

Standard SQP (RAMA) Enrolment Form

Qualified Veterinary Nurses should use the VN enrolment form.

Please complete the information below in **BLOCK CAPITALS**, and sign the undertaking.

Title (e.g. Mr/Mrs): _____ Surname: _____ Previous surname: _____

Forename(s): _____
(please use names as shown on formal photo ID)

Date of birth (required): _____

Home address: _____

Postcode: _____

Email address: _____

Daytime phone no: _____ Mobile phone: _____

Business/employer: _____ Contact name: _____

Business address: _____

Postcode: _____ Business telephone: _____

Residency: can you answer YES to BOTH of the following? ☐ Yes ☐ No

- a) You have been resident in the UK, Channel Islands, Isle of Man or Ireland for the last 3 years, AND
b) You have settled status in the UK e.g. you are a British Citizen, or have Indefinite Leave To Remain

Please tick: send my training manual to my ☐ home address ☐ business address **DELIVERIES MUST BE SIGNED FOR**

SQP Type	Permissible Medicines	Please tick one box	Fee from 1/1/25
R	All VPS Medicines	<input type="checkbox"/>	£557
G	farm animals & equines	<input type="checkbox"/>	£525
K	farm & companion animals	<input type="checkbox"/>	£525
E	equines & companion animals	<input type="checkbox"/>	£474
L	farm animals only	<input type="checkbox"/>	£505
J	equines only	<input type="checkbox"/>	£453
C	companion animals only	<input type="checkbox"/>	£453
A	avians including poultry	<input type="checkbox"/>	£453
CA	companion animals & avians	<input type="checkbox"/>	£474
JA	equines & avians	<input type="checkbox"/>	£474
EA	companion, equine & avian	<input type="checkbox"/>	£505

I confirm that I have read and understood all of the conditions of enrolment on the page attached to this form dated 1 April 2022.

I am content for AMTRA to share my CPD points information with my employer: Yes: ☐ No: ☐

I am content for AMTRA to share any information about my written and viva assessments with my employer, including but not limited to bookings, withdrawals, marks, grades, and any findings of academic misconduct: Yes: ☐ No: ☐

I have previously been enrolled with AMTRA: Yes: ☐ No: ☐

Signed: _____ Date: _____

AMTRA may share information with third parties to enable them to provide you with information which AMTRA believes may be of value in performance of your duties as an SQP, including but not limited to supply of OvertheCounter and Equestrian Trade News magazines, and information (which may be via post or email) about forthcoming CPD events run by third parties. We will not sell your data. We will not share it except in connection with your SQP duties. If you prefer not to receive this information, please tick this box: ☐

SQP (RAMA) Enrolment Form (Vet Nurse)

To be used by qualified veterinary nurses only. Others applying to become an SQP should use the standard enrolment form.

Please complete the information below in **BLOCK CAPITALS**, and sign the undertaking.

Title (e.g. Mr/Mrs): _____ Surname: _____ Previous surname: _____

Forename(s): _____
(please use names as shown on formal photo ID)

Date of birth (required): _____

Home address: _____

Postcode: _____

Email address: _____

Daytime phone no: _____ Mobile phone: _____

Business/employer: _____ Contact name: _____

Business address: _____

Postcode: _____ Business telephone: _____

Residency: can you answer YES to BOTH of the following? ☐ Yes ☐ No

- a) You have been resident in the UK, Channel Islands, Isle of Man or Ireland for the last 3 years, AND
b) You have settled status in the UK e.g. you are a British Citizen, or have Indefinite Leave To Remain

Please tick: send my training manual to my ☐ home address ☐ business address **DELIVERIES MUST BE SIGNED FOR**

SQP Type	Permissible Medicines	Please tick one box	Fee from 1/1/25
R	All VPS Medicines	<input type="checkbox"/>	£557
K	farm & companion animals	<input type="checkbox"/>	£525
E	equines & companion animals	<input type="checkbox"/>	£474
C	companion animals only	<input type="checkbox"/>	£453
CA	companion animals & avians	<input type="checkbox"/>	£474
EA	companion, equine & avians	<input type="checkbox"/>	£505

I am content for AMTRA to share my CPD points information with my employer: Yes: ☐ No: ☐

I am content for AMTRA to share any information about my written and viva assessments with my employer, including but not limited to bookings, withdrawals, marks, grades, and any findings of academic misconduct: Yes: ☐ No: ☐

I have previously been enrolled with AMTRA: Yes: ☐ No: ☐

I confirm that I have read and understood all of the conditions of enrolment on the page attached to this form dated 1 April 2022.

Signed: _____ Date: _____

AMTRA may share information with third parties to enable them to provide you with information which AMTRA believes may be of value in performance of your duties as an SQP, including but not limited to supply of OvertheCounter and Equestrian Trade News magazines, and information (which may be via post or email) about forthcoming CPD events run by third parties. We will not sell your data. We will not share it except in connection with your SQP duties. If you prefer not to receive this information, please tick this box: ☐

AMTRA RAMA (SQP) Enrolment Conditions (1 April 2022)

AMTRA fees are subject to revision at any time: the latest fees can be obtained from the AMTRA website or by contacting the AMTRA office.

All individuals enrolling as student RAMAs (SQPs) with AMTRA must accept the following points.

