

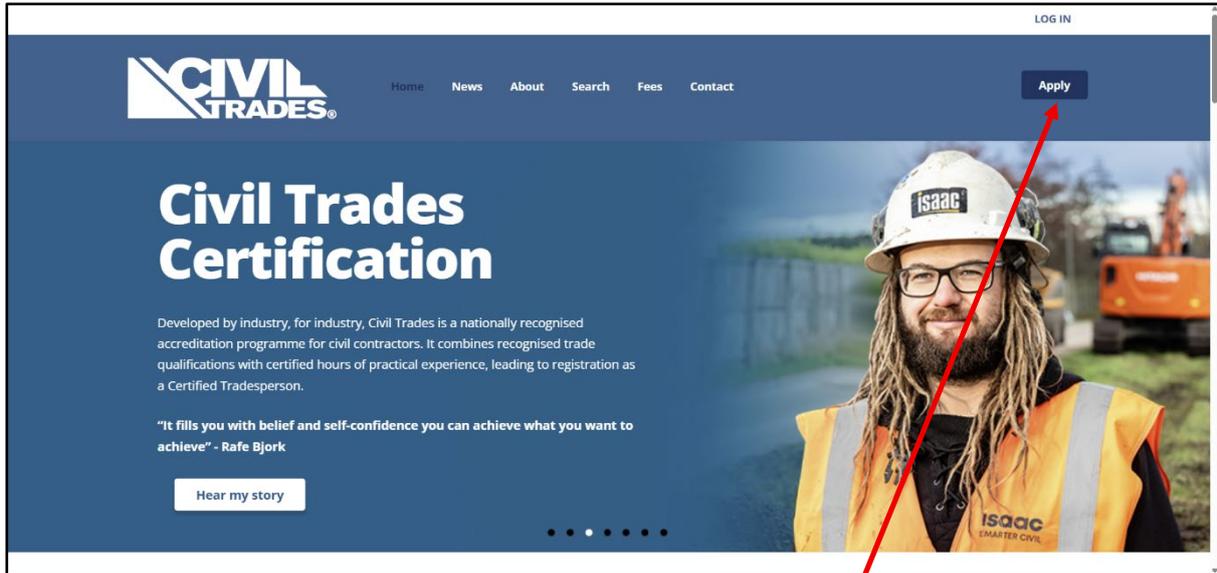


User guide 2025

Table of Contents

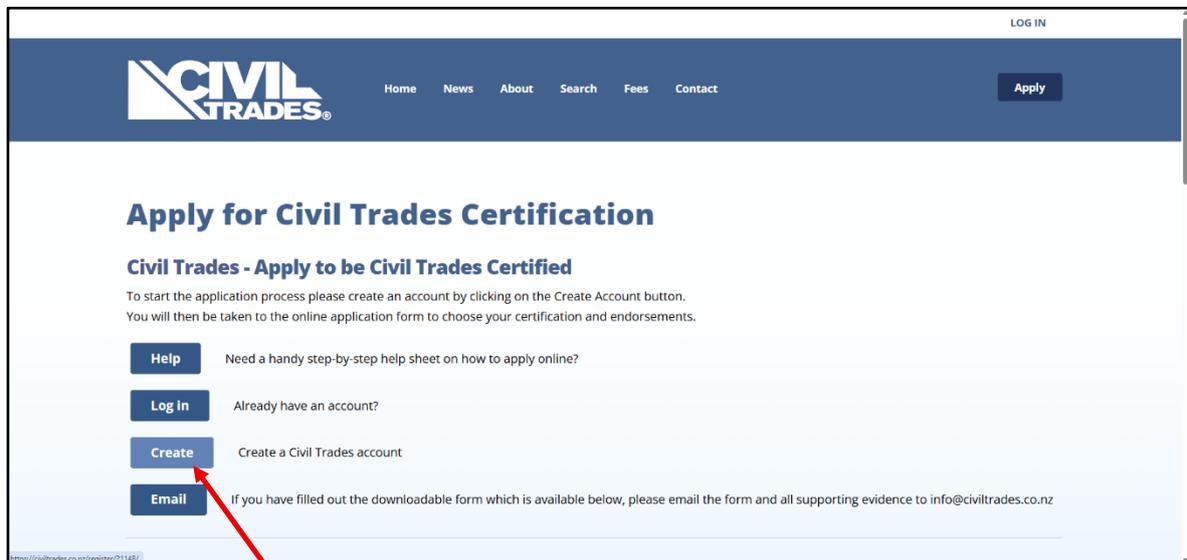
| | |
|---|-----------|
| How to create your account | 2 |
| How to log in to your account | 6 |
| My Account..... | 7 |
| Apply for Civil Trades certification | 8 |
| Manage existing certification | 11 |
| Deleting a draft application..... | 12 |

