

Application to register as an authorised training employer



To offer our qualifications you'll need to be authorised by us; the process is simple, straightforward and stress free. This form must be completed by, or on behalf of, the person nominated as the organisation's Qualified Person Responsible for Training (QPRT) including that person's telephone and email contact information. The form must be signed by the QPRT, digitally or otherwise.

Please complete this interactive form and email it to ATEaccess@icaew.com. Alternatively, print it, fill it in by hand and post it to the address below. Once we have processed the form, we will contact you to arrange a meeting with one of our training managers.

ICAEW, LPD training authorisation, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ, UK

APPLICATION DETAILS

Name of organisation

Trading name

Type of organisation Accountancy practice Financial services Commercial Public sector

Address

Postcode/zipcode Country

Audit registered (UK only) YES NO If yes, under which RSB

ICAEW MEMBER: qualified person responsible for training (QPRT)

ICAEW membership number Job title

QPRT Telephone QPRT Email
(including country code)

NOT AN ICAEW MEMBER: Please add your name in full and complete the [Application to register as a qualified person responsible for training \(QPRT\)](#) form. For all non-ICAEW members, we will contact your professional body to gain confirmation of your good standing or request that you provide a letter of good standing from your professional body. If you have been excluded from another professional body, you should disclose that fact to us and provide the relevant details.

I wish to apply for the above named employer to be authorised as a training employer, and:

- will meet and continue to meet, ICAEW training standards and provide any further information as required;
- will notify ICAEW immediately of any change in circumstances which may affect our standard of training;
- enclose a completed 'Application to register as a qualified person responsible for training (QPRT)' form (non-ICAEW members only); and
- enclose a training agreement, based on the latest ICAEW guidelines.

QPRT's signature

Date

DD MM YYYY

NUMBER OF QUALIFIED ACCOUNTANTS

Partners/directors/senior accounting staff³

Other professional staff

Total

NOTES

1 The QPRT must hold a CCAB qualification (CCAB bodies are: ICAEW, ICAS, ACCA, CAI and CIPFA) or a professional accountancy qualification awarded by a nationally recognised body. This person must also be a partner in a public practice organisation, or a director or equivalent if the organisation is not in public practice.

2 Changes in circumstances include a change of QPRT or Adviser (for non-ICAEW members only), re-organisation, merger, de-merger, change of location and significant changes in work experience provided.

3 Please enter the number of:

- partners if your organisation is engaged in public practice;
- directors if your organisation belongs to a corporate body (ie, a limited company whose directors are engaged in public practice); and/or
- senior accounting staff if your organisation is engaged in industry, commerce or the public sector.

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to carry out our responsibilities as a regulator and as a professional body, to monitor compliance with our regulations, for administration and to communicate with you on ACA training matters. In addition, we will use your personal data to provide access to ICAEW's online training file platform, to enable you to carry out your organisation's obligations as an ICAEW Authorised Training Employer or your role as an ICAEW Authorised Training Principal. We may, either as required by law or to carry out our responsibilities, share your personal data with individuals nominated in an approved ACA Training role within your organisation, other professional bodies and regulators. When specifically required, due to the location of an ACA student or Authorised Training Employer/Principal, we may also transfer your information outside of the European Economic Area (EEA) eg, to one of our offices. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)