



# APPLICATION TO UPGRADE TO A FULL CPCS TESTER CARD

## SECTION G

### Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by an individual who can endorse the Tester's identity for example Individual's Employer or CPCS Test Centre employee.
2. It is the responsibility of the applicant to ensure that all CPCS requirements for the application are adhered to as set out in the CPCS Scheme Booklet for Testers, including:
  - a) The applicant has provided the necessary details as set out in Section A:
    - the applicant's stated details are correct for the applicant,
    - the applicant has agreed to comply with the revised terms and conditions.
  - b) The applicant has met the requirements as listed in Section B:
  - c) The applicant holds a valid two year provisional CPCS Tester Card.
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.

## 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 Tester Card issued.

#### Section B:

**B1:** Confirm that passed, but there is no need to attach evidence of the CITB Health, safety and environment MAP test pass as this can be independently validated. To book a test contact the booking line on **0344 994 4488**.

**B2:** Confirm achievement and attach a copy of the Emergency First Aid certificate.

**B3:** Health and Safety Qualification One from the following list:

- Managing and Co-ordinating Plant course (MCP) either the 5-day (full) - For new testers entering the scheme or the 2 day (refresher) - For existing testers already in the scheme.
- NEBOSH Construction Certificate within 5 years or NEBOSH Construction Certificate with IOSH membership if older than 5 years
- Site Managers Safety Training Scheme (SMSTS) either the 5-day (full) - For new testers entering the scheme or the 2 day (refresher) - For existing testers already in the scheme.
- IOSH Managing Safely (no older than 5 years)
- Level 5 or 6 Health and Safety Qualification, with an in date CSCS card stating the following occupations/routes

1. Construction Health and Safety Manager CSCS Card (with IOSH Membership)

2. Construction Health and Safety Senior Manager CSCS Card (with IOSH Membership)

**B4:** Achievement is already known through the issue of the two year Provisional CPCS Tester card, so there is no need to attach evidence.

**B5:** Confirm achievement of the L3 Award (or SVQ) in Assessing Competence in the Workplace or L3 Certificate (or SVQ) in Assessing Vocational Achievement or A1 Unit or D32/33 or equivalent and attach a copy of the certificate to support your full five year CPCS Tester card application.

**Section C:** There is no need to provide any information on categories as the CPCS Tester card will be issued with the same categories as were held on the Provisional (2year) CPCS Tester card.

**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 an individual who can endorse the Tester's identity for example a **CPCS Test Centre**, or **current Employer**.

**Section F:** Payment must be made by Credit/Debit card via the CPCS Helpline. This is a non-refundable fee for the service of processing the application.

**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** or email to [CPCS@jobcards.org](mailto:CPCS@jobcards.org)

- On receipt of this application it will usually take 15 working days to produce the card, providing all registration conditions have been met.
- If you require help completing this form please contact CPCS on **0300 999 1177**, email [CPCS@jobcards.org](mailto:CPCS@jobcards.org) or use our **webchat** by visiting [www.nocnjobcards.org/contact](http://www.nocnjobcards.org/contact)