

# Book a NICEIC assessment and make payment (if required)



1 Click the link in your assessment invitation email.



## Welcome to the NICEIC assessment scheduling tool

Sign in to book and manage your assessment online 24/7.

Appointment ID ⓘ

Appointment Email ⓘ

Login

### Struggling to login?

Give us a call between 9:00 and 17:00, Monday to Friday, or drop us an email and we'll be happy to assist.

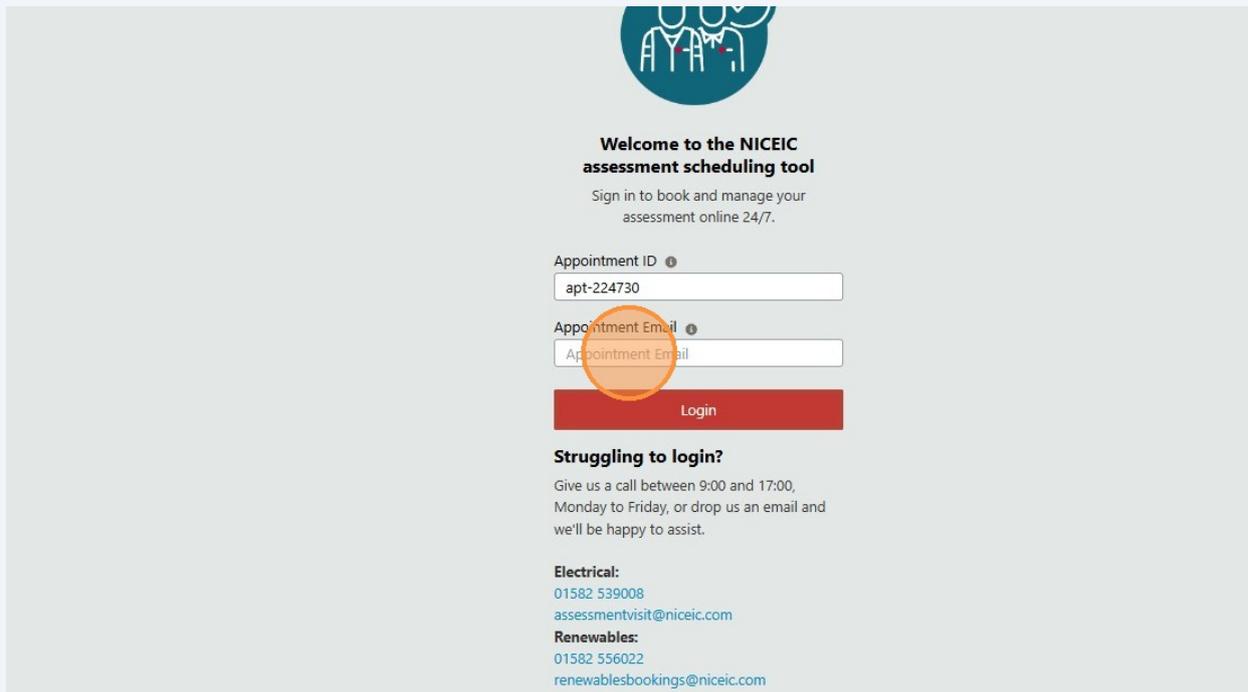
#### Electrical:

01582 539008

[assessmentvisit@niceic.com](mailto:assessmentvisit@niceic.com)

