

Record of Experience

Please check the applicable boxes and fill in the applicable fields in with the requested information.

Work history for the past five (5) years (include additional pages if required)

Position 1

Company _____ Period of employment: **From** _____ / _____ **To** _____ / _____
YYYY MM YYYY MM

Location _____ Position held _____

Position 2

Company _____ Period of employment: **From** _____ / _____ **To** _____ / _____
YYYY MM YYYY MM

Location _____ Position held _____

General work history in NDT during the past five (5) years (measured in percentage of work time)

Industry	Applications	Materials	% of time per method	Approximate % of work time spent
_____ % Aviation/aerospace	_____ % Welds	_____ % Steel	_____ % MT	_____ % doing inspections
_____ % Nuclear	_____ % Forgings	_____ % Stainless steel	_____ % PT	_____ % planning/reporting
_____ % Petro-chemical	_____ % Castings	_____ % Copper	_____ % RT	_____ % supervision of staff/meetings
_____ % Manufacturing	_____ % Pipe/tubes	_____ % Aluminum	_____ % UT	_____ % training and/or conferences (attending or facilitating)
_____ % Mining	_____ % Fittings/valves	_____ % Magnesium	_____ % ET	_____ % writing procedures/documents
_____ % Pulp and paper	_____ % Pressure vessels	_____ % Concrete	_____ % VT	
_____ % Ship yard	_____ % Nozzles/nodes	_____ % Ceramic	_____ % Other	
_____ % Structural	_____ % Storage tanks	_____ % Plastic		
_____ % Training/certification	_____ % Lift equipment	_____ % Composites		
_____ % Research	_____ % Structures			
Other _____	Other _____	Other _____	Combined total must equal 100%	Other _____

Details of work history in each applicable NDT method during the past five (5) years

MT	PT	RT	UT	ET	VT
Yoke	Aerosol	Isotope	Thickness gauge	Analog meter	
Coil wrap	Brush	X-Ray	Flaw detector	Phase display	
Prods	Dip tanks	Linear accelerator	Phased array	Single freq	
Wet bench	Solvent removable	Film	Straight beam	Multi-freq	
Dry powder	Water wash	Fluoroscopy	Angle beam	Remote field	
Aerosol	Post emulsifier	Digital	Contact	Absolute mode	
Visible	Visible	Auto develop	Immersion	Differential mode	
Fluorescent	Fluorescent	Manual dev		Spinning mode	
Other _____	Other _____	Other _____	Other _____	Other _____	
Reports	Reports	Reports	Reports	Reports	
Instruction	Instruction	Instruction	Instruction	Instruction	
Procedures	Procedures	Procedures	Procedures	Procedures	
Standards	Standards	Standards	Standards	Standards	
Other _____	Other _____	Other _____	Other _____	Other _____	

I attest to the validity of the information provided above:

Applicant Signature _____ Date _____ / _____ / _____
YYYY MM DD

Supervisor* Signature _____ Date _____ / _____ / _____
YYYY MM DD

***Same supervisor as Section B on page 3**

Applicant Attestation

Applicant: I attest that the statements made by me in this application are true and complete. I understand that if any of these statements are found to be untrue, or if any misrepresentation or falsification of this form or the attached documents is discovered, an NRCAN NDTCB Code of Conduct violation investigation may result and this application may be rejected and/or certification(s) may be withdrawn. I agree that the NRCAN NDTCB may contact me and/or my signatories to verify information related to this application. I understand that the NRCAN NDTCB may conduct audits and investigations to verify the validity of the information in this application, and that I will fully cooperate in providing any additional documentation and explanation as requested. I confirm that during the past period of validity I did not have an absence or change of activity that prevented me from practicing the duties to my level in the NDT method and sectors for which I am certified, for either a continuous period in excess of one year or two or more periods for a total time exceeding two years. I understand that renewal of certification is issued only after completion, verification and NRCAN NDTCB approval of this application and I understand that late renewals may require additional information and/or verification. By signing this application, I agree to the terms of the certification program and authorize the NRCAN NDTCB to disclose my name, city and province of residence and certification status as a supplementary mechanism of certification status verification.



