

National  
Technical  
Committee on  
Renewable  
Energy

[NTRCE]

Hosted by Namibia Energy Institute (NEI) - An Institute of the Namibia University of Science and Technology (NUST)

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Good day,

Please follow the procedure provided below to complete your PV Installer registration:

**Step 1 – Personal details:** This section requires your personal details.

**Step 2 – Business details:** Please provide the details below if you operate as a registered business.

**Step 3 – Qualifying Category:** Chose the category which is appropriate for you.

**Step 4 – Employment Verification and Experience:** At least **ONE** letter of Employment Verification should be completed by your superior if you are working for a company. This Employment Verification letter should be attached to your registration.

**Step 5 – Letter of Client verification:** If you are self employed, three letters of client verification should be completed by three different clients of your company. These client verification letters should be attached to your registration. Please note that if you are **NOT** self-employed, you may disregard Step 5.

**Step 6 - Letter of Reference:** **Two** letters of reference should be completed by any colleague or superior from your company. These letters of reference should be attached to your registration.

**Step 7 – Education and/or Apprenticeship:** To be completed by the applicant him/herself; Curriculum Vitae and copies of certificates must be attached to this application.

**Step 8 – Code of Ethics:** The applicant to sign acceding to upholding the professional standards of the industry.

**Step 9 – Agreement and Attestation:** To be signed by applicant agreeing to the terms and conditions of the National Technical Committee on Renewable Energy (NTRCE) and the PV registration.

**Step 10 - Check list:** Application check list

The completed documents can be faxed to the **Secretariat/NEI Coordinator at 061-207 9589** or posted to the above address or delivered to **17 Brahm St, Namibia Energy Institute, Namibia University of Science and Technology, Windhoek.**

***Expect a response from NEI within 30days of your application.***

If you have any other question please contact the **NEI Coordinator** on **061-2072154.**

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***Please note that registration with NTRCE is not an authorisation to practice as a Photovoltaic Installer***

**STEP 1: PERSONAL DETAILS**

Last Name:		First Name:		Middle: Suffix:	
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> <input type="checkbox"/> Ms. <input type="checkbox"/>		Date of Birth (dd/mm/yy) --- -/ --- - /---		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Mailing Address:					
Address line 2:			City:		Region:
Residential Address (if different from mailing address):			City:		Region:
Telephone: Code ( ) Number ( ) or ( )		Fax: code ( ) Number ( )		Cell:	
E-mail:					

**STEP 2: BUSINESS DETAILS**

Do you own your Renewable Energy Business?		Yes <input type="checkbox"/> No <input type="checkbox"/>		<i>If yes, please provide business information below.</i>	
Business Name:			Trading as:		
Registration Number:			Date of Incorporation --- -/ --- - /--- -----		
Mailing Address:					
Address line 2:			City:		Region:
Telephone: Code( ) Number ( ) or ( )		Fax: code( ) Number( )		Cell:	
E-mail:			Website:		

**STEP 3: QUALIFYING CATEGORY\*\***

In order to be eligible for TC1/NTCRE registration, you must qualify through **ONE** of the categories below. Please read **ALL** categories carefully first. **Note: CHOOSE** the category which is appropriate for you by ticking the corresponding box .

1.  Four (4) years of experience installing PV.

2.  Two (2) years of experience installing PV systems in addition to completion of a TC1/NTCRE – recognized training program.

3.  Be an existing licensed contractor in good standing in solar or electrical-construction related areas with one (1) year of experience installing PV systems.

4.  Four (4) years of electrical-construction related experience working for a licensed contractor, including one (1) year of experience installing PV systems.

5.  Three (3) years experience in a Namibian Ministry of Labour approved electrical-construction trade apprentice program, including one (1) year of experience installing PV systems.

6.  Two-year electrical-construction related or electrical engineering technology, or renewable energy technology/technician degree from an educational institution plus one (1) year of experience installing PV systems.

7.  Four-year construction related or engineering degree from an educational institution, including one (1) year experience installing PV systems.

