

CIBSE TRAINING & DEVELOPMENT SCHEME COMPANY APPROVAL APPLICATION FORM



REGISTRATION DETAILS

Company Name

Address

Post code

Country

Telephone No

Email

Nature of business (e.g. contracting/consulting etc.)

Note: If the scheme will operate at multiple locations, please include a list additional locations on a separate sheet

TRAINEES

As a guide, please provide the current number of trainees who will be working towards:

MCIBSE CEng

MCIBSE IEng

ACIBSE IEng

LCIBSE EngTech

SCHEME ADMINISTRATION

Scheme Administrator

Telephone No

Email

Scheme Sponsor

Telephone No

Email

Location (if not at Head Office)

SCHEME DETAILS

Additional documents should be sent alongside this application form. For information on what to include in your T&D submission, see the CIBSE Training & Development Manual, which can be found at www.cibse.org/t-d

Is this T&D Scheme approved by another Institution?

Yes No

If Yes, which Institution

MENTORS

Please list all mentors who will be involved in administering the scheme. The Mentors must be professionally qualified engineers, registered with the Engineering Council at the same level or higher than the level the trainee is working towards.

Name	Email	Registered Institution	Level of Registration	Grade of Membership	Membership Number
Jane Smith	example@example.com	CIBSE	CEng	Member	0111111

DECLARATION

Having studied the guidance contained in the CIBSE Training & Development Manual, I confirm and accept that the above detailed Training & Development programme conforms in all respects with the spirit and intent implied therein. I have the authority to allocate the resources to support the scheme.

On behalf of the named organisation, I apply for approval of its T&D scheme which is designed to conform to CIBSE requirements.

Name
Position

Signature Date DD / MM / YY

DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law.

We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

- I do not wish to receive mailings from CIBSE
- I do not wish to receive emails from CIBSE
- I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership

FEES

Payment will be due upon successful approval of your scheme. Please visit www.cibse.org/t-d for details on current Registration Fee.

Payment can be made by cheque payable to CIBSE, Bank Transfer or credit card.

Please tick:

Mastercard Visa Visa/Delta Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from MM / YY Expiry Date MM / YY

Issue Number (For Maestro only) Security Code

Address details card is registered to
Post code
Country

Please debit card to the amount of £

Signature of Cardholder Date DD / MM / YY

If an invoice is required, please submit a purchase order (PO) number.

PO No

If your company is VAT exempted and not liable for VAT please provide your VAT number.

VAT No