

# Application to add a technician to an existing business OFTEC registration



Please complete and return this form, via email to [applications@oftec.org](mailto:applications@oftec.org) with a **copy of the relevant certificate(s) of achievement and photograph for your id card** (regardless of whether the technician is already registered with OFTEC)

## 1. BUSINESS DETAILS

Business name:	OFTEC business registration number: C
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## 2. INDIVIDUAL TECHNICIAN DETAILS\* (or responsible/competent person if registering for Part P electrical scheme.)

Full name of technician:	Technician individual registration number: (if previously registered)
National insurance no. (UK) or PPS no. (Republic of Ireland) :	
Address:	
Postcode:	
Tel no:	Mobile no:
E-mail:	Date of birth:

**\*You must provide the technician's personal details in this section. Failure to do so will result in the application being delayed.**

## 3. APPLICATION DECLARATION

I hereby apply for registration with OFTEC in the scopes of registration ticked in section 4 overleaf. I declare that, to the best of my knowledge, all the information I have provided in this form is correct. I understand that any inaccurate statement or omissions may disqualify me from registration with OFTEC.

### Individual declaration (MUST be signed by the technician)

Name of technician (block capitals):	
Technician signature :	Date :

### Business declaration (to be signed by the owner of the business)

Name (block capitals):	
Position:	
Signature :	Date :



#### 4. TRAINING AND ASSESSMENT INFORMATION (must be completed)

		CPS Addition (please tick)	MCS Addition (please tick)	Course expiry date
<b>Registration band A - Liquid fuel heating scopes*</b>				
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			
<b>Registration band B - Solid fuel scopes</b>				
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)			
<b>Registration band C - Heat pumps systems**</b>				
OFT 21-504A	Air source heat pumps			
OFT 21-504G	Ground source heat pumps			
OFT 21-504D	Design of heat pump installations			
<b>Registration band D - Solar thermal systems**</b>				
OFT-501	Installation of solar thermal systems			
<b>Registration band E - Biomass systems**</b>				
OFT-505	Installation of biomass systems			
<b>Registration band F - Electrical</b>				
OFT-103	Electrical scheme - full scope (dwellings only) Part P			

If you wish to add \* PAS2030 registration, or include \*\* Microgeneration Certification Scheme (MCS) registration please visit [www.oftec.org](http://www.oftec.org).

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](mailto: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 - Full details of our privacy notice can be found on our website [www.oftec.org](http://www.oftec.org)