



NTEC Notification for Assessment Application Form

This form should be completed and submitted when a training provider is ready to apply for an assessment. Full details of the assessment procedure can be found in the NTEC Accreditation Handbook. NTEC recommends that a training provider fulfils all 17 Essential Requirements before arranging an accreditation visit.

Name of Institution

Address

.....

Contact Person

Telephone

Email

Location of site(s) to be assessed

Location of Training Clinic(s)

Preferred timing of Visiting Panel visit

Note: the visiting panel may wish to review on line teaching material or see seminars, teaching clinics and/or lectures. Please be specific on dates/times when this is possible. (Enclose additional sheet if necessary.)

.....
.....
.....
.....



NTEC will endeavour to accommodate requests for visits on specific dates but cannot guarantee that a visit will take place on a training providers preferred dates.

Date Evidence File will be submitted to NTEC:

Note: Three copies of the evidence file must be submitted at least 10 weeks prior to the Visit. Full details of the requirements for an evidence file can be found in the NTEC Accreditation Handbook. Further sets of documents may be required at a later date, upon confirmation of a Visit taking place, and precise details of addresses will be provided by the NTEC Administrator at the time. This evidence file will be used to assess the readiness of a training provider for the accreditation visit. No feedback on the evidence file will be given.

Signed on behalf of the training provider:

Signature

Name

Position

Date