



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 from in CAPITAL LETTERS and return with all supporting documents to:

APHC Certification Ltd, 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 _____

Email Address _____

Type of Business
 Sole Trader Partnership Limited Company PLC

Number of employees, Employed in the business _____

Number of qualified engineers you would like approved to self-certify CPS _____

Number of qualified engineers you would like approved to install Green Deal _____

Number of qualified engineers you would like approved to install MCS _____

Please indicate (✓) which of the below telephone numbers you wish to make your primary contact number

Telephone

Mobile Number

Website _____

Company Registration Number _____

Length of time trading _____

Contact Details of your Appointed Certification Scheme Officer

Main Contact Name _____ Position: _____

Company name _____

Address Inc Postcode _____

Email Address _____

Telephone _____

Mobile Number _____

Website _____

Contact Details of your appointed person responsible for complaints

Main Contact Name _____ Position: _____

Company name _____

Address Inc Postcode _____

Email Address _____

Telephone _____

Mobile Number _____

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 form the documentation you have to provide in the second stage of the application process.

Please tick to confirm the following:

Applicable to all applicants

- I have received read and understood the APHC certification Ltd Scheme Guidance for application
- I have received read and understood the APHC Certification Ltd Scheme Rules
- 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 stationary 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

Applicable to competent Persons Scheme Applicants

- I have received, read and understood the customer charter

Applicable to Green Deal Applicants

- I have Received, Read and understood the Green Deal Code of Practice

Applicable to Microgeneration Certification Applicants

- I have received, read and understood the MCS 001 Installer Certification Scheme requirements
- I have received, read and understood the MCS 023 additional requirements for MCS installers to become Green Deal Authorized
- 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)
- 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 Ltd, scheme rules and term

Signature

Print Name

Position

Date



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Issued By: Patrick Murray

Approved By: John Thompson

Issue Date 15/03/2016

Revision 6.6

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			
	Oil Storage Tanks and Supply Pipelines			
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			<input type="checkbox"/>
	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															
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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 Appliances
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 System	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 and guilds craft certificate) you must also include copies of the engineers qualification/ 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 012 711 5030 for further advice 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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APHC Certification Ltd – Scheme Fees

Number Of Work Categories	Payment Option 1 Full payment at application (inc VAT)	Payment Option 2 Application fee followed by 12 monthly payments (inc VAT)	
		Application Fee *	Monthly Payment
Up to 2	£880	£510	£30.83
3 to 4	£1228	£510	£59.83
5 to 6	£1576	£510	£88.83
7 to 8	£1924	£510	£117.83

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 – A New Application for membership contains two payment components:

Application Fee (£510 -Incl VAT)

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

Assessment Fee

The remaining part of the payment covers the assessment of your chosen work categories. The Assessment fee can be paid by credit/debit cards or cheque along with your application 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 £110 (132 incl 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 application fee (**£510 Application Fee + £132 MCS License Holder Fee = £642 INCL VAT**)

Total Payment included with this application form is

£	
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Cheques should be made payable to APHC Certification Ltd
Alternately please complete the credit/ Debit payment section

Important Information about your renewal

After your first year of membership and you 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 £880 incl VAT or £73.33/ month incl 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 assessments. We will write to you at least 21 days prior to the point of your renewal

Payment by Credit/Debit Card

Please debit my Master Card / Visa/ Switch / Delta or solo the sum of

£

Card No										Issue No.					
Expiry Date					Start Date (if shown)					Security Code (3 Digit's on back)					
Name (as it appears on the Card)															
Card Holders Signature											Date				



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Payment by Direct Debit (please fill in the whole form using a ball point pen and send to 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:

Bank Sort Code:

Reference Number:

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:

Postcode:

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 you are not entitled to, you must pay it back when APHC 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