**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**

**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