WORKPLACE TRANSPORT TRAINING ACCREDITATION APPLICATION

COMMERCIAL TRAINING ORGANISATIONS UK & IRELAND
1ST APPLICATION

PLEASE SEND YOUR APPLICATION TO RTITB, ACCESS HOUSE, HALESFIELD 17, TELFORD, TF74PW OR ACCREDITATION_TEAM@RTITB.COM

Operator Training

Do you have a training centre: ☐ **Yes** ☐ **No**

Please select the accreditation type required: ☐ **In-centre** ☐ **On Customer Premises** ☐ **Both**

Please select option 1,2 or 3 based on which pricing best suits your needs.

OPTION 1* ☐

With App (pro licences unlimited) **not optional, app use is mandatory**

Price:..... £1995

NORS Prices:
OPTION O1..... £7.50
(Verification, registration, eCertificate, eCard)
OPTION O2..... £2.50
(Verification, registration, eCertificate)
OPTION O3..... £6.50
(Verification, registration, eCard)

OPTION 2* ☐

With App (pro licences unlimited) **not optional, app use is mandatory**

Price:..... £1295

NORS Prices:
OPTION O1..... £14.50
(Verification, registration, eCertificate, eCard)
OPTION O2..... £6.95
(Verification, registration, eCertificate)
OPTION O3..... £13.50
(Verification, registration, eCard)

OPTION 3* - PAY AS YOU GO ☐

For on customer premises customers only, **app use is mandatory**
(unlimited licences provided and online app training)
1st accreditation visit will be done remotely only

NORS Prices:
Option 02 (Verification, registration, eCertificate)..... £27 per upload
(upload fee applies to verified AND rejected NORS applications)

(Please note only NORS option O2 is available on Pay as You Go)

Multiple Site Accreditation..... £ _____ ☐

You should have a personalised price. If you do not have one, please call **+44(0)1952 520204** for your price before completing this application form, then fill in the amount.

We do not charge for annual audit/monitoring visits however if a confirmed visit is cancelled with 3 working days or less notice, a charge of £435 will be made. If you wish to cancel a confirmed audit/monitoring visit, please email **auditing@rtitb.com** in advance of the 3 working days of the confirmed visit date.

All prices are exclusive of VAT.

PLEASE COMPLETE ALL FIELDS IN BLOCK CAPITALS. IF ANY DO NOT APPLY TO YOUR SITUATION PLEASE PUT N/A.

Registered Company Name: _____

Trading Name (If different): _____

Company Reg No (Or Inland Revenue UTR number if sole trader or partnership): _____

Website address: _____

Day to Day/General Contact Name: _____

Day to Day/General Contact Email: _____

Day to Day/General Contact Phone Number: _____

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WORKPLACE TRANSPORT TRAINING ACCREDITATION APPLICATION

Sales Contact Details. Please enter the details as you wish them to appear on the RTITB website.

Contact Name: _____ **Contact Number:** _____

Contact Email: _____ **Website:** _____

Training Centre Address(es). (if applicable)

Please continue on a separate sheet if necessary. All centres will be shown on the RTITB website.

Centre 1

Address: _____

_____

Town: _____

County: _____

Postcode: _____

Centre telephone number: _____

Centre email address: _____

Centre contact name: _____

Centre contact position: _____

Centre 2

Address: _____

_____

Town: _____

County: _____

Postcode: _____

Centre telephone number: _____

Centre email address: _____

Centre contact name: _____

Centre contact position: _____

Contact Details of person signing this agreement:

Name: _____ Position: _____

Telephone: _____ Email: _____

Administration Contact Details: (The following infomation will be used for administration purposes e.g. matters relating to certificates, query emails, confirmations of registration emails etc.)

Name: _____

Telephone: _____ Email: _____

Accounts Details:

Please advise on another sheet if you have more than one accounts address e.g for different centres.

Address: _____

Town: _____ County: _____

Postcode: _____ VAT No: _____ Country: _____

Telephone No: _____ Email Address: _____

Invoices and statements will be emailed to this address

Contact Name: _____ Contact Position: _____

Instructor Details:

Continue on a separate sheet if necessary.

Name:	RTITB Reg No:	RTITB Instructor Reg Exp Date:	Tick to confirm Instructor has a valid operating qualification registered on NORS.
			☐
			☐
			☐
			☐

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WORKPLACE TRANSPORT TRAINING ACCREDITATION APPLICATION

Machines/Courses:

Which machines/courses do you wish to apply for accreditation for?

