**Civil Trades Recertification**

**APPLICATION FORM**

**Employer Details**

|  |  |
| --- | --- |
| Company: | |
| Contact Person: | Job Title: |
| Billing Address: | Phone: |
|  | Mobile: |
|  | Email: |

Is your organisation a member of Civil Contractors Association of New Zealand?  Yes  No

If not, would you like to speak to somebody from CCNZ regarding membership?  Yes  No

**Applicant Details**

|  |  |
| --- | --- |
| Name: | |
| Home Address: | Phone: |
|  | Mobile: |
|  | Email: |
|  | Date of Birth: |

**Emergency Contact**

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recertification Process**

Please specify the process you will be recertifying though.

Standard Recertification (applicant holds a current Civil Trades Certificate and has been employed in the industry for at least 18 months over the past 3 years)

Recertification Evaluation (applicant holds a current Civil Trades Certificate and has been employed in the industry for less than 18 months over the past 3 years **or** holds an expired Civil Trades Certification and has more than 18 months work experience)

Full Trade Certification Evaluation (applicant holds an expired Civil Trades Certificate and has been employed in the industry for less than 18 months over the past 3 years)

**Preferred Evaluator (if applying for Recertification Evaluation or Full Trade Certification Evaluation)**

Please specify your preferred Civil Trades Evaluator if you have one or advise who your qualification assessor is:

**Proof needed for Standard Recertification process (all below proof must be submitted)**

Copy of current Civil Trades Certificate  Letter from your employer on business letterhead, confirming 18 months work in the industry over the past 3 years and roles and responsibilities held.

**Proof needed for Recertification Evaluation process (all below proof must be submitted)**

Copy of current **or** expired Civil Trades Certificate  Letter from your employer on business letterhead, confirming 6 months’ work experience within the industry over the last 3 years and roles and responsibilities held.

**Proof needed for Full Civil Trades Certification Evaluation process (all below proof must be submitted)**

Copy of current **or** expired Civil Trades Certificate  Employer recommendation  Work history

**Recertification Details**

Please indicate below the recertifications being applied for (only tick qualifications held):

**Civil Trades Recertification in Road Construction and Maintenance with Endorsements in:**

Concrete (Non-structural)

Road Maintenance  Earthworks

Road Construction  Forestry Earthworks

**Civil Trades Recertification in Road Surfacing with Endorsements in:**

Bituminous Spraying Operations  Bituminous Mixing Operation

Binder Manufacturing Operation  Bitumen Surfacing Construction

Chipseal  Bituminous Mixes

Slurry

**Civil Trades Recertification in Pipeline Construction & Maintenance with Endorsements in:**

Trenched  Trenchless Technologies

Water / Drinking Water  Wastewater & Stormwater

**Civil Trades Certification in Infrastructure Works:**

Pipe Installation

**Civil Trades Recertification in Infrastructure with Endorsement in:**

Piling

**Civil Trades Recertification in Road Marking with Endorsement in:**

Testing

**Signatures**

**Employer representative:**  (signed on behalf of the employer)

We agree to support this Trade Certification application and we agree to be responsible for the application fee.

$ Purchase Order Number:

(Please see fees on page 3)

Employer representative name Signature Job title (please print)

**Applicant:**

Applicant’s name Signature Job title Date (please print)

In signing this, the Applicant agrees that the Civil Trades Board may use the Applicant’s name and image in promotional material online and/or in print.

Please tick if you do NOT wish your name and image to be used.

**Please return this form to** [**info@civiltrades.co.nz**](mailto:info@civiltrades.co.nz)

**Recertification Fees**

All current members of Civil Contractors NZ (CCNZ) qualify for a discounted recertification rate. If your company (or employer) is not a member of CCNZ and would like to join, go to www.civilcontractors.co.nz to find out more.

Please note - all of the below fees are excluding GST.

**CCNZ member fees**

Standard Recertification process $300.00

Recertification Evaluation process $375.00

**CCNZ non-member fees**

Standard Recertification process $375.00

Recertification Evaluation process $500.00