

**SUBMISSION OF APPLICATION FORM**

This Approved Training Provider Application Form should be submitted to the FIA Secretariat (see below).



If the applicant is a City & Guilds Centre approved for delivery and assessment of C&G 3666 or C&G 3662 schemes it is only necessary to enclose payment of the Application Fee (see right).

If the applicant has not been awarded the above approval(s) then an additional Audit Fee will be required.

**APPLICATION FEE**

Please enclose a cheque for £235.00 (£200.00+VAT) payable to the Fibreoptic Industry Association.

**APPLICATION AND AUDIT FEE**

Where applicable (see left) please enclose a cheque for £522.88 (£445.00+VAT) payable to the Fibreoptic Industry Association.

If you wish to pay by credit card then contact the FIA Secretariat.

|                       |  |
|-----------------------|--|
| <b>ORGANISATION</b>   |  |
| <b>FIA MEMBER No.</b> |  |
| <b>ADDRESS</b>        |  |
| <b>CITY</b>           |  |
| <b>COUNTY</b>         |  |
| <b>POST CODE</b>      |  |
| <b>COUNTRY</b>        |  |
| <b>TELEPHONE</b>      |  |
| <b>FAX</b>            |  |
| <b>WEB-SITE</b>       |  |

| <b>APPLICANTS CONTACT DETAILS</b> |  |
|-----------------------------------|--|
| <b>TITLE</b>                      |  |
| <b>FIRST NAME</b>                 |  |
| <b>LAST NAME</b>                  |  |
| <b>POSITION</b>                   |  |
| <b>TELEPHONE</b>                  |  |
| <b>MOBILE</b>                     |  |
| <b>E-MAIL</b>                     |  |

**Applicants signature:** .....

**Date of Application:** .....

**NOTES**

In order to gain FIA Approved Training Provider status, the organisation shall meet the following requirements:

- be an FIA Corporate Member;
- employ at least one FIA Certified Trainer;
- commit to using only FIA Certified Trainers on courses leading to awards that are recognised within the FIA Qualification Scheme;
- be either
  - a City and Guilds Centre approved for the delivery and assessment of 3666 or 3662 series qualifications;
  - or
  - willing to undergo and successfully complete an initial and subsequent annual audit by FIA Qualification Scheme Directorate staff.

By completing this Application Form, the applicant is agreeing to:

- undertake to comply with the FIA Qualification Scheme requirements;
- accept FIA arbitration in the event of any dispute with a learner;
- accept the authority of the FIA to inspect training facilities and materials as the FIA sees fit;
- accept the right of the FIA to withdraw Approved Training Provider status should the applicant be deemed not to be working in either accordance with the requirements or the spirit of the FIA Qualification Scheme;
- provide a completed Renewal Application Form every 12 months or as requested by the FIA.