



## The Recertification Process

This document sets out the criteria and process for recertification for a Certified Civil Tradesperson. This has been set by the Civil Trades Certification Board (**Board**) and is current as at 2 December 2015.

### 1. Requirement for Recertification

The Civil Trade Certificate (**Trade Cert**) must be renewed every three years. The purpose of recertification every three years is to confirm that the Certified Civil Tradesperson is:

- (a) Maintaining knowledge, skills and competence within their industry sector;
- (b) Continuing to acquire up to date knowledge of industry standards, methodologies, technology and hazards through work experience in the industry; and
- (c) Maintaining a record of work experience to demonstrate current competence.

### 2. Eligibility Criteria for Recertification

All current and previous holders are able to recertify as a Civil Tradesperson. The criteria and process for recertification will vary according to the Trade Cert status and recent work experience of the person making the application (**Applicant**). A matrix showing the differing recertification requirements is in the Appendix.

- (a) In order to be eligible for Standard Recertification the Applicant must be able to demonstrate that he or she:
  - (i) Holds a current Trade Cert; and
  - (ii) Has been employed in the civil Infrastructure industry for at least 18 months over the past three years.
- (b) The Applicant is eligible for Recertification Evaluation if he or she:
  - (i) Holds a current Trade Cert; and
  - (ii) Has been employed in the civil Infrastructure industry for less than 18 months over the past three years.
- (c) The Applicant is eligible for Recertification Evaluation if he or she:
  - (i) Holds an expired Trade Cert:
  - (ii) Has been employed in the civil Infrastructure industry for at least 18 months in the past three years.
- (d) The Applicant must reapply for Trade Cert in accordance with the *Process for Applying for Trade Cert* policy<sup>1</sup> if he or she:

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<sup>1</sup> The policy explaining the *Process for Applying for Trade Cert* can be found at: [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

- (i) Holds an expired Trade Cert; and
- (ii) Has been employed in the civil Infrastructure industry for less than 18 months over the past three years.

### 3. Standard Process for Recertification

All Applicants who are eligible for Standard Recertification must make Application to the Civil Trades Registrar (**Registrar**) using the Recertification Form<sup>2</sup>.

- (1) The Registrar will advise each Certified Civil Tradesperson at least three months prior to the date on which they must renew their Civil Trades Certificate.
- (2) The Applicant must submit their application for Recertification at least two months prior to expiry of their Civil Trade Certificate.
- (3) The Applicant must submit to the Registrar the following:
  - (a) A correctly filled out and complete Recertification Form<sup>3</sup>;
  - (b) Recertification Fee<sup>4</sup>.
- (4) The Registrar will check the application:
  - (a) If the application is missing anything the Registrar will advise the Applicant of further information to be provided and the date it needs to be submitted by.
  - (b) If the Applicant does not provide the requested information then the application will not proceed.
  - (c) If the Applicant provides the further information then the Applicant's Civil Trade Certificate will not expire until and unless the Board declines Recertification.
  - (d) If the Applicant does not provide the information by the date on which they must renew their Civil Trades Certificate the Applicant's Civil Trade Certificate will automatically expire on the expiry date.
  - (e) If the Applicant's Civil Trade Certificate expires, then the Applicant must apply for Recertification under the Recertification Evaluation Process.
- (5) When the Registrar is satisfied with the application the Registrar will forward a recommendation to the Board who will consider the application and decide whether to approve or decline Recertification.
- (6) If the Board approves Recertification, the Registrar will issue a new Civil Trades Certification card to the Applicant.
- (7) If the Board declines Recertification, the Registrar will advise the Applicant of the decline and provide reasons for declining Recertification including any further information the Board needs to enable it to approve Recertification.

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<sup>2</sup> *Recertification Form* can be downloaded from the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

<sup>3</sup> *Recertification Form* can be downloaded from the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

<sup>4</sup> The *Recertification Fee* policy is set by the Board and is published on the Civil Trades website. [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

- (a) The Applicant may provide further information to the Registrar who will resubmit the application, with the further information, to the Board who will consider the application and decide whether to approve or decline Recertification.
  - (b) If the Applicant provides further information for the Board to consider, the Applicant's Civil Trade Certificate will not expire until and unless the Board declines Recertification.
  - (c) If the Board approves Recertification, based on the further information the Registrar will issue a new Civil Trades Certification card to the Applicant.
  - (d) If after considering the further information the Board declines the Recertification, the applicant's Civil Trades Certificate will expire.
- (8) Where an Applicant is not satisfied with the decision of the Board the Applicant may appeal the decision through the *Trade Cert Appeals Policy*<sup>5</sup>.

#### 4. The Evaluation Recertification process

All Applicants who are eligible for Recertification Evaluation must make Application to the Civil Trades Registrar (**Registrar**) using the Recertification Form<sup>6</sup>.

