

NATIONAL OFFICE OF ANIMAL HEALTH

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) _____

Job Title _____

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 3 years and attempted it 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.

Please return the completed form to: J.george-town@noah.co.uk

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.

If you wish to pay by card please tick the box below and contact NOAH who will send you a link to pay via Credit card.

NCAH Payment Details:

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

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 £290. This fee includes the Training Manual and the first Examination fee*, which includes the first two years of enrolment until (they pass their exam) after which they will pay the annual fee of £54 per year.

The trainee is then required to attempt the examination within 2 years of the commencement of employment and pass within 3 years.

**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

Applications to take examinations must be made to directly to Harper Adams (university commissioned by NOAH to handle the examination). Only those properly enrolled with NOAH may take the NCAH examination. The forms can be accessed via the NOAH website.

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 by email.

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

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 permission.

M Numbers

Each person on the NOAH Register will have their own 4 digit number prefixed with the letter 'M' This number is your unique number that you will need when registering for the course and exam with Harper Adams.

Each year in December or January an invoice will be issued. The invoice will be based on the information available, so will companies please keep NOAH 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 a company to who 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.

Receipts

A receipt for payment will be sent directly to the member company paying unless you are registering as an Individual or unless you specifically request the receipt to be sent directly to your home address.