Construction Plant Competence Scheme

F1/3 APPLICATION TO RENEW A CPCS COMPETENT OPERATOR CARD

To be completed by the applicant and supported by an independent declaration. Please complete this form in BLOCK CAPITALS using a BLACK or BLUE ballpoint pen. Please ensure the form is completed correctly to prevent it being returned.

SECTION A Applicant Details

A1

Title

Surname

Forename

Home Address

Postcode

E-mail

CPCS Card No. *(if applicable)*

Date of Birth D D – M M – Y Y Y Y

National Insurance No.

Telephone Number

A2 I confirm that to the best of my knowledge the information above is correct. I accept this personal data will be held and used in accordance with the CPCS Fair Processing Policy set out in the Scheme Booklet for Operators.

In signing this form I agree to comply with the terms and conditions set out in the CPCS Scheme Booklet for Operators.

Applicant signature

Date D D – M M – Y Y Y Y

Fair Processing Notice: NOCN Job Cards shares your personal data with the Construction Industry Training Board ("CITB") for the purposes of their role as an Industrial Training Board enabling it to perform its functions under and accordance with the Industrial Training Act 1982.
Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above, which may include sharing your information on a construction training register as well as with employers, awarding organisations or training providers. For information explaining your legal rights and how NOCN Job Cards uses your information, please view our Privacy Notice online at https://www.nocn.org.uk/privacy/.

SECTION B Other Qualifications

B1 CITB Health, safety and environment test *(HS&E) passed within 2 years of the date of application receipt ☐

B2 CPCS Renewal test* passed within 2 years of application receipt (for each category being renewed as indicated in Section C) (use Module Matcher to determine which modules to book cpcsrt.citb.co.uk) ☐

To book a test contact the booking line on **0344 994 4488**

*Achievement of these tests are mandatory, failure will result in your application being returned

SECTION C CPCS Category (ies)

C1: If you wish to Renew ALL categories and endorsements for which you are entitled to, tick the box below: ☐

OR

C2. If you do **not** wish to renew ALL categories and endorsements held, enter the category (ies) and endorsement codes **to be** renewed in the boxes below:

A A A A A
A A A A A

SECTION D Mailing Address

Please enter below where you would like the card to be sent: Applicant as in Section A1 ☐ Other (as below) ☐

Company name (if applicable)

Address:

Postcode

SECTION E Independent Declaration

By signing this section I certify that the details on this application are correct to the best of my knowledge for the applicant detailed above and that they meet the Terms & Conditions as mentioned in Section G overleaf.

Job role Employer / CPCS Tester (delete as applicable)

Tester No. (if applicable)

Forename:

Surname:

Signature

Date D D – M M – Y Y Y Y

Centre or Employer Name

SECTION F Payment

No Payment Due, payment for this card application was included within the CPCS Renewal test fees.

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 operating experience through a choice of routes CPCS Logbook, CPCS Practical Test or On-site Assessment.

SECTION G — Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by either:

- the Individual's Employer where the individual has chosen the Logbook route, OR
- the CPCS Tester who delivered the CPCS Practical Test or On Site Assessment.

Note: *If you are Self Employed please complete this section as the "Individual's Employer".*

Note: *If renewing using a mixture of routes i.e. Logbook and On-site Assessment then Section E must be signed by the Individual's Employer*

2. The Individual's Employer, OR Tester is signing to confirm the requirements have been met as per below, and as set out in the Scheme Booklet for Operators, including:

a) the applicant's details stated in section A1 and A2 are correct,
b) the applicant has the relevant CITB Health, safety and environment test passed within 2 years of the date of application receipt,
c) the applicant has the relevant CPCS Renewal test(s) passed within 2 years of the date of application receipt (for each category being renewed as indicated in Section C - refer to Module Matcher cpcsrt.citb.co.uk for details),
d) the applicant has proven ongoing category operating ability through:

- recording the minimum number of hours in a CPCS Logbook, (and being endorsed competent by an Endorser) OR
- achievement of the CPCS Practical Test delivered by a CPCS Tester through a CPCS Test Centre, OR
- achievement of an On-site Assessment delivered by a CPCS Tester through a CPCS Test Centre.

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, which will delay obtaining your CPCS card.

SECTION H — Completion Requirements

Section A: Complete Section A with full details. ***Note****: We will use the photo that was captured at the time you achieved the CITB HS&E test on the CPCS Competent Operator Card issued.*

Section B1: Tick the box to confirm test passed, there is no need to attach evidence of the CITB Health safety & environment test pass as this can be independently verified. To book a CITB Health, safety and environment test contact the booking line on **0344 994 4488.**

Section B2: Tick box to confirm that all relevant tests have been passed, there is no need to attach evidence of the CPCS Renewal test pass as this can be independently verified. To check which modules you need to achieve, search for Module Matcher (cpcsrt.citb.co.uk) and follow the steps. To book CPCS Renewal tests contact the booking line on **0344 994 4488**.

Section C1: If you wish to renew ALL the categories and endorsements for which you are entitled to tick this box, there is no need to enter the category and endorsement codes.

Section C2: If you do not wish to renew ALL the categories and endorsements held on your card, please enter the category (ies) and endorsement codes you do wish to renew here.

Note: *If applying for categories A61, A62 and/or A68 there is currently no On-Site Assessment available. CPCS has provided a Renewal Assessment (accessible from the website) this is employer endorsed. Please attach a copy of the completed and endorsed Renewal Assessment to this form.*

Section D: Enter the address where you wish the card to be sent here.
Note: *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 must be signed and dated to acknowledge an independent declaration of the applicant's identity by one of the following:

- the Individual's Employer (if renewing through the Logbook route) ensuring the Employer name box is completed in full, or
- the CPCS Tester (if renewing through the CPCS Practical test or On-site Assessment route), or
- the employer representative that signed Section C of the Renewal Assessment form if applying for categories A61, A62 and/or A68 through this route, ensuring the Employer Name box is also completed.

Section F: No Payment Due, payment for this card application was included within the CPCS Renewal test fees.

General: Please return the completed form and copies of any additional relevant documentation to:
CPCS, NOCN Job Cards, P O Box 1242, Kings Lynn, Norfolk, PE30 9FQ

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 requirements have been met.