#### Renewables:

## 2 Add your assessment invitation email to the appointment email field.



**Welcome to the NICEIC assessment scheduling tool**  
Sign in to book and manage your assessment online 24/7.

Appointment ID ⓘ  
apt-224730

Appointment Email ⓘ  
Appointment Email

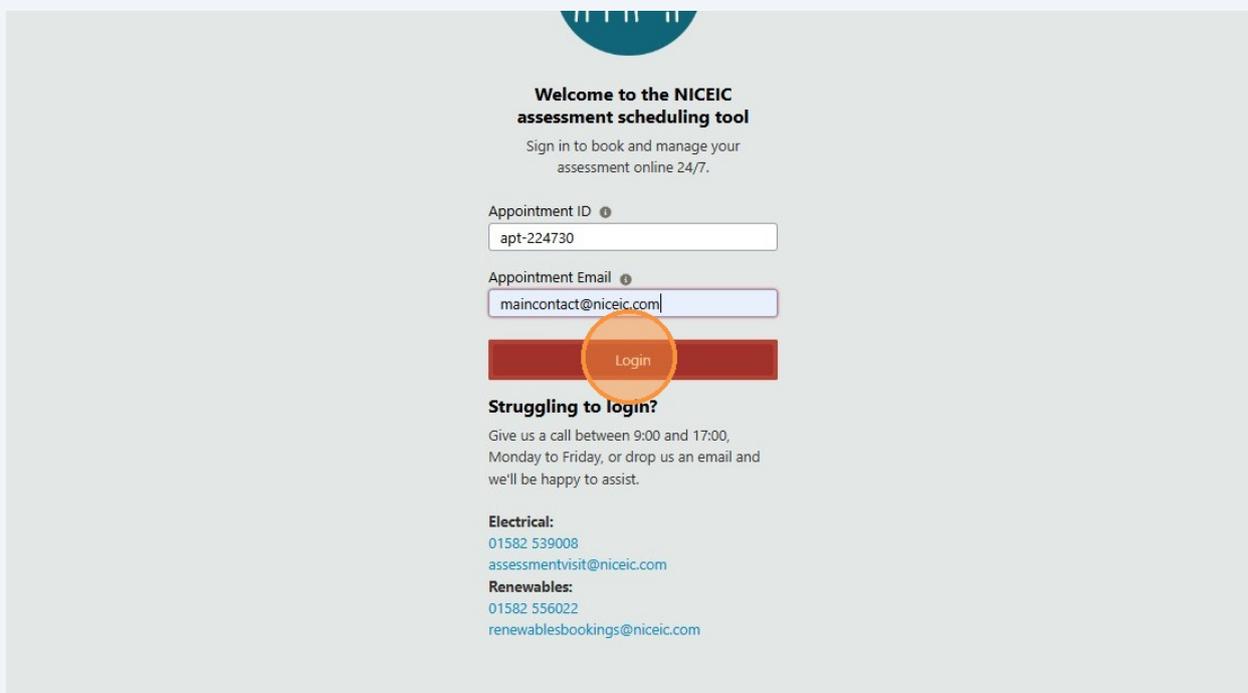
Login

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[assessmentvisit@niceic.com](mailto:assessmentvisit@niceic.com)

**Renewables:**  
01582 556022  
[renewablesbookings@niceic.com](mailto:renewablesbookings@niceic.com)

## 3 Click "Login".



**Welcome to the NICEIC assessment scheduling tool**  
Sign in to book and manage your assessment online 24/7.

Appointment ID ⓘ  
apt-224730

Appointment Email ⓘ  
[maincontact@niceic.com](mailto:maincontact@niceic.com)

Login

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4 Select assessment appointment to be scheduled.



Welcome

Please select the assessment to schedule and confirm details in the following steps.

Schedule assessment

Office + Site(s) appointment - Duration: Full Day - Status: Open

Next →

5 Click "Next".

ct the assessment to schedule and confirm details in the following steps.

ment

appointment - Duration: Full Day - Status: Open

Next →

## 6 This is the location the assessment will commence from.

**NICEIC** Details

Assessment: Approved Contractor + Domestic Installer Surveillance (F) | Reference: APT-224730 | Associated Email: technical@ni

### Details

**Business name**  
NICEIC Account

**Address where assessment will commence** ⓘ  
1 New Road, Houghton Regis, LU7 3BT, United Kingdom

**Time needed** ⓘ  
1 x Full Day

**Assessment** ⓘ  
Approved Contractor + Domestic Installer Surveillance (F)

**Appointment Type**  
Office + Site(s) appointment

**Assessment Due Date** ⓘ  
30 June 2026

**Technical Contact, e.g. Qualified Supervisor or Technical Competent Person** ⓘ

## 7 Help text to explain your assessment due date.

### Details

**Business name**  
NICEIC Account

**Address where assessment will commence** ⓘ  
1 New Road, Houghton Regis, LU7 3BT, United Kingdom

**Time needed** ⓘ  
1 x Full Day

**Assessment** ⓘ  
Approved Contractor + Domestic Installer Surveillance (F)

**Appointment Type**  
Office + Site(s) appointment

**Assessment Due Date** ⓘ  
30 June 2026

**Technical Contact, e.g. Qualified Supervisor or Technical Competent Person** ⓘ  
Technical Contact

**Contact Number**  
02454114554

**Email**  
technical@niceic.com

**Information incorrect?**  
Give us a call between 9:00 and 17:00. Monday to Friday, or drop us an email and we'll be happy to assist.

