NOCN CPCS
CPD Renewal
Quick Start Guide

For CPCS Cardholders

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Introduction

This document is to guide you through the steps needed to purchase and complete your CPD course in order to renew your Blue CPCS Competent Operator Card.

Key things to know…

To renew your blue CPCS Competent Operator card you need to have a valid Health, Safety and Environment test and to have completed a relevant Continuous Professional Development (CPD) training module. This CPD module replaces the previous requirement to complete a renewal test.

In order to purchase and complete this training, you will need to log in to the NOCN Hub: https://nocn.org/login

- If a course has been purchased on your behalf by your employer, you will receive an email inviting you to sign up to the NOCN Hub.
- If a course has not been purchased on your behalf you will need to create a HUB account to purchase and take your test.

Once you have completed all the learning, your course will appear on the 'Card Checker' within one working day. Provided you meet all other requirements, you will then be able to apply to renew your blue card.

Sign up and Log in to NOCN Hub

Sign up

If your employer has purchased a CPD course on your behalf, you will not need to sign up. An invitation to the Hub will have been sent to the email provided to us by your employer.

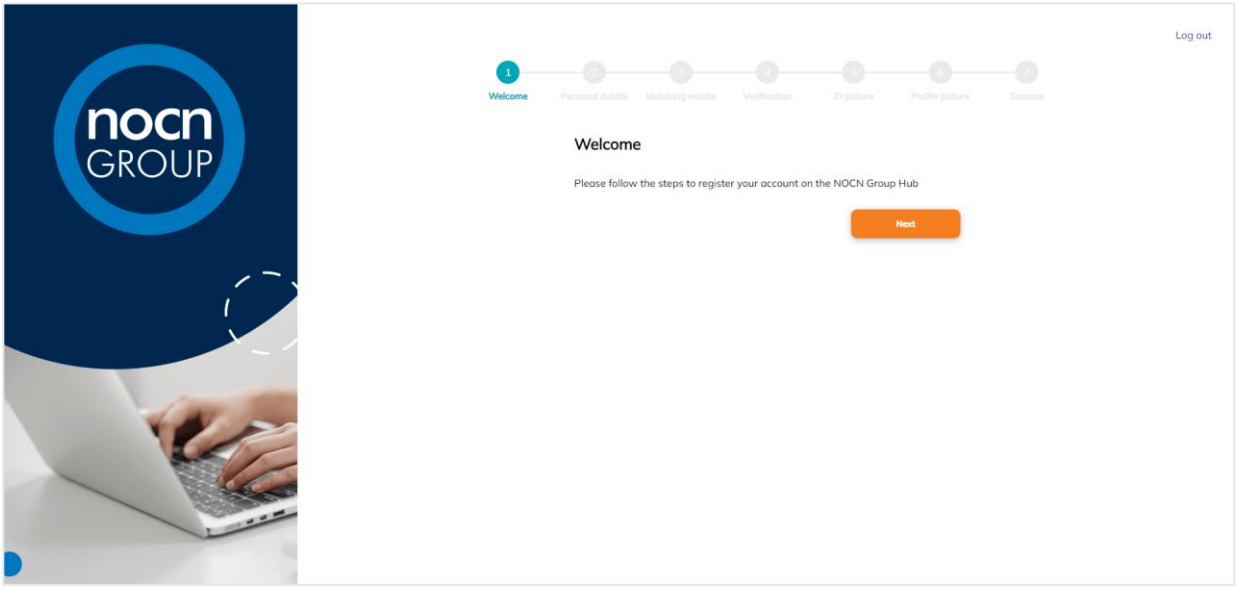
1. If you do not already have an account on the NOCN Hub, Click Sign up.
2. You will be asked to select 'Type of user'. Select 'Cardholder'.
3. Enter an email address (this should be specific to you and a personal email if possible) and a password.
4. Click to agree to our terms of service and click sign up.
5. You will receive an email to activate your account, Click 'Activate Account'.

Log in

Go the following page to login: https://nocn.org/login

Each time you log in, you will be asked for a 6-digit verification code, this will be sent to your email and will be different each time you log in.

