



Initial Application to join the APHC Certification Ltd Schemes

For Internal Use Only Issued By: _____ Date: _____ Approved By: _____ Date: _____

This Application must **only** be completed by companies or self-employed persons wanting to join the Competent Persons Scheme, Green Deal Installer Scheme or Microgeneration Certification Scheme. Please complete the application form in CAPITAL LETTERS and return with all supporting documents to:

APHC Certification Ltd, Unit 12 The Pavilions, Cranmore Drive, Solihull, B90 4SB.
If you require help completing this form please call 0121 711 5030.

Where did you hear about APHC Certification Ltd? (Please Tick)

Direct Mail Email Advert Event Internet Recommendation Sales Rep
Please tick which scheme (s) you wish to be certified under Competent Persons Scheme (CPS) Green Deal Installer Scheme (GDIS) MCS Certification Scheme (MCS)

Main Contact Details (this is the main point of contact where all correspondence will be sent)

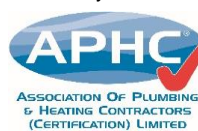
Main Contact Name	_____	Position:	_____
Company name	_____		
Address Inc Postcode	_____	Please indicate (✓) which of the below telephone numbers you wish to make your primary contact number	
		Telephone	_____ ✓
		Mobile Number	_____ ✓
Email Address	_____	Website	_____
Type of Business	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited Company <input type="checkbox"/> PLC <input type="checkbox"/>
_____	Number of employees, employed in the business		Company Registration Number
_____	Number of qualified engineers you would like approved to self-certify CPS		_____
_____	Number of qualified engineers you would like approved to install Green Deal		Length of time trading
_____	Number of qualified engineers you would like approved to install MCS		_____

Contact Details of your Appointed Certification Scheme Officer

Main Contact Name	_____	Position	_____
Company Name	_____		
Address Inc Postcode	_____	Telephone	_____
		Mobile Number	_____
Email	_____	Website	_____

Contact Details of your Appointed Person responsible for complaints

Main Contact Name	_____	Position	_____
Company Name	_____		
Address Inc Postcode	_____	Telephone	_____
		Mobile Number	_____
Email	_____	Website	_____



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Scope of Work categories for Scheme Approval				
Please tick all the work categories that you would like your company to be approved for under the relevant Scheme(s). Your designated qualified engineers must hold the relevant qualifications / Certification against one or more of the work areas within your chosen categories.				
Competent Persons Scheme Work Categories (please tick)		Green Deal Installer Scheme Work Categories (please tick)	Microgeneration Certification Scheme Work Categories (please tick)	Summary
1		Condensing Gas Fired Boiler (Domestic)		<input type="checkbox"/>
2		Flue Gas Heat Recovery Devices		<input type="checkbox"/>
3	Installation Of Oil Appliance covering:	Condensing Oil Fired Boilers (Domestic)		<input type="checkbox"/>
	Oil Fired Pressure Jet Appliances			<input type="checkbox"/>
	Oil Fired Vaporising Appliances			<input type="checkbox"/>
	Oil Storage Tanks and Supply Pipelines			<input type="checkbox"/>
4	Solid Fuel Dry Appliances			<input type="checkbox"/>
	Solid Fuel Wet Appliances			<input type="checkbox"/>
5	Biomass Appliances	Biomass Appliances	Biomass Appliances	<input type="checkbox"/>
6	Air Source Heat Pumps	Air Source Heat Pumps	Air Source Heat Pumps	<input type="checkbox"/>
	Ground Source Heat Pumps	Ground Source Heat Pumps	Ground Source Heat Pumps	<input type="checkbox"/>
7	Solar Thermal Hot Water Systems	Solar Thermal Hot Water Systems	Solar Thermal Hot Water Systems	<input type="checkbox"/>
8	Electrical Installations Defined Competence Schemes			<input type="checkbox"/>
9	Installation Of Heating & Hot covering:	Heating Controls		<input type="checkbox"/>
	Vented Hot Water Systems	Hot Water Systems		
	Un-Vented Hot Water System	Heating Insulation		
	Heating Systems	Underfloor Heating		
10	Installations of Plumbing & Water Systems, Water Efficient Taps & Showers covering:			<input type="checkbox"/>
	Wholesome & Softened Water Supply			
	Installation of Non-Wholesome Water Supply & Sanitary Convenience with flushing mechanism			
	Sanitary Conveniences sinks, wash basins, fixed bath, showers or bathrooms in dwellings			

As part of your application it is possible to apply for approval for multiple schemes which may be more cost effective for your business.

