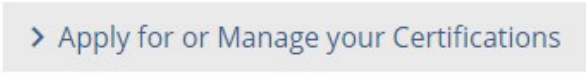
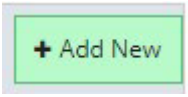
How to apply online for Civil Trades Certification

1. Go to www.civiltrades.co.nz
2. Click **Apply** button
3. Click **Create Account** to start your application process

4. Add your **contact details** and press **Submit** at the bottom of the screen
5. You will be sent an **email to validate your account**, open the email from Civil Trades and click to confirm your registration
6. **Login** to continue your application process
7. Click **Apply for or Manage your Certifications** button

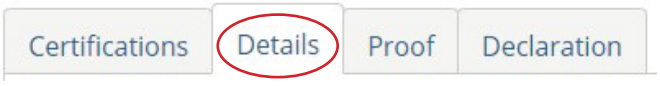


8. Click **+Add New** button on the right hand side of the screen

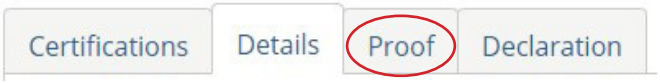


9. Application Details: **Click Get Certified**
10. Qualification: Tick the **Level 4 qualification** that you hold
11. Applying for: Select the **endorsements to be included** in your certification, a single or multiple choices may be selected
12. Certification Process: Tick the **certification process** you will be applying through, either Standard process or RCC.
13. Confirm: Click the **Add** button to confirm your choices

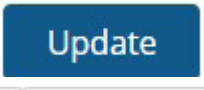
14. **Details tab**: Ensure you complete all requested fields on the Details tabs:
    - Employer details
    - Billing details
    - Employer CCNZ membership (yes/no)
    - Your details
    - Employer Representative
    - Preferred Evaluator (if you know)
    - Confirm - click Update button

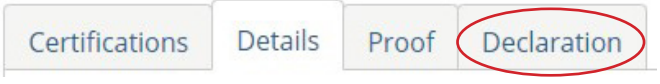


15. Scroll to the top of the page and click **Proof tab**:
    - Upload your Level 4 certificate
    - Upload evidence of 8000 hours of practical work experience within the specialisation sector for which you are seeking certification (E.g. Practical Experience Portfolio OR CV)
    - Upload a letter of recommendation from your employer verifying your capability (template available for download)
    - Upload a letter of recommendation from a senior representative of an external organisation (template available for download)
    - Confirm - click Update button



16. Scroll to the top of the page and click **Declaration tab**:
    - Tick the applicable boxes
    - Click Submit Application to complete your online application





If you require any help please contact Anna, Civil Trades Registrar:
info@civiltrades.co.nz or 0800 692 376