

# How to register for May 2024 Exam Cycles for Stage 1, 2 and RCO Package Candidates

## Step 1

To register on May 2024 Exams, please [click here](#)

The link will bring you to our Training and Qualifications page on

On successful completion of all units under Stage 3, candidates will be awarded:  
The Trading Standards Advanced Practitioner (TSAP)

Fee per candidate	Member fee	Non-Member fee
Stage 3	£490 + VAT	£520 + VAT

UNIT 7	Project	8,000 - word project
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The generic portfolio is required to be competed with the first technical portfolio at stage 2. Please read the [portfolio guidance](#) for more information.


**Registration into the qualifications framework is necessary for candidates to enter for examinations and assessments**

[Register here](#)

the CTSI website, please scroll down to the bottom of the webpage, where you will see a [Register here](#) button, please click here.

## Step 2

You will now be redirected to the page below, please scroll down and click on the **BOOKING PAGE** link in purple.



Chartered Trading Standards Institute

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### 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 [tsievents@tsi.org.uk](mailto:tsievents@tsi.org.uk) for Conference and Year Ahead or the Qualifications team [qualifications@tsi.org.uk](mailto:qualifications@tsi.org.uk) for training & examinations.
- Booking early is recommended to guarantee a place.
- A minimum number of bookings must be met in order for training courses to go ahead. Alternative cohort options or a refund, for the course booking only, will be offered if a course is cancelled.
- 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.
- Qualification Cohort training dates can be found on the [Training course page](#)

**Existing members will already have login details. If you have forgotten your details then please contact [membership@tsi.org.uk](mailto:membership@tsi.org.uk)**

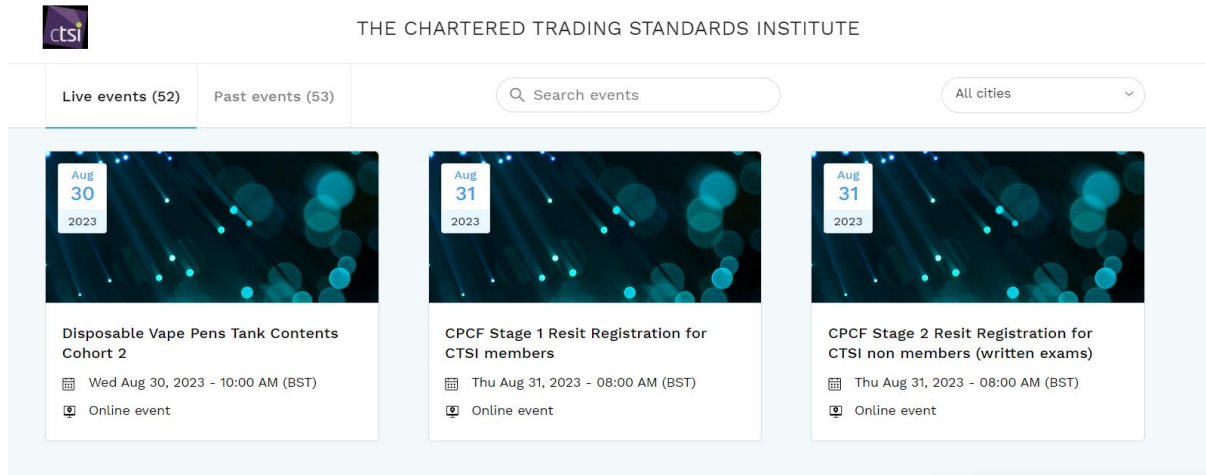
**All bookings are subject to VAT at the prevailing rate, CTSI are on the approved profession, organisations and learned societies list enabling attendees to re-claim tax where applicable.**

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**[CTSI EVENTS](#)**  
**[BOOKING PAGE](#)**

## Step 3

You will now be redirected to our Booking Page. Please use the search bar to look for the booking you require.



