



## Registration of OPITO Delegates

### Bridging from T-BOSIET to BOSIET & T-FOET to FOET

When a delegate has successfully completed the Bridging Element the following procedures should be followed:-

- Check delegate training history for T-BOSIET or T-FOET, take a note of the expiry date
- *Bridging Certificate*\* expiry date must be backdated to the same date as the most recent T-BOSIET or T-FOET as the Bridging Element will expire on the same date.

\*Note: Certification following completion of the Bridging element will be in the form of a BOSIET or FOET certificate.

#### **TRAINING PROVIDERS SENDING PAPER COPIES OF REGISTRATION FORMS**

The Course Title on the Registration Form must be clearly headed BOSIET or FOET Bridging Element. Clearly mark the Registration Form with the start date of the most recent T-BOSIET or T-FOET, this should be shown alongside the course title, however the actual course start and end dates should also shown in the fields supplied on the Registration Forms.

#### **TRAINING PROVIDERS SENDING ELECTRONIC TRANSFER**

**For those Training Providers sending Registrations by Electronic Transfer please amend the **END** date on the spreadsheet to show the **END** date (**COMPLETION DATE**) of the most recent T-BOSIET or T-FOET, this allows Central Register to calculate the correct expiry date for the Bridging Element. Please also state on the cover e-mail the names and dates of birth of those included that have completed the Bridging Element, this enables us to identify those delegates and allows us to check the details have been transferred correctly.**

Should it not be possible for the Electronic Transfer spreadsheet to be amended please remove the delegates entry from the spreadsheet and send a paper copy of the Registration Form to Central Register via e-mail.

- Please also be aware that it is acceptable for those requiring a Bridging Element to complete the OPITO approved FOET in place of the Bridging Element, this would give them the full 4 years validity period.