



Employer user guide 2026

Introducing the Civil Trades Employer Portal

Your streamlined solution for managing employee applications!

Companies can allocate a staff member to administrate their organisation's Civil Trades applications. To get set up to do this, just email info@civiltrades.co.nz.

The Civil Trades Employer Portal gives your organisation greater control and efficiency by allowing an authorised representative to upload and manage Civil Trades applications for your team.

Getting started is easy

Plus, employees can choose their preferences with a convenient opt-in/opt-out checkbox when logging into their Civil Trades account on the Civil Trades website.

Take advantage of this powerful tool and simplify the Civil Trades applications process for your company, today

Get set up

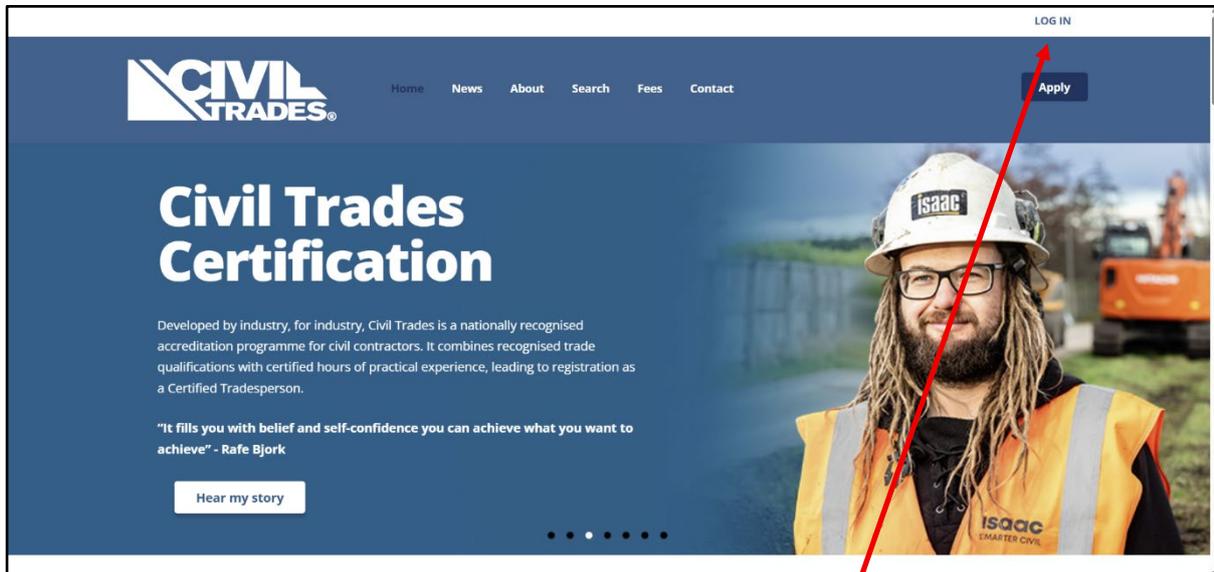
Users must first be allocated permission to ensure they are authorised to administrate applications and do not attempt to log in without the appropriate access.

Before you begin, please get set up to administrate Civil Trades applications in the system on behalf of your company's staff by emailing info@civiltrades.co.nz

