



Training Provider Accreditation Notes

How you complete the Training Provider Application Form depends upon your individual circumstances. Please see the guidance notes below to aid and guide you to becoming an NPORS accredited Training Provider

Notes for completing the Training Provider Application Form

Training Provider Name:

This is the name you wish to register with NPORS as an accredited Training Provider - Once your application has been processed and approved this will be the name that will appear on your Training Provider certificate and all invoices will be raised against this name.

Please be aware that all documents provided to support the Training Provider application (Insurance policies etc) will be required to be registered in the same name as your Training provider

Training Provider Address:

Must correspond with all documentation received – Please note this will show on your Training Provider Certificate and will be the main address for cards and certificates to be sent to unless specified differently in the “Card / Certificate Return Address” section.

If your company has a separate Head Office, please complete the section “Head Office Address”. No correspondence will be sent to the Head Office Address unless NPORS receive this additional information

Main Contact:

Please be aware this will be the main person that NPORS will contact in relation to the application. The main contact for the Training Provider will show on the system and will be the main point of contact from receipt of applications and when fully accredited with NPORS. Once accredited, the main contact will receive login details sent via email to enable access to the “myNPORS” online portal

myNPORS Admin Contact Details:

If you require additional contacts adding for administration purposes, once you are registered you can add and remove contacts via myNPORS portal under the Admin Contact

Card / Certificate Return Address:

If you require the NPORS cards / certificates that you have applied for, to be returned to an alternative address to that of the ‘Main Address’ please complete this section

Details to show on Website:

Complete this section if you would like your web address to show on the NPORS website under the Find a Training Provider search facility, once you have become accredited. Please note you will only show on the NPORS search Training Provider facility if you are registered as Commercial or Commercial Corporate Training Provider

Accounts Details:

Complete this section if you have a separate accounts department or would like the invoices to go to a designated person. Please be aware if separate accounts details are provided this will only be used for accounting purposes and they will not be given access to the myNPORS portal

Types of Accreditation:

Before ticking which one you would like to apply for please note the following details regarding each type of accreditation status

Commercial - An organisation providing training and testing on a commercial basis. Instructors registered to a Commercial Training Provider can be used / notified by other NPORS Training Providers

Corporate Commercial - An organisation providing training and testing on a commercial basis. Instructors registered to a Corporate Commercial Training Provider can only be notified and submit operator applications through the Training Provider they are registered with



Training Provider Accreditation Notes

Non-Commercial - An organisation delivering training and testing to their own employees and do not work on a commercial basis for training. Instructors registered to a Non-Commercial Training Provider can only be notified and submit operator applications through the Training Provider they are registered with

Construction Site Safety Scheme - is a collection of health and safety training courses covering operative, supervisor and management training

Disqualified from other accrediting Bodies:

If you have been disqualified from any other accrediting body, please tick yes and submit details in a separate letter with your application

Required Documents:

Where applicable, please provide **COPIES** of all required documentation listed on the application form. Please be aware the name stated on the Insurances must match the name of the Training Provider as indicated in the completed application and should include the expiry date of the policy as well as the type of policy. Any insurance documents received must be current and in date

- The Data Protection Registration (ICO) must be current and in date showing the company details as in the application
- The Health & Safety Statement / Policy – A statement will be accepted however, please note if you have 5 or more employees a policy is required

Declaration – to be signed and dated:

Please sign form and submit to NPORS

If you wish to join with a Training Centre and / or Instructor(s), please submit all application forms together and send to

instructoradmin@npors.com or by post to

NPORS Ltd PO Box 204 Northwich Cheshire CW9 7FY