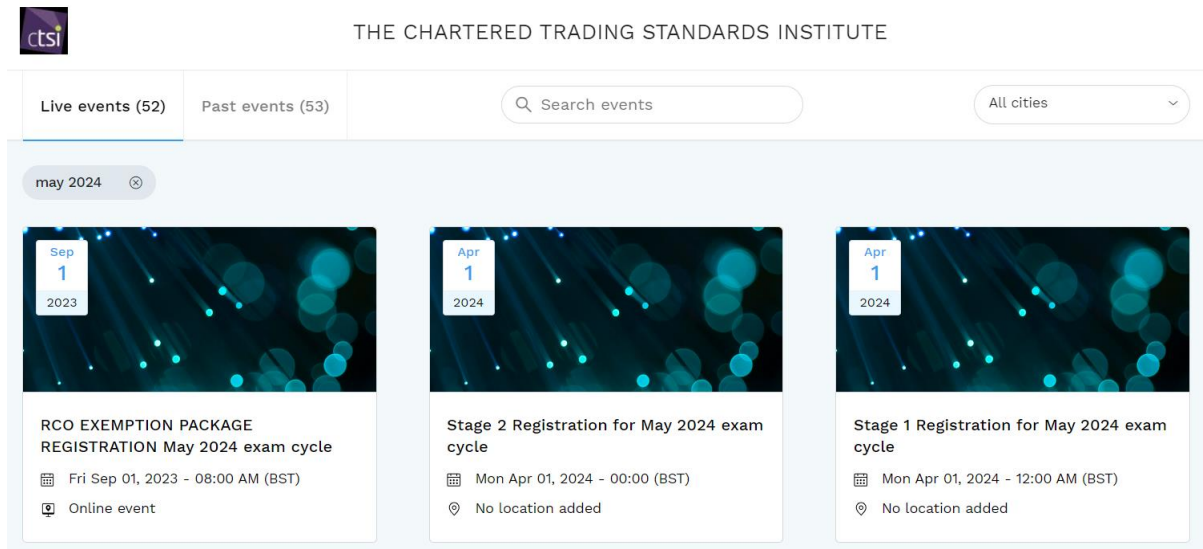
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Live events (52) Past events (53) Search events All cities

- Aug 30 2023**  
**Disposable Vape Pens Tank Contents Cohort 2**  
 Wed Aug 30, 2023 - 10:00 AM (BST)  
 Online event
- Aug 31 2023**  
**CPCF Stage 1 Resit Registration for CTSI members**  
 Thu Aug 31, 2023 - 08:00 AM (BST)  
 Online event
- Aug 31 2023**  
**CPCF Stage 2 Resit Registration for CTSI non members (written exams)**  
 Thu Aug 31, 2023 - 08:00 AM (BST)  
 Online event

## Step 4

Please select the exam cycle stage you wish to register on to.



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Live events (52) Past events (53) Search events All cities

may 2024

- Sep 1 2023**  
**RCO EXEMPTION PACKAGE REGISTRATION May 2024 exam cycle**  
 Fri Sep 01, 2023 - 08:00 AM (BST)  
 Online event
- Apr 1 2024**  
**Stage 2 Registration for May 2024 exam cycle**  
 Mon Apr 01, 2024 - 00:00 (BST)  
 No location added
- Apr 1 2024**  
**Stage 1 Registration for May 2024 exam cycle**  
 Mon Apr 01, 2024 - 12:00 AM (BST)  
 No location added

## Step 5

You will now be redirected to the page below, please click on the Register button and follow the instructions to continue your booking.



The screenshot shows the CTSI website's registration page for the CPCF Stage 1 exam cycle. The page features a purple background with a bokeh effect. At the top left is the CTSI logo, and at the top right are navigation links for HOME, REGISTER, and SIGN IN. The main heading reads "CPCF Stage 1 Registration for May 2023 exam cycle". Below this, a date and time indicator shows "Apr 01, 2024 @ 12:00 AM". A countdown timer displays "222 DAYS", "12 HOURS", "54 MINUTES", and "15 SECONDS". A prominent "REGISTER" button is located below the timer. At the bottom left, there are social media icons for X, Facebook, LinkedIn, and YouTube.

Please ensure you select the correct member status, if you are paying by invoice and you have not yet got a Purchase order number to hand, please write **TO FOLLOW** in the purchase order box so we are aware of this when it comes to confirming your registration.

## What Happens Next?

Once you are registered, a member of the Qualifications team will be in touch with further information.