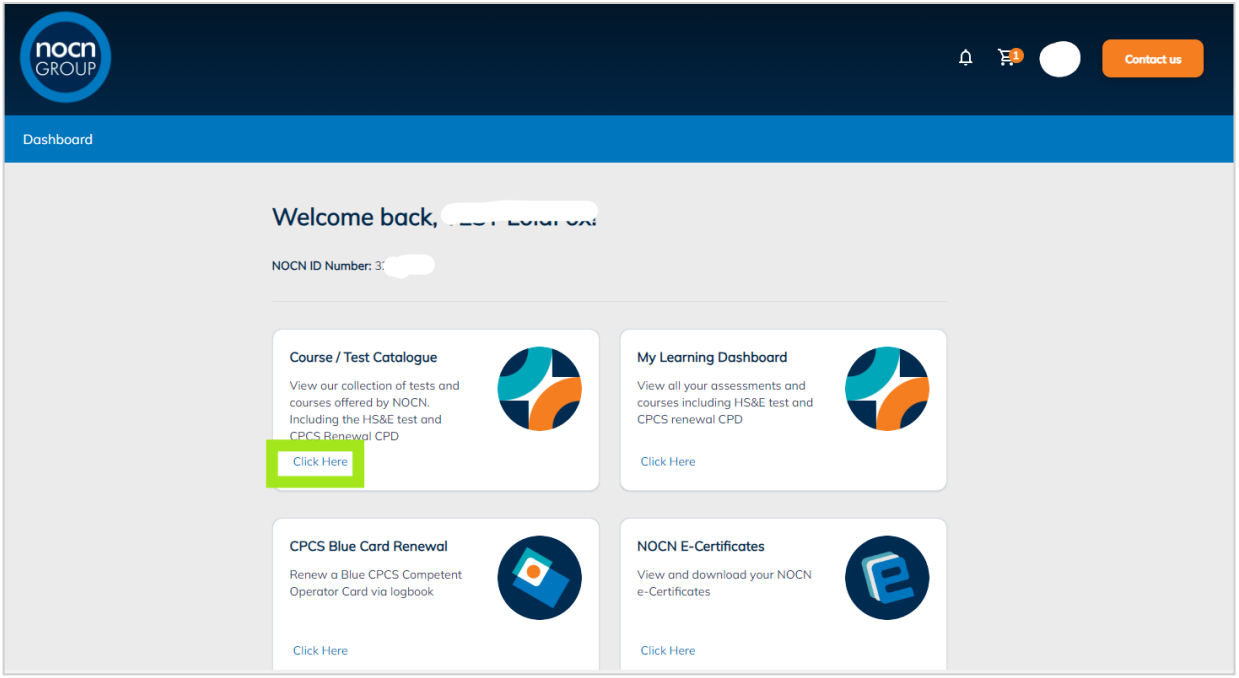
When you log in for the first time you will be taken through the steps needed to verify your identity and set up your NOCN account. This will include supplying a picture of your ID and a passport style photo to be displayed on your card.



