



# 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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## Please confirm the following information

Applicant companies must read the APHC Certification Ltd Scheme Guidance for application which details the information you should submit with this application from the documentation you have to provide in the second stage of the application process.

**Please tick to confirm following:**

**Applicable to all applicants**

- I have read and understood the APHC Certification Ltd Scheme Guidance for application (Available at [www.aphc.co.uk/competent\\_persons\\_scheme.asp](http://www.aphc.co.uk/competent_persons_scheme.asp))
- I have read and understood the APHC Certification Ltd Scheme Rules (Available at [www.aphc.co.uk/competent\\_persons\\_scheme.asp](http://www.aphc.co.uk/competent_persons_scheme.asp))
- I have included a copy of the business public liability insurance certificates outlining a minimum £2M cover
- I have included a copy of the business employers liability insurance certificate – Where staff are employed (not applicable to sole traders)
- I have included a letterhead or other business stationery item used with customers showing clear business contact details
- I give permission to APHC Certification Ltd to carry out any necessary financial probity checks as part of the application process
- I authorise APHC Certification Ltd to take payment for work notifications by **(please circle) Credit/Debit Card or Direct Debit** (details to be completed on page 5 for card payments and page 6 for Direct Debit payments)
- I have read and understood how APHC Certification Ltd manages personal data (Data Privacy notice available at [www.aphc.co.uk/data\\_privacy\\_notice.asp](http://www.aphc.co.uk/data_privacy_notice.asp))

**If Paying Monthly**

- I understand that from year two, the Initial Membership Fee component will be added to and distributed evenly across the 12 Monthly Membership Fee Payments

**Applicable to Competent Persons Scheme Applicants**

- I have read and understood the Customer Charter (Available at [www.aphc.co.uk/competent\\_persons\\_scheme.asp](http://www.aphc.co.uk/competent_persons_scheme.asp))

**Applicable to Green Deal Applicants**

- I have read and understood the Green Deal Code of Practice (Available at [http://www.aphc.co.uk/green\\_deal\\_installer\\_scheme.asp](http://www.aphc.co.uk/green_deal_installer_scheme.asp))

**Applicable to Microgeneration Certification Applicants**

- I have read and understood the MCS 001 Installer Certification Scheme requirements (Available at [http://www.aphc.co.uk/microgeneration\\_scheme.asp](http://www.aphc.co.uk/microgeneration_scheme.asp))
- I have read and understood the MCS 023 Additional Requirements for MCS installers to become Green Deal Authorised (Available at [http://www.aphc.co.uk/microgeneration\\_scheme.asp](http://www.aphc.co.uk/microgeneration_scheme.asp))
- I have received, read and understood the relevant MCS technology specific standards MIS 3001 (Solar Water Heating) MIS 3004 (Biomass) and MIS 3005 (Heat Pumps) (Available at [http://www.aphc.co.uk/microgeneration\\_scheme.asp](http://www.aphc.co.uk/microgeneration_scheme.asp))
- I am a current member of the Renewable Energy Consumer code (RECC) Membership Number

I declare that to the best of my knowledge all the information submitted is correct. I fully understand that the submission of any misleading information will jeopardise my membership. I confirm that all certificate copies provided are from the original and that copies of all supporting information ticked above are attached to this application. I agree to comply at all times with the APHC Certification Membership Scheme Rules and APHC Terms and Conditions of Business which have been read and understood.