Table of Contents

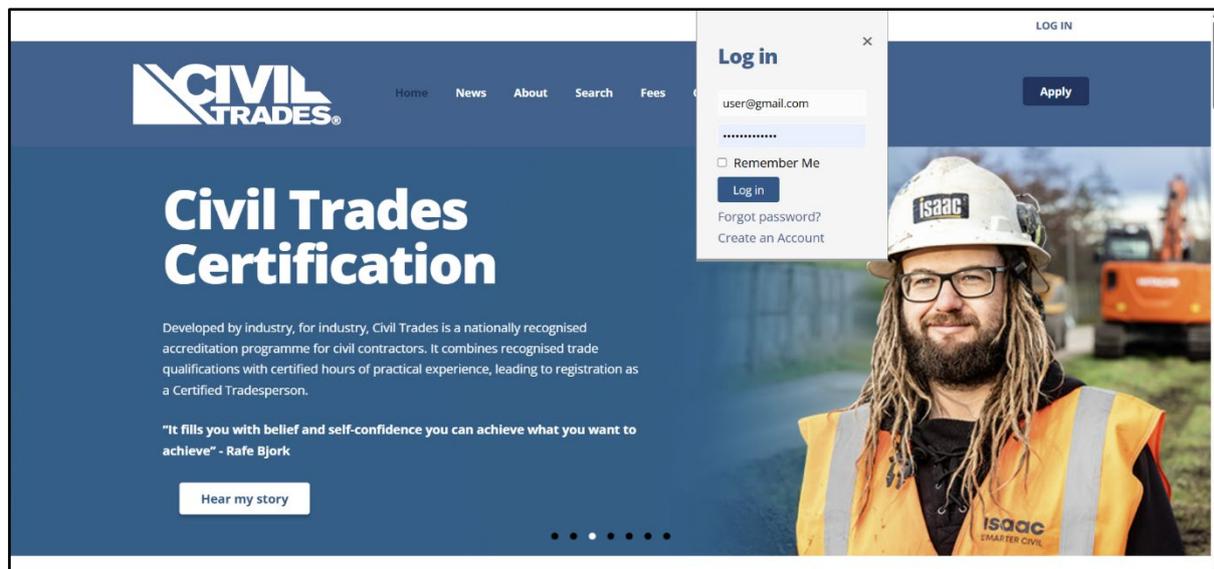
How to log in to your account	3
My Account / My Staff	4
Manage Staff	5
Apply for Civil Trades certification on behalf of staff	6
Manage existing staff certifications	9
Deleting a staff member's draft application	10

How to log in to your account



Step 1.

To log in to your Civil Trades account you need to go to the top right of the webpage and click On the “LOG IN” text that appears.



Step 2.

The Log in pop up box will appear. Please fill in your username and password you will then be redirected to your “my account” page

My Account / My Staff

User name | LOG OUT

CIVIL TRADES Home News About Search Fees Contact My Account My Staff Apply

Hi, User name
Website ID: 113892
Change my details

My Account My Details My Orders My Statements

Civil Trades Certification
Apply for Civil Trades certification or manage existing certification.
Start a New Application

Now that you are logged in to your Civil Trades account, you can now check details, orders, statements and update your details and even add a display photo by clicking on the corresponding buttons. To navigate to your staff click on the “[My Staff](#)” button at the top

User name | LOG OUT

CIVIL TRADES Home News About Search Fees Contact My Account My Staff Apply

Welcome to the Staff Administration Portal.

Staff CT Certification History Manage Staff

Click on [Staff CT Certification History](#) to see staff who have applied, are applying for Civil Trades certification. You can manage and edit applications from this table.

User name | LOG OUT

CIVIL TRADES Home News About Search Fees Contact My Account My Staff Apply

Staff CT Certification History Manage Staff

All Staff With CT Certification History

Apply ID	First	Last	Email	Submitted	Expires	Status	Type	Paid	Certification	Endorsement
1234	User	Name	123@civilcontractors.co.nz	5 Sep 19	23 Aug 22	Decision Given	Get certified		Road Construction and Maintenance	Earthworks; Road Construction; Concrete (non-structural)
1234	User	Name	1234567@civilcontractors.co.nz	10 Jul 25		Applying	Get certified		Pipeline Construction & Maintenance; Road Construction and Maintenance; Road Surfacing	Concrete (non-structural); Chipseal; Trenchless; Earthworks; Slurry; Wastewater and Stormwater
1234	User	Name	123456@civilcontractors.co.nz	15 Oct 25		Applying	Get certified		Pipeline Construction & Maintenance	Trenchless
1234	User	Name	123456@civilcontractors.co.nz	15 Oct 25		Applying	Recertify		Pipeline Construction & Maintenance	Wastewater and Stormwater

Manage Staff

The screenshot shows the Civil Trades website interface. At the top, there is a navigation bar with the logo and links for Home, News, About, Search, Fees, Contact, My Account, and My Staff. A 'User name | LOG OUT' link is in the top right. Below the navigation bar, there are two buttons: 'Staff CT Certification History' and 'Manage Staff'. The 'Manage Staff' button is highlighted with a red arrow. Below these buttons, the heading 'All Staff With CT Certification History' is displayed. A table follows, listing staff members with their details.