How to create your account



Step 1.

To create your Civil Trades account you need to go to the top right of the webpage and click On the **Apply** button.



Step 2.

Click the **Create** button.

LOG IN

CIVIL TRADES Home News About Search Fees Contact Apply

Create an online account with Civil Trades

Contact Details

Title:

First Name:

Last Name:

Email / Username:

Position / Designation:

Phone - DDI / Day: (64 9 1234567) Ext.

Mobile:

Step 3.

Fill out all the required fields

LOG IN

CIVIL TRADES Home News About Search Fees Contact Apply

- Branch News & Events - Hawkes Bay/East Coast
- Branch News & Events - Wanganui
- Branch News & Events - Manawatu
- Branch News & Events - Wellington/Wairarapa
- Branch News & Events - Nelson/Marlborough
- Branch News & Events - Canterbury
- Branch News & Events - Otago
- Branch News & Events - Southland
- Civil Trades Updates

Complete Your Registration

I'm not a robot  [Privacy - Terms](#)

By clicking on the button below you agree to the terms and conditions.

Step 4.

Submit your account registration

LOG IN

CIVIL TRADES Home News About Search Fees Contact Apply

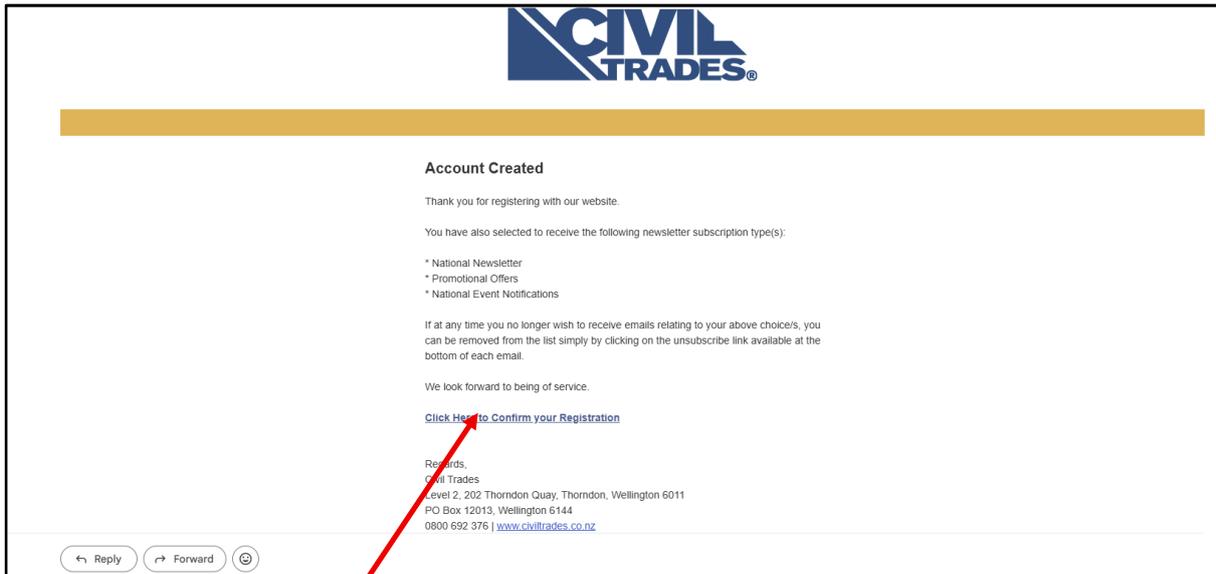


Congratulations, you've created an account

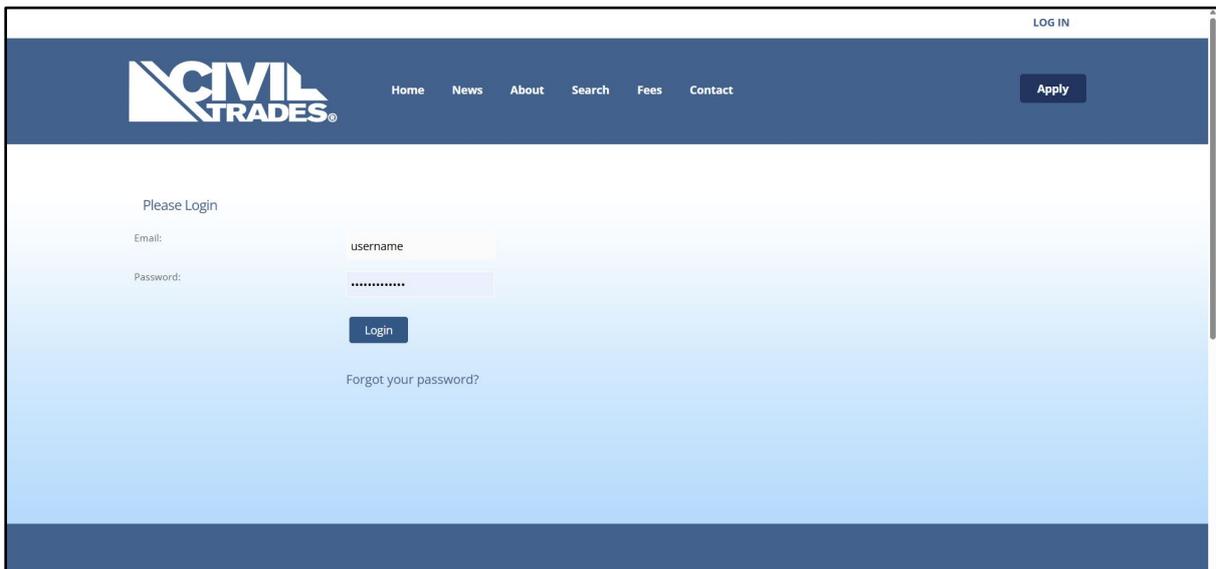
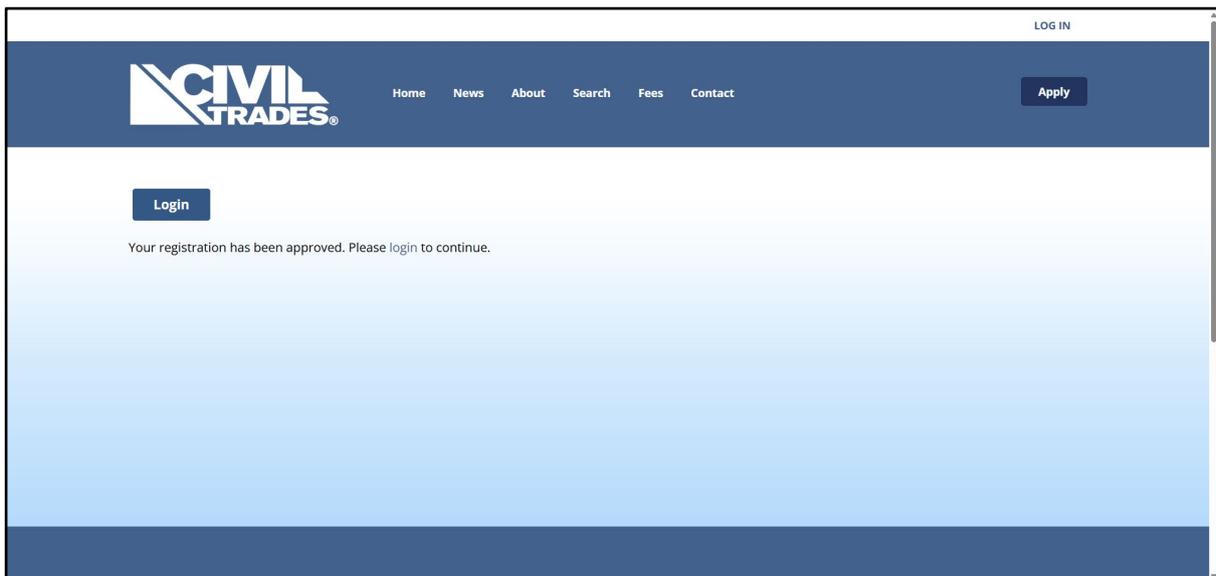
One last step... You have been emailed a confirmation email please click the link in that email to complete the registration process.

