Application for Training Course Approval

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|  | Training Course Approval Scheme |

This form must be completed in full by an authorised signatory of the organisation applying for training course approval.

All specified attachments must be submitted with this form and additional documentation may be requested. If the documents are not submitted in full, your application will not be reviewed. A checklist of required documents is provided in section 8.

All applications must be submitted by email to [membership@imca-int.com](mailto:membership@imca-int.com?subject=Training%20Course%20Application%20Form), which is also the address for any enquiries.

Approval requirements are set out in the scheme document – IMCA G 010 – *IMCA Assessment Procedure for Training Course Approval*. The terms and conditions for the accreditation scheme are available at [www.imca-int.com/legal-notices/terms-training-course/](https://www.imca-int.com/legal-notices/terms-training-course/)

# Company details

IMCA membership name: **Click or tap here to enter text.**  
 (current or applicant)

Legal entity applying for course approval: **Click or tap here to enter text.**

Business address: **Click or tap here to enter text.**

**Click or tap here to enter text.**

Country: **Click or tap here to enter text.**

Website (course page link if available): **Click or tap here to enter text.**

# Course co-ordinator *(point of contact regarding this application)*

Name: **Click or tap here to enter text.**

Email address: **Click or tap here to enter text.**

Telephone number: **Click or tap here to enter text.**

# Course for which IMCA approval is sought

*Please complete a separate application form for each course.*

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| --- | --- | --- | --- |
| **Course title** | **In-person** | **Hybrid** | **Online-only** |
| Introductory ROV Training |  |  |  |
| Assistant Life Support Technician |  |  |  |
| Diver Medic Technician |  |  | Not Applicable |
| Trainee Air Diving Supervisor |  |  |  |
| Trainee Diving Systems Inspector |  |  |  |
| Trainee Bell Diving Supervisor |  |  |  |

\* Applications for in-water diver training course approval are only accepted from training providers offering certificates recognised by IMCA as set out in Information Note [1394](https://www.imca-int.com/information-notes/diver-diving-supervisor-certification/).

# Venue(s) at which training courses are conducted

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| **Venue name** *(e.g. ABC Training Centre)* | **Location** *(e.g. Perth, Australia)* | **Legal entity providing training** *(if different)* |
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# Website directory information *(for use by IMCA if application is successful)*

Web page address (course-specific): **Click or tap here to enter text.**

Contact name: **Click or tap here to enter text.**

Contact email: **Click or tap here to enter text.**

Contact telephone: **Click or tap here to enter text.**

# Privacy notice

Data collection and processing is undertaken in accordance with the IMCA privacy policy, which sets out your rights and our responsibilities, available at [www.imca-int.com/privacy-policy](https://www.imca-int.com/privacy-policy)

Data provided in respect of this application is used for the following purpose(s):

* ***Membership*** *– IMCA is a membership organisation, with member companies that may provide personal data on those employees who are nominated to represent them. This data may additionally include a role or job title, to help verify the appropriateness of the nomination. We will notify such individuals of their nomination and our processing of their personal data on this basis. Data is used to provide a variety of member services. Names and company affiliations form part of a record of activity, such as minutes of committee meetings, proceedings of seminars and workshops, and as part of committee election materials. Business contact details may be shared with committee and workgroup members for the sole purpose of furthering IMCA’s published objectives and work programme. Such data is generally retained indefinitely, subject to the rights of data subjects to restrict processing.*
* ***Approved training*** *– IMCA approves or recognises a limited number of technical training courses in the offshore industry. As part of this, approved training establishments report the names and other identifying data of participants (such as date or birth and/or passport number) and training history, which is used to verify the training history of IMCA certification candidates and as a back-up in case of provider closure. Data is kept for two years following expiry of a certificate’s validity. As contact details are not shared with IMCA, the training establishments ought to inform participants of any such processing.*

# Declaration

To be completed by an authorised signatory on behalf of the applicant company.

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| *I confirm that I wish to apply for training course approval, in accordance with the requirements set out in IMCA* G 010 – IMCA Assessment Procedure for Training Course Approval *– with my personal data processed in accordance with the IMCA privacy policy.*  *I accept that this application, any assessments pursuant to it, and (if I am successful) course approval, will be governed by the Terms and Conditions for Training Course Approval which are published at:*  [*www.imca-int.com/legal-notices/terms-training-course/*](https://www.imca-int.com/legal-notices/terms-training-course/)*.*  *I understand that IMCA reserves the right to suspend or withdraw course approval if it is subsequently proven that: (i) I have submitted fraudulent or deceitful information; (ii) I have been in anyway dishonest during the assessment process; (iii) I have acted contrary to good industry practice, contrary to the aims and objectives of IMCA or in a way that could bring IMCA into disrepute. I accept that any dispute arising out of or relating to my examination or certification will be governed by English law and subject to the exclusive jurisdiction of the English Courts.*  *By becoming accredited I agree to receive information notes and safety flashes, and to positively promote the use of, and adherence to, IMCA guidance.*  Signed:  Name: Click or tap here to enter text.  Date: Click or tap to enter a date. |

# Supporting documentation

This application must be accompanied by all the supporting documents listed in a checklist format within the following document(s), as relevant to this application:

* [IMCA D 020](https://www.imca-int.com/product/requirements-for-imca-approved-diver-medic-training-courses/) – *Requirements for IMCA-approved Diver Medic Training courses*
* [IMCA D 071](https://www.imca-int.com/product/requirements-for-imca-approved-trainee-air-diving-supervisor-training-courses/) – *Requirements for IMCA-approved Trainee Air Diving Supervisor courses*
* [IMCA D 072](https://www.imca-int.com/product/requirements-for-imca-approved-trainee-bell-diving-supervisor-training-courses/) – *Requirements for IMCA-approved Trainee Bell Diving Supervisor courses*
* [IMCA D 073](https://www.imca-int.com/product/requirements-for-imca-approved-assistant-life-support-technician-training-courses/) – *Requirements for IMCA-approved Assistant Life Support Technician courses*
* [IMCA D 080](https://www.imca-int.com/product/requirements-for-imca-approved-trainee-dive-system-inspector-training-courses/) *– Requirements for IMCA-approved Trainee Diving Systems Inspector courses*
* [IMCA R 002](https://www.imca-int.com/product/requirements-for-imca-approved-rov-introductory-training-courses/) – *Requirements for IMCA-approved ROV Introductory Training courses*
* Documents for offshore air diver and offshore bell diver courses are currently in development so please contact us for more detail.

If these are not submitted in full, your application will not be reviewed. If an additional check of evidence submitted later is required, an additional fee will be chargeable, as set out in the terms and conditions available on our website at [www.imca-int.com/legal-notices/terms-training-course/](http://www.imca-int.com/legal-notices/terms-training-course/).