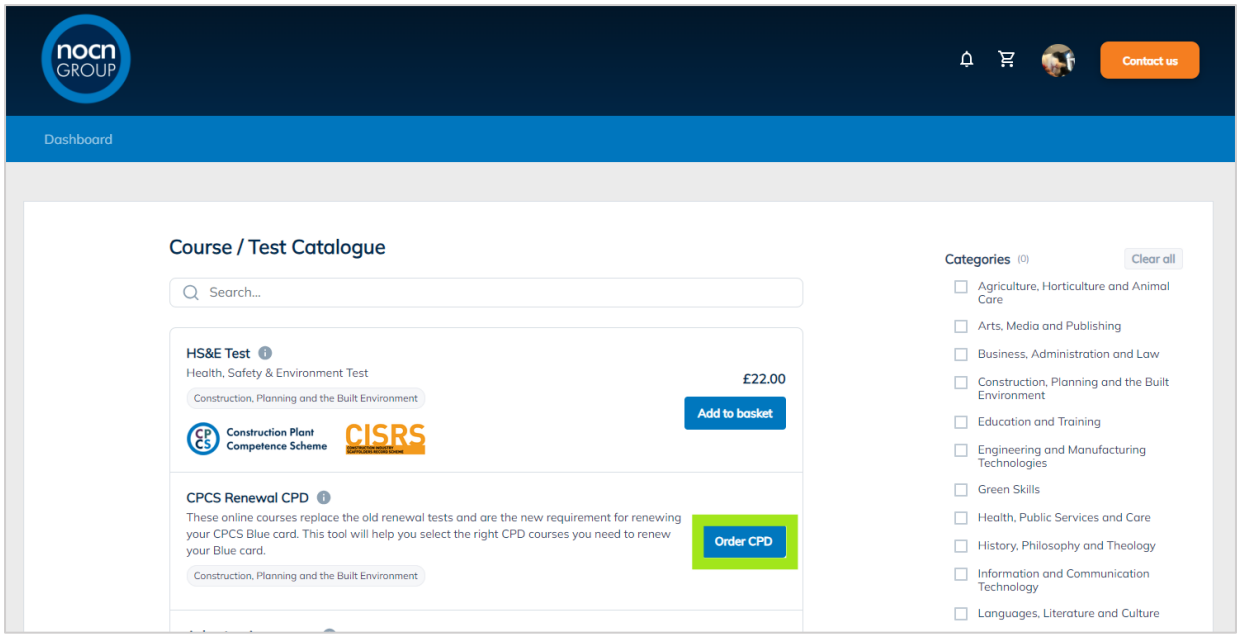
Purchase a CPD Course

Once you are logged in to your NOCN Hub account you will be able to purchase the necessary CPD courses to renew your card.

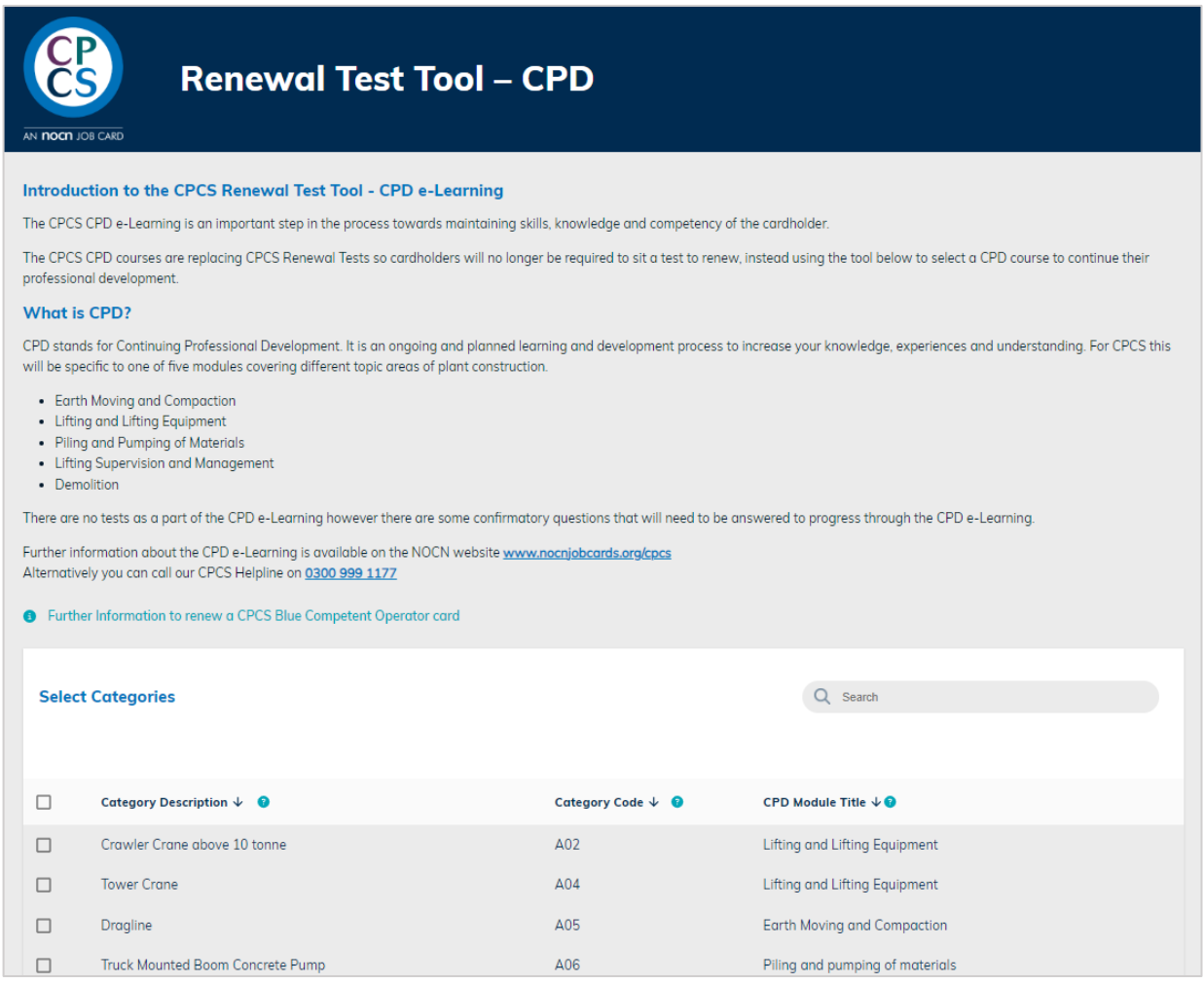
Select Course/Test Catalogue.



