

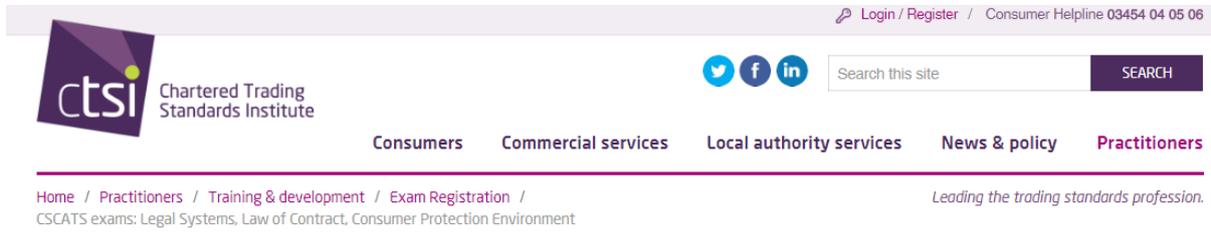
## How to register for exams

Head to the training courses page on the CTSI website:

<https://www.tradingstandards.uk/practitioners/training-development/exam-registration>

Select the exam you wish to book onto and click 'read more'

 [Read more ...](#)



The screenshot shows the top of the CTSI website. On the left is the CTSI logo (Chartered Trading Standards Institute). To the right are social media icons for Twitter, Facebook, and LinkedIn, followed by a search bar with the text "Search this site" and a "SEARCH" button. Below the logo is a navigation menu with links for "Consumers", "Commercial services", "Local authority services", "News & policy", and "Practitioners". At the bottom of the header, there is a breadcrumb trail: "Home / Practitioners / Training & development / Exam Registration / CSCATS exams: Legal Systems, Law of Contract, Consumer Protection Environment". On the far right, it says "Leading the trading standards profession."

### Options

Training & development	>
Qualifications	>
Professional competency	>
Training courses	>
Chartered status	>
Exam Registration	>
Qualifications resources	>



 [Find out more](#)

### Exam Registration

#### CSCATS exams: Legal Systems, Law of Contract, Consumer Protection Environment

These exams can be purchased as three exams, or individually when you proceed to the [Online Event Booking page](#).

**Exam dates:**

Week commencing 6th November 2017

Exact dates for each exam will be confirmed closer to the time of the exams.

**Provisional exam venues available:**

Please be aware that the following venues are provisional and still to be confirmed.

Scotland  
North West  
East Midlands  
Wales  
Basildon

**Combined exam fees (3 papers):**

Member: £275 plus VAT

Non member: £352 plus VAT

**Individual exam fees (per paper):**

Member: £117 plus VAT

Non member: £151 plus VAT

**Exam outlines:**

Click the 'Book now' box on the left.

Click the 'Click here' link beside the exam venue you wish to book:

### Book online

- Bookings must reach the CTSI office no later than the registration deadline.
- Please refer to the terms and conditions when booking for details of cancellation fees.
- All booking queries should be directed to the Events Team for training and events [tsievents@tsi.org.uk](mailto:tsievents@tsi.org.uk) or the Qualifications team [qualifications@tsi.org.uk](mailto:qualifications@tsi.org.uk) for examinations.
- Booking early is recommended to guarantee a place.
- Please note, due to circumstances beyond CTSI's control, speakers, venue, content and timings may vary. CTSI reserve the right to cancel the event if necessary and issue a full refund of booking fees where applicable.
- CTSI will not be held liable for any transport or accommodation costs incurred as a result of any cancellation of a course or event.