## 8 Help text relating to technical person(s) to be assessed.

### Address where assessment will commence

1 New Road, Houghton Regis, LU7 3BT, United Kingdom

### Time needed

1 x Full Day

### Assessment

Approved Contractor + Domestic Installer Surveillance (F)

### Appointment Type

Office + Site(s) appointment

### Assessment Due Date

30 June 2026

The technical person required for this assessment. If you need to change your technical contact or there is no technical contact listed, please contact us. If you have more than one technical contact, we can generally assess up to a maximum of two technical persons during a full-day assessment.

### Technical Contact, e.g. Qualified supervisor or technical

### Competent Person

Technical Contact

### Contact Number

02454114554

### Email

technical@niceic.com

### Information incorrect?

Give us a call between 9:00 and 17:00, Monday to Friday, or drop us an email and we'll be happy to assist.

### Electrical:

02 539008

assessmentvisit@niceic.com

## 9 Check all the details are correct and Click "Next".

If incorrect please contact us using the contact details on screen.

### Qualified Supervisor or Technical

00, Monday to Friday, or drop us an email and we'll be happy to assist.

Next →

## 10 Review the assessment declarations.

Assessment: Approved Contractor + Domestic Installer Surveillance (F) | Reference: APT-224730 | Associated Email: technical@niceic.com

### Assessment Declarations

Special requirements are needed to gain access to site(s); e.g. security clearance, passport, driving license etc. (Note all Assessors must provide a minimum of hard hat, safety footwear and Hi Viz). Any items over and above these required for site access need to be provided or not provided.  No

Work which complies with the applicable industry prescribed standards representative of the scope of certification you wish to undertake. Any additional assessment time required will attract further costs.  No

Navigation: Previous, Next

## 11 Optional field to add details of special requirements such as security clearance which the assessor will need to know/have available in advance of the assessment.

Assessment: Approved Contractor + Domestic Installer Surveillance (F) | Reference: APT-224730 | Associated Email: technical@niceic.com

### Assessment Declarations

Special requirements are needed to gain access to site(s); e.g. security clearance, passport, driving license etc. (Note all Assessors must provide a minimum of hard hat, safety footwear and Hi Viz). Any items over and above these required for site access need to be provided or not provided.  Yes

Work which complies with the applicable industry prescribed standards representative of the scope of certification you wish to undertake. Any additional assessment time required will attract further costs.  No

Navigation: Previous, Next



14 You can use the calendar to set a preferred date or scroll for dates available.

The screenshot shows a web interface titled "Select Slot" with the NICE logo. At the top, there is a progress bar with three markers. Below it, the text reads: "Assessment: Approved Contractor + Domestic Installer Surveillance (F) | Reference: APT-224730 | Associated Email: technical@ni". A text input field contains "20/02/2026" and has a calendar icon button next to it, which is highlighted with an orange circle. To the right of the input field is a "Clear date" link. Below the input field is a list of dates from Monday, 23 February 2026 to Friday, 27 February 2026, each on a dark grey background.

15 Click on your preferred date.

The screenshot shows a list of dates from Monday, 06 April 2026 to Thursday, 16 April 2026. Each date is on a dark grey background. To the right of each date is a radio button. The date "Tuesday, 14 April 2026" is highlighted with an orange circle, and its radio button is selected. The date "Thursday, 16 April 2026" has a small black circle with the number "16" next to it. A scroll bar is visible at the bottom of the list.

16 Click "Next".

A screenshot of a form with seven empty input fields stacked vertically. Below the fields is a dark blue bar containing two buttons: "Previous" with a left arrow and "Next" with a right arrow. The "Next" button is highlighted with a blue circle. At the bottom right of the page, there is a footer with the text "Help & Support" and icons for Facebook, Instagram, and LinkedIn.

17 If no fee is due at point of booking your assessment. Click the "I confirm that I wish to schedule/reschedule this appointment." field.

Note your selected slot will be held for 30 minutes.

A screenshot of a payment information page. At the top, there is a progress bar with three red dots. Below the progress bar, the text reads: "Assessment: Approved Contractor + Domestic Installer Surveillance (F) | Reference: APT-224730 | Associated Email: technical@r". The main heading is "Payment information" with a document icon. Below the heading, it states: "No payment is required to book this appointment." and "Please Note: Your appointment will not be scheduled/rescheduled until you have confirmed below and clicked 'submit'". A checkbox with the text "I confirm that I wish to schedule/reschedule this appointment." is highlighted with a blue circle. Below the checkbox, a timer shows "29m 53s" and the text "Left to confirm appointment (otherwise your selected time will be released)". At the bottom, there is a dark blue bar with two buttons: "Previous" with a left arrow and "Submit" with a right arrow.

