



Instructor Accreditation Notes

NPORS Guidance Notes for completing NPORS Instructor application forms

How you complete the application forms depends upon your individual circumstances. Please see the Entry Criteria (separate document) and guidance notes below to aid and guide you to becoming an NPORS accredited Instructor

Notes for completing the Instructor Application Form

Instructors must be registered to an NPORS Accredited Training Provider. There are 3 options

- 1) Become registered to an existing NPORS Accredited Training Provider
- 2) Register / set up as an NPORS Accredited Training Provider in own right
- 3) Register / set up the company you are attached to as an NPORS Accredited Training Provider

If you are registering as a New Training Provider, the NPORS Training Provider Application Form must be completed and submitted at the same time as the Instructor application.

Please use a separate Application Form for each Instructor

NPORS Instructor Application Form

Training Provider Name and Registration No:

If you are registering with an existing NPORS Accredited Training Provider, please supply their name and registration number here

If you are registering as a New Training Provider, please add the Training Provider name that you have used on the Training Provider Application Form

Instructor Name:

Please add your full name and please note that all certificates received must also reflect the same name

Instructors address:

Please complete with the instructor's full home address including postcode. When completing your contact information, please ensure all details are correct. The instructors email address is mandatory in order for NPORS to send information & documentation

Required documents:

Please provide **LEGIBLE COPIES** when submitting documents. When providing copies of Instructor / operator card and certificates, please ensure the view from the front and back are provided

On the top of the page of every copy certificate / card submitted, please write the name of the N code that you are applying for, i.e. N001, N605 etc as this will help with cross referencing purposes

Details of accepted evidence can be found in the NPORS Entry Criteria document

Photos:

Please ensure photos are of passport quality, they must be clear with a plain light background. Further information can be found in the NPORS Entry Criteria Document, including how to save and send via email

Declaration – to be signed and dated:

Please sign form and submit to NPORS

If you are joining as a New Training Provider and / or Training Centre please submit all forms together and send to

instructoradmin@npors.com or post to

NPORS Ltd PO Box 204 Northwich Cheshire CW9 7FY