#### Online Event Booking

Page 1 of 3  
Showing 1 - 10 of 29  
First 1 2 3 Next Last

Description	Location	Start Date	End Date	
TSQF Exams 2017 Basildon		06/11/2017	24/11/2017	<a href="#">Click Here</a>
TSQF Exams 2017 East Midlands		06/11/2017	24/11/2017	<a href="#">Click Here</a>
TSQF Exams 2017 North West		06/11/2017	24/11/2017	<a href="#">Click Here</a>
TSQF Exams 2017 Scotland		06/11/2017	24/11/2017	<a href="#">Click Here</a>
TSQF Exams 2017 Wales		06/11/2017	24/11/2017	<a href="#">Click Here</a>
TSQF Intelligence & Investigative Principles Preparation 7 day Course - CTSI		21/06/2017	20/10/2017	<a href="#">Click Here</a>
TSQF Food Practical & Oral Preparation 1 day Course - SWC		19/10/2017	19/10/2017	<a href="#">Click Here</a>
TSQF Legal Metrology Practical & Oral Preparation Course - CTSI 16-19.10.17		16/10/2017	19/10/2017	<a href="#">Click Here</a>
TSQF Agriculture Practical & Oral Preparation 1 day Course - SWC		18/10/2017	18/10/2017	<a href="#">Click Here</a>
TSQF Law of Contract & Tort Preparation 5 day Course - CTSI HO		07/06/2017	18/10/2017	<a href="#">Click Here</a>

Page 1 of 3  
Showing 1 - 10 of 29  
First 1 2 3 Next Last

You will land on the login page below.

Members (or previous members) are to enter the email address registered with CTSI into the 'Username' box. They should then enter their 6 digit member number into the 'Password' box:

## Book online

- Bookings must reach the CTSI office no later than the registration deadline.
- Please refer to the terms and conditions when booking for details of cancellation fees.
- All booking queries should be directed to the Events Team for training and events [tsievents@tsi.org.uk](mailto:tsievents@tsi.org.uk) or the Qualifications team [qualifications@tsi.org.uk](mailto:qualifications@tsi.org.uk) for examinations.
- Booking early is recommended to guarantee a place.
- Please note, due to circumstances beyond CTSI's control, speakers, venue, content and timings may vary. CTSI reserve the right to cancel the event if necessary and issue a full refund of booking fees where applicable.
- CTSI will not be held liable for any transport or accommodation costs incurred as a result of any cancellation of a course or event.

### Please enter your username and password

Username

Password

**LOG IN**

If you are already registered with CTSI but can't remember your password please use the [password reminder](#) feature

If you are not registered with CTSI then please use the [Register Details](#) feature.

Members (or previous members) do have the option of sending a password reminder to the email address registered to CTSI (it's always best to check this if the candidate is unsure whether they are registered to CTSI, so as not to create duplicate records).

If a person new to CTSI wishes to book onto a course, click 'Register details' under the 'password reminder' link.

### Options

Practitioners	>
Join us	>
Training & development	>
Qualifications	>
Professional competency	>
Chartered status	>
Training courses	>
Qualifications resources	>
Events	>
Conference 2017	>
Job opportunities	>

### Book online

- Bookings must reach the CTSI office no later than the registration deadline.
- Please refer to the terms and conditions when booking for details of cancellation fees.
- All booking queries should be directed to the Events Team for training and events [tsievents@tsi.org.uk](mailto:tsievents@tsi.org.uk) or the Qualifications team [qualifications@tsi.org.uk](mailto:qualifications@tsi.org.uk) for examinations.
- Booking early is recommended to guarantee a place.
- Please note, due to circumstances beyond CTSI's control, speakers, venue, content and timings may vary. CTSI reserve the right to cancel the event if necessary and issue a full refund of booking fees where applicable.
- CTSI will not be held liable for any transport or accommodation costs incurred as a result of any cancellation of a course or event.

Please complete the form below to register your details with us.

**Personal Details**

Title \*

First Name(s) \*

Surname \*

E-mail \*

Your e-mail address will also be your login username.

**Personal Address**

I live in the UK  I live outside the UK

Post Code   
[click to find](#)

Work/Property/house Name

Street

District

Town / City

This will enable you to register for an exam, and indicate whether the candidate will be self-funding or if their local authority will be paying. When you have done this, click 'Continue':

### Please indicate the party to be invoiced?

- Samantha Craighill
- Chartered Trading Standards Institute

CONTINUE

The next screen asks for the details of the booking contact. The booking contact is the person entering a candidate for an exam, whether this is the student, or someone booking on behalf of a student. These details are entered automatically but are editable, so ensure the details are correct, supply a purchase order number and click 'continue':

### Online Event Booking

Please supply the following required information to start the booking process.