## 18 Click "Submit".

### Appointment.

Appointment is scheduled/rescheduled until you have confirmed below and clicked 'submit'

Reschedule this appointment.

(Your selected time will be released)

← Previous

Submit →

Help & Support



## 19 View confirmation screen.

Your confirmation email containing all of your assessment details and calendar invite will follow.



Confirmation

**Thank you**

### Assessment confirmed

Appointment Reference:	APT-224730
Appointment Type:	Office + Site(s) appointment
Date:	Tuesday, April 14, 2026 Full day
Assessment Name:	Approved Contractor + Domestic Installer Surveillance (F)

Thanks for booking your Approved Contractor + Domestic Installer Surveillance (F).

You'll receive **email and SMS confirmation shortly**. The email will include a **calendar invite** so you can easily save the date to your calendar.

If you have any questions, give us a call between 9:00 and 17:00, Monday to Friday, or drop us an email and we'll be happy to assist.

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#### Renewables:

01582 556022

## 20 If a fee is payable for your assessment click "Pay Now".

### Payment information

By booking this appointment, you confirm you'll be prepared to facilitate the assessment. If you can't attend, a rescheduling fee may apply.

Payment amount	£498 (£415 + VAT)
Payment terms	Due Immediately
Status	Due
Cart Id	a1LR5000004bizIMAE_20260220152253.1501.0
Transaction Number	
Description	Assessment Fee for NICEIC Approved Contractor + Domestic Installer Surveillance (F) Scheme.
Your email	maincontact@niceic.com
Your billing post code	LU5 5ZX



**29m 52s**

Left to make payment (otherwise your selected time will be released)

← Previous    Submit →

## 21 Enter your card details.

Reference:	a1LR5000004bizIMAE_20260220152300.4052.0
Description:	Assessment Fee for NICEIC Approved Contractor + Domestic Installer Surveillance (F) Scheme.
Amount (GBP):	£498.00

### Express Checkout

Buy with 

### Payment details

\* Indicates a required field

Card number *	Cardholder's name *
<input type="text"/>	<input type="text"/>
Expiry date *	Security code *
<input type="text"/> / <input type="text"/>	<input type="text"/>  Last 3 digits on the back of card

### Billing address ✓

New Billing Address, Dunstable, Bedfordshire, LU5 5ZX, United Kingdom

### Contact details ✓

maincontact@niceic.com

Cancel

Buy Now

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy](#)

## 22 Click "Buy Now".

Amount (GBP): £498.00

**Express Checkout**

Buy with Pay

Checkout With Card

**Payment details**

\* Indicates a required field

Card number \* ✓  
4444 3333 2222 1111

Cardholder's name \* ✓  
Test customer

Expiry date \* ✓  
10 / 29

Security code \* ✓  
121 Last 3 digits on the back of card

**Billing address** ✓  
New Billing Address, Dunstable, Bedfordshire, LU5 5ZX, United Kingdom

**Contact details** ✓  
maincontact@niceic.com

Cancel Buy Now

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy policy](#).

## 23 Once payment is confirmed Click "Submit".

### Assessment.

You will be prepared to facilitate the assessment. If you can't attend, a rescheduling fee may apply.

£1.2 (£1 + VAT)  
Due Immediately  
Paid  
a1LR500004bJPZMA2\_20260220153657.5736.0  
WPDCERTSURELL7^CSUKNICEIC^a1LR500004bJPZMA2\_20260220153657.5736.0  
Assessment Fee for NICEIC Approved Contractor + Domestic Installer Surveillance (F) Scheme.  
maincontact@niceic.com  
LU5 5ZX

Your selected time will be released)

← Previous → Submit

24 View confirmation screen.

Your confirmation email containing all of your assessment details and calendar invite will follow.



Confirmation

**Thank you**

**Assessment confirmed**

Appointment Reference:	APT-224730
Appointment Type:	Office + Site(s) appointment
Date:	Tuesday, April 14, 2026 Full day
Assessment Name:	Approved Contractor + Domestic Installer Surveillance (F)

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