



Application for RYA recognition – RYA online courses

- Initial application for recognition to run RYA online courses
- Extension of existing recognition to run additional RYA online courses - complete only the sections relevant to the additional course(s)

| | |
|-------------------------|-------------------------------------|
| Name of Training Centre | RYA reference number/account number |
| Address | Email: |
| Postcode | Website: |
| Tel | |

| Recognition applied for For current fees see 'Fees and price lists' section of www.rya.org.uk/coursestraining/resources | Please tick | Fee | For RYA use only |
|--|-------------------------------------|--------|------------------|
| RYA Interactive branded site area (compulsory for all applicants) | <input checked="" type="checkbox"/> | £ | |
| Marine Radio SRC course | <input type="checkbox"/> | £ | |
| Essential Navigation and Seamanship course | <input type="checkbox"/> | £ | |
| CEVNI test | <input type="checkbox"/> | £ | |
| Professional Practices and Responsibilities course | <input type="checkbox"/> | £ | |
| Safe and Fun course | <input type="checkbox"/> | No fee | |
| Total application fee | | £ | |

| Checklist of items to be included with your application For details of images and links required see 'Setting up your site area' | Please tick | For RYA use only |
|--|--------------------------|------------------|
| Credit card payment details completed | <input type="checkbox"/> | |
| Account application form enclosed (for centres that don't already have an RYA credit account) | <input type="checkbox"/> | |
| Centre logo (email to interactive@rya.org.uk) File name: | <input type="checkbox"/> | |
| Instructional staff list completed | <input type="checkbox"/> | |
| Centre's Partner Programme ID if you have one ID: | <input type="checkbox"/> | |
| Instructional support email addresses for the courses applied for (if different to your main email address shown above): SRC email: Essential Navigation email: CEVNI email: PPR email: Safe and Fun email: | <input type="checkbox"/> | |

Payment details

Payment: I enclose a cheque for £ _____ payable to RYA
 Please charge £ _____ to the credit card below:

Card Type (e.g. Visa, Mastercard, Delta, Switch etc):

Card Number

Start Date Expiry Date Issue No. 3 digit security no.

Name of card holder: _____

Signature of card holder: _____ Date: _____

Principal's declaration

- I have read and understood the conditions of recognition and conduct of courses set out in the RYA Recognition Guidance Notes.
- I undertake that the above named training centre will provide training to the standards required by the RYA.
- I undertake that the Instructors engaged on courses hold the appropriate RYA qualifications and endorsements.
- I understand that recognition granted by the RYA will remain valid only during such time as I remain Principal of the above named centre and that recognition will automatically cease upon my death, retirement, discontinuance of active instruction, upon my ceasing to be the person in charge of instruction at the centre, or upon the sale of the centre to another person or company.
- Either the Principal or a nominated Chief Instructor(s) must hold an appropriate qualification to support training for each course for which recognition is sought.
- I understand that it is a condition of recognition that an initial recognition fee is payable to the RYA on application and an annual fee payable thereafter during January.
- I understand that the RYA may amend these conditions and other recognition criteria and inspection guidelines from time to time.
- I understand that recognition may be withdrawn at the discretion of the RYA.

Signed: _____ (Principal) Date: _____

Print name: _____

NOTE: Applications for recognition will only be processed when the completed application form, payment and all information, logo and links required to create your centre's site area are received. When all of the above has been received and your instructor(s) has completed any required courses, please allow two working weeks for recognition to be granted.

Courses for which you are applying for recognition must not be offered or advertised until recognition is granted.

Please return your completed form to interactive@rya.org.uk or post to:
RYA Training, RYA House, Ensign Way, Hamble, Southampton, Hampshire SO31 4YA

Instructional staff for RYA online courses (continue on an additional sheet if necessary)

Name of training centre: _____

| | Full name | RYA membership number and date of birth or postcode | Instructor qualification held | Online course certificate number, if already held | For RYA use only | | | |
|---|---|---|---------------------------------------|---|--------------------|----------------------------|------------|-------------------------------|
| | | | | | Instructor checked | Online cert/course checked | Login sent | Online cert/course completion |
| SRC | Chief Instructor: | | SRC Assessor no: | | | | | |
| | Email: | | | | | | | |
| | Additional Instructor: | | SRC Assessor no: | | | | | |
| | Email: | | | | | | | |
| Essential Navigation | Chief Instructor: | | | N/A | | | | |
| | Email: | | | | | | | |
| | Additional Instructor: | | | N/A | | | | |
| | Email: | | | | | | | |
| CEVNI | Chief Instructor: | | Type of instructor: | | | | | |
| | Email: | | | | | | | |
| | Additional Instructor: | | Type of instructor: | | | | | |
| | Email: | | | | | | | |
| PPR | Chief Instructor: | | Type of instructor: | | | | | |
| | Email: | | Date of commercial endorsement: | | | | | |
| | Additional Instructor: | | Type of instructor: | | | | | |
| | Email: | | Date of commercial endorsement: | | | | | |
| Safe and Fun | Chief Instructor: | | Type of instructor: | | | | | |
| | Email: | | Criminal records check held? Yes / No | | | | | |
| | Where and when was relevant safeguarding experience gained? | | | | | | | |
| In which RYA training schemes has this instructor taught children and/or vulnerable adults? | | | | | | | | |