SECTION A  Applicant Details

A1  Title  
Surname  
Forename  
Home Address  
CPCS Card No. (if applicable)  
Date of Birth  
National Insurance No.  
Telephone Number  
E-mail  

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.

Applicant signature  Date  

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 passed within 2 years of the date of application receipt  
To book a test contact the booking line on 0344 994 4488  
B2  VQ Registered - provide proof of registration  

SECTION C  CPCS Category (ies)

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* If you wish to apply for category A06 please attach a copy of LGV licence

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

I certify that the details on this application are correct to the best of my knowledge for the applicant detailed above.

Job role  
CPCS No.  
Name  
Centre Name  
Centre Role  
Centre Number  
Signature  
Date  

SECTION F  Grant

Grant may be payable when adding categories to a blue Competent Operator Card, if the Employer intends to claim a grant please ensure ALL the following boxes are completed: CITB Levy Grant Registration Number (7 digits):  
Employer Name:  
Employer Postcode:  
APPLICATION FOR AN ADDITIONAL CPCS TRAINED OPERATOR CARD

This application form is appropriate for individuals applying for an additional CPCS Trained Operator card. The applicant has to demonstrate ongoing practical operating experience through a choice of routes. CPCS Practical Test (PT) or CPCS On-Site Assessment (OSA).

SECTION G  Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by the accredited CPCS Tester who delivered the CPCS Practical Test as detailed in Section C.

2. It is the responsibility of the CPCS Test Centre to ensure that all CPCS requirements for the application as set out in the Scheme Booklet for Operators are adhered too, including:
   a) the applicant’s stated details are correct for the applicant,
   b) the applicant has a CITB Health, safety & environment test passed within 2 years of the date of the CPCS Practical Test, and
   c) the applicant is registered for the relevant VQ, and
   d) the applicant has passed a CPCS Theory Test for the category, and
   e) the applicant has passed a CPCS Practical Test for the category (and endorsement where appropriate). (Please note: that for the red Trained Operator cards the date that the category starts on the card will be the date of the CPCS Practical Test achievement).

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.

   e) the applicant is registered for the relevant VQ, and

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: Confirm that passed, but there is no need to attach evidence of the CITB Health, safety & environment test pass as this can be independently validated.

Section B2: Confirm that you are VQ registered and attach a copy of the registration.

Section C: Enter the appropriate category code(s) being applied for, and confirm achievement in the CPCS Theory Test and the CPCS Practical Test. There is no need to attach evidence as achievement can be independently validated.

If applying for a blue Competent Operator card please confirm achievement of the appropriate VQ with the relevant required units and attach a copy of the certificate (if not attached a red Trained Operator Card will be issued).

Current category codes can be found on the NOCN Job Cards website at www.nocnjobcards.org

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

If applying for categories A61 and/or A62 an SVQ and NVQ was introduced in 2009:
   • If Technical Tests have been completed before 1st November 2009 the Renewal/Competence Assessment (accessible from the website) can be used. Please complete the application form ticking the VQ 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 CPSC Practical Test with the CPCS Test Centre’s details completed.

Section F: This section requires completion if the Employer intends to claim grant for the issue of a blue Competent Operator Card. Please note: All boxes MUST be completed, if they have not ALL been completed then the Employer will have to make a claim for a grant manually.

Section G: There is no need to send payment with the application form as the charge for the card application is included within the CPCS Technical Test notification fees.

General: Please return the completed form and copies of any relevant certificates 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 registration conditions have been met.