

Application to register as a person responsible for training



IN A SUBSIDIARY TRAINING OFFICE

The role of the person responsible for training (PRT) only exists in a subsidiary office within a training office group (TOG). The PRT carries out the same function as a qualified person responsible for training (QPRT).

This means that they are required to manage the delivery of ACA training in their subsidiary office within the TOG. The PRT takes an active lead in the development of students and ensures that the ICAEW training standards are maintained and followed.

A PRT must be qualified for at least two years; a member of an [IFAC full membership body](#), or other equivalent recognised body at the discretion of ICAEW; have at least two years of membership of your professional body; be an experienced individual, ideally a partner, director or equivalent within your organisation; and be based at the subsidiary office.

To become a PRT, please complete this interactive form and email it to ATEaccess@icaew.com. Alternatively, you can print it, fill it in by hand and post it to:

ICAEW, Authorised Training Employer team, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ, UK

APPLICATION DETAILS

ICAEW training office number L00			or X00
Name	TITLE	FORENAME	SURNAME
Job title			
Date of birth	DD MM YYYY		Designatory letters (eg, ACA, ACCA, CGMA)
Professional body			Membership number
Employer (training organisation subsidiary office)			
Employer address			
Postcode/zipcode			Country
Telephone (including country code)			Email

Please note that we will contact your professional body to gain confirmation of your good standing or request that you provide a letter of good standing from your professional body. If you have been excluded from another professional body, you should disclose that fact to us and provide the relevant details.

MANDATORY DECLARATIONS

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants.

PRTs are required to declare any act or default likely to bring discredit on themselves, ICAEW, their respective institute or the profession of accountancy, however long ago the offence or circumstances occurred. Offences or circumstances occurring after initial registration should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose this information your registration may be revoked.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation;
- having entered into bankruptcy or being a discharged bankrupt.

If any of the above statements apply to you, or you think that there are similar matters which you should declare, please attach details with your registration.

Do any of the above circumstances (or similar) apply to you?	YES	NO
Applicant's signature	Date	DD MM YYYY

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to carry out our responsibilities as a regulator and as a professional body, to monitor compliance with our regulations, for administration and to communicate with you on ACA training matters. In addition, we will use your personal data to provide access to ICAEW's online training file platform, to enable you to carry out your organisation's obligations as an ICAEW Authorised Training Employer or your role as an ICAEW Authorised Training Principal. We may, either as required by law or to carry out our responsibilities, share your personal data with individuals nominated in an approved ACA Training role within your organisation, other professional bodies and regulators. When specifically required, due to the location of an ACA student or Authorised Training Employer/Principal, we may also transfer your information outside of the European Economic Area (EEA) eg, to one of our offices. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)