

Name of company:

Training provider
ref number:

To begin your annual licence renewal, log in to the Training Provider Portal (TPP) ([TPP IOSH login](#)) and follow the instructions below.

Part one: Check your account details

Check and confirm that the correct information is showing on your TPP dashboard:

Company name and address(es)

Main administrator name and contact details

Nominated IOSH member name and contact details

Decision maker name and contact details

Your current licences (navigate to Licences)

Your IOSH approved trainers and the courses they can deliver (navigate to Licences)

To request edits or updates to your account details, email training@iosh.com or use our online enquiry form via [Contact us | IOSH](#) on the IOSH website. Select 'Training' as the subject of your enquiry and choose the appropriate topic from the drop-down list.

Please indicate below if there are any licences you do not intend to renew:

Part two: Supporting documents

Please ensure that copies of the following documents have been uploaded in the My Files section of the TPP.

- Signed and dated training provider agreement
- Signed nominated member role requirements form

Part three: Declaration and agreement

By submitting this form, I confirm that:

- 1 All organisational details on the TPP are accurate, and all applicable changes have been communicated to IOSH.**
- 2 A nominated IOSH member is currently in place.**
- 3 Approved trainers are in place for all our licenced courses.**
- 4 All required documents have been uploaded as per the checklist provided in part two of this form.**
- 5 Our course promotion and advertisements comply with IOSH's terms and conditions.**

I have read and agree to IOSH's terms and conditions of licence, as set out in the training provider agreement, and I am authorised to approve this renewal on behalf of the organisation.

Name: _____ Role
title: _____

Date: _____

Submission

Complete your submission by uploading this form to the TPP. We will review your documents and once all requirements have been met, your renewal invoice will be issued.

Your renewal licence(s) will then be issued once your renewal payment has been received and allocated.

About IOSH

The Institution of Occupational Safety and Health (IOSH) is the Chartered body for health and safety professionals. With 50,000 members in more than 130 countries, we're the world's largest professional health and safety organisation.

We set standards and qualifications, and support, develop and connect our members and others with resources, guidance, events, and training.

We're the voice of the profession and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

About IOSH Training

IOSH Training is the specialist learning delivery arm of IOSH Services Limited (ISL). ISL is a separate commercial entity that invests for the future, generating a surplus which is fully gift-aided to fund IOSH charitable activities.

ISL activities are aligned to IOSH's charitable objects, providing training, education and consultancy support services to organisations and individuals seeking to enhance their knowledge and competence in OSH.

IOSH

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Institution of Occupational Safety and Health Founded 1945

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