

Certification Services Division
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PSL/28 ISSUE 13 REV A - APPLICATIONS FOR LATE/DEFERRED RENEWAL/RECERTIFICATION

INTRODUCTION

PCN certificates 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 PCN/GEN).

Personnel who anticipate difficulty in completing the procedure for revalidation of PCN 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 in excess of twelve calendar months earlier, applications for late renewal will only be considered in exceptional circumstances and, in any case, each such application will be considered by the Certification Management Committee and there may therefore be considerable delay before the application is 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 PCN 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 totalling 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.

REFERENCES

CP16	PCN Level 1 and Level 2 certificate renewal without examination
CP17	PCN Level 3 recertification without examination via a credit system
PCN/GEN	General requirements for the certification of personnel engaged in NDT
PSL/35	PCN charges for certification services
PSL/4	List of Authorised Qualifying Bodies



The British Institute of Non-Destructive Testing is an accredited certification body offering personnel and quality management systems assessment and certification against criteria set out in international and European standards through the PCN Certification Scheme.



NOTES

Please read the guidance notes carefully before completing the application form attached.

1. PCN certificates 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 PCN at 1 Spencer Parade, Northampton NN1 5AA, BEFORE the certificate expiry date.
3. PCN 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 PSL/28), together with the appropriate application fee (details of fees are given in PSL/35 sent with this document). Please make cheques payable to "The British Institute of NDT".
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. PCN 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 PCN Certification Office 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 PCN at 1 Spencer Parade, Northampton, NN1 5AA, NOT through a PCN test centre.

Enclose: PSL/35

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PSL/28 - APPLICATION FORM FOR LATE/DEFERRED RENEWAL/RE-CERTIFICATION

Part A (to be completed by the applicant).

1. NAME: _____

2. PCN No: _____ (if known)

3. CERTIFICATE NUMBER: _____ EXPIRY DATE: _____

4. EMAIL ADDRESS: _____

5. HOME ADDRESS: _____

POST CODE: _____ TELEPHONE: _____

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

6. Have you been regularly engaged, without significant interruption, in applying non-destructive testing appropriate to the PCN 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 (CP16), or attend a test centre for recertification?

Please state latest date: _____

APPLICANT'S DECLARATION

I understand that the PCN certification detailed in 3. above ceased/ceases to be valid upon the expiry date on the certificate, and that I cannot claim to have held a valid PCN 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 PSL/35) is enclosed herewith. I understand that this is not refundable under any circumstances.

SIGNATURE OF APPLICANT: _____ DATE: _____

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: _____

TELEPHONE: _____ FAX: _____

EMPLOYER'S DECLARATION

I confirm that the information given in 1 to 6 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: _____ DATE: _____

NAME: _____ POSITION: _____

Completed applications should be forwarded to the PCN Certification Records Office, 1 Spencer Parade, Northampton, NN1 5AA, United Kingdom (Tel: +44 (0)1604 259056 Fax: +44 (0)1604 231489).

PAYMENT

Method of payment (either credit/debit card or a cheque payable to BINDT):				Tick box if cheque enclosed:	
For payment by credit card (tick relevant box):	Visa	MasterCard	Amex	Switch	
Card number:			Security code (last 3 figures on the security strip on the reverse of the card)		
Card valid from (if a Switch card, issue date):			Card expires end:		
Name on card:					
Signature of above named individual:					
Address of credit card holder (if different from that in Part 1 of this form):					
Please debit the above credit/debit card for the amount shown (applicants must enter the correct amount, which can be ascertained from document PSL/35):			£	:	(including VAT)

FOR PCN USE

DATE RECEIVED: _____ APPLICATION No: _____

INVOICE/FEE INFORMATION: _____

APPLICATION APPROVED? _____ LATEST RECERT/RENEWAL DATE: _____

SIGNATURE: _____ DATE: _____

NAME: _____ POSITION: _____

REMARKS: _____

ACTION COMPLETED DATE: _____ INITIALS: _____

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Our ref: 241105/PSL28/Annex A/

DATE:

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 PCN, at the above address, an application for renewal without examination (see PCN document CP16), 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 PCN test centre), supported by a copy of this letter, to any appropriate PCN test centre. The recertification examination must be attempted on or before the date shown below.

LATEST DATE FOR RENEWAL/RECERTIFICATION: _____

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

Yours faithfully,

A W Lambie
PCN Scheme Manager (NDT & I),
Certification Services Division

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Our ref: 241105/PSL28/Annex B/

DATE:

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 PCN/GEN (Requirements for the certification of personnel engaged in non-destructive testing) you are therefore considered an initial candidate for PCN certification in the method/sector of your expired certificate.

You may apply directly to any approved PCN test centre for examination.

Yours faithfully,

A W Lambie
PCN Scheme Manager (NDT & I),
Certification Services Division

Enclose: PSL/4