

**Becoming a member**

- Apply online at [www.remoteemergencycare.com/ftg/franchise-application.php](http://www.remoteemergencycare.com/ftg/franchise-application.php)
- Your application will be considered by the Remote Emergency Care tutors – this may involve a Tutor observing you
- Successful applicants will be sent a membership acceptance letter outlining in detail the next steps
- Email electronic copies of your First Aid at Work certificate (UK and Ireland) or equivalent, or proof of status as a medical practitioner or a registered nurse or paramedic to the tutors
- Email electronic copies of all qualifications on your CV
- Pay your annual subscription online at [www.remoteemergencycare.com/trainer\\_services\\_payment.php](http://www.remoteemergencycare.com/trainer_services_payment.php)
- On receipt your insurance will be confirmed and you will be sent a certificate confirming your trainer status
- Your trainer profile on the website will be created and you will be sent instructions as to how you can edit it (with your own user name and password)
- You will be sent a complimentary pdf of the basic manual and also the Remote Emergency Care logo

**Pre-notifying your courses**

- In order to more effectively manage the quality assurance programme, you should inform us that you intend holding a course at least 7 days in advance of the first day of the course
- Courses that have not been pre-notified will incur an extra charge of £2 or €3 per certificate
- Pre-notify us of your courses using the form at [www.remoteemergencycare.com/ftg/add\\_to\\_diary.php](http://www.remoteemergencycare.com/ftg/add_to_diary.php)

**Advertising your open courses**

- Pre-notifying us of a course will mean it is automatically advertised either on the public diary page (for open courses) or the trainers'-only diary (for closed courses)

**Delivering your courses**

- Your students must attain the core competencies outlined for the level of course you are training
- Guidance notes are available to give more detail on how specific topics should be trained
- Core competencies and guidance notes are available at [www.remoteemergencycare.com/downloads\\_trainer.php](http://www.remoteemergencycare.com/downloads_trainer.php)

**Requesting manuals**

- Request manuals (hard copies) at [www.remoteemergencycare.com/trainer\\_services\\_payment.php](http://www.remoteemergencycare.com/trainer_services_payment.php)
- The cost of postage will be calculated according to your order – rates are indicated on the website
- Your manuals will be dispatched to the address you supplied within two weeks
- A complimentary electronic copy of the basic manual will be emailed to you during the membership set-up process

**Requesting certificates**

- Collate your feedback forms (available at [www.remoteemergencycare.com/downloads\\_trainer.php](http://www.remoteemergencycare.com/downloads_trainer.php)) and submit this collated feedback online at [www.remoteemergencycare.com/ftg/course\\_feedback.php](http://www.remoteemergencycare.com/ftg/course_feedback.php)
- You should also submit all certificate information (names, course name etc) on this form
- Pay for your certificates online at [www.remoteemergencycare.com/trainer\\_services\\_payment.php](http://www.remoteemergencycare.com/trainer_services_payment.php)
- Your certificates will be dispatched to the address you supplied within two weeks
- The cost of postage is included in the price of the certificates

**CPD**

- To book a place on CPD events run by Remote Emergency Care, please email the tutors
- If you undertake other CPD you may enter this on your profile - a tutor may ask you for details
- Once a year you will be asked to prove your CPD status – please keep your records up to date

**Peer review**

- In return for reviewing a colleague's training, you'll receive £100/€110 off your next year's subscription, plus up to £100/€110 towards reasonable travel expenses
- You may claim this grant once every two years, and it will be noted to your account on receipt of your audit report
- You may only review courses that you're authorised to train yourself
- A peer review form, designed to help you structure your critique, is available at [www.remoteemergencycare.com/documents/audit\\_report.doc](http://www.remoteemergencycare.com/documents/audit_report.doc)

**Costs**

- Prices are available at [www.remoteemergencycare.com/trainer\\_services\\_payment.php](http://www.remoteemergencycare.com/trainer_services_payment.php)
- For Terms and Conditions of Sale of Goods please see [www.remoteemergencycare.com/terms.php](http://www.remoteemergencycare.com/terms.php)