Step 5.

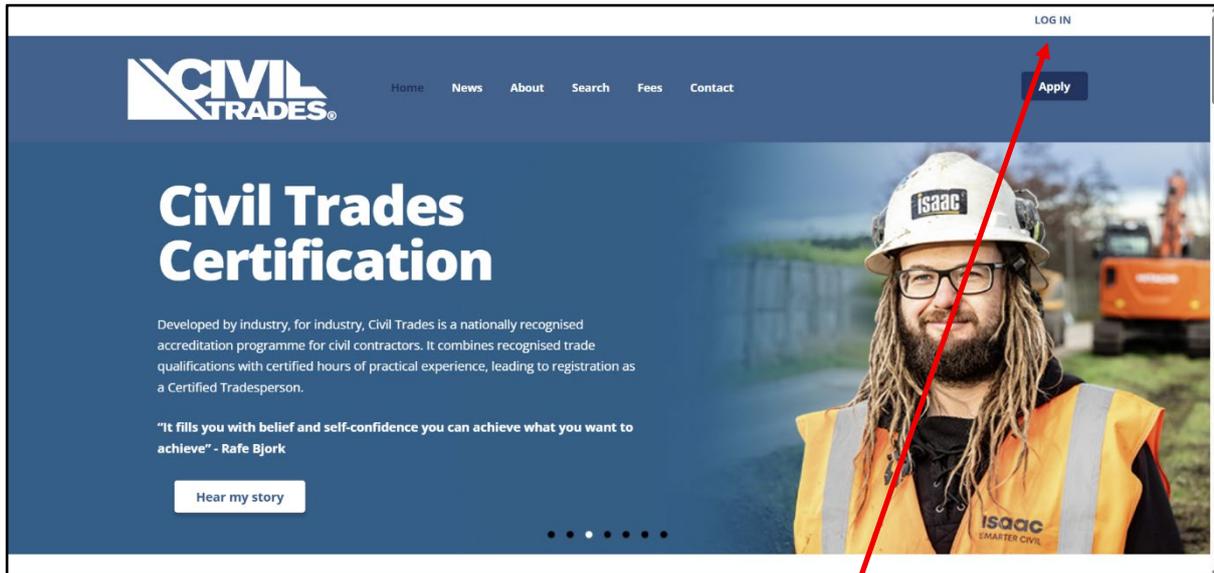
Log in to your email and confirm your account creation

**Step 6.**

Click on the confirmation link and you will be re-directed to the Civil Trades website to log in

