at any time be associated with me or my firm, any designation or expression denoting or suggesting membership or any connection with RICS or of being “Regulated by RICS”;

I confirm that I have disclosed to RICS full details of the following where applicable:

- Any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in my jurisdiction
- Any pending disciplinary proceedings or adverse findings made against me or my firm by another regulatory body within the last 3 years
- I am not an undischarged bankrupt
- I have not in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of my debts (such as an Insolvency Voluntary Arrangement).

If at any time RICS discovers that a failure to disclose any of the above or that false information has been provided, RICS will have the right to terminate membership of the Ska Rating assessor accreditation with immediate effect (with no further obligation to refund any subscription or other fees).