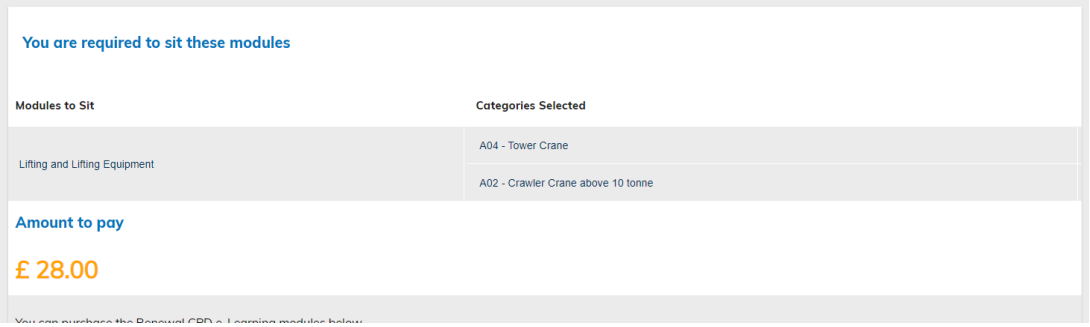
Next to ‘CPCS Renewal CPD’ Click ‘Order CPD’



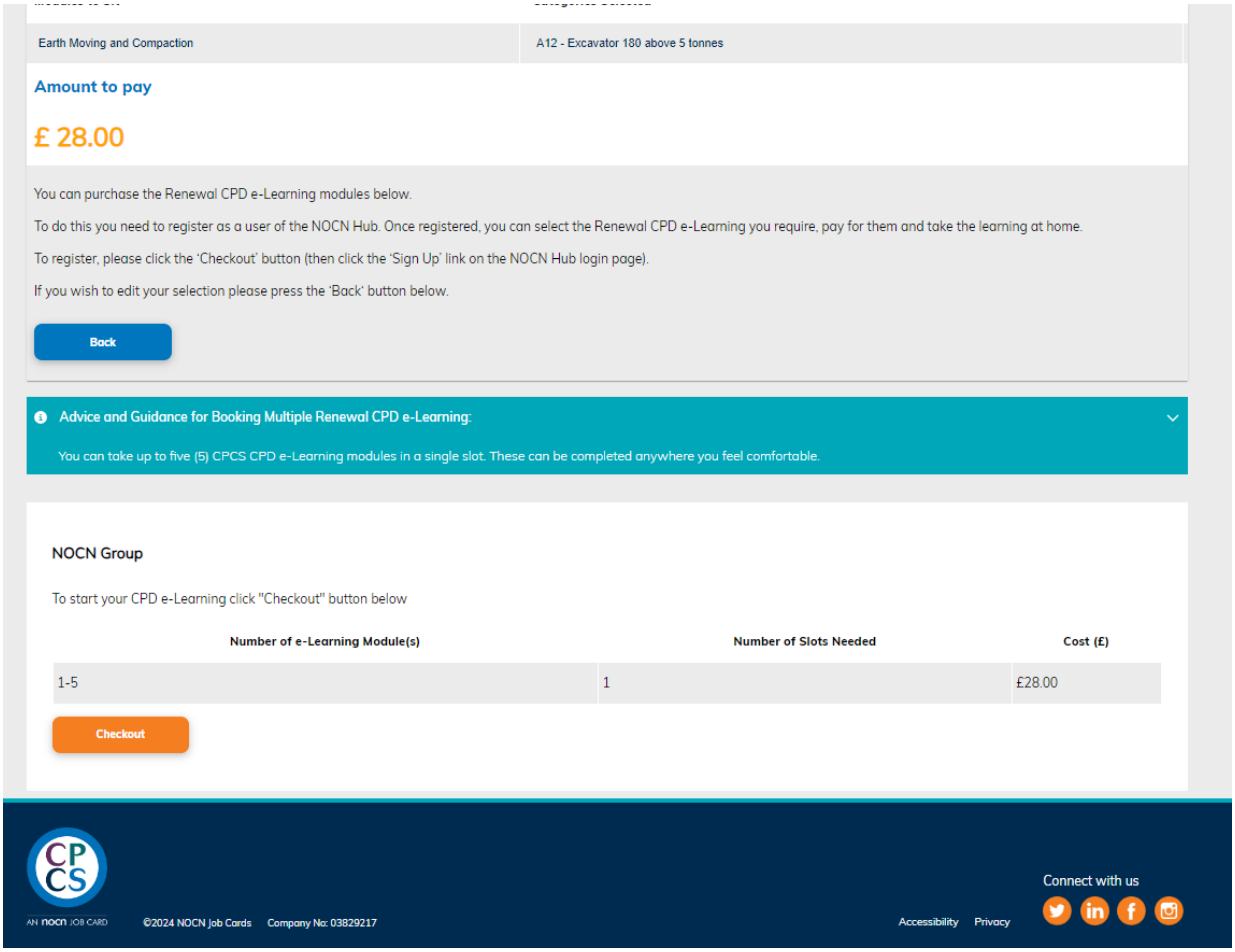
This will take you to ‘Renewal Test Tool – CPD’, click to tick the box next to the categories