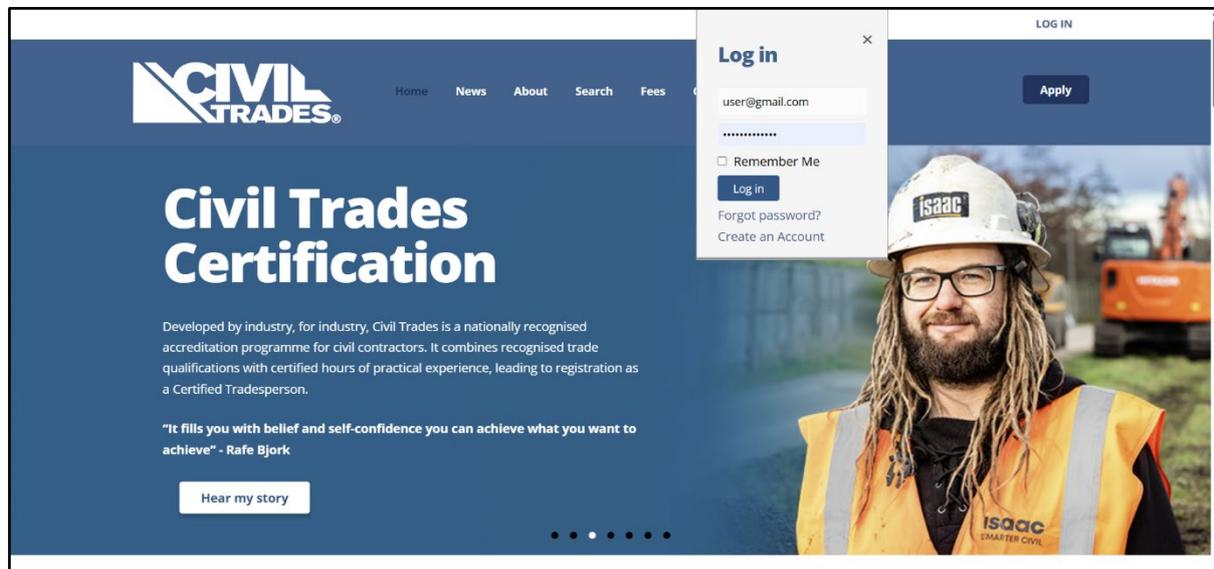


How to log in to your account



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

User name: | LOG OUT

CIVIL TRADES Home News About Search Fees Contact My Account 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.

CIVIL TRADES Home News About Search Fees Contact My Account Apply

[My Account](#) [My Details](#) [My Orders](#) [My Statements](#)

Contact Info Address Subscriptions About Me Image

Personal Details

Website ID: **113892**

Title:

First Name:

Last Name:

Email / Username:

Position / Designation:

Employer May Manage My CT App's:

Apply for Civil Trades certification

User name: | LOG OUT

Home News About Search Fees Contact My Account **Apply**

My Account My Details My Orders My Statements

Civil Trades Certification

Apply for Civil Trades certification or manage existing certification.

Start a New Application

Current Applications

You do not currently have any open applications for Civil Trades certification.

Current Certification

You do not currently have any existing Civil Trades certification.

Expired Certification

You do not currently have any expired Civil Trades certification.

Step 1.

To Apply for a certification, you simply need to click on

Start a New Application

User name: | LOG OUT

CIVIL TRADES® Home News About Search Fees Contact My Account **Apply**

Apply for Certification

1 Start 2 Details 3 Proof 4 Submit 5 Outcome < Dashboard

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?

Qualification(s):

Infrastructure Works (Bitumen Surfacing Construction) [Ref:3775]

Infrastructure Works (Civil) with Strands in Earthworks, Road Construction and Road Maintenance [Ref:2725]

Infrastructure (Forestry Earthworks) [Ref:3782]

Step 2.

Fill out all the required details correctly and click

Save & Continue

Standard Process

Employer Details

Company *

Contact Name *

Job Title *

Email *

Phone 64 (NZL) *

Mobile 64 (NZL) *

Employer Address

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

Building/Unit: *

Street: *

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

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 [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](#) [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.

