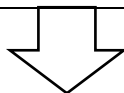


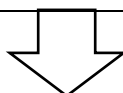
Submit an Expression of interest

On receipt you will be issued with temporary access to the Training Support site where you will find all the information you need on the requirements of recognition.



Review Training Support Site and associated documents

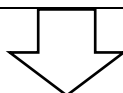
Check the Principal and/or Chief Instructor holds the appropriate RYA qualifications for each discipline. Check that you have suitably qualified instructors and equipment for the levels of recognition sought. Check your operational procedures comply with the Recognition Guidance Notes.



Apply for recognition

Submit an application for recognition. Forms required: Application for Recognition (AR1), Credit account application form, Recognition Payment Form (RPAY), Recognition Details form for each discipline for which you are seeking recognition.

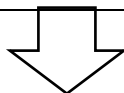
Once your application has been processed and verified you will be contacted by the RYA. Where necessary, an RYA Centre Inspector will contact you to arrange an inspection date (for practical, SRC and Sea Survival recognition). Distance Learning applicants will follow a staged application and review process.



Inspection (if required)

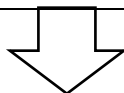
Prior to the inspection your Inspector will be able to offer advice if needed.

Shaded areas of form Centre Inspection Report form (IR1) should be completed by the Principal prior to the inspection. Your RYA Inspector will complete the rest of the form and an Action Plan which will detail any areas requiring attention. The Inspection Report and Action Plan will be sent to the RYA by the Inspector, with a copy of the Action Plan left with the centre.



Completion of action plan (if required)

The Principal/Chief Instructor confirms when any action points have been completed. Subject to the nature of the action points, a second inspection may be required to verify compliance.



Confirmation of recognition

Once RYA Training is satisfied with your application and/or inspection in all regards, recognition will be approved by RYA Training and a certificate of recognition will be issued. RYA training must not be advertised, sold or delivered until formal confirmation of RYA recognition has been received.
