The Institute of Six Sigma Professionals

Affiliate Membership and Centre Approval Form



**APPLICATION CHECK SHEET**

The list below illustrates all the required items that will need to be submitted to the ISSP to allow the application to be processes.

1. Affiliate centre membership application form completed
2. CVs / Profiles of course tutors and mentors – including Black Belt CV if applying for Self-Certification accreditation
3. Course outlines, sample course materials, delivery plan and assessment plans and processes
4. Any associated fees (made payable to The Institute of Six Sigma Professionals if paying by cheque) Electronic payments are preferred and are available upon request
5. VAT Exemption Confirmation Letter (if appropriate)
6. Current process and procedures, specifically:
* Quality assurance policy
* Organisation chart
* Complaints policy
* Appeals policy
* Equality and diversity policy
* Health and safety policy, including Covid 19 safety protocols

**Affiliate / Centre Accreditation Application Form**

**Part 1: Company Details**

Company Name:

Company Address:

Company website:

Contact Name:

Contact Number:

Contact Email:

**Part 2: Accreditation Service:**

***Please tick the appropriate course and certification route***

|  |  |
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| **Apprenticeship Programme** | **EPA Required** |
| **Level 3 Improvement Technician** |  |
| **Level 4 Improvement Practitioner** |  |
| **Level 5 Improvement Specialist** |  |
| **Level 6 Improvement Leader** |  |

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| **Lean Six Sigma Programme** | **Self-Certification** | **ISSP Certification** |
| **Lean Six Sigma – Yellow Belt** |  |  |
| **Lean Six Sigma – Green Belt** |  |  |
| **Lean Six Sigma – Black Belt** |  |  |
| **Six Sigma – Yellow Belt** |  |  |
| **Six Sigma – Green Belt** |  |  |
| **Six Sigma – Black Belt** |  |  |

***Full course requirements are available from the ISSP if required***

**Part 3: Fees**

* Affiliate membership: £200+vat, annual membership of the ISSP

**In addition:**

* LSS and SS Self-Certification: £2000+vat per course valid for 3 years – allows the centre to issue their own ISSP certificated
* LSS and SS ISSP Certification: £1000+vat per course valid for 3 years + £20 per certificate issued – all certificates issued from ISSP central office
* There is no initial registration cost to use the ISSP as an EPAO – individual apprentice fees are applicable and explained in the Guidance on Fees document.

**Part 4: Signature**

Contact Signature:

Date: