

## E1 QUICK START FORM

Complete this form if you want to fast-track your plans to become accredited in Category E1 – Swimming Pool Certification to inspect swimming pools and spa pools for compliance with the *Swimming Pools Act 1992*.

If you meet the eligibility criteria outlined in this form, the Building Professionals Board will send you a letter so you can obtain priority enrolment in the mandatory training course for category E1.

The training course covers the topics of swimming pool barriers and the responsibilities of category E1 certifiers. Course details are on the Board's website at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)

Please note that completion of this form **does not** constitute an application for category E1 accreditation. If you successfully complete the Board-approved training course, you must complete another form and provide additional information to apply for E1 accreditation.

### Two pathways to accreditation

There are two alternate pathways to accreditation in category E1.

**Pathway 1** is for applicants with specific qualifications who have completed the E1 training course. Pathway 1 applicants must hold one of the following:

- a certificate of accreditation – Category A4 – unconditional; or
- an endorsed contractor's licence **or** a qualified supervisor's certificate, issued under the *Home Building Act 1989*, which authorises, or includes the authority, for the holder to construct a swimming pool or construct structural landscaping.

**Pathway 2** is for applicants with extensive experience inspecting swimming pools on behalf of a local council. Pathway 2 applicants must also have completed the E1 training course.

Pathway 2 should be used if you do not have the accreditation, licence or certificate required under Pathway 1, but have two years' recent experience **working for a local council** carrying out the inspection and certification of swimming pools and child resistant barriers for compliance with the *Swimming Pools Act 1992*, the relevant *Swimming Pool Regulation* and Australian Standards for swimming pool safety.

Your experience must also include the inspection of at least 20 different pools and associated child resistant barriers for compliance with Part 2 of the *Swimming Pools Act 1992*.

## 1. Enter your details

Full name	
Business address	
Postal address	
Phone	
Email	
Category A4 accreditation number (if applying under pathway 1)	
NSW Fair Trading licence number (if applying under pathway 1).	

## 2. Provide a copy of your NSW Fair Trading Licence (if applying under pathway 1)

If you intend to apply for Category E1 accreditation on the basis of your qualifications under pathway 1 (other than A4 certifiers):

- please attach a copy of your endorsed licence or qualified supervisor's certificate from NSW Fair Trading (front and back)
- go to 4.

**Category A4 certifiers** are not required to provide a copy of their certificate of accreditation and should provide their accreditation number and go to 4.

## 3. Provide details of your recent practical experience (if applying under pathway 2)

- a) Demonstrate you have two years' recent practical experience working for a local council carrying out the inspection and certification of swimming pools and child resistant barriers for compliance with the *Swimming Pools Act 1992* and the relevant *Swimming Pool Regulation* and Australian Standards for swimming pool safety.

Name of council employer	
Position title	

Period of employment	
----------------------	--

Attach additional employment details if necessary to demonstrate two years' recent practical experience working for a local council.

- b) **Provide details of a referee** – a council supervisor, general manager, director or supervisor - who can verify your experience working for a council.

**Referee's contact details**

Name		Job title	
Phone		Email	

**Referee's confirmation of details**

Your referee needs to confirm the details of your recent practical experience as provided above.

**Referee's signature:**

Attach additional referee details if necessary to verify two years' recent practical experience working for a local council.

- c) **Provide details of at least 20 different pools** you have inspected for compliance with Part 2 of the *Swimming Pools Act 1992*, and ask your referee to verify that you undertook each inspection.

No.	Property address	Type of pool (in ground/ above ground/ spa)	Describe your role, the reason for inspection, the results of the inspection and actions taken	Referee's name	Referee's signature
1					
2					
3					
4					

No.	Property address	Type of pool (in ground/above ground/spa)	Describe your role, the reason for inspection, the results of the inspection and actions taken	Referee's name	Referee's signature
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

No.	Property address	Type of pool (in ground/ above ground/ spa)	Describe your role, the reason for inspection, the results of the inspection and actions taken	Referee's name	Referee's signature

#### 4. Submit this form

Send your completed form to the Building Professionals Board via email to [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au) or post to PO Box 972, Parramatta NSW 2124.

#### What happens next?

The Board will check the information provided and, if satisfied, send you a letter to entitle you to priority admission in an E1 training course. It will also send you an application form that you can submit when you have successfully completed the E1 training course.

#### Important note about consulting work

As an E1 certifier, you'll no longer be able to consult/ offer advice on swimming pools. By law, if a pool fails inspection, the certifier can't just give advice on how to fix it but must issue certain legislated documents and may have to notify the council.

#### Enquiries

If you have any enquiries, please contact the Building Professionals Board on (02) 8522 7800 or email [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)