



**NOTE: All PCN Scheme documents referred to in this document are available to download at: [www.bindt.org/certification/pcn-exam-requirements-and-document-download/](http://www.bindt.org/certification/pcn-exam-requirements-and-document-download/)**

### Applications

#### How long does it take to process my application?

The Certification Services Division (CSD) has up to 14 working days to begin the processing of any application from the date it has been submitted.

#### What is the cost of an application for experience gained?

Document PSL/35 lists all PCN Scheme charges for certification services and can be found on the BINDT website at: [www.bindt.org/downloads/PSL35.pdf](http://www.bindt.org/downloads/PSL35.pdf)

The fee listed on document PSL/35 as 'Administration and certification fee' is the correct administration charge.

#### Why have I received a PSL/57C application form?

You will receive a PSL/57C application form from the Certification Services Division (CSD) if you have taken a PCN examination without the correct amount of experience to hold the qualification; this is advised by the amount of experience stated on the PSL/57A application for initial examination completed when booking your examination.

#### What is the fee for submitting a PSL/57C application form?

Document PSL/35 lists all PCN Scheme charges for certification services and can be found on the BINDT website at: [www.bindt.org/downloads/PSL35.pdf](http://www.bindt.org/downloads/PSL35.pdf)

The fee listed on document PSL/35 as 'Administrative charge for rejected applications' is the correct administration charge; this is separate to the PCN exam levy.

#### I have gone past the two-year date to submit my log of experience gained; can I still submit this application?

The Certification Services Division (CSD) does not accept any applications for experience gained submitted beyond the two-year expiry date. If you still wish to gain this qualification, you will need to sit the initial examination again.

### Certificates and renewals

#### What is the cost of an application for renewal?

Document PSL/35 lists all PCN Scheme charges for certification services and can be found on the BINDT website at: [www.bindt.org/downloads/PSL35.pdf](http://www.bindt.org/downloads/PSL35.pdf)

The fee listed on document PSL/35 as 'Certificate renewal without examination' is the correct administration charge.

#### How soon can I renew my qualification?

It is advised that the exam/application should be booked/submitted no sooner than six months before the expiry date; however, you may book sooner, as long as you are aware that you will lose time on your certificate. All qualifications must be renewed no later than six weeks prior to the expiry date by completing the appropriate form (PSL/57B, CP16, CP17 and/or CP17A) for your qualification level.

If you apply within the six weeks prior to the expiry date, completion of a PSL/28 form and the deferred approval fee detailed in document PSL/35 will be required. You will then be required to sit a recertification exam. An application for renewal using a CP16, CP17 and/or CP17A form will not be accepted if submitted within the six week period prior to the expiry date. A PSL/57B will not be accepted by the PCN AQB within the six weeks prior without a copy of your PSL/28 approval letter.

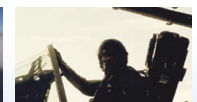
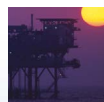
#### What does the 'D' stand for on my certificate?

The 'D' stands for 'distinction'. This means that you passed the examination at an 80% pass mark or higher.

#### Why did I not receive a 'D' on my RPS, BRS, CDS, WI or ISO 20807 qualifications?

RPS, BRS and CDS have always had a pass mark of 70%; therefore, the distinction grade does not apply.

WI and ISO 20807 do not comply with ISO 9712; therefore, the distinction grade does not apply.





## Examinations

### I am interested in taking a PCN exam, how do I do this?

Please refer to document PSL/4 on the BINDT website at: [www.bindt.org/downloads/PSL4.pdf](http://www.bindt.org/downloads/PSL4.pdf). This document lists the location of available exam centres and the exams they can conduct. Your chosen exam centre will be able to answer any questions regarding your first PCN exam.

### I have not received my exam results yet; who do I need to contact?

Your PCN exam result notice is sent to you directly from the PCN test centre where the examination was taken. Please contact them directly for your results.

### How do I get an exemption to take a PCN exam?

To make an application for exemption in PCN examinations, a PSL/49 form must be completed and sent to the Certification Services Division (CSD) at the address below. This is located on the BINDT website at: [www.bindt.org/downloads/PSL49.pdf](http://www.bindt.org/downloads/PSL49.pdf)

### What happens if I fail my initial examination?

You have 12 months from the examination date to sit up to two retest examinations.

### What happens if I fail my recertification exam?

If your certificate is still valid at the time of failing your recertification it will be immediately removed from the verification page of the BINDT website. You will be sent a letter explaining this and you will have two more retest examinations available to you, to be taken within 12 months of the failed recertification exam date. However, the first retest MUST be taken within the first six months of the failed recertification exam date. If you fail the second retest examination, any future applications made will be treated as initial candidate applications only.

### Can I get an extension if I am unable to sit the retests within 12 months?

You can get an extension of up to six months to sit the retest. A PSL/55 form must be completed and submitted to the Certification Services Division (CSD) at the address below, no later than four weeks before the latest retest date.

### Which form do I need to complete for an initial exam, retest and recertification or supplementary examination and where do I need to send this?

The forms below must be sent directly to the test centre through which you wish to sit the exam.

PSL/57A – Initial and retest

PSL/57B – Recertification and supplementary.

## General

### How can I change my address?

A PSL/18 form must be completed and sent to the Certification Services Division (CSD) at the address below, along with the duplicate certificate fee advised on document PSL/35.

### I have lost/not received my PCN certificate/ID card; how do I request a replacement?

If you have lost your PCN certificate/ID card, you will need to complete a PSL/18 form and send it to the Certification Services Division (CSD) at the address below, along with payment details to cover the fee advised on document PSL/35. *(Please note that if the certificate/ID card was posted over 12 months ago, the fee will automatically be required.)*

### How often am I required to have an eye test?

Please refer to document PSL/44, which states the following:

“Subsequent to certification, the tests of visual acuity shall be carried out at least annually. Records of tests shall be retained by the employer or responsible agency and provided to the Certification Services Division upon request. Failure to do so will invalidate all PCN certification.”

### What is the difference between weld inspection and visual testing?

The ISO 9712 standard does not offer a weld inspection option, it only offers a visual testing option that covers welded, cast and wrought products. The syllabuses for each qualification are significantly different, along with the expected work duties.

