

JIB-PMES CSCS SMARTCARD Application: **HETAS Installer Blue Card**

Return to: JIB-PMES, Lovell House, Sandpiper Court, Phoenix Business Park, Eaton Socon,
St Neots, Cambs. PE19 8EP or email to: info@jib-pmes.org.uk

Section 1 Your details

Title: (Mr, Mrs, etc.)	<input type="text"/>	<p style="text-align: center;">Colour Photo</p> <p style="text-align: center;">This photo will be electronically scanned. Please ensure a passport-style photo fits inside the red box. Failure to do so will result in your application being rejected. If posting, please write your national insurance number on the back.</p>
First name:	<input type="text"/>	
Surname:	<input type="text"/>	
Home Address:	<input type="text"/> <input type="text"/>	
Postcode:	<input type="text"/>	
Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Home Tel. No.	<input type="text"/>	
NI Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Mob. No.	<input type="text"/>	
Email address:	<input type="text"/>	
Please provide your membership number if you are a UNITE THE UNION member as you may be entitled to a free card:	<input type="text"/>	

Section 2 HETAS Installer

HETAS Installers

The JIB-PMES will accept registration card applications for HETAS Installer blue cards from those who can provide:

- 1.) Confirmation of a valid Health, Safety and Environmental test pass (e.g. copy of pass letter/certificate)
- 2.) Evidence of having completed appropriate training/qualification(s). Details of the qualification evidence that is required/acceptable is included on the JIB-PMES website
- 3.) Current, valid HETAS Registration (this must be **individual** HETAS Installer number, **NOT** the company HETAS Registration number)
- 4.) Fully completed application form (sections 1- 6, including employer details, payment method and signed declaration)

A.) Qualification categories

To apply for a JIB-PMES CSCS HETAS Installer Blue Registration card, applicants **MUST** be able to provide evidence of having met the following qualification requirements for at least **one** of the below categories:

Please tick against the qualification category(s) for which evidence is provided:

- | | | | |
|------|--|--------------------------|---|
| i. | HETAS Installer (Appliances) | <input type="checkbox"/> | (Requires HETAS H003, H004 or H005DE) |
| ii. | HETAS Installer (Chimneys and Flues) | <input type="checkbox"/> | (Requires HETAS H003, H006 or H005DE) |
| iii. | HETAS Installer (Approved Chimney Sweep) | <input type="checkbox"/> | (Requires HETAS H003 or H009) |
| iv. | HETAS Installer (Approved Service and Maintenance) | <input type="checkbox"/> | (Requires HETAS H003, H004 + H009 or H005DE + H009) |

The categories chosen above will appear on the reverse of the card.

B.) HETAS Registration

Please provide your individual HETAS Installer registration number:

Note - applications will be returned if a valid HETAS Installer number is not provided.

Please remember to include/attach evidence of qualification achievement in support of your application. Applicable fees must be paid in full at the time of application and are non-refundable. It is therefore essential that you include **ALL** required documentation with your application.

C.) Costs: (Tick which type of application you are making) Standard application (£40.00) Fast-track application (£100.00)

Section 3 Health, Safety and Environment Training

1. CITB Health, Safety and Environment (HS&E) Test

If you have passed the CITB HS&E test within the past 2 years, please tick this box and ensure you send a copy of your test pass letter with this application.

2. Other applicable Health and Safety Tests

If you have passed any other acceptable Health and Safety tests/courses within the last 2 years, please ensure you send a copy of your test/course certificate with this application.

Failure to provide a copy of your H&S test pass could result in your application form being returned.

For a list of acceptable tests, please visit our website: www.jib-pmes.org

Section 4 Employment details

Please provide details of your current employer or a company you have worked for (not a domestic client). If you are self-employed we will accept a company you have sub-contracted for. Your own company details are not acceptable.

Contact person (must be a senior member of staff/Director):

Company Name:

Telephone number:

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Address:

Postcode:

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Please tick box if employer is a 'paid up' JIB-PMES Participant

Email Address:

Please note that checks will be made with the contact person to ensure that details included on this form are accurate and that you are, or have been employed in the PHMES sector.

Section 5 Declaration

Applicant Declaration

By signing the below declaration, I certify that the details on this application form are correct and complete to the best of my knowledge.

I understand and agree that the information on this application form will be used by the JIB-PMES and its suppliers for the purpose of processing my JIB UK-PHMES card application. As part of the application process it may also be necessary to share your information with employers, labour agencies, training providers and awarding organisations for verification purposes.

