

Application for OFTEC non-operative registration



Holding OFTEC non-operative registration enables you to show your professionalism and demonstrates that you hold competence in your chosen scopes of registration. You will also benefit by receiving regular industry updates, quarterly Oil Installer magazines, free technical support, access to the registered technician section of the OFTEC website and discounts on industry products at OFTEC Direct.

Please note that OFTEC non-operative registration is not accredited to BS EN ISO/IEC 17065. If you still want to be active in oil heating, and self-certify work in accordance with building regulation (in participating regions), please apply for full registration status using the OFTEC R250 application form. Registering as a non-operative means you will not be able to access the OFTEC work notification system for self-certifying installation work.

To register as a non-operative you must hold current qualifications for the categories for which you wish to register. Registration is for either one year or five year periods after which you will be invited to renew. Assessments also need to be renewed every five years.

Please complete this form in **BLOCK CAPITALS**

1. EMPLOYMENT

Employment type: <i>(tick as applicable)</i>	
Employed <input type="checkbox"/>	Self employed <input type="checkbox"/>
Business name:	
Address:	
Postcode:	
Tel. no:	Mobile no:
E-mail:	Website:

2. PERSONAL DETAILS

Applicants name:	
Address <i>(if different from section one above)</i> :	
Postcode:	
Tel no:	Mobile no:
E-mail:	Date of birth:
National insurance No or PPS No for Ireland	

FOR OFFICE USE ONLY		Company reg number:	
Invoice number:		Technician reg number:	
Invoice date:		Amount:	

3. CERTIFICATION

What title would you like to appear on your OFTEC non-operative registration documents? i.e. Lecturer / Assessor / Consultant etc. **(if left blank we will use non-operative)**

4. TRAINING AND ASSESSMENT INFORMATION

It is a requirement for non-operative registration with OFTEC that you hold current qualifications of achievement in the scope of registration you are applying for. Please tick applicable box(es) and **send copies of your training certificates in with your application.**

		Scopes required (please tick)	Date qualifications passed
Registration band A	Oil 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		
OFT504	Installation of heat pump systems under CPS (QCF mapped qualification required with application)		
Registration band D	Solar thermal systems		
OFT501	Installation of solar thermal systems under CPS (QCF mapped qualification required with application)		
Registration band E	Biomass systems		
OFT505	Installation of biomass systems under CPS (QCF mapped qualification required with application)		
Registration band F	Electrical		
OFT103	Electrical scheme - full scope (dwellings only) Part P		

5 HOW DID YOU HEAR ABOUT OFTEC

(tick as applicable)

OFTEC website

Training centre

Google search

Word of mouth

Trade magazine (please specify)

Other (please specify)

OFTEC flyer

6. DECLARATIONS

I the undersigned, hereby apply for registration as a non-operative on the OFTEC registration scheme. I confirm that the information given in this application form is correct to the best of my knowledge.

I declare that I will abide by the currently published OFTEC rules for registration (R100) and that I will operate to the standards required by any future rules or amendments as published by OFTEC. The OFTEC rules for registration are available at www.oftec.org

Name of applicant (block capitals):

Signature:

Date:

7. PAYMENT

Registration fee for OFTEC non-operative registration is £75.00 + VAT (€97.50) for one year or £300 + VAT (€390) for five years registration. Prices correct at time of print. OFTEC reserve the right to amend prices without prior notice.

I would like to pay by cheque. Please make your cheques payable to 'OFTEC'. (If your cheque is returned to us unpaid by your bank for any reason, we reserve the right to charge an administration fee of £10 + VAT / €13).

I would like you to contact me for credit/debit card details when my registration is ready to be processed

8. CHECKLIST

IMPORTANT - please ensure you have included all of the following with your application form (if applicable):

- At least one passport sized colour photograph of yourself, each with your name in block capitals and your signature on the reverse
- Copies of your valid certificate(s) of achievement
- The correct fee if applicable

Please return the completed application form and attachments to applications@oftec.org or by post to **OFTEC Registration Services, Foxwood House, Dobbs Lane, Kesgrave, Suffolk, England, IP5 2QQ**

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.

As part of the agreement to provide your business and technician(s) with registration, OFTEC will keep you updated on any industry changes that affect the work you do. Receiving these updates counts towards your commitment to obtain industry-related professional development to enable continuous registration. We will also notify you on any matters affecting your registration and will send you reminders before your qualifications or registration expires. These may be by post, email and/or telephone. Full details of our privacy notice can be found on our website www.oftec.org