Apply ID	First	Last	Email	Submitted	Expires	Status	Type	Paid	Certification	Endorsement
1234	User	Name	123@civilcontractors.co.nz	5 Sep 19	23 Aug 22	Decision Given	Get certified		Road Construction and Maintenance	Earthworks; Road Construction; Concrete (non-structural)
1234	User	Name	1234567@civilcontractors.co.nz	10 Jul 25		Applying	Get certified		Pipeline Construction & Maintenance; Road Construction and Maintenance; Road Surfacing	Concrete (non-structural); Chipsal; Trenchless; Earthworks; Slurry; Wastewater and Stormwater
1234	User	Name	12345@civilcontractors.co.nz	15 Oct 25		Applying	Get certified		Pipeline Construction & Maintenance	Trenchless
1234	User	Name	123456@civilcontractors.co.nz	15 Oct 25		Applying	Recertify		Pipeline Construction & Maintenance	Wastewater and Stormwater

Step 1.

To manage Staff first click on

Manage Staff

The screenshot shows the 'Manage Staff' page on the Civil Trades website. The page title is 'Manage Staff'. Below the title, there is a section titled 'Privacy notice for company administrators' with a paragraph of text. Below the privacy notice, there is a section titled 'Administration portal' with a dropdown menu labeled '-- Select Team Member --'. A red arrow points to this dropdown menu.

Step 2.

At the bottom of the page there is a drop down menu below “[Administration portal](#)”. This lists all staff members under the company profile, whether Civil Trades certified or not. Applicants must be already saved under each company before they will show up in the employer portal

If you do not see employees in the drop down menu, you can email **info@civilcontractors.co.nz** with the employee’s name and email address to then be loaded into your company profile. Once a new Civil Trades account is created, the user will receive a verification email which they will need to activate. After their email is verified, if it is a company email address their name will now be visible in the administration portal.

Apply for Civil Trades certification on behalf of staff

CIVIL TRADES Home News About Search Fees Contact My Account My Staff [Apply](#)

[Staff CT Certification History](#) [Manage Staff](#)

Manage Staff

Privacy notice for company administrators
Please remember that all personal information collected is to be used solely for the purpose of administering and completing Civil Trades applications.
Any use of this information beyond its intended scope — such as sharing, storing, or repurposing for activities that are unrelated to administering Civil Trades applications — is strictly prohibited under our Privacy Statement and may breach privacy regulations and organisational policies under the Privacy Act 2020.
If we are made aware of any use outside of administering Civil Trades applications, administrator privileges may be revoked, and depending on the situation, further action may be taken.
We appreciate your commitment to maintaining confidentiality and respecting the privacy of all individuals involved. If you have any queries, please refer these to info@civiltrades.co.nz.

Administration portal
Staff member: Username: 12345@civiltrades.co.nz [Start a New Application](#)

Current Applications

ID	Civil Trades Certification	Endorsement(s)	Applying to	Process flow	Status
1234	Pipeline Construction & Maintenance	Wastewater and Stormwater	Get certified	Standard Process	Preparing
1234	Pipeline Construction & Maintenance	Tradeless	Get certified	Standard Process	Preparing
1234	Pipeline Construction & Maintenance	Wastewater and Stormwater	Assembly	Standard Process	Preparing

Current Certification
Does not currently have any existing Civil Trades certification.

Expired Certification

Step 1.

