

Application for Renewal of Individual Factory Certification

1. For which level of Factory Certification do you wish to be assessed?

Certified Technician / Advanced Technician / Advanced Insight Technician

2. Type of re-assessment: Web-based / Face to Face

(Web-based is only available for those who have expired within the last 12 months)

3. Certification ID No. _____ **Expiry Date:** ____ / ____ / ____

4. Personal Details:

Surname: _____ First Name: _____

Address: _____

Suburb: _____ State: _____

Postcode: _____ Country: _____

Telephone: _____ Fax: _____

Mobile: _____ Date of Birth: ____ / ____ / ____

Email: _____

5. Company Details:

Co. Name: _____

Address: _____

Suburb: _____ State: _____

Postcode: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

inner range Pty Ltd

ABN 26 007 103 933
1 Millennium Court, Knoxfield, VIC 3180. Australia.
Phone: +61 3 9753 3488 Fax: +61 3 9753 3499
email: training@innerrange.com.au
[http:// www.innerrange.com.au](http://www.innerrange.com.au)

6. **Face to Face Assessment Only**

Nominated Assessment Date: ___ / ___ / ___

Nominated State: _____

See <https://secure.innerrange.com/training/picklist2.cfm> for dates

7. **Assessment Details and Fees**

If completing your recertification by the web-based assessment, your login name and password will be emailed to you once this form and fees are received by Inner Range. All components of the assessments are to be returned to Inner Range within 2 weeks of your login details being sent to you. A due date will be provided on your confirmation email.

Web-based recertification assessments can only be attempted once. The assessment program will allow for your answers to be saved without submitting. Should you not successfully complete the recertification assessment; a face to face assessment will be required. Additional costs will be involved.

If completing the web-based, you will require access to the following programs:

Certified Technician: Insight Lite (Can be downloaded from the Internet at no charge) OR Insight Professional.

Advanced Technician: Insight Lite (Can be downloaded from the Internet at no charge) OR Insight Professional.

Advanced Insight: Technician: Insight Professional.

If you do not have a copy of Insight Professional, Inner Range has dongles which can be loaned. The dongle will be sent to you by registered post. An express post envelope will be provided for you to return the dongle. A credit card imprint for \$200 bond will be required. The credit card will only be charged if the dongle is not returned or if the dongle has been damaged.

If completing the face to face assessment, you will be required to bring a laptop with Insight already installed. All face to face assessments will be held at your local CSD Branch.

Computer Based Assessment is A\$85.00 Inc GST (Can only be attempted once)

Face to Face Assessment is A\$200.00 Inc GST (Can be attempted as often as required at \$200 per attempt)

Insight Professional Loan Dongle is A\$22 Inc GST plus a A\$200 bond

8. **Payment**

Send Invoice To: Student Company

Please choose one of the following methods of payment:

- I attach a cheque to the value of A\$_____, being payment in full for consideration of this application for assessment for renewal of factory certification.
- I wish to pay A\$_____ direct into the bank account (Please contact Inner Range for bank details), being payment in full for consideration of this application for assessment for renewal of factory certification.
- Please debit my Credit Card to the value of A\$_____, being payment in full for consideration of this application for assessment for renewal of factory certification.

Credit Card Type: Visa / Mastercard / Bankcard

Card Number: _____

Expiry Date: _____ / _____

Name on Card: _____

Signature of Card holder: _____

***Note: Assessment details will not be sent until full payment is received.**

9. **Declaration:**

I hereby declare the information contained herein to be true and correct.

Signature: _____ Date: ____ / ____ / ____

When you have completed this form, please return it to your closest Inner Range office or send to:

**Factory Certification
Inner Range Pty Ltd
1 Millennium Court
Knoxfield
Victoria 3180
Australia.**

**Fax: +61 3 9753 3499
Email: training@innerrange.com**