**Approved Training Providers**

**Provider Application Form**

Please use the below sections to provide details of how your organisation meets the CIHT Approved Training Provider criteria. Please submit your completed and signed application form to: professionaldevelopment@ciht.org.uk

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| 1. **Organisation Information** | |
| **Please use this section to provide details on the organisation applying for CIHT Approval** | |
| Organisation Name |  |
| Not for profit or Commercial Organisation |  |
| Primary Contact Name |  |
| Contact Email |  |
| Full Postal Address |  |
| Telephone Number |  |

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| 1. **Describe how your training facilities meet the current required Health and Safety standards** |
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| 1. **Explain how your organisation quality assures the training and assessment of your course deliverers to ensure they have the appropriate skills, knowledge and experience needed to deliver your courses).** |
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| 1. **Explain the system you use to monitor, review, evaluate and update your courses so they remain current and in line with best practice guidance.** |
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| 1. **Explain the processes you have in place to evaluate and act upon customer feedback to maintain continual improvement of your training facilities (and courses).** |
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| 1. **CIHT has a commitment to Equality, Diversity and Inclusion, how would you demonstrate that your company and courses are also committed to these values? (i.e., what are your policies or procedures for supporting special learning needs)** |
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| 1. **How do you process and store the personal data of your course attendees (i.e. GDPR Compliance)** |
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| 1. **Do you have any reduced fee rates for those facing hardship due to unemployment, long-term sickness, or other hardship (optional)** |
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| **FEES** | | |
| Approved Training Providers need to pay an annual approval fee which includes the endorsement of one course. Additional courses would be approved for a fee, which would be different for not-for profit and commercial organisations. | | |
| **Approval Category** | **Not for profit** | **Commercial organisation** |
| Initial approval + 1 course inc. | £100 | £300 |
| Annual renewal fee | £100 | £300 |
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| **Additional Course Approval** | **Not for profit** | **Commercial organisation** |
| Additional course (1 x per year) | £30 | £100 |
| Additional courses (3 x per year) | £40 | £150 |
| Additional courses (3+ x per year) | £50 | £200 |

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| **Declaration** | |
| I HEREBY CERTIFY that as the responsible person, the above information has been written by me is true and correct to the best of my knowledge. | |
| Signature |  |
| Printed Name |  |
| Position within Company |  |