- (1) The Registrar will advise each Certified Civil Tradesperson at least three months prior to the date on which they must renew their Civil Trades Certificate.
- (2) Where the Applicant's Trade Cert has not yet expired and the applicant has less than 18 months' work experience in the last three years, in order for the Applicant to be eligible for Recertification Evaluation, the Applicant must:
  - (a) Be able to demonstrate he or she has been continuously working in the civil infrastructure industry for a period of at least six months prior to making application for Recertification;
  - (b) Have commenced (not necessarily completed) the six month continuous work experience in the civil infrastructure industry prior to the expiry of their Trade Cert.
  - (c) Keep a log book of the six months work experience in the civil infrastructure industry which must be verified by a senior person in the Applicant's organisation.
  - (d) On completion of six months continuous work experience in the civil infrastructure industry make application to the Civil Trades Registrar (**Registrar**) using the Recertification Form<sup>7</sup>.

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<sup>5</sup> The *Trade Cert Appeals Policy* can be found on the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

<sup>6</sup> *Recertification Form* can be downloaded from the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

<sup>7</sup> *Recertification Form* can be downloaded from the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

- (3) Where the Applicant's Trade Cert has expired and the Applicant has more than 18 months' work experience in the last three years, in order for the Applicant to be eligible for Recertification Evaluation, the Applicant must:
  - (a) Be able to demonstrate they have been continuously working in the civil infrastructure industry for a period of at least six months prior to making application for Recertification;
  - (b) Keep a log book of this six months continuous experience and get the logbook verified by a senior person in the organisation.
  - (c) On completion of the six months continuous work experience in the civil infrastructure industry make application to the Civil Trades Registrar (**Registrar**) using the Recertification Form<sup>8</sup>.
- (4) The Applicant must submit to the Registrar the following:
  - (a) A correctly filled out and complete Recertification Form<sup>9</sup>;
  - (b) Recertification Evaluation Fee<sup>10</sup>;
  - (c) A letter of recommendation from the Applicant's employer verifying the Applicant's capability (e.g. manager, supervisor, foreman); and
  - (d) A verified copy of the logbook demonstrating the six months work continuous experience in the civil industry.
- (5) The Registrar will check the application:
  - (a) If the application is missing anything the Registrar will advise the Applicant of further information to be provided and the date it needs to be submitted by.
  - (b) If the Applicant does not provide the requested information then the application will not proceed.
- (6) When the Registrar is satisfied with the application the Registrar will forward the Recertification Form and the logbook demonstrating the six months experience to a Trade Cert Evaluator for review.
- (7) If the Trade Cert Evaluator has further questions they may contact the:
  - (a) Verifiers and referees to confirm the Applicant's competence, capability and character; and
  - (b) Applicant to ask questions about the Applicant's work experience.
- (8) Once the Trade Cert Evaluator has completed this review, they will forward a recommendation to the Registrar as to whether the Applicant should be recertified.
- (9) The Registrar will forward this recommendation to the Board who will consider the application and decide whether to approve or decline Recertification.

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<sup>8</sup> *Recertification Form* can be downloaded from the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

<sup>9</sup> *Recertification Form* can be downloaded from the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

<sup>10</sup> The *Recertification Fee* policy is set by the Board and is published on the Civil Trades website. [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

- (10) If the Board approves Recertification, the Registrar will issue a new Civil Trades Certification card to the Applicant.
- (11) If the Board declines Recertification, the Registrar will advise the Applicant of the decline and provide reasons for declining Recertification including any further information the Board needs to enable it to approve Recertification.
  - (a) The Applicant may provide further information to the Registrar who will resubmit the application, with the further information, to the Board who will consider the application and decide whether to approve or decline Recertification.
  - (b) If the Board approves Recertification, based on the further information the Registrar will issue a new Civil Trades Certification card to the Applicant.
  - (c) If after considering the further information the Board declines the Recertification, the applicant's Civil Trades Certificate will expire.
- (12) Where an Applicant is not satisfied with the decision of the Board the Applicant may appeal the decision through the *Trade Cert Appeals Policy*<sup>11</sup>.

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Dave Connell, Chairman Civil Trades Certification Board

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<sup>11</sup> The *Trade Cert Appeals Policy* can be found on the Civil Trades website [www.civiltrades.co.nz](http://www.civiltrades.co.nz)

**Appendix: Matrix showing Recertification requirements depending on work experience and Trade Cert status.**

Status	Standard Recertification Process	Recertification Evaluation Process	Full Trade Certification Evaluation
<ul style="list-style-type: none"> <li>• Trade Cert current</li> <li>• Has been employed in industry for at least 18 months out of the last 3 years</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Trade Cert current</li> <li>• Has been employed in industry for less than 18 months out of the last 3 years</li> </ul>		√	
<ul style="list-style-type: none"> <li>• Lapsed Trade Cert</li> <li>• Has been employed in industry for at least 18 months out of the last 3 years</li> </ul>		√	
<ul style="list-style-type: none"> <li>• Lapsed Trade Cert</li> <li>• Has been employed for less than 18 months out of last 3 years</li> </ul>			√