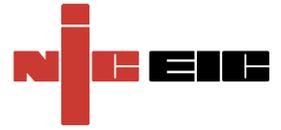


# How to reschedule a NICEIC assessment and make payment (if required)



1 Click the link in your assessment confirmation email.



## 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

### 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.

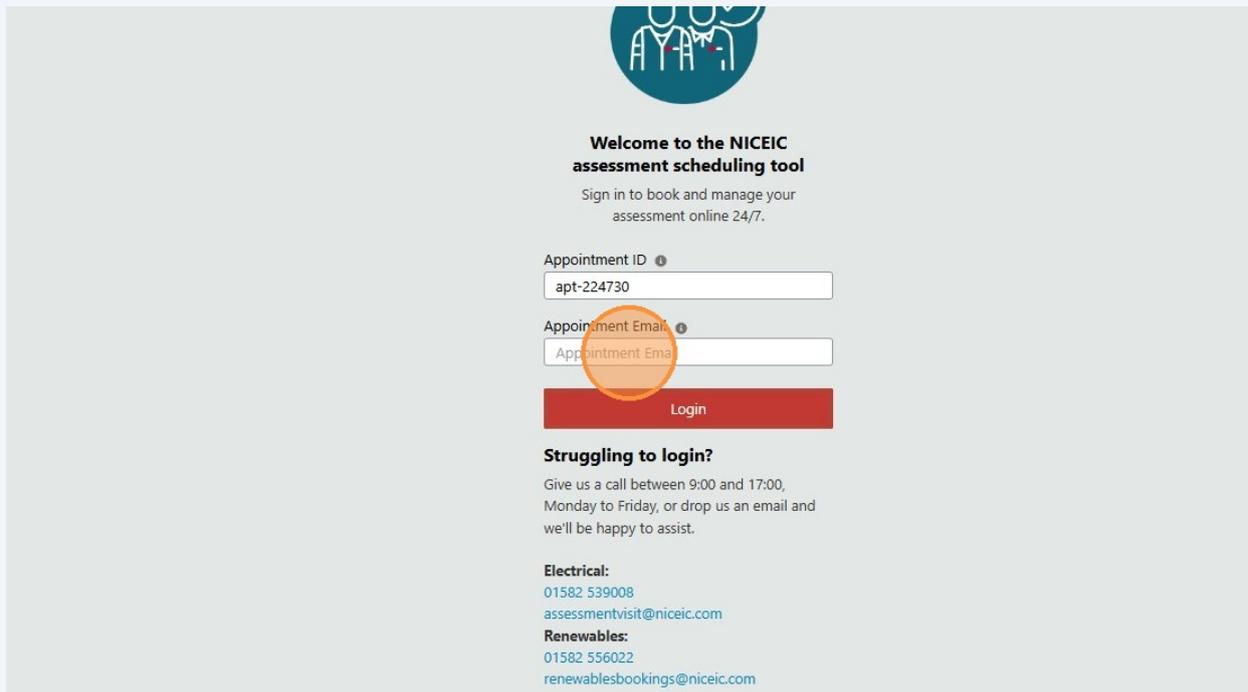
#### Electrical:

