

Withdrawal of Registration to Instructor Registration Scheme

PLEASE READ CAREFULLY

RTITB reserves the right to withdraw your registration to The International Register of Professional Instructors without repayment of the Instructor Registration Fee in the event of:

- a. any criminal proceedings being brought against you. Please tick here if you have any criminal/civil action pending against you or any unspent convictions. You confirm that RTITB may contact you for further details of any pending criminal actions and unspent convictions ; or
- b. you breaching any of the Special Terms set out overleaf

Instructor Registration Fee (5 years): £85.00 + VAT (£102.00)

I Enclose

Payment as detailed below (applications must include a valid form of payment)

1 x passport style and size photograph

Payment Information

I wish to pay by bank transfer

Barclays Bank, Sort Code: 20-71-03, Account No: 73055698

I enclose a postal order made payable to RTITB

I wish to pay by credit/debit card

(please provide an email for us to send a link for payment).

By signing and dating this form I declare that I have read and agree to the Special Terms, the terms relating to the Withdrawal of Registration and the terms relating to the Amendment of Terms.

PRINT NAME

SIGNED

DATE

VISIT THE RTITB SHOP TO RECEIVE 10% DISCOUNT ON SELECTED ITEMS!

TRAINERS'
GUIDES



TRAINING/
TEST
DOCUMENTS



VISUAL
AIDS



CLOTHING
AND
ACCESSORIES



PPE



BUNDLES





The International Register of Professional Instructors

UK

ABOUT THE REGISTER

The RTITB International Register of Professional Instructors ensures that Instructors are professionally qualified by examination to enable them to train operatives to a high standard in those elements of competence which are considered essential to proper job performance.



BENEFITS OF REGISTRATION

All RTITB Registered Instructors receive a registration pack

This includes:

- Certificate
- ID Card
- Lanyard
- Welcome Letter
- £40 voucher to build your Welcome Pack

- Issue certificates through the NORS (National Operator Registration Scheme) database when working for an accredited organisation
- Issue Certificates of Basic Training*
- Set up, conduct and objectively mark Practical Skills Test(s)
- Receive a 10% discount on selected products from the RTITB Shop
- Obtain a nationally recognised professional qualification
- Provide documentary evidence of your achievements
- Work for RTITB accredited organisations
- Eligibility to apply for accreditation in your own right

** Subject to Special Terms*



For further details please contact

+44(0)1952 520204 solutions@rtitb.com
<https://www.rtitb.com/rtitb-register-of-professional-instructors>

SPECIAL TERMS

Please read carefully

In consideration of us providing you with the items listed above, you agree to the following terms:

1. That you may undertake commercial and non commercial training in your own capacity and, subject to the Special Terms below, use your Registration Number in respect of such training to demonstrate and confirm that you have successfully completed the required RTITB accredited training course and examination and are a qualified instructor.
2. Not to:
 - a. purport to conduct any training as an RTITB training provider; or
 - b. issue any training certificate in connection with any training undertaken by you which suggests in any way that such training is provided, accredited, approved or endorsed by RTITB (save that, subject to paragraph 4 below, you may include your Registration Number on such training certificates), unless accreditation of your own or your employer's training arrangements has been applied for and granted by RTITB.
3. To give written notice to all participants in any training to be undertaken by you that such training is not provided, accredited, approved or endorsed by RTITB and upon request provide RTITB with evidence that such notice has been given.
4. To include on all training certificates a notice that such training is not provided, accredited, approved or endorsed by RTITB and upon request provide RTITB with evidence that such notice has been given.
5. Not to promote or describe any training which you provide, as being provided, accredited, approved or endorsed by RTITB.
6. Not to make any false claims under or in connection with our Register of Professional Instructors.
7. Not to use in any manner whatsoever, including in your business or as part of any corporate business or trading name, the name, trade marks or logos of RTITB (RTITB Marks).
8. Not to apply for or obtain registration of any trade mark which consists of or comprises the RTITB Marks.
9. Not to do anything which might damage the reputation, image or prestige of the RTITB Marks or RTITB.
10. The expiry of the instructor registration will cease at the 5 yearly interval, on the date preceding the examination date or when the instructor undertakes their re-registration. Additionally, if the instructor refers any element of the re-registration assessment(s), the instructor registration will cease and the instructor will not be approved to continue to conduct RTITB accredited training, until a successful outcome has been achieved.

AMENDMENT OF TERMS

We may make changes to the terms set out in this form to reflect changes in the law, to meet regulatory requirements, to reflect new industry guidance or codes of conduct or to reflect changes in the way that our Instructor Register is implemented. We will give you written notice of any such changes.

FAIR PROCESSING NOTICE

This notice is to inform you of the purposes for which we collect your personal information and to notify you of the types of parties with whom that personal data will be shared, in compliance with data protection legislation. The personal information will be processed in accordance with RTITB's privacy policy, which can be found at www.rtitb.com/privacy-policy. Personal information you provide to us will be shared with:

- Only those service providers necessary in order to provide RTITB communications and services
- Your employer
- Those bodies who require confirmation of your training and qualifications, including current and prospective employers, regulatory bodies, recruitment agencies and through our online portal (your data will only be accessible by inputting your 9 digit RTITB number).

Personal information will be collected for the purpose of:

- Recording and verifying completed RTITB accredited training
- Enabling RTITB to remind you of when your RTITB registration is due to expire
- Providing verification services
- To contact you with service communications relating to workplace transport, vehicle and equipment training (including instructor training)
- Providing training services and related services (e.g. to allow certificates to be printed, and to carry out necessary checks against fraud prevention)

Once we have received this form duly and properly completed, together with the Instructor Registration fee, detailed overleaf, we will:

1. Provide you with a registration pack which includes: a Certificate of Registration, including an 9 digit RTITB Instructor Registration number, which confirms your successful completion of the required RTITB accredited training course and related examination; an Instructor ID Card and lanyard; welcome letter; £40 voucher to build your own Welcome Pack.
2. Register you on the RTITB International Register of Professional Instructors for a period of 5 years from the date of the examination.
3. Register you on the RTITB mailing list to receive the monthly Registered Instructors e-bulletin.
4. Provide you with a 10% discount code for use when purchasing from the RTITB Shop range.

Our total liability to you in respect of your registration with us under the RTITB International Register of Professional Instructors shall be limited to the Instructor Registration fee paid to us by you, as set out above.

INTERNATIONAL INSTRUCTOR REGISTRATION SCHEME FORM

Please complete and return to: exams@rtitb.com
or **RTITB, Access House, Halesfield 17, Telford, TF7 4PW**

I wish to apply for registration as a qualified **(Please check applicable boxes)**.

- Lift Truck Instructor
- Industrial & Commercial Instructor
- Low Level Pallet Truck Instructor
- LGV Fleet Instructor
- Light Goods Vehicle (Van) Assessor

Other (please complete)

*Name:

*Address:

*Postcode:

*Date of Birth:

Telephone number:

*Email:

Employer:

*Training Centre:

*Date of Examination:

* Required information