

PCN24/PSL55

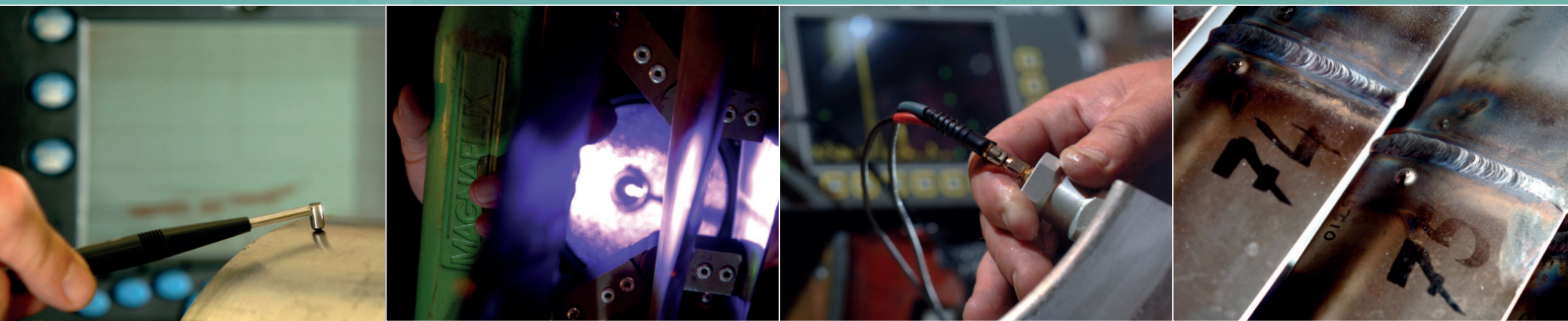
Extension of latest retest date for failed PCN examinations

Issue 1 • October 2025



A division of

BINDT
THE BRITISH INSTITUTE OF
NON-DESTRUCTIVE TESTING



Introduction – Failed examination retests

A candidate who fails all permitted re-examinations shall apply for the initial examination according to the procedure established for new candidates (see PCN24/GEN).

In extenuating circumstances, PCN may grant an extension of up to six months to the latest retest date given on the PCN examination results notice. This document sets out the procedure for making applications for such an extension.

NOTES: Please read these notes carefully before completing the application form attached.

1. In order to obtain this dispensation, you must submit a separate application (form attached) in respect of each examination retest for which deferment is sought, together with the current fee for each application. There will be an administrative charge for rejected applications (details of fees and charges are given in PCN24/PSL35).
2. The fees charged regarding deferred retest applications are in respect of increased administration involved at the PCN Certification Records Office and are NOT refundable under ANY circumstances. Additionally, the normal examination fee must still be paid to the Authorised Qualifying Body (AQB). It should be noted that dispensation for a deferred retest is not automatically given. The application form and fee must be sent DIRECTLY to PCN at pcn.applications@bindt.org, NOT directed through the AQB.
3. Applications must be received at the PCN Certification Records Office at least four weeks prior to the latest retest date stated on the examination results notice (this is usually 12 calendar months from the date of the initial examination).
4. Applications for an extension to the latest retest date will NOT be considered after the latest retest date given on the results notice, except in extreme extenuating circumstances, in which case the application must be considered by a PCN Appeals Panel.
5. Any extension of the latest retest date is a PCN concession which may be refused and, in the event that no extension is granted, applicants who have not passed the examination retest by the latest date given on their examination results notice will be considered 'initial candidates' for certification in that sector, method and level.

Application for extension of latest retest date

This application for extension of the latest retest date is to be submitted to the PCN Certification Records Office by email (pcn.applications@bindt.org) at least four weeks prior to the latest retest date given on the initial examination results notice (which is normally 12 calendar months from the date of the initial examination). Applications received AFTER the normal latest retest date will NOT be accepted.

AQBs are NOT permitted to accept retest examination bookings after the normal latest retest date, unless a letter of dispensation, granted by the PCN Certification Records Office, is produced at the time of booking.

GENERAL DATA PROTECTION REGULATION (GDPR)

BINDT will store and use the information given on this form only for the purpose for which it has been provided. Your personal details and any other data you provide to BINDT will not be passed on to a third party without your permission.

BINDT would like to contact you from time to time to let you know about its other services that may be of interest, such as special offers and discounts, events and new products. If you are happy to be contacted by BINDT, please indicate by ticking the box below:

I AM HAPPY FOR BINDT TO CONTACT ME WITH INFORMATION THAT MAY BE OF INTEREST

You can subscribe or unsubscribe at any time, simply let us know.

Applicant's personal details:	
Full name:	
Home address:	
Postcode/zip code:	
Telephone number:	
Email address:	
PCN number (if known):	
Please explain why an extension to the latest retest date is requested (use separate sheet if necessary):	
Examination details:	
Date of failed initial examination:	
Test centre concerned:	
Examination results notice number:	
Note: The examination results notice number can be found on the third line down on your results notice.	

Employer's details:

Please give the name of your supervisor or manager who may be contacted in connection with this application.

Name:		Position:	
Company:		Telephone:	
Address:			
Postcode/zip code:			

Applicant's declaration:

I understand that any extension of the latest retest date given in the relevant PCN requirements is a concession that may be refused and, in the event that no extension is granted, and if I have not passed the examination retest by the latest date given on the examination results notice, I will be considered an 'initial candidate' for certification in that sector, method and level.

The extension of latest retest date application fee at the current rate (see PCN24/PSL35) is enclosed herewith. I understand that this is not refundable under any circumstances.

Signature of applicant:		Date:	
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Payment

Tick if VAT registered Please provide VAT number	
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Payment type, if not paying by card (please tick and complete as appropriate):

Bank transfer (BACS)	Purchase order number	
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Credit/debit card (provide details below):

Please tick the appropriate boxes:					
☐ Visa	☐ Mastercard		☐ Amex		
☐ Corporate/company card			☐ Personal card		
Name as shown on card:					
Card number:					
Signature of above-named individual:					
Security code (<i>last 3 digits on the security strip on reverse of card</i>):			Card valid from:		Card expiry:
Billing address (<i>address the invoice will be sent to; if corporate card, then address of company and name of whom the invoice should be sent to</i>):					
Please debit the above credit/debit card for the amount shown (<i>applicants must enter the correct amount, which can be ascertained from document PCN24/PSL35</i>):		£ (including VAT)			

There will be an administrative charge for rejected applications (please refer to PCN24/PSL35).

Change control record

PCN24/PSL55 – Document issue and review status		
Document issue for review	Changes/amendments	Current document status
Issue 1	Updated to PCN24 format.	October 2025.

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.

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