

Enrolment Form

NOAH Certificate of Animal Health Marketing Authorisation Holders' Representatives (MAH) Scheme

Remember all NOAH Certificate of Animal Health (NCAH) qualifications are personal to the individual (not the company) and it is therefore important that individuals tell NOAH of any change of address, either their personal address or their place of employment within the animal medicines industry. Please complete the information below clearly in block capitals and sign the undertaking.

Title (e.g. Mr/Mrs/Ms) _____ Surname _____

Forename(s) _____

Date of birth _____

Home address _____

Post Code _____ Email (private) address _____

Home tel no. _____ Mobile phone no. _____

Employing company _____ Contact person at employing company _____

Date of commencement of employment _____

Company details if not already in the scheme

Address _____

Post Code _____ Email (work) address _____

Telephone no _____ Fax no _____

I undertake to register for the NOAH certificate of Animal Health Examination and understand that I will be required to pass the NCAH examination within 2 years of commencing my first employment as a sales representative in the animal health industry 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 do not wish for your examination results to be given to your employer.

Countersigned by a representative of the employer (where applicable).

Signed _____ Date _____

Print name _____ 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 NOAH.

A cheque is enclosed for the inclusive non transferable and non refundable enrolment fee of **£275** or alternatively please fill out the card details section of this form if you wish to pay by card.

Please send form to: NOAH, 3 Crossfield Chambers, Gladbeck Way, Enfield, Middlesex, EN2 7HF.

The information provided will be held on the NOAH Certificate of Animal Health Manufacturers' Representatives Register and may be disclosed in accordance with the Data Protection Act.

NCAH Payment Details:

I enclose a cheque, made payable to NOAH Ltd

I wish to pay by debit or credit card:
(NB: We accept Maestro/Switch, Visa and MasterCard)

Card Number: ____ / ____ / ____ / ____ Issue No (if shown) : ____

Start Date (if shown): ____ / ____ Expiry Date: ____ / ____

Name: _____

CCV Number*: ____ Total: £ _____

* The CCV (Credit Card Validation) number is a 3 digit code printed on the back of your card in the signature panel. If there are more than 3 digits, the CCV is always the last 3. This number provides an additional check on the validity of the card.

NOTES

Trainee Enrolment

For a company (or an individual) to register someone (e.g. a new employee) as a trainee the company (or the individual) must complete an enrolment form within 6 months of commencing employment and pay the inclusive enrolment fee of £275. This fee includes the Training Manual and the first Examination fee.*

A NCAH MAH ID Card, for the year of enrolment, which demonstrates entry to the NCAH 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.

The trainee is asked to provide a home and/or mobile phone number in case the courier delivering the manual needs to contact them about any delivery problems.

**In the event of a candidate failing the first sitting of the examination candidates will be required to pay a re-sit fee of £180.*

NOAH reserves the right to review the enrolment fees and associated costs of the training manual and examinations.

Registration for examinations

Application to take a particular examination must be made to NOAH and not directly to Harper Adams (the university commissioned by NOAH to handle the examination). This is important so that NOAH can check the eligibility of the person to take the examination – only those properly enrolled with NOAH may take the NCAH examination. Enrolment on a NOAH 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 NOAH. Certificates will then be issued as soon as possible to the student's home address – this is another reason why the address must be kept up to date.

Provided NOAH is satisfied about the identity of the person asking, NOAH will advise the student of his or her result over the phone.

Results will be given to an employer of an examinee unless the candidate has indicated that they do not wish for their results to be released to their employer by ticking the appropriate box on the enrolment form. or by providing NOAH with other written instruction.

Annual Identity Cards

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

Each year in December or January an invoice will be issued and new NCAH ID cards despatched on receipt of payment. The invoice will be based on the information available, NOAH needs to be kept advised of any changes.

Name and/or address changes

Please advise NOAH if any person on the Register changes their surname or home address or leaves the employment of the company that the person was originally registered with.

Staying Registered

Persons who have passed the NOAH 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 the register if their registration period has lapsed by greater than 6 months by passing the NCAH examination.