you want to renew then click ‘Next’.



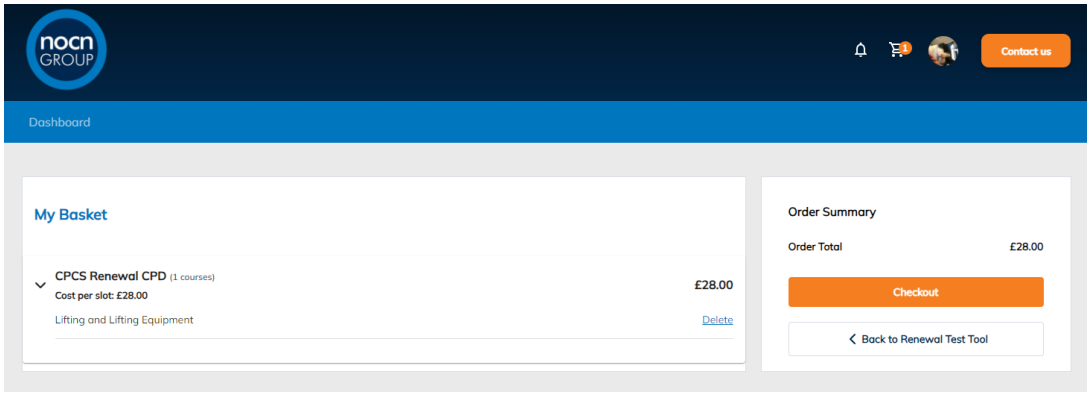
You will be shown the course(s) you need to complete to renew the selected categories and the cost to purchase the necessary course(s).