1. To the best of my knowledge the details on this form are correct.
2. I have selected the RAMA (SQP) type I wish to enrol as and I understand the consequences of this choice.
3. I understand that AMTRA will not normally permit more than four attempts at an AMTRA exam (written or oral).
4. I understand that to be admitted to the AMTRA Register I will be required to sit an AMTRA examination within 24 months of this enrolment date, unless I have paid the required additional fee before the expiry of the 24 months. I understand that enrolment with AMTRA as a RAMA student shall cease 24 months after the last examination attempt.
5. I understand that as all AMTRA qualifications are personal qualifications of the individual, it is important that I tell AMTRA of any change of personal details, address or other contact details.
6. I understand that someone will need to sign for delivery of my training manual, and I have selected an appropriate delivery address with that in mind.
7. The enrolment fee includes the examination fee provided all exam modules are sat at the same time: a "separate sitting" fee may be charged if I choose to spread the exam modules (including the viva) over more than one date or location.
8. **The enrolment fee is non-refundable and generally non-transferable.** However, with the signed agreement of the originally enrolled person and on payment of an administrative fee, the enrolment may be transferred to another person within twelve months of the original enrolment: the new person will take the same enrolment date as the original person.
9. A cancellation/withdrawal fee will be charged if I withdraw from an exam within 4 weeks of the exam: this fee is payable before a fresh exam booking will be accepted.
10. The enrolment fee includes the AMTRA Register fee for the remainder of the calendar year in which I qualify as an AMTRA RAMA (SQP).
11. Once qualified as an AMTRA RAMA (SQP), an annual fee is payable by 30 November of each year in respect of the following year in order to stay on the AMTRA Register: higher fees will be charged for payments received on or after 1 December.
12. Once qualified as an AMTRA RAMA (SQP), I understand that I will be required to undertake CPD as required by the AMTRA Board in order to stay on the AMTRA Register.
13. Once qualified as an AMTRA RAMA (SQP), I understand that I will be required to act in a professional way, including but not limited to abiding by the SQP Code of Practice, the Veterinary Medicines Regulations, and any other obligations imposed by AMTRA.

Enrolment: Payment

The enrolment fee is shown in the table on the previous pages. **The enrolment fee is exempt from VAT.**

Please allow up to 10 working days for processing and despatch of your training manual.

AMTRA does not accept payments over the telephone, or BACS payments for new enrolments. We accept payments by cheque or by credit or debit card.

Please make any cheque payable to AMTRA Ltd, or if paying by credit/debit card please provide this info:

Card num: _____ Start date: _____ Exp. date: _____ Issue no: _____
Name on card: _____ CCV code*: _____ Postcode ♦: _____

*last 3 digits on signature strip on back of card

♦ include postcode that card is registered to

These details will be securely destroyed once your payment has been processed.

Please send the completed form with the correct fee to:

AMTRA Ltd, 1c Windmill Avenue, Woolpit, Bury St Edmunds, IP30 9UP
Or scan and email to info@amtra.org.uk

AMTRA general terms and conditions, 1 August 2023

1. In these terms and conditions the following words will bear the following meaning:

a. **AMTRA** means the Animal Medicines Training Regulatory Authority Ltd of 1c Windmill Avenue, Woolpit, Bury St Edmunds, IP30 9UP.

b. **RAMA** means a Registered Animal Medicines Advisor, that is to say a Suitably Qualified Person as defined in the Veterinary Medicines Regulations

c. **Student RAMA** means an individual studying to become a RAMA having enrolled as such with AMTRA

d. **Student RAMA enrolment** means the process of applying and paying for registration as a RAMA student

e. **Annual RAMA renewal** means the process of applying and paying for inclusion on the subsequent calendar year's AMTRA Register

f. **Reinstatement** means the process of applying and paying for inclusion on the current year's AMTRA Register by an individual who did not successfully undertake annual RAMA renewal by 30 November of the preceding calendar year

2. Payments for services provided by AMTRA including annual RAMA renewal and student RAMA enrolment are non-refundable and non-transferable except in the circumstances below: a. where duplicate payment is made for the same service and AMTRA is notified within 30 days, a full refund will be given; b. where an individual is enrolled as a student RAMA and a request is made to AMTRA within twelve months to transfer that enrolment to another individual, the transfer may be made on payment of an administration fee and on receipt of signed confirmation from the original student RAMA: the new person will take the same enrolment date as the original person.

3. Save as provided under clause 2, no refund is payable in respect of individuals who cease to be active as RAMAs or cease to study to become RAMAs for whatever reason including but not limited to change in role within a company, change of employer, death, removal or suspension by AMTRA from the Register under Constitutional Framework document CF1.

4. Payments for annual RAMA renewal or reinstatement are made for the calendar year in question and no reduction is permitted in respect of part-years.

5. Fees for annual RAMA renewal and reinstatement and for student RAMA enrolment shall be set by the AMTRA Board taking into account the recommendation of the AMTRA Council. Details of the fees may be found on the AMTRA website.

6. On receipt of valid application and payment for annual RAMA renewal or reinstatement, the RAMA will be renewed or reinstated on the AMTRA Register within 10 working days.

7. On receipt of valid application and payment for student RAMA enrolment, the individual will be enrolled as a student and a written training manual dispatched to the address provided by courier within 10 working days.

8. A student RAMA shall cease to have that status 24 months after enrolment with AMTRA unless a supplementary fee is paid before the expiry of those 24 months or 24 months after the last examination attempt whichever is later.

9. In enrolling as a student RAMA or undertaking the annual RAMA renewal individuals accept to abide by the current version of the Code of Practice for SQPs which may be amended from time to time and to accept that actual, supposed or claimed transgressions by a RAMA which might constitute a breach of professional standards or contravene the Code of Practice will be dealt with by AMTRA under Constitutional Framework document CF1.

10. AMTRA holds such data about RAMAs and RAMA students as may be necessary to perform AMTRA's duties as a body appointed by the Secretary of State under the Veterinary Medicines Regulations to keep a register of Suitably Qualified Persons. The uses to which AMTRA may put such data are described in AMTRA's data protection statement which may be found on the AMTRA website.