

CHECKLIST BEFORE RETURNING THIS APPLICATION

SECTION A - APPLICANT'S DETAILS

Please complete all parts of this section.

MAILING ADDRESS - All correspondence relating to this Records Scheme will be sent to the Home Address specified in Section A unless an alternative address is entered in Section C.

SECTION B - TRAINING COMPLETED

This section must provide details of courses undertaken and training certificates for these courses must be attached to the form for New and Endorsement applications or the form will be returned. PLEASE DO NOT SEND ORIGINALS.

For first time Scaffolder applications it is a mandatory requirement for an NVQ/SVQ and CISRS Skills Test to have been completed.

For renewals the applicant will be issued a card showing the same categories recorded on the Record Scheme database unless evidence of further training meeting scheme criteria is attached to this application form.

From 1st July 2017 applicants must have completed the 2-day CPD course to renew the Scaffolder card.

SECTION C - DECLARATION

This section must be completed if you are an employer or Training Provider applying for the card and/or if you require a receipt.

HEALTH AND SAFETY EXEMPTIONS

There are other industry recognised Health and Safety qualifications that can be accepted as an alternative to passing the CITB Health, Safety and Environment test. These include the **NOCN Operative Health, Safety & Environment test** (HSE). To find out more information or to book the NOCN HSE test please visit (copy link here once on website).

An up to date list and criteria of the accepted qualifications can be found by visiting the CISRS website or by clicking on this link: <https://cisrs.org.uk/cisrs-cards/citb-health-safety-and-environment-test-and-recognised-exemptions>.

Please ensure, when using an exemption, that you attach a passport style photo with your application.

A COPY OF CERTIFICATE AND/OR CARD MUST BE ATTACHED TO THIS APPLICATION. PLEASE DO NOT SEND ORIGINALS.

BEFORE EMAILING OR POSTING, PLEASE CHECK THE APPLICATION AND ENSURE THE FOLLOWING ARE ENCLOSED OR COMPLETED:

- | | |
|--------------------------|---|
| CHECKLIST: | Please tick |
| <input type="checkbox"/> | <ul style="list-style-type: none">• Part 1 and Part 2 unless Assessed Route Certificate held• NVQ/SVQ Level 2• CISRS 1-Day Skills Test Certificate or EWPA Assessment• 2-Day CPD Course (Renewals Only) |
| <input type="checkbox"/> | If using an exemption to the Health, safety and environment test a Glossy Passport sized photograph must be attached with glue to the Box in Section A. Please do not use staples. |
| <input type="checkbox"/> | Payment - please call 0300 999 1177 (option 1, option 2) and make a payment via credit/debit card for £33.00, you will then be given an authorisation code to write on the front of the application. Or, if you hold an account with NOCN Group, please attach an official Purchase Order requesting an invoice. |
| <input type="checkbox"/> | Sign the form and return by either email or post (addresses at the bottom of the page), attaching copies of any certificates or other evidence and a passport style photo as required. |

Application forms should be emailed or posted to:

Email: cisrs@jobcards.org

or

Post: CISRS, NOCN Job Cards, PO Box 1242, Kings Lynn, Norfolk, PE30 9FQ.

If you have any queries of a general nature or require assistance in completing this application please call the CISRS Helpline on **0300 999 1177 (option 1, option 2)** or for further information on the CISRS Scheme rules visit www.cisrs.org.uk