IRCA Training Course Register Search Data

# The IRCA website has a search function for students. This works in two ways:

# Students looking for an IRCA certified training course will be able to search for the relevant courses available in the relevant countries via the IRCA website; <https://members.irca.org/IRCA/training/courses/IRCA/Find_a_Course.aspx>

# Students will be able to verify that your course is IRCA certified.

**Information we require from you:**

# Countries In order to have your Training Organisation’s details added you need to inform us of the countries in which you present each IRCA certified course. Please return this form to us indicating all the countries in which each IRCA certified course will be available (complete the table on page 2).

* **Updating Countries**   
  If you start presenting courses in a new country or if you stop presenting courses in a country, simply inform your IRCA Account Manager and we will update our records.
* **Your Contact Details**   
  Please provide the following information for your organisation:
  + Postal address
  + Email address
  + Website address
  + Telephone
  + Fax number

Note that we can only accept one of each of the above for each training organisation (i.e. we cannot display multiple entries). If you do not wish student enquiries to go to the main IRCA contact, you should provide contact details of the appropriate person/ department.

# Information for you to note:

* It is important that your advertising and promotional material, including your offices and subcontractors, clearly states the name of the approved training organisation and the unique IRCA course numbers. This will help students verify that your course is IRCA certified and that your organisation is IRCA approved.
* When providing us with details of countries, please only include countries in which you present courses.

|  |  |
| --- | --- |
| **Training Organisation name:** |  |
| **Postal address:** |  |
| **E-mail address:** |  |
| **Website address:** |  |
| **Telephone:** |  |
| **Fax no:** |  |

|  |  |
| --- | --- |
| **Course Name** | **Countries Available** |
| XMS Auditor/Lead Auditor (A17XXX) |  |
| XMS Auditor Conversion (A17XXX) |  |
| Internal XMS Auditor (A17XXX) |  |
| XMS Foundation (A17XXX) |  |
|  |  |
|  |  |
|  |  |