

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 Practical Test, On-site Assessment, or Logbook.

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 CPCS Approved Company Validator where an individual has chosen the Logbook route.

Note: If renewing using a mixture of routes i.e. Logbook and On-site Assessment then Section E should be signed by the company-approved CPCS Validator.

2. It is the responsibility of the CPCS Test Centre, or the CPCS Approved Company 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 details stated in section A1 and A2 are correct,
 - b) the applicant has a CITB Health, safety and environment test passed within 2 years of the date of application receipt,
 - c) the applicant has a CPCS Renewal test passed within 2 years of the date of application receipt (for each category being renewed as indicated in Section C),
 - d) 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, or
 - achievement of an On-site Assessment delivered by a CPCS Tester through a CPCS Test Centre, or
 - recording the minimum number of hours in a CPCS Logbook, (and being endorsed competent by an Endorser).
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.

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 HS&E test on the CPCS Competent Operator Card issued.

Section B1: Tick the box to confirm that 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 Health, safety and environment test contact the booking line on **0344 994 4488**.

Section B2: Tick box to confirm that passed, there is no need to attach evidence of the CPCS Renewal test pass as this can be independently verified. 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 currently held 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 (dependant on the route used to renew):

- the CPCS Tester (if renewing through the CPCS Practical test or On-site Assessment route)
- the CPCS Approved Company Validator (if renewing through the Logbook route) ensuring the CPCS Validator number and Employer Name boxes are also completed
- 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, PO BOX 320, Bircham Newton, King's Lynn, Norfolk PE31 6WD

If you require help completing this form please contact CPCS on **0844 815 7274** or refer to **www.citb.co.uk/cpcs**.

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