**Civil Trades Certification**

**APPLICATION FORM - New Certification / Annual Registration**

 **Please delete one of the above options**

**Employer Details**

|  |
| --- |
| Company: |
| Contact Person:  | Job Title: |
| Physical Address:  | Phone: |
|  | Mobile: |
|  | Work Email: |
| Email address for invoice: |

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: |
|  | Work Email: |
|  | Personal Email: |

**Preferred Evaluator**

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

**Proof needed for new Civil Trades Certification applicants** (all below proof must be submitted)

[ ]  Copy of NZ Certificate (Level 4) for one of the approved qualifications or qualification check from NZQA

[ ]  Documented evidence of 8,000 hours of practical experience (e.g. practical experience portfolio or work history document)

[ ]  Letter of recommendation from your employer, on business letterhead confirming your employment within the last 3 years and brief description of the roles and responsibilities you have held

[ ]  Letter of recommendation attesting to your character and suitability, from a senior person outside your organisation (e.g. manager from client organisation, local government, community organisation, on business letterhead)

**Proof needed for Civil Trades Annual Registration** (all below proof must be submitted)

[ ]  Copy of current Civil Trade Certificate or wallet card

[ ]  Letter of recommendation from your employer, on business letterhead confirming your employment within the 12 months and brief description of the roles and responsibilities you have held OR if self-employed a letter of recommendation attesting to your character and suitability, from a senior person outside your organisation (e.g. manager from client organisation, local government, community organisation, on business letterhead)

**Certification Details**

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

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

[ ]  Concrete (Non-structural)

[ ]  Road Maintenance [ ]  Earthworks

[ ]  Road Construction [ ]  Forestry Earthworks

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

 [ ]  Bituminous Spraying Operations [ ]  Bituminous Mixing Operation

 [ ]  Binder Manufacturing Operation [ ]  Bitumen Surfacing Construction

[ ]  Chipseal [ ]  Bituminous Mixes

[ ]  Slurry

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

 [ ]  Piling

**Civil Trades Certification 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)

**CSAM Details**

Name:

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**

**Certification Fees**

All current members of Civil Contractors NZ (CCNZ) qualify for a discounted certification 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 the below fees are excluding GST.

**CCNZ Standard member fees**

$800 to apply for Civil Trades Certification, includes all endorsements

**CCNZ non-member fees**

$950 to apply for Civil Trades Certification, includes all endorsements

**CCNZ Annual Registration Fee**

$175 to apply for Civil Trades Certification, includes all endorsements

We have implemented an annual registration fee effective 1st January 2025 which replaces the previous 3 yearly recertification. Annual registrations will require a letter of attestation from your employer and the submission of supporting documentation prepared by each candidate.