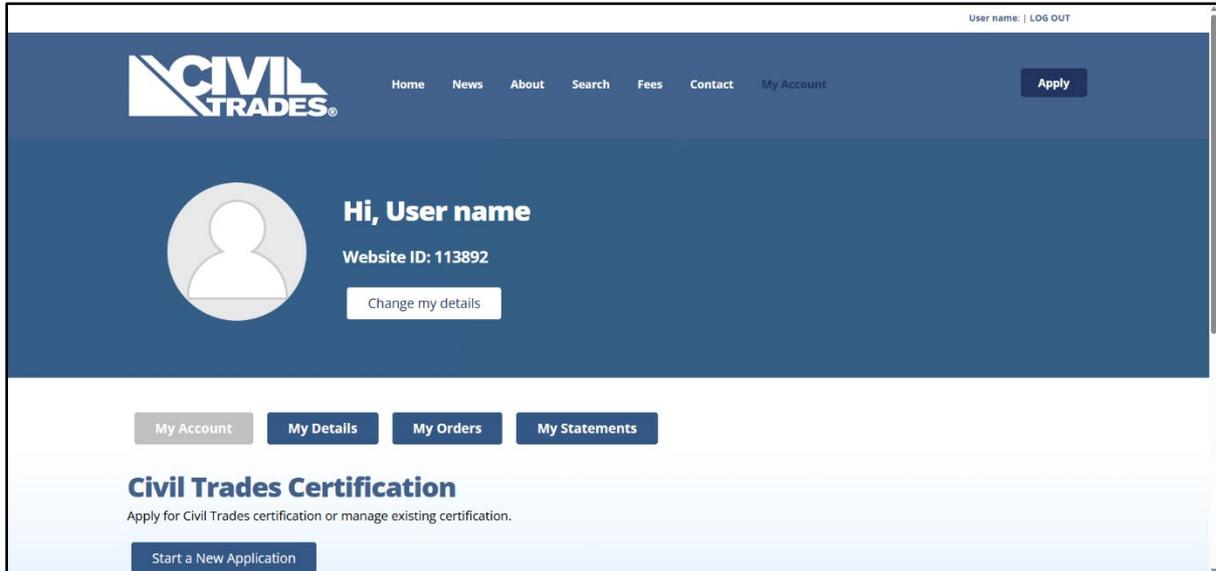
Step 5.

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

Manage existing certification

Step 1.

To check your current applications first log in following the previous pages above



User name: | LOG OUT

CIVIL TRADES Home News About Search Fees Contact My Account Apply

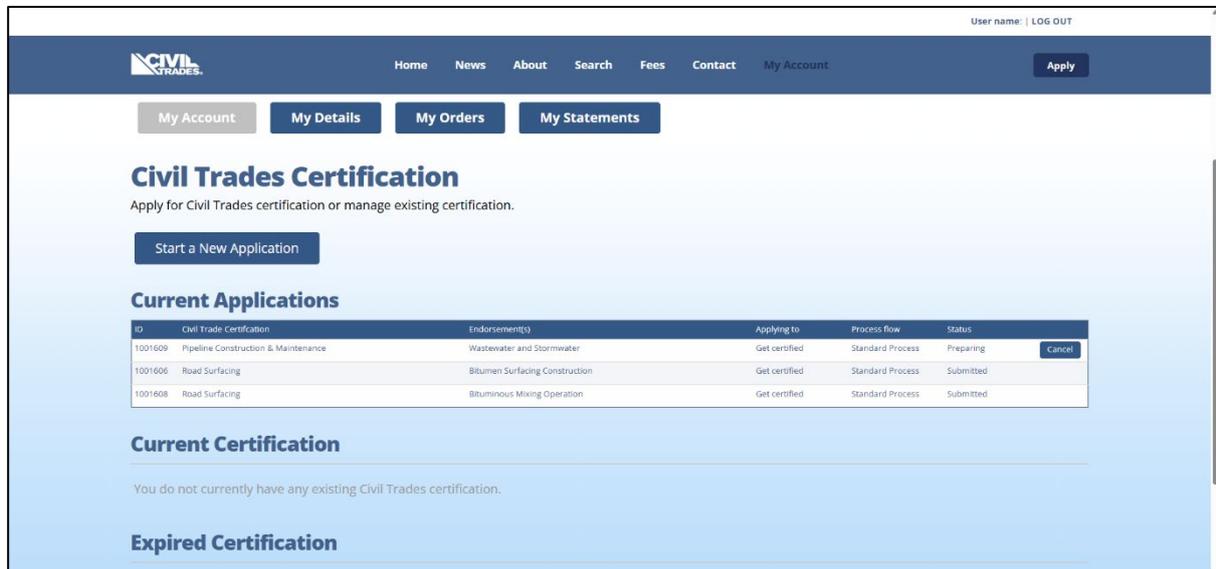
Hi, User name
Website ID: 113892
Change my details

My Account My Details My Orders My Statements

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

Step 2.