**\*\*Note:** For these purposes, experience in installing PV systems requires one year in a responsible role on the job installing PV systems, in the role of foreman, supervisor, site manager, or experienced worker performing PV installation work without direct supervision. **Each year of experience requires an average of 2 installations (a minimum of 50W per installation).** For example, if you are applying under category '1', you must list 8 installations. **Note again:** Choose the category which is appropriate for you.

**STEP 4: EMPLOYMENT VERIFICATION & EXPERIENCE**

Hands-on experience is required for registration. Please document your employment in a manner to demonstrate sufficient experience for the qualifying category (Step 3 of this Application) you have selected. For the purposes of registration, one (1) year of experience = one year in a responsible role on the job installing PV systems, in the role of foreman, supervisor, site manager, or experienced worker performing PV installation work without direct supervision. Each year of work in the PV field must include the installation of at least two PV systems of a minimum of **50W** each. List employment in chronological order, starting with most current employment and include a job description summarizing responsibilities and number of/type of systems installed. In addition, a supervisor will need to sign off on your current employment in an attached letter. *If you are or were self-employed, provide a detailed description of your work and sign off on it.*

<b>1. Employer Business Name:</b>	
Physical Address:	Postal Address:
City:	Region:
Date Employed: From: / / to: / /	Estimated number of installations in which you participated: .....
Supervisor Name: Position:	Telephone number:
Supervisor's e-mail address:	
<b>PV Installation (minimum 50W each)</b>	
Dates Job Performed	<b>a) Job Location:</b> Physical Address:  Place: _____ Region: _____
	<b>b) System Owner/Operator:</b> Name: _____ Telephone Number: _____
Total System size (W or kW)	<b>c) System Components: Number &amp; size of;</b>  PV Panels..... Inverter.....  Batteries..... Others.....
Does the system have an inverter?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Supervisor's signature:	Date:
In the space below describe your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. Describe your duties, including the type and number of systems installed and your role in the installations. <b>Use additional sheets if necessary.</b>	

**STEP 4: EMPLOYMENT VERIFICATION & EXPERIENCE  
(cont.....)****2. Employer Business Name:**

Physical Address:

Postal Address:

City:

Region:

Dates Employed:

From: / / to: / /

Estimated number of installations in which you participated: .....

Supervisor Name:

Telephone number:

Position:

Supervisor's e-mail address:

**PV Installation (minimum 50W each)**

Dates Job Performed

**a) Job Location:** Physical Address:

Place:

Region:

**b) System Owner/Operator:**

Name:

Telephone Number:

Total System size (W or kW)

**c) System Components: Number & size of;**

PV Panels..... Inverter.....

Batteries.....Others.....

Does the system have an inverter?

Yes No 

Supervisor's signature:

Date:

In the space below describe your duties and supervisory responsibilities. If your position changed during this employment, list dates for each position, beginning with your current or most recent position. Describe your duties, including the type and number of systems installed and your role in the installations. **Use additional sheets if necessary.**

## STEP 5: LETTER OF CLIENT VERIFICATION

(Attesting to work by the self employed) (Applicant: Please provide (3) client verifications. Photocopies are acceptable.)

The following information verifies the Contractor/Consultant and duties of the above applicant for the TC1/NTCRE Solar PV Installer Registration.

Note: If Self-Employed Furnish 3 Client Verifications

1. Name of Client:		Name of Company(if applicable):	
Mailing Address:			
Address line 2:			
City:		Region:	
Telephone: Code ( ) Number ( ) or ( )		Fax: code ( ) Number ( )	
E-mail:			
<b>PV Installation (minimum 50W each)</b>			
Dates Job Performed		a) Job Location: Physical Address:	
		Place: _____ Region: _____	
Total System size (W or kW)		b) System Owner/Operator:	
		Name: _____ Telephone Number: _____	
Does the system have an inverter? Yes <input type="checkbox"/> No <input type="checkbox"/>		c) System Components: Number & size of;	
		PV Panels..... Inverter..... Batteries.....Others.....	
If no permit or inspecting authority was available explain!		Permitting and inspection authority: (attach copies of inspection permits/certificates with dates incorporated)	
<b>Self-employment Verification:</b> I performed solar installation work in the job described above as a self-employed individual. Signature _____ Date _____			