Tick the boxes in this work category summary section to detail the total work categories across all schemes on which you require approval. The number of these work categories that are ticked in this final section will then indicate the payment required to support your application on page 5.

Please Note
Company criteria's are different for each scheme even with the same work are, further detail is contained in the schemes guidance notes.

Only tick the work categories and schemes which identify you are competent to obtain approval for and wish to apply for.



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Qualified Engineer Details										
Full Name		Date Of Birth		National Insurance Number						

Please tick all work areas that the above engineer is competent to carry out work on, under the relevant scheme (s)

Competent Persons Scheme Work Categories (please tick)		Green Deal Installer Scheme Work Categories (please tick)		Microgeneration Certification Scheme Work Categories (please tick)	
1			Condensing Gas Fired Boiler (Domestic)		
2			Flue Gas Heat Recovery Devices		
3	Installation of Oil Fired Appliances covering:		Condensing Oil Fired Boilers (Domestic)		
	Oil Fired Pressure Jet Appliances				
	Oil Fired Vaporising Appliances				
	Oil Storage Tanks and Supply Pipelines				
4	Solid Fuel Dry Appliances				
	Solid Fuel Wet Appliances				
5	Biomass Appliances		Biomass Appliances		Biomass Appliance
6	Air Source Heat Pumps		Air Source Heat Pumps		Air Source Heat Pumps
	Ground Source Heat Pumps		Ground Source Heat Pumps		Ground Source Heat Pumps
7	Solar Thermal Hot Water Systems		Solar Thermal Hot Water Systems		Solar Thermal Hot Water Systems
8	Electrical Installations, Defined Competence Schemes				
9	Heating & Hot Water Inc		Heating Controls		
	Vented Hot Water Systems		Hot Water Systems		
	Un-Vented Hot Water Systems		Heating Insulation		
	Heating Systems		Underfloor Heating		
10	Installations of Plumbing & Water Systems, Water Efficient Taps & Showers covering:				
	Wholesome & Softened Water Supply				
	Installation of Non-Wholesome Water Supply & Sanitary Convenience with Flushing Mechanism				
	Sanitary Conveniences Sinks, Wash Basins, Fixed Bath, Showers, or Bathrooms in Dwellings				

Entry Qualification (tick only one box) Please refer to the scheme guidance for application pages 15-17

Route A

By plumbing heating and ventilation, refrigeration & air conditioning or gas fitting qualification (minimum NVQ level 2 or City & Guilds craft certificate). You must also include copies of the engineers qualifications/certificates against each of the work areas ticked, including short courses completed.

Route B

By assessment of work experience, this route is only applicable to certain work areas and the engineer must complete a work experience profile form. Please contact APHC on 0121 711 5030 for further advise and to request a work experience form.

IMPORTANT – PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

One passport sized photograph with the engineers name clearly written on the back.

Copies of the engineer’s qualifications/certification.

Please copy this form and complete the details for each qualified engineer to be approved by APHC Certification Ltd



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Payment by Direct Debit (please fill in the whole form using a ball point pen and send it to the address at the bottom of this form)

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Instructions to your bank or building society to pay by Direct Debit



Name (s) of account holder (s)

Originator's identification number

9 4 0 2 9 6

Bank or Building Society account number

Reference Number

Bank Sort Code

Please pay APHC Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this information may remain with APHC and, if so, details will be passed electronically to my bank or building society.

Name and full postal address of your bank or building society

To: The Manager Bank or Building Society

Address:

Signature (s)

Date:

Postcode:

Banks and building societies may not accept Direct Debit Instructions for some types of accounts

This guarantee should be detached and retained by the payer.



The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit APHC will notify you 10 working days in ADVANCE of your account being debited or as otherwise agreed. If you request APHC to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your direct debit, by APHC or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. – If you receive a refund you are not entitled to, you must pay it back when APHC Certification Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.