

AMTRA
Animal Medicines Training Regulatory Authority
Enrolment Form
Marketing Authorisation Holders' (MAH) Scheme

Remember all AMTRA qualifications are personal to the individual (not the company) and it is therefore important that you tell AMTRA of any change of address. Please complete the information below in block capitals and sign the undertaking.

Title (eg Mr/Mrs/Ms) _____ Surname _____

Forename(s) _____

Date of birth _____

Home address _____

Post Code _____ Email address _____

Home tel no _____ Mobile phone no _____

Employing company _____ Contact person _____

Date of commencement of employment _____

Company details if not already in the scheme

Address _____

Post Code _____ Email address _____

Telephone no _____ Fax no _____

I undertake to register for an AMTRA Examination and understand that I will be required to pass an AMTRA examination within 2 years of this registration date in order to remain on the Register. To the best of my knowledge the details on this form are correct.

Signed _____ Date _____

Please tick the box if you agree to your examination results being given to your employer.

Countersigned by a representative of the employer (where applicable)

Signed _____ Date _____

Position/job title _____

It is a condition of joining the scheme that the enrolment fee (for the course manual and examination) is paid; and that you are registered with AMTRA.

A cheque is enclosed for the inclusive non transferable and non refundable enrolment fee of

£275.00

AMTRA, Unit 1C, Woolpit Business Park, Windmill Ave., Woolpit, Bury St Edmunds, IP30 9UP

The information provided will be held on the AMTRA Manufacturers' Register and may be disclosed in accordance with the Data Protection Act.

28/07/2009

Notes

Trainee Enrolment

To register someone - eg a new employee - as a trainee the company must complete a BLUE enrolment form, and pay the inclusive enrolment fee of £275, this fee includes the Training Manual and the Examination Fee. An AMTRA ID card & badge, complementary for the year of enrolment, which demonstrates entry to the AMTRA MAH Register, will also be sent to every person enrolled in the scheme. The trainee is then required to take and pass an examination within 2 years of the commencement of employment.

Please provide a home and/or mobile phone no in case the courier delivering the manual needs to contact you about any delivery problems.

Registration for examinations

Application to take a particular examination must be made to AMTRA and not directly to the college or university employed by AMTRA to handle the examination (currently Harper Adams University College) on behalf of AMTRA. This is important so that AMTRA can check the eligibility of the person to take the examination - only those properly enrolled with AMTRA may take the AMTRA examination- enrolment on a Harper Adams refresher course does NOT automatically register candidates to sit an examination.

Despatch of Certificates

A list of results of each examination will be sent to AMTRA. Certificates will then be issued as soon as possible to the student's home address - this is another reason why that address much be kept up to date.

Provided AMTRA is satisfied about the identity of the person asking, AMTRA will advise the student of his or her result over the phone. Results will only be given to a representative of an employer if the candidate has given his or her permission by ticking the appropriate box on the enrolment form or by providing AMTRA with other written permission.

Annual Identity cards

Each person on the AMTRA Register will have their own 4 digit number prefixed with the letter 'M' This number is printed on the AMTRA ID card.

Each year in December or January an invoice will be issued and new AMTRA ID cards despatched on receipt of payment. The invoice will be based on the information available, so will companies please keep AMTRA advised of any changes.

Name and/or address changes

Please advise AMTRA if any person on the Register changes their surname or home address.

Staying Registered

Persons who have passed the AMTRA examination can remain in the scheme or re-join it at any time. But membership of persons first registered under the so-called grandfather scheme must be continuous. Such persons may only re-join after a gap by passing the AMTRA examination.