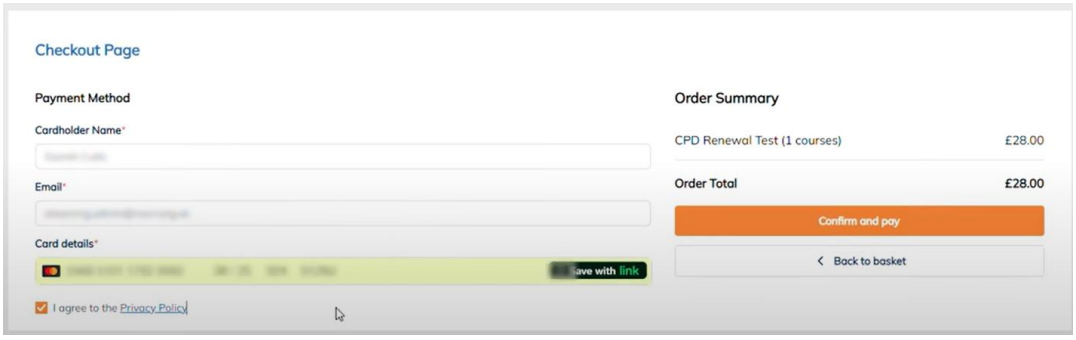
Scroll down, and click ‘Checkout’ to proceed to payment.



Click ‘Checkout’ to pay by card.

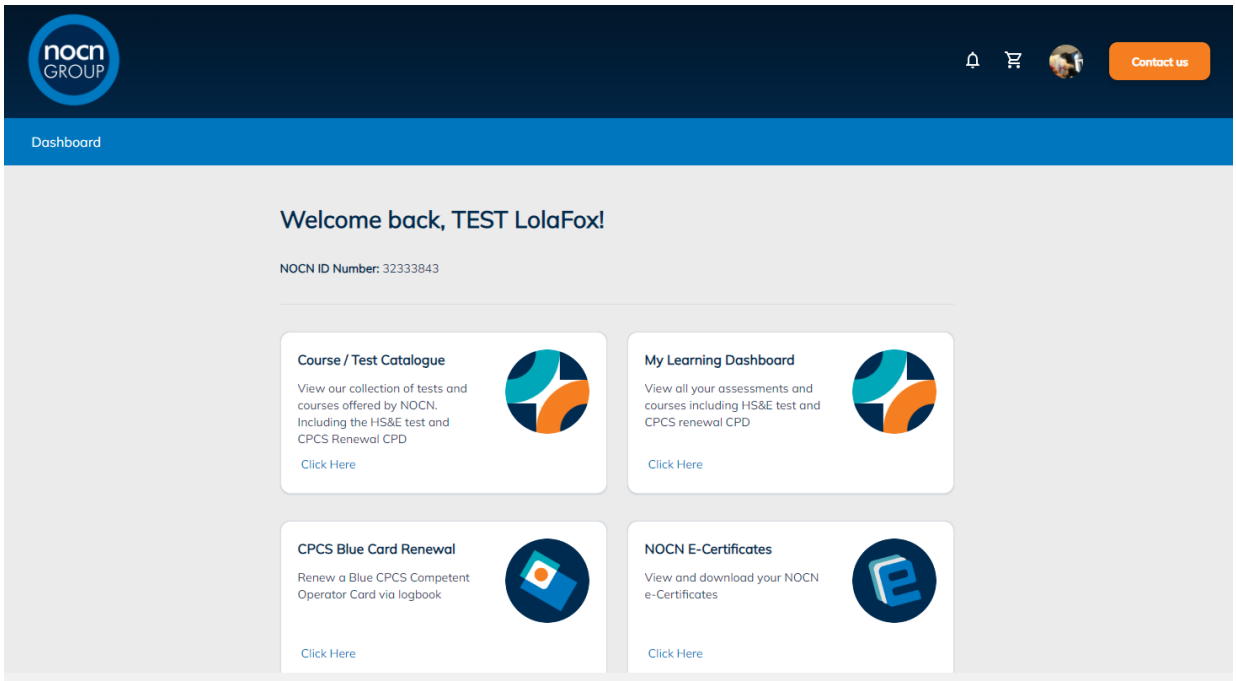


Enter payment details and complete purchase.

