

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 If you are unable to be inspected on a particular scope, it may be withdrawn.

		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		

* 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. INDIVIDUAL TECHNICIAN DETAILS *(or responsible/competent person if registering for Part P electrical scheme.)*

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

To extend your scope of registration for a different technology (apart from the OFT 103 electrical scheme) we will calculate a pro-rata payment for the remaining time left on your existing registration period.

Aligning your extension to scope request with your existing registration period will provide for a simple renewal process when your registration expires.

We will notify you of the pro-rata payment and collect payment by credit/debit card using the contact details below.

For the OFT 103 electrical scheme payment is £295+VAT (total £354) per annum.

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 (*tick as applicable*)

<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	_____	_____

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.

Please return the completed form and training certificates to:

OFTEC Registration Services, Foxwood House, Dobbs Lane, Kesgrave, Ipswich, Suffolk, England, IP5 2QQ or email to registration@oftec.org