To Apply for a certification, select your staff member from the drop down menu
Then you simply need to click on [Start a New Application](#)

User name | [LOG OUT](#)

CIVIL TRADES Home News About Search Fees Contact My Account My Staff [Apply](#)

Cert Apply - Staff

① Start — ② Details — ③ Proof — ④ Submit — ⑤ Outcome [Staff List](#)

Application Details

I am applying to:

Get Certified

'Annual Registration' of Existing Certification

i Civil Trades 'Annual Registration' replaces the previous 3 yearly recertification. Annual registrations will require a letter of attestation from your employer and the submission of required supporting documentation prepared by each candidate.

Qualification

What New Zealand Certificate Level 4 Qualification do you hold?

Step 2.

Fill out all the required details correctly and click [Save & Continue](#)

Civil Trades Certification Process: Standard Process

Employer Details

Company: [Red Box]

Contact Name: [Red Box]

Job Title: [Red Box]

Email: [Red Box]

Phone: 64 (NZL) [Red Box]

Mobile: 64 (NZL) [Red Box]

Employer Address

Please specify a physical (Delivery) address. PO Boxes will not be accepted.

Building/Unit: [Red Box]

Street: [Red Box]

WHOOOPS!
Not all required fields are complete, or are of a valid format!

If your fields are not filled correctly or in an invalid format you will receive a pop up notifying you of this and red boxes will indicate where on the page you need to correct your mistakes

Civil Trades User name: | LOG OUT

Home News About Search Fees Contact My Account My Staff Apply

Qualification

Please upload a copy of your relevant NZ Certificate (level 4).

Copy of qualification

Choose the File to Upload: [Browse...]

(Allowed Extensions: PDF, DOC, DOCX, XLS, TXT, ZIP, XLSX, JPEG, PNG; Max File Size: 20MB)

[Save File]

Evidence of experience - 8000 Hours

Please upload evidence of 8000 hours of practical work experience within the specialisation sector for which you are seeking certification (E.g. Practical Experience Portfolio OR CV)

Work Experience or CV

Choose the File to Upload: [Browse...]

(Allowed Extensions: PDF, DOC, DOCX, ZIP, XLS, XLSX, TXT, JPEG, PNG; Max File Size: 20MB)

Upload a supporting file.

[Save File]

Step 3.

Upload all the correct documents you are asked to upload.

(Allowed Extensions: PDF, DOC, DOCX, XLS, TXT, ZIP, XLSX, JPEG, PNG; Max File Size: 20MB)

Make sure click on

Save File

User name: | LOG OUT

CIVIL TRADES

Home News About Search Fees Contact My Account My Staff [Apply](#)

Declaration

By ticking this box, I declare that all the information I have supplied is true and correct.

By ticking this box I give permission for the Civil Trades Board to use my name and image in promotional material for Civil Trades.

[Submit Application >](#) [Cancel Application](#)

Administered by Civil Contractors NZ and supported by Connexis Infrastructure Industry Training

CIVIL CONTRACTORS NEW ZEALAND CONNEXIS

Home | News | About Us | Search | Fees | Apply | Contact | Privacy Policy

Step 4.

Finish your application by clicking the [Submit Application](#) button.

User name: | LOG OUT

CIVIL TRADES

Home News About Search Fees Contact My Account My Staff [Apply](#)

Summary of Application

Application ID: 1001608

I am applying to: Get Certified

Level 4 Qualification:

- Bituminous Product Manufacturing with strands in Binder Manufacturing Operation, Bituminous Mixes Operation, and Bituminous Spraying Operation [Ref:2687]

Civil Trades Certification:

- Road Surfacing with endorsements in: Bituminous Mixing Operation

Certification Process: Standard Process

Application Submitted → Awaiting Payment → Pending Evaluation → Pending Decision → Decision Made

Status & Outcomes

Current Status: **Application Submitted**

What this means: You have submitted your application and the team at Civil Trades will now begin processing it. They will be in touch if required, otherwise it will be pushed to the next step.