Scroll down to your current applications list



User name: | LOG OUT

CIVIL TRADES Home News About Search Fees Contact My Account Apply

My Account My Details My Orders My Statements

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

Current Applications

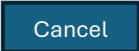
| ID | Civil Trade Certification | Endorsement(s) | Applying to | Process flow | Status |
|---------|-------------------------------------|--------------------------------|---------------|------------------|----------------------------------|
| 1001609 | Pipeline Construction & Maintenance | Wastewater and Stormwater | Get certified | Standard Process | Preparing Cancel |
| 1001606 | Road Surfacing | Bitumen Surfacing Construction | Get certified | Standard Process | Submitted |
| 1001608 | Road Surfacing | Bituminous Mixing Operation | Get certified | Standard Process | Submitted |

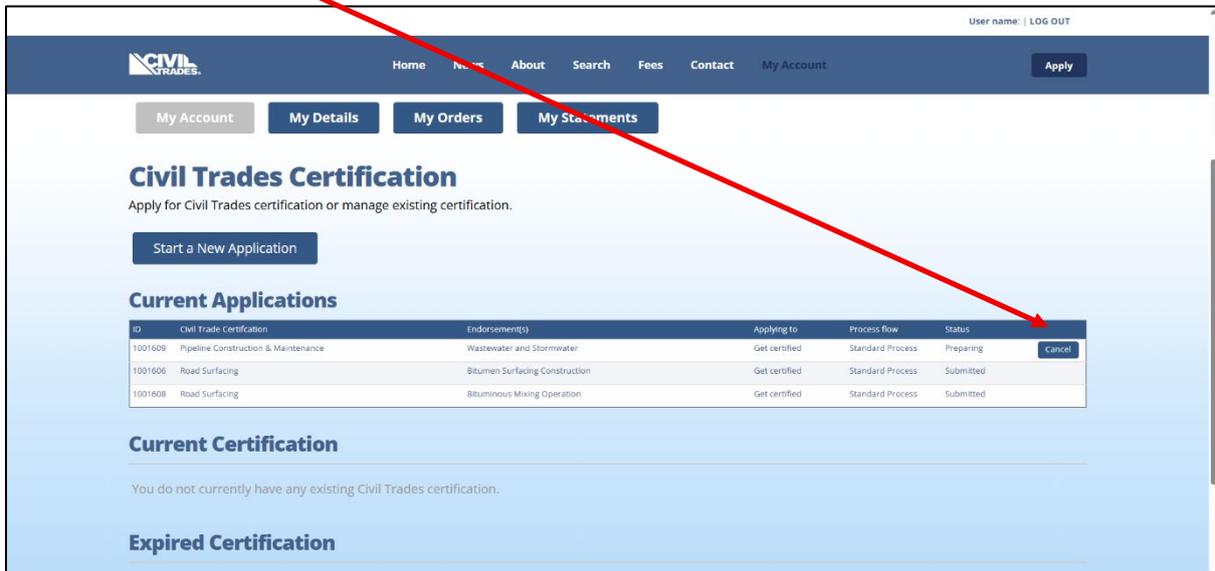
Current Certification
You do not currently have any existing Civil Trades certification.

Expired Certification

Deleting a draft application

Step 1.

Click the  button next to any incomplete application you wish to delete

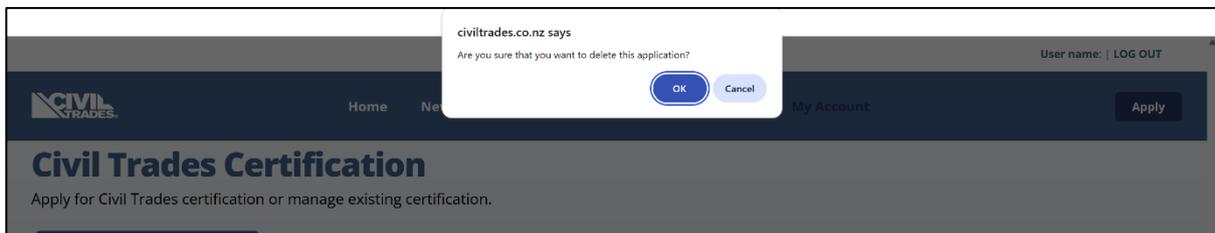


The screenshot shows the 'Civil Trades Certification' page. Under the 'Current Applications' section, there is a table with the following data:

| ID | Civil Trade Certification | Endorsement(s) | Applying to | Process flow | Status | |
|---------|-------------------------------------|--------------------------------|---------------|------------------|-----------|------------------------|
| 1001609 | Pipeline Construction & Maintenance | Wastewater and Stormwater | Get certified | Standard Process | Preparing | Cancel |
| 1001606 | Road Surfacing | Bitumen Surfacing Construction | Get certified | Standard Process | Submitted | |
| 1001608 | Road Surfacing | Bituminous Mixing Operation | Get certified | Standard Process | Submitted | |

