



**TRAINING PROVIDER ADVISORY NO. TPA-5**  
Issue Date: 1 January 2005

**SUBJECT:** Applicants for certification remaining on "active" status.

**PREFACE:**

This Advisory describes requirements for remaining an active applicant in the RABQSA Training Provider schemes.

**ADVISORY:**

1. In order to become listed as an official applicant, all required application materials and the application fee must have been received by RABQSA and the application must have been accepted by RABQSA.
2. Once listed, an applicant must actively pursue certification through participation in the required activities (e.g., providing additional information when requested, responding to requests for corrective action, arranging for the office audit, arranging for the observation).
3. If the applicant is not able to achieve certification within one year of the date of acceptance of the application, RABQSA may place the application on "inactive" status and remove reference to the application from all RABQSA published lists. RABQSA will notify the applicant of the impending "inactive" status approximately 90 days before the change in status occurs.
4. In order for an application to be returned to active status, the applicant must re-apply, providing any additional documentation deemed necessary by RABQSA. The re-application may include additional fees.

End of Advisory