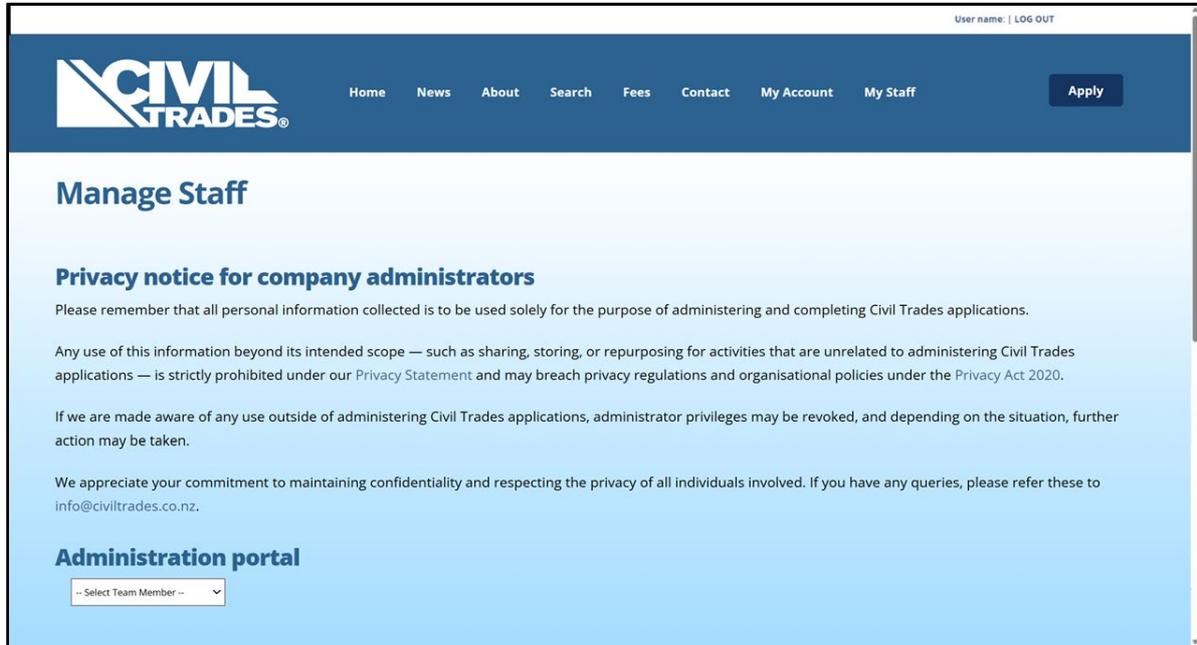
Step 5.

Once finished you can click on [My Staff](#) this will return you to the My Staff page

Manage existing staff certifications

Step 1.

To check a staff members current application first navigate back to the



User name | LOG OUT

CIVIL TRADES Home News About Search Fees Contact My Account My Staff Apply

Manage Staff

Privacy notice for company administrators

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Any use of this information beyond its intended scope — such as sharing, storing, or repurposing for activities that are unrelated to administering Civil Trades applications — is strictly prohibited under our [Privacy Statement](#) and may breach privacy regulations and organisational policies under the [Privacy Act 2020](#).

If we are made aware of any use outside of administering Civil Trades applications, administrator privileges may be revoked, and depending on the situation, further action may be taken.

