



APPLICATION FOR LATE/DEFERRED RENEWAL/RECERTIFICATION

Introduction

Certificates of personnel competence are valid for a maximum period of five years. At the end of this period, certificates may be revalidated by one of two methods (see current edition of CM).

Personnel who anticipate difficulty in completing the procedure for revalidation of certificates by the due expiry date, or whose certificates have for whatever reason expired, may apply for dispensation enabling the certificate to be revalidated by the normal renewal or recertification process rather than having again to pass the initial examination.

This document sets out the procedure for applying for late or deferred renewal or recertification up to 12 calendar months after the date of expiry, and includes an application form for the purpose. For certificates which have expired more than twelve calendar months earlier, applications for late renewal will not be considered.

Definitions

Late (renewal or recertification): Applications made after the date of expiry given on the certificate.

Deferred (renewal or recertification): Applications made before the date of expiry given on the certificate.

Renewal: The procedure for revalidation of a level 1 or level 2 certificate without examination after the first five year period of validity. Certificate renewal involves a review of continuity in the application of the NDT method, confirmation of acuity of vision, and evidence of satisfactory performance. There are a number of preconditions concerning eligibility for renewal without examination.

Recertification: The procedure for revalidation of a certificate after the second five year period of validity through success in a practical examination for levels 1 and 2, and for level 3 after success in a theory examination or, alternatively, the accumulation of points under a credit system.

Significant Interruption: A significant interruption means an absence from (or a change of) work activity which prevents the holder of certification from practising the duties corresponding to his or her level in the method and sector(s) for which certification was issued, for one or several periods totaling one year or more. For the purpose of calculating this period, authorised holidays, illness or periods of related training and education, any of which are 30 days or less in duration, shall not be considered.

General Informations

Please Read These Guidance Notes Carefully Before Completing The Application.

1. Certificates of personnel competence cease to be valid upon the date of expiry given on the certificate, and applicants cannot claim to have held valid certification after this date. No extensions to the maximum five year period of validity are permitted.
2. Applications for deferred renewal/recertification must be received by the Certification Records Office (CRO) before the certificate expiry date.
3. The CRO will not consider applications for LATE renewal/recertification beyond 12 calendar months after the date of expiry.
4. In order to obtain dispensation for late/deferred renewal/recertification, the certificate holder must complete and return the attached application (form F-86), together with the appropriate application fee (details of fees and methods of payment are given in F-41).
5. Applications may be refused, in which case the certificate holder will be considered an initial candidate for certification in the sector, method and level concerned.
6. Policy for late/deferred renewal/recertification is to issue a letter of authorisation which must subsequently be presented with any application for recertification or renewal. Without such authority, the application will be refused.
7. Should the application for late/deferred renewal/recertification be accepted, any certificate which subsequently results from the application will be valid for five years from the date of expiry of the superseded certificate.
8. An application form and fee must be submitted in respect of EACH certificate for which late/deferred renewal/recertification is sought. The application will not be considered until payment has been received. Fees are charged in respect of increased administration involved at the CRO and are NOT refundable under any circumstances.
9. In addition to the late/deferred renewal/recertification application fee, the usual renewal or recertification fees remain payable.
10. The form and cheque must be returned direct to the CRO at the CB.



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Part A (One Form To Be Completed By The Applicant For Each Certificate Concerned).

Full name:	
Certification ID No.:	
Certificate number:	
Expiry date:	
Address for correspondence:	
Telephone:	
E-mail address:	

Please explain why late/deferred renewal/recertification is requested:

Have you been regularly engaged, without significant interruption, in applying NDT appropriate to the scope of the certificate concerned during its period of validity?

Please state YES or NO: _____

7. What is the latest date on which you will submit a renewal without examination application or attend recertification examination on the CB?

Please state latest date: _____

Applicant's Declaration

I understand that the certification detailed above ceased/ceases to be valid upon the expiry date on the certificate, and that I cannot claim to have held a valid certificate for any NDT appropriate to this certification since its expiry date.

I further understand that, should the application for late/deferred renewal/recertification be accepted, any certificate subsequently resulting from the application will expire on a date five years after expiry of the certificate it supersedes.

The applicable fee at the current rate (see F-41) is enclosed herewith. I understand that this is not refundable under any circumstances.

Signature of Applicant: _____ Date: _____



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Part B (to be completed by the applicant's employer).

NOTE. If the applicant is self employed, this section should be completed by a representative of a company for which the applicant regularly carries out NDT.

Company:	
Address:	
Name of representative:	
Position within company:	
Telephone:	
Email:	
Relationship to the applicant:	
Declaration:	I confirm that the information given above is, to the best of my knowledge, accurate, and that the applicant has regularly carried out NDT for the above company to my satisfaction.
Signature and date:	

Part C: Payment

Details of the payment:
Address to which Invoice needs to be raised:

ForCB Use

Application no:	
Date application received:	
Invoice/fee information:	
Application approved?	
Latest recert/renewal date:	
Name:	
Position	
Remarks:	
Signature and date:	



APPLICATION FOR LATE/DEFERRED RENEWAL/RECERTIFICATION

From

International Academy of NDT,
5, Thirupughal Street,
Kamakshi Nagar,
Valasaravakkam,
Chennai 87 ,
India

Our ref: <file reference>

Date:

To: <Name & Address>

Your Application No: _____ Dated: _____

Requesting: _____

In Respect of: _____ Expiry Date: _____

Has Been Approved.

You should now proceed as follows:

a) In order to obtain this dispensation you must submit to the CB at the above address, an application for renewal without examination, supported by a copy of this letter, on or the date shown below.

OR

b) In order to obtain this dispensation you must submit an application for a recertification examination (obtainable direct from the CB), supported by a copy of this letter. The recertification examination must be attempted on or before the date shown below.

Latest Date for Renewal/Recertification: _____

It is to be emphasized that this does not represent an extension to the period of validity of your certificate. It is an authorization to revalidate your certificate later than the rules normally allow.

<Name>

<Position>

<Organisation>



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From

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5, Thirupughal Street,
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Chennai 87 ,
India

Our ref: <file reference>

Date:

To: <Name & Address>

Your Application No: _____ Dated: _____

Requesting: _____

In Respect Of: _____ Expiry Date: _____

Has Not Been Approved

You should now proceed as follows:

Under the rules and requirements set out in CM (Requirements for the certification of personnel engaged in Non-Destructive Testing) you are therefore considered as initial candidate for certification in the method/sector of your expired certificate.

You may apply directly to the CB for examination.

<Name>

<Position>

<Organisation>