

# TFRAR – The application process made simple

This will help guide you through the process however you MUST also read the guidance document.



## Step 1 – Join the IFSM if you are not already a member

## Step 2 – Choose your tier level

This is for you to read the guidance and judge where your level falls but these pointers may help

### TIER 1

For beginners & those starting out in their fire risk assessment career.

**If you have been doing risk assessments for some time this tier is not for you!**

### TIER 1 – FAST TRACK

For those still early in their career of fire risk assessments but have a little more experience.

The assessment panel will decide this. Maximum time on this fast track register is 12 months

### TIER 2

For experienced fire risk assessors carrying out less complex to medium complex assessments.

NB: Those that are already on a fire risk register with a recognised professional body should select the tier 2 accelerated application

### TIER 3

For those individually validated as a competent Fire Risk Assessor by a third-party accreditation / certification body.

Proof must be given that **the applicant** has been assessed as the **validator**.

## Step 3 – Fill out the application form

Click [here](#) or go to <https://membermojo.co.uk/tfrar/joinus> and fill in the application form

## Step 4 – Pay the application fee

Fees are given in appendix 2 of the [guidance document](#)

Please note the higher application fee for tier 2 is to cover the increased administration & inhouse examination process.

## Step 5 – Email your supporting documents

These will include:

- **Your insurance certificate** - either your insurance certificate or the company you work for if you only do risk assessments for them
- **Your CPD Record** – this is a one document summary. Guidance on CPD & how to record it can be found [here](#) or at <https://www.ifsm.org.uk/continuing-professional-development/>
- **Other evidence as set out in your Tier level**

## Step 6 – Pay the annual fee

If successful you will be asked to pay your annual fee. This second fee is also set out in appendix 2 of the [guidance document](#). It is paid yearly from January to December, if you join the register part way through the year it will be pro-rated to take this into account.