## STEP 5: LETTER OF CLIENT VERIFICATION (By Client)

The above contractor/consultant has provided service(s) to our house/property from:

From: / / to: / /

Please describe in full the responsibilities of the applicant. Attach descriptions if necessary to answer fully. Please include energy-related details.

Are you satisfied with the work done and performance of the system? Yes  OR No  To

the best of my knowledge, I hereby attest that the above information is true and correct. Name of person supply information: \_\_\_\_\_(Please type or print)

If not the system owner, then state relationship: \_\_\_\_\_

Signature: \_\_\_\_\_Date: \_\_\_\_\_

**STEP 5: LETTER OF CLIENT VERIFICATION (cont....)**

Attesting to work by the self employed) (Applicant: Please provide (3) client verifications. Photocopies are acceptable.)

2. Name of Client:		Name of Company (if applicable):	
Mailing Address:			
Address line 2:			
City:		Region:	
Telephone: Code ( ) Number ( ) or ( )		Fax: code ( ) Number ( )	
E-mail:			
<b>PV Installation (minimum 50W each)</b>			
Dates Job Performed		a) Job Location: Physical Address:  Place: _____ Region: _____	
		b) System Owner/Operator: Name: _____ Telephone Number: _____	
Total System size (W or kW)		c) System Components: Number & size of;  PV Panels..... Inverter.....  Batteries..... Others.....	
Does the system have an inverter? Yes <input type="checkbox"/> No <input type="checkbox"/>		Permitting and inspection authority: (attach copies of inspection permits/certificates with dates incorporated)	
If no permit or inspecting authority was available, explain!			
<b>Self-employment Verification:</b> I performed solar installation work in the job described above as a self-employed individual.			
Signature _____		Date _____	



## STEP 5: LETTER OF CLIENT VERIFICATION (By Client)

The above contractor/consultant has provided service(s) to our house/property from:

From: / / to: / /

Please describe in full the responsibilities of the applicant. Attach descriptions if necessary to answer fully. Please include energy-related details.

Are you satisfied with the work done and performance of the system? Yes  OR No

To the best of my knowledge, I hereby attest that the above information is true and correct.

Name of person supply information: \_\_\_\_\_(Please type or print)

If not the system owner, then state relationship: \_\_\_\_\_

Signature: \_\_\_\_\_Date: \_\_\_\_\_

**STEP 5: LETTER OF CLIENT VERIFICATION (cont....)**

(Attesting to work by the self employed) (Applicant: Please provide (3) client verifications. Photocopies are acceptable.)

3. Name of Client:		Name of Company (if applicable):	
Mailing Address:			
Address line 2:			
City:		Region:	
Telephone: Code ( ) Number ( ) or ( )		Fax: code ( ) Number ( )	
E-mail:			
<b>PV Installation (minimum 50W each)</b>			
Dates Job Performed		a) Job Location: Physical Address:  Place: _____ Region: _____	
		b) System Owner/Operator: Name: _____ Telephone Number: _____	
Total System size (W or kW)		c) System Components: Number & size of:  PV Panels..... Inverter.....  Batteries..... Others.....	
Does the system have an inverter? Yes <input type="checkbox"/> No <input type="checkbox"/>		Permitting and inspection authority: (attach copies of inspection permits/certificates with dates incorporated)	
If no permit or inspecting authority was available, explain!			
<b>Self-employment Verification:</b> I performed solar installation work in the job described above as a self-employed individual.			
Signature _____		Date _____	

## STEP 5: LETTER OF CLIENT VERIFICATION (By Client)

The above contractor/consultant has provided service(s) to our house/property from:

From: / /                      to: / /

Please describe in full the responsibilities of the applicant. Attach descriptions if necessary to answer fully. Please include energy-related details.