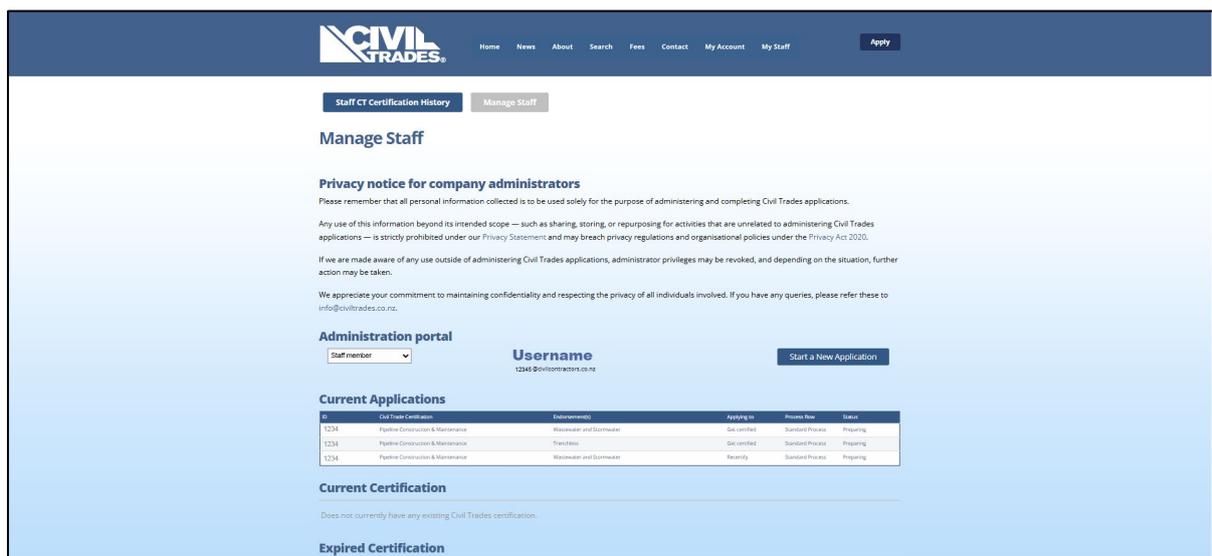
We appreciate your commitment to maintaining confidentiality and respecting the privacy of all individuals involved. If you have any queries, please refer these to info@civiltrades.co.nz.

Administration portal

-- Select Team Member --

Step 2.

Scroll down to your current applications list



CIVIL TRADES Home News About Search Fees Contact My Account My Staff Apply

Staff CT Certification History Manage Staff

Manage Staff

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Administration portal

Staff member

Username
12345@civiltrades.co.nz

Start a New Application

Current Applications

ID	Civil Trade Certification	Endorsement(s)	Application	Priority Fee	Status
1234	Pipeline Construction & Maintenance	Water and Stormwater	Get certified	Standard Process	Preparing
1234	Pipeline Construction & Maintenance	Trenchless	Get certified	Standard Process	Preparing
1234	Pipeline Construction & Maintenance	Water and Stormwater	Reapply	Standard Process	Preparing

Current Certification

Does not currently have any existing Civil Trades certification.

Expired Certification

Deleting a staff member's draft application

Step 1.

Click any of the text on any incomplete application you have permission to delete

The screenshot shows the 'Manage Staff' page on the Civil Trades Certification website. The page includes a navigation menu, a 'Manage Staff' button, a privacy notice, an administration portal with a dropdown menu and a 'Start a New Application' button, and a table of 'Current Applications'. The table has columns for ID, Civil Trades Certification, Endorsement, Applying to, Process flow, and Status. A red arrow points from the 'Cancel Application' text in the table to the 'Cancel Application' button in the confirmation dialog shown in the next step.

ID	Civil Trades Certification	Endorsement(s)	Applying to	Process flow	Status
1234	Pipeline Construction & Maintenance	Wastewater and Stormwater	Get certified	Standard Process	Preparing
1234	Pipeline Construction & Maintenance	Thresholds	Get certified	Standard Process	Preparing
1234	Pipeline Construction & Maintenance	Wastewater and Stormwater	Renew	Standard Process	Preparing

Step 2.

Click the “Cancel Application” text at the bottom of the application to confirm deletion

The screenshot shows a confirmation dialog box with the following elements: 'Your preferred evaluator' (David Hill), a 'Confirm' text input field, and three buttons: 'Save', 'Save & Continue >', and 'Cancel Application'. A red arrow points from the 'Cancel Application' text in the application table to the 'Cancel Application' button in the dialog.

Step 3.

You will get a confirmation pop up to confirm, clicking OK will redirect you back to your account page

The screenshot shows the Civil Trades Certification website with a confirmation pop-up dialog box. The dialog box has the text 'civiltrades.co.nz says' and 'Are you sure that you want to delete this application?'. It has two buttons: 'OK' and 'Cancel'. The background shows the website header with the Civil Trades Certification logo and navigation links.