Event TSQF Exams 2017 Basildon 6-24 Nov 2017

Booking Contact

Please select billing address or enter details in box below

Billing Address

E-mail address

Purchase Order No

GO BACK CONTINUE

On the next screen, select the number of entrants you wish to register for the exams using the '+' button:

### Please indicate the sessions you will be attending

<b>Event Name</b>	TSQF Exams 2017 Basildon		
<b>Date</b>	06/11/2017		
<b>Location</b>			
<b>Booking By</b>	Chartered Trading Standards Institute		
<b>Your delegate rate is:</b>	CTSI Member		
<small>If you specify more than one delegate, the second and subsequent delegates may not be entitled to the same rate. Full details will be available on the booking summary before completing your booking.</small>			
<b>Sessions</b>	<b>Fee (GBP)</b>	<b>Places</b>	
<input type="checkbox"/> Agriculture Written	CTSI Member price: 117.00	0	
<input type="checkbox"/> Consumer Protection Environment Written	CTSI Member price: 117.00	0	
<input type="checkbox"/> Core Skills in Consumer Affairs & Trading Standards (3papers)	CTSI Member price: 275.00	1	
<input type="checkbox"/> Food Standards Written	CTSI Member price: 117.00	0	
<input type="checkbox"/> Intelligence & Investigative Principles Written	CTSI Member price: 117.00	0	
<input type="checkbox"/> Law of Contract Written	CTSI Member price: 117.00	0	
<input type="checkbox"/> Legal Metrology Law Written	CTSI Member price: 117.00	0	
<input type="checkbox"/> Legal Metrology Technology Written	CTSI Member price: 117.00	0	
<input type="checkbox"/> Legal Systems Written	CTSI Member price: 117.00	0	

GO BACK CONTINUE

On the next page, input the name(s) of the candidate(s) who will be sitting the exam(s). Ensure these details are correct and click 'continue':

### Event Delegates

Please complete the delegate information below. If the delegate names are unknown at this point you can leave the delegates as "Guest of" and return to the event booking and add the delegate names at a later stage.

Core Skills in Consumer Affairs & Trading Standards (3papers)						1 place
Member ID	Rate	Price	Prefix	Forename	Surname	
# 1	28...	CTSI Member	275.00	Miss	Samantha Craighill	
<b>UPDATE</b>						

GO BACK

CONTINUE

On the final page, select the box to 'agree to the Terms and Conditions' and click 'continue':

### Confirm Event Booking

Please check that your details below are correct.

Event Name TSQF Exams 2017 Basildon  
Date 06/11/2017  
Booking By Chartered Trading Standards Institute  
Contact Miss Samantha Craighill  
Address Chartered Trading Standards Institute 1 Sylvan Court Sylvan Way Southfields Business Park Basildon Essex SS15 6TH  
E-Mail - Work [REDACTED]

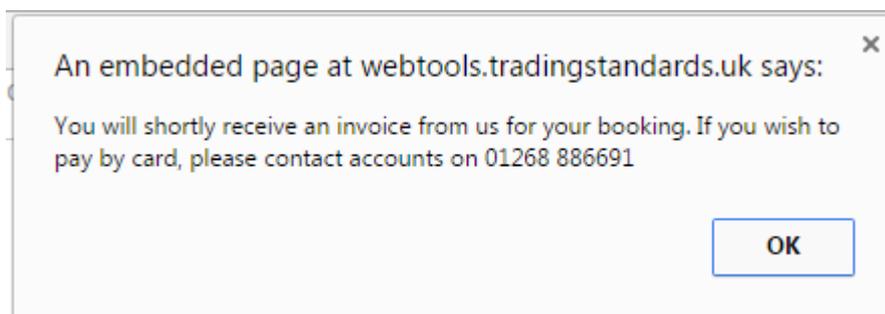
Sessions	Places	Cost (GBP)
Core Skills in Consumer Affairs & Trading Standards (3papers)	1	275.00
	<b>Sub Total</b>	275.00
	<b>VAT</b>	55.00
	<b>Total Fee</b>	330.00

Tick the box to agree to the [Terms and Conditions](#).

GO BACK

CONTINUE

You will then see this pop up informing you that you will shortly receive an invoice, and providing a number to call if you wish to pay by card:



Your booking is complete.