Are you satisfied with the work done and performance of the system? Yes       OR      No

To the best of my knowledge, I hereby attest that the above information is true and correct. To the best of my knowledge, I hereby attest that the above information is true and correct. Name of person supply information: \_\_\_\_\_(Please type or print)

If not the system owner, then state relationship: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STEP 6: LETTER OF REFERENCE

Two letters of reference should be completed by any colleague or superior from your company. These letters of references should be attached to your registration.

### FIRST REFERENCE

<b>APPLICANT TO FILL IN</b>	
Name:	
Address:	
City:	Region:
<b>LETTER OF REFERENCE (REFEREE TO FILL IN)</b>	
Name:	
Name of Company:	
Physical Address:	Postal Address:
City:	Region:
Telephone:	Fax:
Email:	
The above named applicant I have known personally from:	
<p>I am personally familiar with the professional work of the applicant.                  Yes <input type="checkbox"/> No <input type="checkbox"/>                  If yes, please state relationship and brief description of character of work.</p> <p>Do you know any reason why candidate should be denied registration?                  Yes <input type="checkbox"/> No <input type="checkbox"/>                  If yes, please state reason.</p> <p>To the best of my knowledge, I hereby attest that the above information is true and correct.</p> <p>Name of person supplying information (referee):</p> <p>(Please type or print)</p>	
Official Title of Referee:	
Referee's signature:	Date:

## STEP 6: LETTER OF REFERENCE (cont.....)

### SECOND REFERENCE

<b>APPLICANT TO FILL IN</b>	
Name:	
Address:	
City:	Region:
<b>LETTER OF REFERENCE (REFEREE TO FILL IN)</b>	
Name:	
Name of Company:	
Physical Address:	Postal Address:
City:	Region:
Telephone:	Fax:
Email:	
The above named applicant I have known personally from:	
<p>I am personally familiar with the professional work of the applicant.                  Yes <input type="checkbox"/> No <input type="checkbox"/>                  If yes, please state relationship and brief description of character of work.</p> <p>Do you know any reason why candidate should be denied registration?                  Yes <input type="checkbox"/> No <input type="checkbox"/>                  If yes, please state reason.</p> <p>To the best of my knowledge, I hereby attest that the above information is true and correct.</p> <p>Name of person supplying information (referee):</p> <p>(Please type or print)</p>	
Official Title of Referee:	
Referee's signature:	Date:

## STEP 7 – EDUCATION AND/OR APPRENTICESHIP

(For entry options 2, 5, 6 and 7 in STEP 3: Qualifying Category)

<p>If your qualifying category requires education, copies or official transcripts attesting to your attendance and qualifications earned will need to be attached to the application. For the purpose of registration, TC1/NTCRE will accept training to meet entry requirement option (2) when the training meets the following outcomes:</p> <p>a) A minimum of 40 hours cumulative (can include product training, etc.)                  b) Formal supervised training format (with a teacher-learner structure)</p>	
<p>2. <input type="checkbox"/> Two (2) years of experience installing PV systems in addition to completion of a TC1/NTCRE recognized training program.</p>	<p>Complete at least 40 hours of training. List training courses completed along with Contact hours for each (teacher-learner class time). Attach transcripts and/or proof of attendance.</p> <p>.....                  .....                  .....                  .....                  .....</p> <p><b>Total Contact Hours Completed:</b> _____</p>
<p>5. <input type="checkbox"/> Three (3) years experience in a Namibian Ministry of Labour approved electrical-construction trade apprentice program, including one (1) year of experience installing PV systems.</p>	<p>Attend a Ministry of Labour-approved apprenticeship program for at least 3 years. Indicate apprenticeship programme sponsor and give a programme description and dates. Attach proof of completion.</p> <p>.....                  .....                  .....                  .....                  .....                  .....</p>
<p>6. <input type="checkbox"/> Two-year electrical-construction related, or electrical engineering technology, or renewable energy technology/technician degree from an educational institution plus one (1) year of experience installing PV systems.</p>	<p>Indicate institution and certificates/diploma earned (dates) and attach proof of completion.</p> <p>.....                  .....                  .....                  .....                  .....</p>
<p>7. <input type="checkbox"/> Four-year construction related or engineering degree from an educational institution, including one (1) year experience installing PV systems.</p>	<p>Indicate institution and degree earned (dates) and attach proof of completion.</p> <p>.....                  .....                  .....                  .....</p>