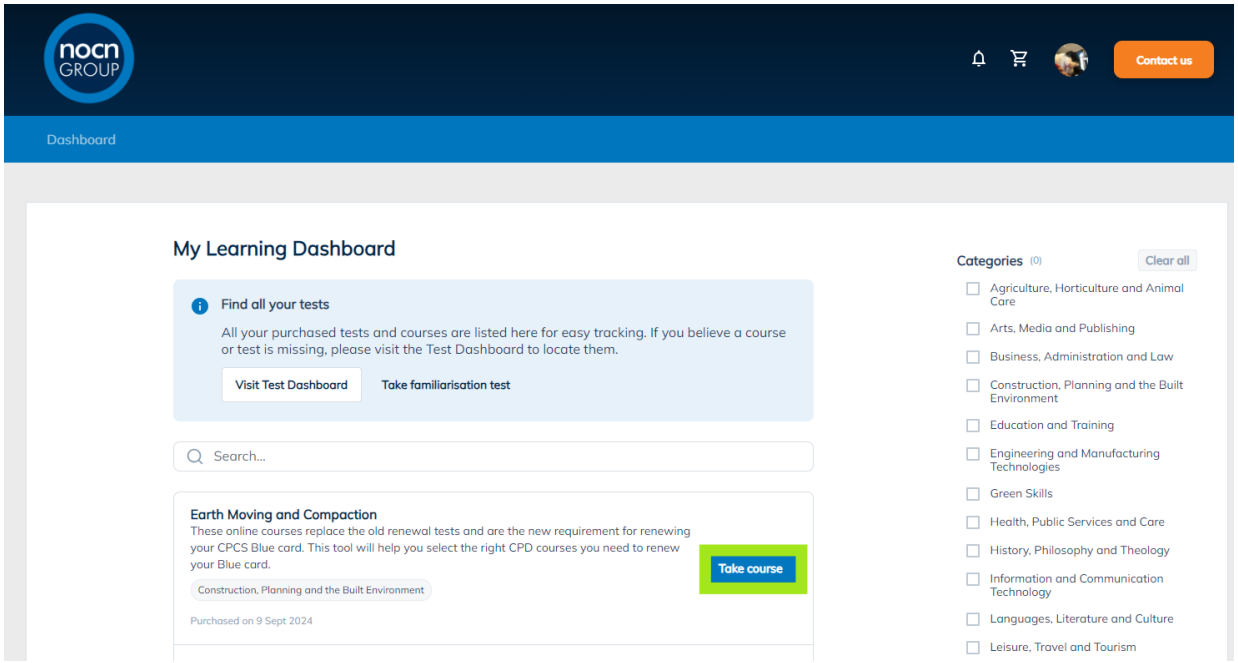


Complete your CPD Course

Once you have purchased a course, go to ‘My learning dashboard’



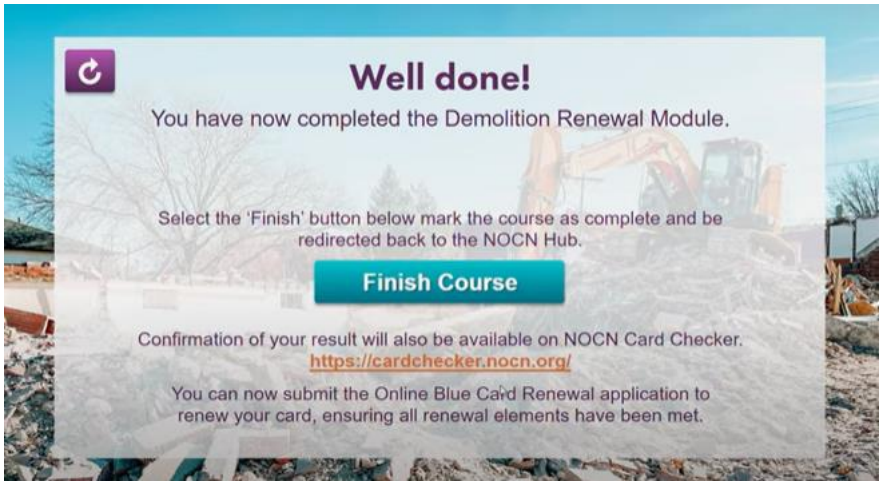
You will see the CPD courses you have just purchased. Click ‘Take Course’.



