****A close up of a logo

Description automatically generated**Application form for registration as RPCiT:**

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Application Form

**Registered Practitioner in Creative Industries & Technologies**

***PLEASE READ THE GUIDANCE NOTES FOR APPLICANTS AT THE BOTTOM OF THIS APPLICATION FORM***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | | Title: |  |
| Forename(s): |  | | Date of Birth: |  |
|  | | | | |
| I am a Fellow / Member of the IST  / membership pending\*  *(\*delete as appropriate)* | | If already a Fellow / Member\* my membership number is: | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Address for correspondence: |  | Telephone: |  |
|  | Mobile: |  |
| Email: |  |

|  |  |
| --- | --- |
| **QUALIFICATIONS** | Formal training undertaken: |
| Please provide original proof of qualifications. Send either a ***copy*** of your certificate(s) ***notarised*** by one of your referees or send an ***original*** letter from the awarding body. Please do ***not*** send original certificates. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREES** | | | |
| It is not essential for us to have ALL referee details, but having at least the email address will enable us to process your application more efficiently. | | | |
| **Referee 1** | *This should be your line manager* | **Referee 2** | *This should be someone with professional standing within your field of work (e.g. a leader, head of group/workshop)* |
| Name: |  | Name: |  |
| Job title: |  | Job title: |  |
| Address: |  | Address: |  |
| Email: |  | Email: |  |

|  |  |
| --- | --- |
| **APPLICANT’S UNDERTAKINGS** | |
| 1. I wish to apply for registration as a Registered Practitioner in Creative Industries & Technologies and declare that the information I have given in this application is, to the best of my knowledge, accurate and true. I agree to abide by the Code of Professional Conduct issued by the IST and Creative UK Steering Group, and accept that any breaches of the rules or the Code of Professional Conduct will be dealt with under disciplinary procedures. 2. I declare that I believe I am actively working at the correct level in my current role to meet the competencies for RPCiT and that I undertake CPD activities in line with what is required for RPCiT. 3. As part of your application for registration as RPCiT your data (including any sensitive personal data) is shared with the IST. The type of sensitive personal data that may be shared with and processed by the IST includes data about you relating to the commission or alleged commission of any offence, information about any proceedings relating to any offence committed or allegedly committed and the disposal or sentencing of any court in such proceedings. The IST will hold this data on a database for the purpose of maintaining an accurate, trustworthy and accessible public register of IST and Creative UK registrants and for the administration of registrant licences.  To enable employers to check your status and to provide assurance to the public the following information is searchable by the public, on the IST website:  * First Name and Surname * Register and Registration Number  1. I consent to any information in this application including any sensitive personal data being shared with and processed by the IST. 2. **I agree / do not agree\* to the IST publishing my name and registered status on their website. *\*delete as appropriate*** | |
| Signature | Date |
|  |  |

|  |  |
| --- | --- |
| **APPLICATION CHECK LIST:** | |
| So that your application may be quickly processed by the registrations team, please make sure that you have completed all of the following and sent them to registrations@istonline.org.uk. | |
| **Application Requirements:** | **Yes / No** |
| * Application form completed and signed |  |
| * Copies of certificates / confirmation of qualification attached |  |
| * Extended CV attached |  |
| * Competencies Report attached |  |
| * Payment enclosed / details completed |  |

**Guidance notes for Applicants to the RPCiT Programme**

**(1) Application form**

You should fill in all parts of the application form.

**Qualifications:** You must provide proof of qualifications. Please send either a ***scanned copy*** of your certificate(s) or send an ***original*** letter from the awarding body. Please do ***not*** send original certificates. A list of relevant qualifications and information about equivalent experience can be found on the IST website.

**Referees:** Once your application has been assessed successfully, wewill contact your referees to confirm that the evidence that you have supplied in support of your application is correct and all your own work. Please prompt your referees to look out for an email from us.

**Applicants undertakings:** It is a stipulated condition of registration that you adhere to the IST’s code of conduct. You must declare that you believe you are working at the correct level and are undertaking CPD/PPD. You must also agree to share data with the IST as outlined in the form above.

**CV:** Your CV needs to be detailed and not only outline your roles within your career but also the achievements made and competencies reached, e.g. publications, awards, certificate to show ability to operate a specialist piece of equipment.

**Deadlines:** Once we have received both your application form and payment we normally expect you to submit the remaining documentation within 1-2 months. If you do not complete in this time frame we may archive your application. If you wish to re-apply within a year of your initial application you will have to re-submit and update all of your documentation. If you wish to re-apply more than a year after your initial application you will have to start the process from the start meaning you will have to re-submit all your updated documentation and pay the application fee again.

Once all your documentation has been received, if we need you to provide additional evidence in your competency form we require you to submit this within 1 month from the date we inform you. If you do not do so within this time frame, we may archive your application. If you wish to re-apply within a year of your initial application you will have to re-submit and update all of your documentation. If you wish to re-apply more than a year after your initial application you will also have to re-submit all your updated documentation and pay the application fee again.

**(2) Renewing Registration**

Renewal is done on an annual basis by the submission of a completed renewal form and the submission of a PPD report form, along with payment of the registration renewal fee and the IST annual membership subscription, both of which will fall due on the anniversary of your registration date. Whilst responsibility for payment of the relevant fees and submission of your documentation rests with the registrant, IST will endeavor to send out a reminder around 1 month prior to your renewal.

**(3) Payment – How to pay**

**Payment must be made within a month of application form submission please**

*NB: the registration fee is in addition to your IST membership fee. The registration fee and membership is non-refundable if your registration application is declined.*

**Payment by credit/debit card:** Facilities for card and Paypal payments are available online at [istonline.org.uk](http://www.istonline.org.uk)

**Payment by Bank Transfer:** Payment can be made into

Santander Bank

Sort Code: 09-01-50

Account No: 06825257

**Payment by your employer:** Please notify [registrations@istonline.org.uk](mailto:registrations@istonline.org.uk) of the contact details of the person responsible for payment of your registration fee, and provide any necessary purchase order details.

**PLEASE SEND YOUR COMPLETED DOCUMENTS AND ANY COMMENTS/QUERIES ABOUT**

**YOUR APPLICATION TO:** registrations@istonline.org.uk or 0114 553 1401

**Good Luck with your Application!**