## STEP 8 – CODE OF ETHICS:

(The applicant to sign acceding to upholding the professional standards of the renewable energy industry)

The Code of Ethics of the Photovoltaic Installer requires applicants to uphold professional standards that allow for the proper and ethical discharge of their responsibilities and maintain the integrity of the credential. Through the establishment of the Code of Ethics, the TC1/NTCRE seeks to assure the highest standards of behaviour and principles in the renewable energy industry. As an applicant, I agree to uphold and abide by the TC1/NTCRE Code of Ethics. I will:

- deal with all clients, consumers, and other professionals and professional organizations fairly and in a timely manner,
- provide **safe** and **quality services** to clients and consumers,
- respect and promote the rights of clients and consumers by offering only professional services that I am **qualified to perform**, and by adequately informing clients and consumers about nature of proposed services, including any relevant concerns or risks,
- maintain the confidentiality and privacy of all client and consumer information,
- avoid conduct which may cause a conflict with client or others,
- engage in moral and ethical business practices, including accurate and truthful representations concerning professional information and **system performance expectations**,
- maintain accurate and complete business and professional records,
- respect the intellectual property and contributions of others,
- further the professionalism** of renewable energy industry services.

**I fully understand and agree to each and all of the terms set forth above.**

Signature:

Date: / /

Printed Name: \_\_\_\_\_

## STEP 9: AGREEMENT AND ATTESTATION

(Applicant agrees and attests to the terms and conditions of the Technical Committee 1/National Technical Committee on Renewable Energy (TC1/NTCRE) and the PV Registration)

**By signing this agreement below, I represent and agree to the following terms and conditions related to the Technical Committee 1/National Technical Committee on Renewable Energy (TC1/NTCRE) and the PV Installer Registration:**

