



The Process for Applying for Civil Trade Certification

This document sets out the process for application of and processing applications for Civil Trades Certification (Trade Cert). This has been set by the Civil Trades Certification Board (Board) and is current as at January 2023.

All applications for Trade Certification must be made to the Civil Trades Coordinator.

1. The Standard Process will apply when an applicant has already obtained an approved Civil Infrastructure Trades Qualification¹.

1. Standard Process for Trade Cert Application

- (1) When applying for Trade Certification the applicant must state that they are making a standard application and must submit the following documentation:

- (a) Correctly filled out and complete Application Form.²
- (b) A copy of the approved Civil Infrastructure Trades Qualification held by the applicant.
- (c) Evidence of the required experience.

By way of one of the following pathways:

- Work history or
 - Curriculum Vitae, detailing general civil industry experience and the identification of projects within the specialisation sector for which the applicant is seeking registration.
- (d) A letter of recommendation from the applicant's employer verifying the applicant's capability (e.g. manager, supervisor, foreman);
 - (e) A letter of recommendation, attesting to the applicant's character and suitability³, from a senior person outside their organisation (e.g. manager from client organisation, local government, community organisation);

Unless the Applicant owns his own business in which case:

- (f) Two external letters of recommendation from a senior representative of two external organisations attesting to the applicant's character and suitability to be awarded Civil Trade Certification (e.g. manager from client organisation, local government, community organisation)

And

- (g) Application Fee⁴

- (2) Once the Coordinator has received the application, the Coordinator will check the application.

- (a) If the application is missing any documentation the Coordinator will advise the applicant of what else needs to be provided and the date it needs to be submitted by.

¹ The Eligibility Requirements for Civil Trades Certification Application (Appendix 1)

² Application form can be downloaded from the Civil Trades Website www.civiltrades.co.nz

³ See www.civiltrades.co.nz for a Referee Letter example

⁴ The application fee is set by the Board and is published on the Civil Trades Website
Process for Applying for CTC

- (b) If the Applicant does not provide the requested information within the time frame, then the application may lapse, and the applicant will have to reapply.
 - (c) If the application is complete, the Coordinator will forward the application to a Civil Trades evaluator.
- (3) The Civil Trades evaluator will:
- (a) Review the application information and the applicant's work history or Curriculum Vitae
 - (b) Contact the referees and verifiers to confirm the applicant's competence, capability and character.
 - (c) Contact the applicant to make a time for a discussion with the applicant.
 - (d) Carry out a discussion-based evaluation of the applicant which will be based on questions about the Applicant's work history, roles and responsibilities and specific jobs the applicant has worked on.
- (4) On completion the evaluator will provide a written recommendation to the Coordinator.
- (5) If the evaluator has recommended awarding Trade Certification, the Coordinator will provide a report to the Board, who will consider the application.
- (6) If the evaluator has not recommended Trade Certification, they will provide reasons to the Coordinator why the applicant has not met the requirements. This recommendation and reasons for decline of Trade Certification will be sent to the Board for consideration. Based on the information provided the Board may decline or award Trade Certification to the applicant.
- (7) If the evaluator or Board cannot award Trade Certification based on the information given, they may request further information to enable them to make a decision. This information must be provided within 20 business days otherwise the award of Trade Certification will be automatically declined.
- (8) Once the Board has decided the Coordinator will provide written notification to the applicant of the Board's decision. Where Trade Certification has been declined this will include the reasons for the decline.
- (9) Where an applicant is not satisfied with the decision of the Board the applicant may appeal the decision through the Trade Certification Appeals process⁵
- (10) If the applicant has been awarded Trade Certification, the Coordinator will send the Trade Certificate to the Applicant and publish the name of the newly certified Tradesperson on the Civil Trades website.

⁵ The Trade Certification Appeals policy can be found on the Civil trades website www.civiltrades.co.nz
Process for Applying for CTC