

Extension of OFTEC competent person scheme registration



1. TRAINING AND ASSESSMENT INFORMATION

To extend your registration, please tick the scopes you wish to add below, and insert the date and location of your assessments. Please note that you will be inspected on all scopes of work for which you register. If you are unable to be inspected on a particular scope, it may be withdrawn. Please return the **completed form, training certificates and photograph** (regardless of whether the technician is already registered with OFTEC) **via email to applications@oftec.org**

		CPS Addition (please tick)	MCS Addition (please tick)	Course expiry date
Registration band A - Liquid fuel heating scopes*				
OFT10-105E	Installation of oil and bio-liquid fuelled fixed combustion appliances and systems			
OFT10-600A	Installation of oil fuel storage and supply systems connected to fixed combustion appliances			
OFT107	Installation and commissioning of unvented hot water systems			
OFT10-101	Servicing and commissioning of single stage pressure jet appliances			
OFT10-102W	Servicing and commissioning of oil and bio-liquid fuelled vaporising burner fired domestic fixed combustion appliances under 45kW (wet)			
OFT10-102D	Servicing and commissioning of oil and bio-liquid fuelled vaporising burner fired domestic fixed combustion appliances under 45kW (dry)			
OFT10-201	Servicing and commissioning of oil and bio-liquid non-modulating multi-stage pressure-jet burners			
Registration band B - Solid fuel scopes				
OFT15-108D	Installation, commissioning and servicing of solid fuel burning appliances (dry)			
OFT15-108W	Installation, commissioning and servicing of solid fuel burning appliances (wet)			
OFT18-108S	Servicing and commissioning of solid fuel burning appliances (domestic space heating)			
Registration band C - Heat pumps systems**				
OFT 21-504A	Air source heat pumps			
OFT 21-504G	Ground source heat pumps			
OFT 21-504D	Design of heat pump installations			
Registration band D - Solar thermal systems**				
OFT-501	Installation of solar thermal systems			
Registration band E - Biomass systems**				
OFT-505	Installation of biomass systems			
Registration band F - Electrical				
OFT-103	Electrical scheme - full scope (dwellings only) Part P			

* If you wish to add PAS2030 registration, please also complete form R567.

** If you wish to include Microgeneration Certification Scheme (MCS) registration please also complete form R572.



2. BUSINESS AND TECHNICIAN DETAILS (or responsible/competent person if registering for Part P electrical scheme.)

Technician full name:	
National Insurance No. (UK) or PPS No. (Republic of Ireland):	Technician individual registration number:
Business name:	Business registration number (<i>'C' number</i>)

3. PAYMENT

Upon receipt of the form we will contact you to advise of the fee required.

Name of person to contact for payment
Telephone number for the person above
Email for the person above
Signature:
Date:

How did you hear OFTEC do other scopes of registration (<i>tick as applicable</i>)		
<input type="checkbox"/> OFTEC website	<input type="checkbox"/> Training centre	<input type="checkbox"/> Google search
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Trade magazine (please specify)	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> OFTEC flyer	_____	_____

Please return the **completed form, training certificates and photograph via email to applications@oftec.org**

On receipt of the completed form and attachments we will contact you with a pro rata figure to align the new technician to your business registration expiry date to allow for future online renewal at a discounted rate.

Privacy notice - OFTEC will process your data in accordance with the General Data Protection Regulation (GDPR). We only collect your data for the purposes of granting certification with the OFTEC registration schemes. We will process and hold your data lawfully, fairly and securely. Your data will be processed accurately and kept up to date either by you notifying us of any changes, or via your own updates to your online registration account.

Full details of our privacy notice can be found on our website www.oftec.org