1. I understand and accept all TC1/NTCRE registration policies, procedures, and requirements.
  - I agree to satisfy, and conduct myself in accordance with, all TC1/NTCRE policies and procedures, and any decisions or policies issue by the TC1/NTCRE or its authorized representatives, as currently constituted and as amended.
  - I agree that if TC1/NTCRE determines that my compliance with a TC1/NTCRE policy, procedure, other requirement, or any of the terms of this agreement requires or includes an explanation, additional information, and/or supporting documents, I will provide a complete and accurate response and true copies of the materials to TC1/NTCRE in a timely manner.
  - I agree that any refusal or failure to provide true, timely, and complete responses to questions in this application, renewal forms, or to other TC1/NTCRE requests for information may lead to further investigation, and/or sanctions by TC1/NTCRE, including the denial or revocation of a registration.
  - I agree that the TC1/NTCRE has the right to communicate with any person, government agency, or organization to review or confirm the information in this registration application or any other information related to my application or PV Installer Registration.
  - I agree that TC1/NTCRE may investigate my professional standing.
  - I agree to, and authorize the release of, any information requested by TC1/NTCRE for such review and confirmation.
  - I agree that all documentation that I submit to TC1/NTCRE will become the property of TC1/NTCRE, and that TC1/NTCRE is not obliged to return any of these documents to me.
  - I agree to notify TC1/NTCRE in a timely manner, of any changes concerning the information I have provided, including address and telephone number information.
  - I agree that information related to my participation in the TC1/NTCRE registration process may be used in an anonymous manner for research purposes, and for other lawful purposes.
  - I agree that upon designation as a registered PV Installer by TC1/NTCRE, my professional contact information will be considered public information and may be made available to the public upon request.
  - I agree that my PV Installer Registration does not imply authorisation to practice as a PV installer.
  - I agree and accept that I shall not engage in any form of dishonest behaviour with regard to the PV Installer Registration that TC1/NTRCE may carry out.
  - I understand and accept that the contents of all TC1/NTCRE test and examination related information and materials shall be held strictly confidential, and that the entire ownership interest in this information and materials is held and controlled by TC1/NTCRE.
  - I agree not to discuss, share, distribute, reproduce in any manner, or otherwise disclose the specific content of the PV Installer assessment that TC1/NTRCE may carry out, related information and materials to any individual or organization.
2. I understand and accept that, in appropriate circumstances as determined by the TC1/NTCRE and its representatives, TC1/NTCRE reserves the sole and exclusive rights to: **suspend, cancel, revoke, or otherwise terminate any eligibility, registration decisions, and any rights or privileges related to the PV Installer Registration process; and, suspend or terminate candidate examination privileges, exam scoring, or other assessment evaluation activities.** Among other circumstances, the suspension or termination of assessment or other privileges, and the issuance of remedial and/or disciplinary actions, will be authorized, where: a specialty registration application or testing irregularity or impropriety occurs; a candidate or registered PV Installer engages in misconduct or other conduct contrary to TC1/NTCRE policies and requirements; or, registration eligibility information or testing scoring or evaluation results are determined to be invalid for any other reason.
3. I agree that all disputes relating in any way to my PV Installer application and assessment will be resolved solely and exclusively by means of TC1/NTCRE policies, procedures, and rules.
4. I certify that the information I have provided with respect to this application is accurate and complete. I understand that any misrepresentations or incorrect information provided to TC1/NTCRE can result in discipline or sanctions, including registration ineligibility, suspension, or revocation.



5. I release, discharge, and indemnify TC1/NTCRE, its Secretariat, officers, examiners, employees, attorneys, representatives, and agents from all liability and claims that may arise out of, or be related to, my professional practice and related activities.
6. I release, discharge, and indemnify TC1/NTCRE, its Secretariat, officers, examiners, employees, attorneys, representatives, and agents from any actions, suits, obligations, damages, claims, or demands arising out of, or in connection with, this application, TC1/NTCRE examination activities, or any other action taken by the TC1/NTCRE with regard to its registration activities, including, but not limited to, all actions related to ethics policies and matters. I understand and agree that any decision concerning my qualifications and eligibility for any specialty registration, and my continuing qualification for any specialty registration rests within the sole and exclusive discretion of the TC1/NTCRE and that these decisions are final.

**I fully understand and agree to each and all of the terms set forth above:**

Signature: \_\_\_\_\_

Date: / /

Printed Name: \_\_\_\_\_

## STEP 10: CHECK LIST

- Did you accurately complete the Personal Details Section of the Application Form?
- Did you accurately complete the Business Details Section of the Application Form?
- Did you select the Qualifying Category option that best describes your experience in the PV industry?
- Did you accurately complete the Employment Verification Section and attach a letter signed by your current supervisor (unless you are self-employed)?
- Did you accurately complete the Client Verification Section and include 3 letters signed by your clients (if you are self-employed)?
- Did you attach copies of permit(s) &/or inspection certificates for PV installations listed?
- Did you attach *optional* documentation for PV installations listed (such as letters from the customer, photos, and design plans, a letter from your employer, etc.)?
- Did you attach 2 letters of Reference from your colleagues or superiors or clients
- Did you submit certified copies of official transcripts for any training, education and/or qualifications required for the Qualifying Category you have selected?
- Did you put your NAME at the top of each page of the application?
- Did you put your NAME at the top of each attachment?
- Did you read the Code of the Ethics and sign ?
- Did you read the Agreement and attestation and sign?
- Did you make a COPY of the entire application form and supporting documentation for your own reference?