

APPLICATION TO RENEW A CPCS COMPETENT OPERATOR CARD

This application form is appropriate for individuals applying to renew their CPCS Competent Operator card. The applicant has to demonstrate ongoing practical operating ability through a choice of routes, CPCS Practical Test (PT), On-Site Assessment (OSA), or Logbook (LB).

SECTION G Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by either:
 - the CPCS Tester who delivered the CPCS Practical Test or On-Site Assessment, or
 - the company-approved CPCS Validator where an In-House Assessor has delivered the On-Site Assessment (up to 31st October 2008), or
 - the company-approved CPCS Validator where an individual has chosen the Logbook route.
2. It is the responsibility of the CPCS Test Centre, or the company-approved CPCS Validator to ensure that all CPCS requirements for the application as set out in the Scheme Booklet for Operators are adhered to, including:
 - a) the applicant's stated details are correct and the photograph in Section A is a true likeness of the applicant,
 - b) the applicant has a ConstructionSkills Health & Safety Test passed within 2 years of the date of application receipt,
 - c) the applicant has proven ongoing category operating ability through:
 - achievement of the CPCS Practical Test delivered by a CPCS Tester through a CPCS Test Centre,
 - achievement of the On-Site assessment, or
 - recording the minimum number of hours in a CPCS Logbook, being endorsed competent by an Endorser from the named Company, and having the entries validated by the company-approved CPCS Validator.
 - d) the applicant already holds a blue CPCS Competent Operator card.
3. Application forms are subject to audit checks in accordance with CPCS requirements. Application forms, which are incorrect or not found to meet the requirements, will be returned rejected.

SECTION H Completion Requirements

Section A: Complete Section A and attach a photograph that meets passport requirements, with a light background.

Section B: Confirm that passed, but there is no need to attach evidence of the ConstructionSkills Health & Safety Test pass as this can be independently validated.

Section C: Enter the appropriate category code(s) being applied for, and confirm for each category the route chosen to demonstrate ongoing practical operating ability:

- PT for CPCS Practical Test
- OSA for On-Site Assessment
- LB for Logbook.

Current category codes can be found on the ConstructionSkills website at www.cskills.org/cpcs.

If there is insufficient space to list all categories required, please continue onto another application form completing Sections A (with the exception of the photograph), C and E as it must be independently validated.

If applying for categories A61 and/or A62 there is currently no On-Site Assessment available. CPCS has provided a Renewal/Competence Assessment (accessible from the website) that is employer endorsed. Please complete this application form ticking the OSA box, and attach a copy of the completed and endorsed Renewal/Competence Assessment.

Section D: It should be noted that if a mailing address is not provided the card will be sent to the applicant's home address as provided in Section A1.

Section E: This section requires an independent declaration of the applicant's identity by:

- the CPCS Tester who delivered the CPCS Practical test or On-Site Assessment with the CPCS Test Centre details completed, or
- the company-approved CPCS Validator where an In-House Assessor has delivered the On-Site Assessment (up to 31st October 2008), with CPCS Validator number, and Employer Name completed, or
- the company-approved CPCS Validator of the Logbook, with CPCS Validator number, and Employer Name completed, or
- the employer representative that signed Section C of the Renewal/Competence Assessment form if applying for categories A61 and/or A62 through this route, with Employer Name completed.

Section F: Payment must be included with this application. However, please do not send cash.

This is a non-refundable fee for the service of processing the application.

Forms will be returned to the address detailed in Section D, if the correct payment/invoicing information is not attached.

If you would like a new ConstructionSkills credit account to be set up please send a request on company headed paper and include paperwork to a minimum value of £100. Please note this will have an impact on the time to process the paperwork submitted.

General: Please return the completed form with payment and a photograph to:
CPCS, PO BOX 320, Bircham Newton, Kings Lynn, Norfolk, PE31 6WD

If you require help completing this form please contact CPCS on **0844 815 7274**.

On receipt of this application it will usually take 15 working days to produce the card, providing all registration conditions have been met.

If you have any comments on the service you have received from ConstructionSkills Data Management Unit please contact the Data Management Unit Manager at the address given above.