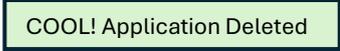
Step 2.

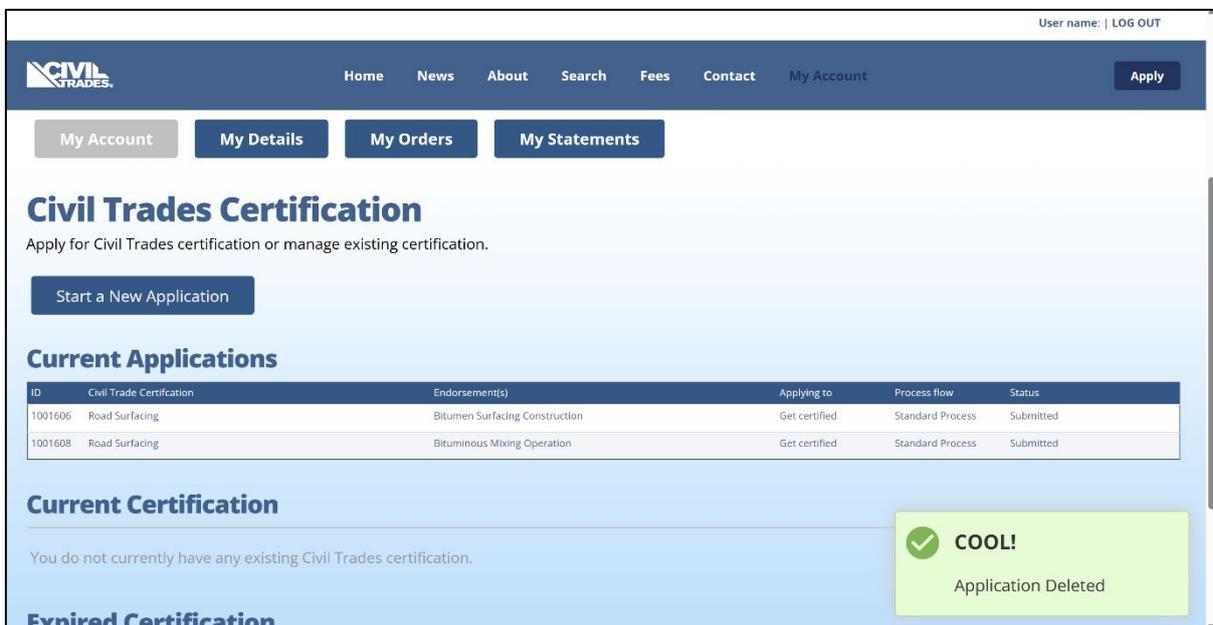
Click the  button to confirm deletion



The screenshot shows a confirmation dialog box from civiltrades.co.nz. The dialog box contains the text: "Are you sure that you want to delete this application?". There are two buttons: "OK" and "Cancel".

Step 3.

A  pop will appear letting you know your application is deleted



The screenshot shows the 'Civil Trades Certification' page after the application has been deleted. The 'Current Applications' table now only contains two rows:

| ID | Civil Trade Certification | Endorsement(s) | Applying to | Process flow | Status |
|---------|---------------------------|--------------------------------|---------------|------------------|-----------|
| 1001606 | Road Surfacing | Bitumen Surfacing Construction | Get certified | Standard Process | Submitted |
| 1001608 | Road Surfacing | Bituminous Mixing Operation | Get certified | Standard Process | Submitted |

A green pop-up message is visible in the bottom right corner, stating: "COOL! Application Deleted".