This will take you to the learning for this CPD module. You will need to work through all of the learning before you can renew your Blue Card.

Each section will appear with a padlock icon against each one. The sections will unlock as you work through them in order. This will turn into a tick as you complete each section.

When you have finished the learning, you will see a completion screen. Click ‘Finish Course’ to complete your CPD and you will be redirected to the hub.

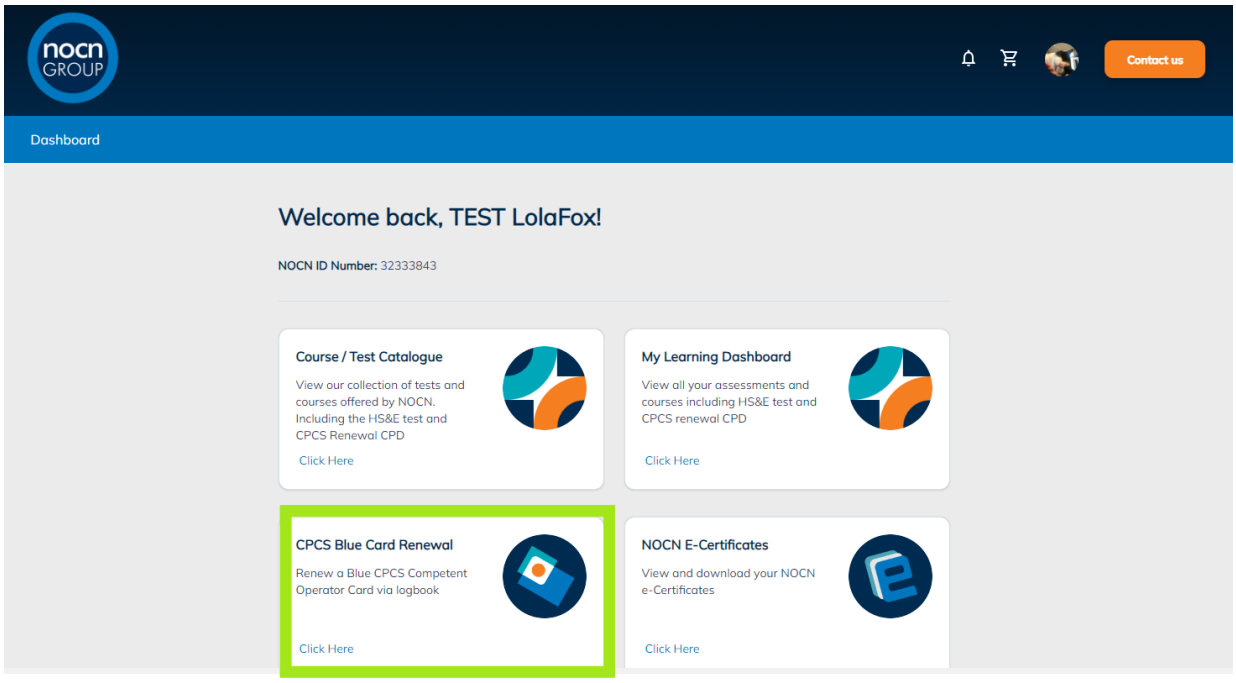


Next steps

Your completed CPD course will be added to card checker within one working day.

You can then apply to renew your blue card if all renewal elements have been completed.

Log in to the hub and select ‘CPCS Blue Card Renewal’ to apply online.



Further support and Guidance

Check out the NOCN website under the system support section for more guidance and support videos.

A full video explanation of this process can be found here: https://cpcs.nocn.org.uk/CPCS/cpcs-renewal-cpd/