

## **Applying for the Professionally Qualified Persons (PQP) CSCS card.**

The process of applying for the PQP card is very similar to that for the Construction Related Operatives (CRO) card with the addition of having to provide evidence that you are currently a paid up member of ClfA. The CSCS website states that you have to have passed the Managers & Professionals Health, Safety & Environment test <https://www.cscs.uk.com/card-type/professionally-qualified-person/> but ClfA members accredited at Practitioner level and above can take the CITB Operatives Health, Safety & Environment test. If you look at the list of Acceptable Professional Bodies on the link from the above CSCS webpage, you will see that this is stated there.

When you have booked and passed the Operatives test <https://www.cscs.uk.com/applying-for-cards/> you can apply for a PQP card. You can either apply by phone or download a form to apply by post.

### **By 'phone:**

Before you call you will need to e-mail a scan or 'photo of both sides of your current ClfA membership card which must clearly show your membership number, grade and the 'valid until' date. Please put your name and 'ClfA PQP card' in the subject line of your e-mail and make a note of the time you send the e-mail. This will make it quicker for the CSCS card team to find your e-mail when you call. Send the e-mail to [cscs@citb.co.uk](mailto:cscs@citb.co.uk) You will get an acknowledgement of your e-mail.

Call 0344 994 4777 and tell them the time you sent the e-mail. Once they've seen it and are happy it clearly shows that your membership is up-to date, they may ask for further confirmation of information that you've given such as your employer's name, your date of birth or your National Insurance number. You'll then be asked to pay using a credit or debit card. Please note that there is a standard charge for all cards and there is no increase on the cost of the CRO card. Your CSCS card will be posted out to you 1<sup>st</sup> class on the next working day and you will be given your card reference number, which will allow you to gain access to site the next day. You will be e-mailed a receipt.

If you are challenged about the Operatives test (the Managers test is usual for the PQP card) please refer them to the list of Acceptable Professional Bodies where they will be able to see that it is the Operatives test for ClfA.

If you have lost your ClfA membership card you will be able to get a letter or e-mail from the ClfA office to confirm your details and that your membership is current and paid up to date. Please leave yourself enough time if you need us to provide evidence, especially over holiday periods. E-mail [admin@archaeologists.net](mailto:admin@archaeologists.net) or ring 0118 378 6446.

### **By post:**

You can download an application form from the CSCS website: [https://www.cscs.uk.com/about/resources/?resource\\_category=2](https://www.cscs.uk.com/about/resources/?resource_category=2) Complete it and return it with the required documentation and payment. Please note that postal applications can take up to 15 days. Most cards arrive at their requested destination within 20 days of application. If your card has not been delivered to your requested destination within five weeks of your application, please contact CSCS.