01582 539008

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

#### Renewables:

2 Add your assessment confirmation 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

Appointment Email

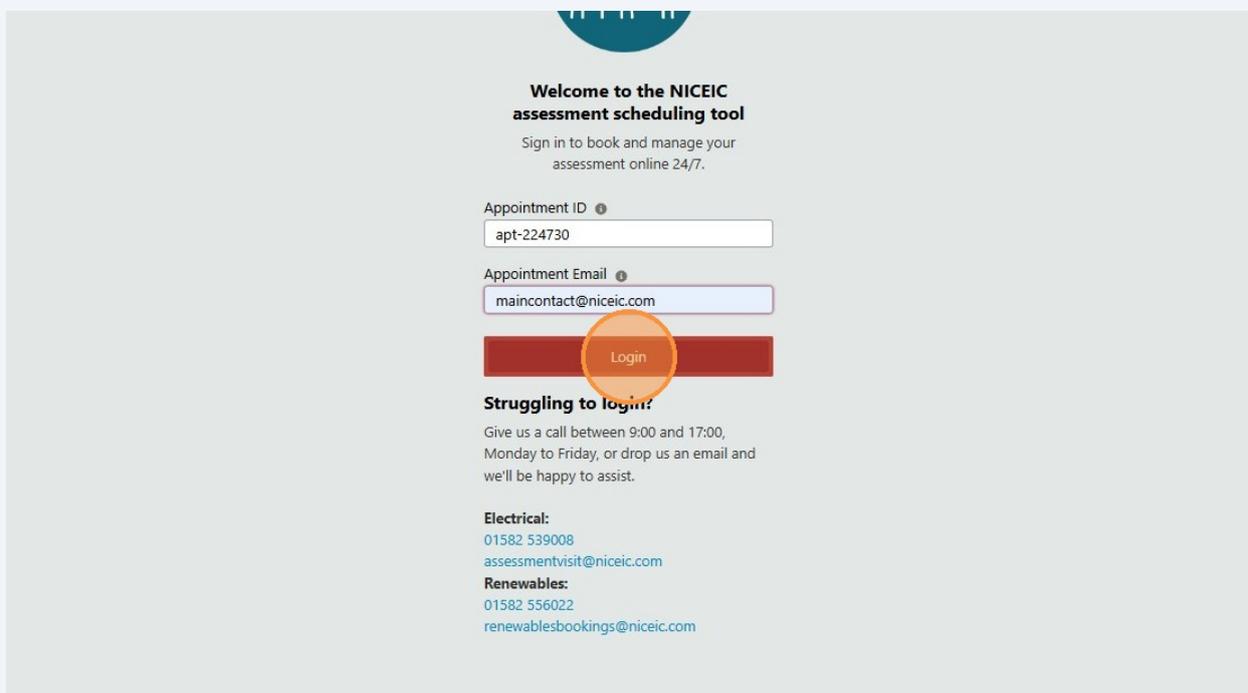
Login

**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:**  
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

Appointment Email

Login

**Struggling to login?**  
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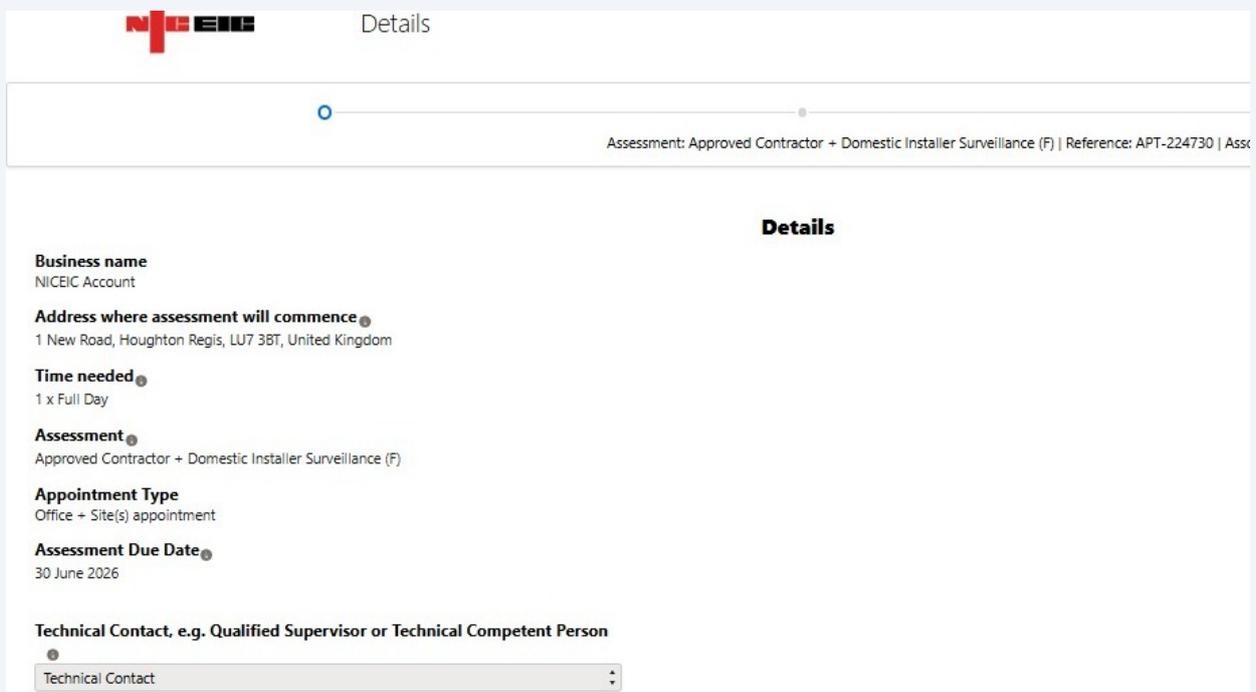
4 Click "Reschedule".

Reschedule and confirm details in the following steps.



5 Check details are still correct.

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



## 6 Click "Next".

or drop us an email and we'll be happy to assist.

Next →

Help &

## 7 Review the assessment declarations and update if necessary. Click "Next".

hat, safety footwear and Hi Viz). Any items over and above these required for site access need to be provided or Yes

Optional for details such as security clearance information.

ich complies with the applicable industry prescribed standards representative of the scope of certification you wish to Yes

ts outlined in our assessment guidance. Any additional assessment time required will attract further costs.