Tick to indicate which Machine Type/ Course you would like added.	ABA Category (if applicable)	Please tick to confirm you already own the RTITB Trainers Guide for this Machine Type/ Course	Please tick to confirm you would like this Trainers Guide to be sent to you as part of the 4 provided free alongside your first accreditation with RTITB **(excludes PAYG option)**
☐ LTG 1 (Counterbalance)	B1, B2, B4	☐	☐
☐ LTG 2 (Reach)	D1, D2, D3	☐	☐
☐ LTG 4 (Electric Pallet/Stacker Truck)	A1, A2, A3, A4, A5, A6, A7	☐	☐
☐ LTG 5 (Rough Terrain Masted Lift Truck)	J1	☐	☐
☐ LTG 6 (Rough Terrain Telescopic Handler)	J2 J3	☐	☐
☐ LTG 7 (Industrial Telescopic Materials Handler)	J4, J5	☐	☐
☐ LTG 8 (Pivot Steer)	P1	☐	☐
☐ LTG 9 (Electric Tow Tractor)	H1, H2	☐	☐
☐ LTG 10 (Vehicle Mounted Lift Truck)	TD1	☐	☐
☐ LTG 11 (Multi Directional Lift Truck)	M1, M2, M3	☐	☐
☐ LTG 12 (VNA)	F1, F2	☐	☐
☐ LTG 13 (Order Picker)	E1, E2	☐	☐
☐ LTG 14 (Sideloader)	C1, C2	☐	☐
☐ LTG 15 (Large Counterbalance)* (*LTG1 Counterbalance must be selected in order to apply for this course)	B2, B3, G2	☐	☐
☐ LTG 16 (MEWPs)	1A, 1B, 3A, 3B	☐	☐
☐ LTG 31 (Managing and Supervising Material Handling Equipment Operations)		☐	☐
☐ LTG 32 (Manual Handling for Transport Warehouse and logistics)		☐	☐
☐ LTG 40 (Commercial Goods Vehicle Banksman)		☐	☐
☐ LTG 41 (Yardshunter)		☐	☐
☐ LTG 72 (Pedestrian Operated Manual Pallet Truck)	Z1	☐	☐
☐ LTG 1701 (Hydraulic Lorry Loader Crane)		☐	☐
☐ LTG 1702 (Safety in Slinging and Signalling - Rigging and Banksman)		☐	☐
☐ LTG 1704 (Overhead Gantry Crane)		☐	☐

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ACCREDITATION RTITB

Terms & Conditions of Accreditation

Please read the following items and the terms of accreditation at www.rtitb.com/accred-terms carefully as accreditation may be withdrawn if they are not adhered to.

RTITB reserves the right to refuse any accreditation application without explanation.

- These terms and conditions will begin on the date of signature on the application for accreditation and continue for a period of 12 months, or until accreditation expires whichever is the latter, unless terminated. In the event of termination (for whatever reason) no fees will be refunded.
- RTITB may refuse re-accreditation if less than 50 NORS applications have been submitted in the previous accreditation period.
- Renewal of accreditation is dependent upon satisfactory monitoring of training arrangements, the submission of a new application form and continuing to meet RTITB's criteria (including having had a successful monitoring visit in the accreditation period, this will take place approximately 3 months before accreditation expiry)
- We offer a 10 working day 'cooling-off' period. If within 10 working days of RTITB receiving your application you decide you no longer wish to be RTITB accredited your application may be cancelled by notifying us in writing. Any charges applied will be credited/refunded (whichever is applicable). After 10 working days no fees will be credited or refunded.
- RTITB accreditation enables you to deliver RTITB accredited training in the following territories only: Great Britain, Northern Ireland and Republic of Ireland. If you wish to deliver RTITB accredited training in other territories you will need to contact RTITB to apply for overseas accreditation.

☐ **I CONFIRM I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF ACCREDITATION ABOVE, AND AT WWW.RTITB.COM/ACCRED-TERMS AND AGREE TO ADHERE TO THEM.**

Accreditation Announcement:

If you would like RTITB to publish news of your accreditation on www.rtitb.com/news and our social media please tick here ☐

If you would like RTITB to send a press release announcing your accreditation to your local newspaper please tick here ☐

Please supply local newspaper name: _____

Application Checklist:

☐ Fully completed and signed application form

☐ A specimen copy of the certificate you will issue to successful candidates

OR ☐ Tick here to indicate you will be using only option O1 and O2 of NORS

☐ A copy of professional indemnity and public liability insurance OR a letter confirming provision of cover

☐ The appropriate fee via credit card details, postal order, or purchase order

Payment Information:

☐ A postal order made payable to RTITB for £ _____

☐ An official purchase order for £ _____

Please attach a copy of the purchase order and enter order number: _____

☐ Payment by credit/debit card.

Please provide a contact telephone number for us to contact you on to take the payment: _____

☐ Payment on account. RTITB account number: _____

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DECLARATION

For and on behalf of the organisation named below I confirm that I have read and agree to the Terms and Conditions of accreditation above, and at www.rtitb.com/accred-terms:

Signed by (name in BLOCK CAPITALS):

Position:

For and on behalf of (Registered Company Name):

Signature:

Date:

☐ I/We confirm that we have not had training accreditation with another organisation suspended or withdrawn within the last 5 years

OFFICE USE ONLY

Acc No:

Date Processed:

Date Invoiced:

Date Accred Letter sent:

Date certificate sent:

Administrators Name:

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