

APPLICATION FOR TRANSFER OF A MPQC CARD TO A CPCS TRAINED OPERATOR CARD

This application form is appropriate for individuals applying to transfer their MPQC Operator card to a Red CPCS Trained Operator Card. The CPCS Red Trained Operator Card is issued to those holding an MPQC card that do not have the appropriate VQ Qualification.

SECTION G

Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by an employer representative.
2. It is the responsibility of the applicant to ensure that all transfer requirements for the application as set out in the Procedure for Transferring from MPQC to CPCS are adhered to, including:
 - a) the applicant's stated details are correct for the applicant,
 - b) the applicant has a CITB Health, safety & environment test passed within 2 years of the date of application receipt,
 - c) the applicant holds a **current** MPQC card.
3. Application forms are subject to audit checks in accordance with CPCS requirements. Application forms, which are incorrect or not found to meet the requirements, will be returned.

SECTION H

Completion Requirements

Section A: Complete Section A with full details. *Note: We will use the photo that was captured at the time you achieved the HS&E test on the CPCS Competent Operator Card issued.*

Section B: Confirm you have passed the CITB Health, safety & environment test. To book a Health, safety & environment test contact the booking line on **0344 994 4488**.

Section C: You must complete the CPCS Code for each category you are applying to transfer to a CPCS Blue Competent Operator card and also attach a copies of the following:

- The Front and Back of your current MPQC card.

Each individually listed CPCS endorsement must be applied for by the applicant. There is no automatic award of multiple endorsements for a category of plant.

Section D: It should be noted that if a mailing address is not provided the card will be sent to the applicant's home address as provided in Section A1.

Section E: The Independent Employer Declaration of the applicant's requisite skills on each category/endorsement and identity must be completed by an employer representative having appropriate line management responsibility.

Section F: Payment must be made by Credit/Debit card via the CPCS Helpline. This is a non-refundable fee for the service of processing the application.

General: Please return the completed form and copies of any relevant certificates to:
CPCS, NOCN Job Cards, P O Box 1242, Kings Lynn, Norfolk, PE30 9FQ

If you require help completing this form please contact CPCS on: **0844 815 7274**

On receipt of this application it will usually take 15 working days to produce the card, providing all registration conditions have been met.