



## **Accreditation Board For International Standards**

HOW TO APPLY FOR AND MAINTAIN TRAINING ORGANIZATION APPROVAL AND TRAINING COURSE CERTIFICATION

### **APPENDIX B – APPLICATION FORM FOR TRAINING COURSE CERTIFICATION**

<b>APPLICATION FORM FOR TRAINING COURSE CERTIFICATION</b>
<b>Name of Training Organization:</b>
<b>Training Organization Unique ABIS Reference Number (if known):</b>  (Not the course certification reference number)
<b>Title of course:</b>  <b>Criteria document number:</b> ABIS/
Has your organization had an application rejected or certification refused, withdrawn or suspended by another Training Certification Association? <b>If yes, please give details.</b>
Fee enclosed (amount): <b>Payment method: cheque / bank transfer / credit card</b>
Notes: 1. Acceptance of the completed application and fee implies no obligation on the part of ABIS to certificate any training course. 2. ABIS reserves the right to amend the certification requirements for auditor training courses as it considers appropriate. It is expected that amendments will be required from time to time, to reflect developments in the certification programmes and developments in management systems generally. 3. Have you submitted the following documents with your application? <b>Course programme showing the content of each session together with start and finish times including scheduled breaks.</b> <b>Course notes for students.</b> <b>Course notes for tutors (including session plans)</b> <b>Any supplementary materials.</b> <b>Proposed certificates of successful completion and attendance.</b> <b>Tutor qualification information.</b> <b>Document cross referencing the ABIS Criteria requirements against sessions.</b>
Authorised Signatory:  <b>Name of applicant's authorised signatory:</b>  Position of authorised signatory within the organization:
Signature of authorised signatory:  <b>Date:</b>