I understand that my personal data will be stored in a secure database and processed in accordance with the requirements of the JIB-PMES Privacy Statement (which can be accessed on the JIB-PMES website: www.jib-pmes.org); the JIB-PMES Privacy Policy and the Data Protection Act 2018.

I also agree that the information contained in this application form may be used by the JIB-PMES or shared with selected third parties in relation to the provision of other services associated with my employment in the plumbing and mechanical engineering services industry.

Important Information:

- I acknowledge that full payment will be taken at the time of application and is non-refundable. I understand that I have up to 90 days from submitting my application form to provide any missing or additional information required for my application. If this process takes longer than 90 days, I understand that I am liable for the payment of another application fee.
- The card remains the property of the JIB-PMES and can be withdrawn at any time.
- If all the relevant documentation is not enclosed with the application, the form and all supporting documentation will be returned.

Signed:

Date:

D	D	M	M	Y	Y	Y	Y

Payment options (Please tick)

Please select one of the following payment options for your application: Standard £40.00 Fast-track £100.00 No charge*

For standard applications card delivery is expected within 28 days of receipt of a correctly completed application form. The fast-track service **guarantees** card delivery within 4 working days of a correctly completed application form. Those wishing to access the Fast-track service **MUST** pay for their card via credit/debit card payment method. Fast-track applications cannot be paid for with cheques or postal orders.

**Card applications will only incur no charge if the applicant is either a member of Unite (confirm in Section 1) OR is employed by a 'paid up' JIB-PMES participant company (Section 4).*

Payment method (Please tick)

I hereby authorise the JIB-PMES to charge to the credit/debit card as detailed below.

Card type: Debit Credit

Card number:

Expiry Date:

Security code:
(last 3 digits from the back of the card)

Cardholder address:

Cardholder signature:

Cardholder contact telephone number:

Cardholder email address:

ALTERNATIVE METHODS OF PAYMENT

- BACS: Please phone the JIB-PMES on 01480 476925 for instructions
- POSTAL ORDER: Made payable to JIB-PMES
- CHEQUE: Made payable to JIB-PMES (Standard applications only)

Notes:

1. Full payment is taken at the point of application and is non-refundable
2. Cheques and Postal Orders should be made payable to 'JIB-PMES'
3. Where cheques or Postal Orders are used as the payment method, applications will not be processed until the payments have cleared the banking system (typically 7 days from receipt).
4. If we are unable to obtain payment from the above details the application will be rejected without further attempts to contact the cardholder. If you do not wish to complete the card details above, please use one of the other methods of payment. Applications without payment will not be processed.
5. Invoices will not be provided before or after payment.
6. Receipts must be requested at the time of application.
7. All details on this page will be destroyed following successful payment.

Guidance Notes

- i. A JIB-PMES CSCS HETAS Installer blue card is issued to those who have provided qualifications confirming completion of any valid combinations of the following HETAS training courses, and who can demonstrate current, valid HETAS Installer registration:
 - H001 Introduction to Solid Fuel
 - H002 Solid Fuel Regulations & Standards
 - H003 Dry Appliance Installer Course
 - H004 Wet Appliance Installer Course
 - H005DE Biomass Installer – Direct Entry Biomass Training
 - H006 System Chimney Course
 - H008 Dry Pellet Stove Installer Course
 - H009 Service and Maintenance Course
- ii. JIB-PMES CSCS Registration Cards issued on this basis may be valid for up to five years, and can be renewed after that period (subject to renewal rules).
- iii. This route of entry is permanently open.
- iv. All applicants for this category of card **MUST** be able to provide evidence of current, valid **INDIVIDUAL HETAS Installer Registration**.
- v. To obtain a JIB-PMES CSCS HETAS Installer blue card, applicants must provide the following:
 - A correctly completed application form plus appropriate fee.
 - Confirmation of having met the minimum qualification requirements for HETAS registration
 - Confirmation of current, valid HETAS registration
 - Evidence of completing appropriate Health, Safety and Environment training
 - Evidence of working within the Plumbing and Mechanical Engineering Services industry

Note: NARIC equivalence reports

- vi. **Those applying for cards by providing NARIC equivalence reports are also required to provide a copy of valid photographic identification (e.g. Biometric Residence Permit or Passport). This should be included at the time of application along with the NARIC equivalence report. Failure to submit a copy of valid photographic ID with the application form will result in the application being returned to the applicant.**