C/19 APPLICATION FOR A 12 MONTH “EMERGENCY COVID-19 CARD”

Who Should use this Card

Can I renew my card without an in-date HS&E test?
Yes, we will issue an emergency card – please use this form

Can I renew my card without completing the Renewal Test(s)?
Yes, we will issue an emergency card – please use this form

Can I extend my Red card as I am registered for a Vocational Qualification, but my assessment cannot be completed so I can’t finish the qualification?
Yes, we will issue an emergency card – please use this form

I have not recorded sufficient hours in my CPCS logbook but cannot do my On-Site-Assessments (OSA).
CPCS will issue you with an emergency card – please use this form

HS&E Test for tester Card Renewals (MAP Test), A61 Appointed Person (MAP Test) and A62 Crane Supervisor (Supervisors test)!
The same rules apply we will issue emergency cards for these occupations – please use this form

I cannot complete my Vocational Qualification “VQ” to upgrade my card to blue.
CPCS will issue you an emergency card to keep you working – please use this form

For any other applications please use the normal card application process
SECTION A

Applicant Details

This application form is appropriate for individuals applying to renew their CPCS Competent Operator card. The applicant must demonstrate ongoing operating experience through a choice of routes CPCS Logbook, CPCS Practical Test or On-site Assessment.

If you require help completing this form, please contact CPCS on 0300 999 1177.

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

Surname: ________________________________________________________________

Forename: _______________________________________________________________

Home Address 1: __________________________________________________________

Home Address 2: __________________________________________________________

Home Address 3: __________________________________________________________

City: ____________________________________________________________________

Postcode: _______________________________________________________________

Email: __________________________________________________________________

CPCS Card No: ____________________________________________________________

Date of Birth: ____________________________________________________________

National Insurance No: __________________________________________________

Telephone Number: _______________________________________________________

SECTION B
Previous Attainment of Requirements Declaration

Achievement of these tests at a point in time are mandatory, failure to locate an historical HS&E test will result in your application being denied and payment may be retained. To book a test contact the booking line on 0344 994 4488 once the COVID-19 period is over.

I have previous history of completing a CITB Health, safety and environment test
Yes ☐ No ☐

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.

CPCS Renewal test* passed (I have previous history of passing a renewal tests evidence of this test can be independently verified)
Yes ☐ No ☐

CPCS holds the previous data of any test completed whilst the scheme was under the ownership of CITB and has access to current CITB HS&E data. We will use this data to verify previous history of HS&E test or Renewal Test. In the rare cases where the data is not held, it is the applicant’s responsibility to supply evidence of previous tests.

SECTION C

CPCS Category (ies)

If you wish to Renew ALL categories and endorsements for which you are entitled to, please add the category reference code, category name and endorsements in the boxes below:

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:

You will only be given the categories you are entitled to so please do not select additional categories as this will delay your application.

The full list of categories is available here

<table>
<thead>
<tr>
<th>Category Reference</th>
<th>Category Name</th>
<th>Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use the table at the end of the form if you have more categories to include
SECTION D

Mailing Address

Please enter below where you would like the card to be sent

Company name (if applicable): ______________________________________________

Address line 1: ___________________________________________________________

Address line 2: ___________________________________________________________

Address line 3: ___________________________________________________________

Address City: ___________________________________________________________

Postcode: ___________________________________________________________________

SECTION E

Declaration

Terms and Conditions

CPCS

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.

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/
**Declaration**

I confirm that to the best of my knowledge the information entered in this form 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.

I also acknowledge that this application is only for a 12-month temporary emergency CPCS card which will be issued due to COVID-19.

I accept many employers will accept out of date cards and so this card may not be necessary.

**Signature:** ________________________________

**Date:** ________________________________

Please submit this form to NOCN Job Cards at enquiries@jobcards.org
You will be phoned back to take payment of £15 when we are processing the application. This may take 4 days.

Your card will then be printed and posted to you.
## Additional Categories

<table>
<thead>
<tr>
<th>Category Reference</th>
<th>Category Name</th>
<th>Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>