← Previous Next →

Help & Support   

## 8 Click "Reschedule".

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

d. Please click below if you wish to reschedule. Please note that rescheduling may incur an additional fee. If you are

[Reschedule](#)

[← Previous](#) [Next →](#)

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

If you change your mind and do not wish to reschedule you can simply cancel the reschedule process using the 'Cancel Reschedule' button.

**Your Current Confirmed Assessment**

Your booked assessment will not be released until a new date is confirmed. Please click below if you wish to reschedule. Please note that rescheduling may incur an additional fee. If you are unable to attend or reschedule, please contact us as soon as possible.

**Date:** Tuesday, 14 April 2026 | Full Day  
**Type:** Office\_and\_Site  
**Postcode:** LU7 3BT

[Cancel Reschedule](#)

Preferred date (will only show dates with availability)

20/02/2026 [Clear date](#)

Monday, 23 February 2026

Tuesday, 24 February 2026

Wednesday, 25 February 2026

Thursday, 26 February 2026

**10** Click on your preferred new date.

Thursday, 16 April 2026	<input type="radio"/>
Friday, 17 April 2026	<input type="radio"/>
Monday, 20 April 2026	<input type="radio"/>
Tuesday, 21 April 2026	<input type="radio"/>
Wednesday, 22 April 2026	<input type="radio"/>
Thursday, 23 April 2026	<input type="radio"/>
Friday, 24 April 2026	<input type="radio"/>
Monday, 27 April 2026	<input type="radio"/>
Tuesday, 28 April 2026	<input type="radio"/>

**11** Click "Next".

<input type="radio"/>

[← Previous](#) [Next →](#)

Help & Support [f](#) [@](#) [in](#) [▶](#)

12

When rescheduling over 21 days from your current assessment date there is no charge. Click the "I confirm that I wish to schedule/reschedule this appointment." field.

Note your selected slot will be held for 30 minutes.

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	£0
Payment terms	Due Immediately
Status	Pending
Cart Id	a1LR5000004bJcTMAU_20260220154027.7611.0
Transaction Number	
Description	No fees apply to rescheduling this booking.
Your email	maincontact@niceic.com
Your billing post code	LU5 5ZX

**No payment is required to book this appointment.**

Please **Note:** Your appointment will not be scheduled/rescheduled until you have confirmed below and clicked 'submit'

I confirm that I wish to schedule/reschedule this appointment.

**29m 52s**

Left to confirm appointment (otherwise your selected time will be released)

← Previous    Submit →

6

## 13 Click "Submit".

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

£0  
Due Immediately  
Pending  
a1LR5000004bjcTMAU\_20260220154027.7611.0

No fees apply to rescheduling this booking.  
maincontact@niceic.com  
LU5 5ZX

### Important.

Not scheduled/rescheduled until you have confirmed below and clicked 'submit'

Reschedule this appointment.

Your selected time will be released)

← Previous

Submit →

## 14 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:	Thursday, April 23, 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.

**Electrical:**  
01582 539008  
[assessmentvisit@niceic.com](mailto:assessmentvisit@niceic.com)

**Renewables:**  
01582 556022

15 If rescheduling under 21 days a fee is payable. Click "Pay Now" to proceed.

Note your selected slot will be held for 30 minutes.

### 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	£612 (£510 + VAT)
Payment terms	Due Immediately
Status	Due
Cart Id	a1LR5000004bJnlMAE_20260220155203.5794.0
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 50s

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

← Previous    Submit →

16 Enter your card details.

Reference:	a1LR5000004bJnlMAE_20260220155211.3423.0
Description:	Assessment Fee for NICEIC Approved Contractor + Domestic Installer Surveillance (F) Scheme.
Amount (GBP):	£612.00

#### Express Checkout

Buy with 

#### Payment details

\* Indicates a required field



Card number \*

Cardholder's name \*

Expiry date

 / 

Security code \*

 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](#)

## 17 Click "Buy Now".

Amount (GBP): £612.00

**Express Checkout**

Buy with Pay

Checkout With Card

**Payment details**  
\* Indicates a required field

Card number \*   
Enter a valid card number

Cardholder's name \*   
Enter a valid cardholder's name

Expiry date \*  /   
Enter a valid month and year

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

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

**Contact details**   
maincontact@niceic.com

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

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

assessment.

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

£1.2 (£1 + VAT)  
Due\_Immediately  
Paid  
a1LR5000004bJnMAE\_20260220155313.8133.0  
WPCERTSURELL7^CSUKNICEIC^a1LR5000004bJnMAE\_20260220155313.8133.0  
Assessment Fee for NICEIC Approved Contractor + Domestic Installer Surveillance (F) Scheme.  
maincontact@niceic.com  
LU5 5ZX

ur selected time will be released)

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, May 05, 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.

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