Signature  Print Name

Position  Date



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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	<b>Installation Of Oil Appliance covering:</b>	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	<b>Solid Fuel Dry Appliances</b>			<input type="checkbox"/>
	<b>Solid Fuel Wet Appliances</b>			<input type="checkbox"/>
5	<b>Biomass Appliances</b>	<b>Biomass Appliances</b>	<b>Biomass Appliances</b>	<input type="checkbox"/>
6	<b>Air Source Heat Pumps</b>	<b>Air Source Heat Pumps</b>	<b>Air Source Heat Pumps</b>	<input type="checkbox"/>
	<b>Ground Source Heat Pumps</b>	<b>Ground Source Heat Pumps</b>	<b>Ground Source Heat Pumps</b>	<input type="checkbox"/>
7	<b>Solar Thermal Hot Water Systems</b>	<b>Solar Thermal Hot Water Systems</b>	<b>Solar Thermal Hot Water Systems</b>	<input type="checkbox"/>
8	<b>Electrical Installations Defined Competence Schemes</b>			<input type="checkbox"/>
9	<b>Installation Of Heating &amp; Hot covering:</b>	<b>Heating Controls</b>		<input type="checkbox"/>
	Vented Hot Water Systems	<b>Hot Water Systems</b>		
	Un-Vented Hot Water System	<b>Heating Insulation</b>		
	Heating Systems	<b>Underfloor Heating</b>		
10	<b>Installations of Plumbing &amp; Water Systems, Water Efficient Taps &amp; Showers covering:</b>			<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



# Initial Application to join the APHC Certification Ltd Schemes

## APHC Certification Ltd – Scheme Fees

Number Of Work Categories	<u>Payment Option 1</u> Full Membership Fee payment at application (inc VAT)	<u>Payment Option 2</u> Initial Membership Fee followed by 12 monthly Membership Fee payments (inc VAT)	
		Initial Membership Fee*	Monthly Payments for First Year
Up to 2	£940	£510	£35.83
3 to 4	£1,288	£510	£64.83
5 to 6	£1,636	£510	£93.83
7 to 8	£1,984	£510	£122.83

Notes: The Above Fees cover the approval of a company with up to 10 qualified engineers. Please contact APHC Certification Ltd for a costing if a greater number of qualified engineers are required to be approved.

\*Additional cost for Government MCS license holder applicable to this fee – See details below.

### Making Payment – The membership fee contains two payment components:

#### Initial Membership Fee (£510 inc VAT)

The Initial Membership Fee must be paid in full by Credit/Debit Card or cheque. The fee is non-refundable, even if the application is rejected.

#### Membership Fee

The remaining Membership Fee can be paid by Credit/Debit cards or cheque along with your Initial Membership Fee or be made by Direct Debit by completing the direct debit instructions on the application form.

Payment for this part will be refunded if the application is rejected, direct debit payments will not be taken until the application has been approved.

When paying by direct debit we offer easy payment terms, but once accepted into membership the applicant is committed to membership for the full year. If the applicant drops out of membership mid-way through the year, then they are contractually committed.

Applicants have the right to cancel their application with a cooling-off period of 14 calendar days from the date of application. If you cancel within 14 days you will receive a full refund of all monies paid.

### Additional Fee for MCS application only (collected in addition to the application fee)

#### MCS Annual License fee

**£55.00 (£66.00 inc VAT)**

Fee collected by APHC Certification Ltd on behalf of the government MCS license holder for use of the scheme logo and public registering.

This fee must be paid in addition to the Initial Membership Fee (**£510 Initial Membership Fee + £66 MCS License Holder Fee = £576 inc VAT**)

#### Total Payment included with this application form is

£

Cheques should be made payable to APHC Certification Ltd. Alternatively, please complete the Credit/Debit payment section.

### Important Information about your renewal

After your first year of membership and your initial first year assessments, your work categories will only require assessments every three years and will fall into a three year rolling assessment cycle. Therefore your annual renewal fee will be based on the assessment of two work areas as follows £940 inc VAT or £78.33/month inc VAT (based on current fees, subject to price increase) this is provided your company has a low level of customer complaints and does not require additional assessment. We will write to you at least 21 days prior to the point of your renewal.

### Payment by Credit/Debit Card

Please debit by Mastercard / Visa / Switch / Delta or Solo the sum of						£
Card No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Issue No
Expiry Date	<input type="text"/>	Start Date (if shown)	<input type="text"/>	Security Code (3 digits on the back)	<input type="text"/>	
Card holders Name (as it appears in Card)				Print		
Card holders Signature	<input type="text"/>	Sign		Date	<input type="text"/>	



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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:

**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.