



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 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) 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 MCS		
_____	Length of time trading		

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/certification-schemes/competent-person-scheme)
- I have read and understood the APHC Certification Ltd Scheme Rules (Available at www.aphc.co.uk/certification-schemes/competent-person-scheme)
- 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 consent to APHC Certification Ltd, carrying out necessary financial probity checks as part of the application, including, searching information held by a credit reference agency. If I am trading as a Sole Trader, I understand that this search will be recorded on my personal credit file and information relevant to this risk assessment will be used as part of the certification process. All information received will be held in strict confidence and in line with the APHC Certification Ltd Privacy Policy (Available at www.aphc.co.uk/data-privacy-notice)
- I authorise APHC Certification Ltd to take payment for work notifications by Direct Debit (details to be completed on 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)

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/certification-schemes/competent-person-scheme)

Applicable to Microgeneration Certification Applicants

- I have read and understood the MCS 001 Installer Certification Scheme requirements (Available at www.aphc.co.uk/certification-schemes/microgeneration-certification-scheme)
- 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 www.aphc.co.uk/certification-schemes/microgeneration-certification-scheme)
- I am a current member of a Consumer Code, either RECC, HIES, GGF or TSI. 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	<input type="text"/>	Print Name	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>



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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)		Microgeneration Certification Scheme Work Categories (please tick)	Summary
1	Installation Of Oil Appliance covering:		<input type="checkbox"/>
	Oil Fired Pressure Jet Appliances		
	Oil Fired Vaporising Appliances		<input type="checkbox"/>
	Oil Storage Tanks and Supply Pipelines		
2	Solid Fuel Dry Appliances		<input type="checkbox"/>
	Solid Fuel Wet Appliances		
3	Biomass Appliances	Biomass Appliances	<input type="checkbox"/>
4	Air Source Heat Pumps	Air Source Heat Pumps	<input type="checkbox"/>
	Ground Source Heat Pumps	Ground Source Heat Pumps	<input type="checkbox"/>
5	Solar Thermal Hot Water Systems	Solar Thermal Hot Water Systems	<input type="checkbox"/>
6	Electrical Installations Defined Competence Schemes		<input type="checkbox"/>
7	Installation Of Heating & Hot covering:		
	Vented Hot Water Systems		<input type="checkbox"/>
	Un-Vented Hot Water System		
	Heating Systems		
8	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		<input type="checkbox"/>
	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)					Microgeneration Certification Scheme Work Categories (please tick)				
1	Installation of Oil Fired Appliances covering:								
	<input type="checkbox"/>	Oil Fired Pressure Jet Appliances							
	<input type="checkbox"/>	Oil Fired Vaporising Appliances							
	<input type="checkbox"/>	Oil Storage Tanks and Supply Pipelines							
2	Solid Fuel Dry Appliances								
	Solid Fuel Wet Appliances								
3	Biomass Appliances				Biomass Appliances				
4	Air Source Heat Pumps				Air Source Heat Pumps				
	Ground Source Heat Pumps				Ground Source Heat Pumps				
5	Solar Thermal Hot Water Systems				Solar Thermal Hot Water Systems				
6	Electrical Installations, Defined Competence Schemes								
7	Heating & Hot Water Inc								
	<input type="checkbox"/>	Vented Hot Water Systems							
	<input type="checkbox"/>	Un-Vented Hot Water Systems							
	<input type="checkbox"/>	Heating Systems							
8	Installations of Plumbing & Water Systems, Water Efficient Taps & Showers covering:								
	<input type="checkbox"/>	Wholesome & Softened Water Supply							
	<input type="checkbox"/>	Installation of Non-Wholesome Water Supply & Sanitary Convenience with Flushing Mechanism							
	<input type="checkbox"/>	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)

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.