Applicant's signature MUST NOT exceed the inner limits of the signature box. You must sign your usual signature, as it will appear on your certification ID card.

Applicant Name (Please print) _____

Date ____/____/____
YYYY MM DD

Release of Information

This is to authorize the NRCAN NDTCB, if requested, to release my examination results, additional information and/or admittance forms to my employer and/or the payee of my examination and application fees.

Applicant Signature _____ Date ____/____/____
YYYY MM DD

This is to authorize the NRCAN NDTCB to allow _____ to act on my behalf to provide application information and receive applicable updates/correspondence. Contact's full name

Contact telephone _____ Contact email _____

Applicant Signature _____ Date ____/____/____
YYYY MM DD

Additional Information
For complete information on NDT Renewal, please visit the NRCAN NDTCB Website.

LATE RENEWAL POLICY

Candidates are responsible for ensuring the active status of their NDT certification(s) by renewing their certification(s) before the expiry date. To apply for renewal of certification, a candidate must submit to the NDT Certification Body a properly completed Renewal Application Form for Non-Destructive Testing Certification, a Vision Test Report Form for Non-Destructive Testing Personnel, a signed NRCAN NDTCB Code of Conduct form, the applicable renewal fee, and, if required, 2 passport photographs. NDT certification status becomes inactive if a candidate fails to renew by the certificate expiry date. Up to 12 months after the certification expiry date, a candidate can apply for reactivation of certification status by submitting the documents mentioned above, including the record of experience and attestation pages of this form, completed and signed, and a late renewal fee in addition to the regular renewal fees. Late renewals may require additional information, documentation and/or verification. If a candidate has not submitted a renewal application more 12 months after the certificate expiry date, a candidate can revalidate their certification status by successfully completing the recertification examination(s). Successful completion of the initial certification process is required if the candidate fails recertification.

CERTIFICATION EXPIRY DATES AND RECERTIFICATION DUE DATES

As of July 1, 2015 the NRCAN NDCTB introduced a new expiry date for initial certification and certification renewal candidates. Newly certified personnel and existing certified personnel that apply for certification or renewal under the CAN/CGSB-48.9712-2014 standard are given an expiry date of the 15th day of their birth month for up to five years (60 months or less) for a given method-specific certification. Certified personnel that have multiple method-specific certifications may have different expiry dates for one or more certifications. Certification expiry dates are listed on your certification ID card, and on the Directory of Certified Personnel (which can be downloaded from our website). Recertification of your method-specific NDT certification is required approximately 10 years (120 months or less) after initial certification or most recent recertification. If your upcoming certification expiry date and recertification due date are the same, you are required to apply for recertification and successfully pass your recertification exam(s). Your certification will not remain active if you do not apply for recertification and pass your recertification examination(s) by the expiry/recertification due date. In order to allow renewal and recertification dates for each certification, you may be given a shorter period of validity (with a smaller pro-rated fee) during your next renewal for one or more certifications (approximately 1-4 year periods of validity). The subsequent renewal will allow the certification to resume the regular 5-year renewal and recertification cycle. After submitting your application, the NRCAN NDTCB will notify you if your period of validity for a given certification is shorter than normal, and if we have applied a pro-rated (smaller) fee. For more information about recertification and how/when to apply for recertification, please visit our website and navigate to the NDT recertification web page. Recertification due dates are listed on the Directory of Certified Personnel (which can be downloaded from our website).

ADDITIONAL CLIENT/CANDIDATE RESPONSIBILITIES

Certified personnel and candidates must respond to NRCAN NDTCB communication in a timely manner, and inform the NRCAN NDTCB of any changes to their name/address/contact information. Clients are responsible for the official documentation issued to them by the NRCAN NDTCB. Fees will apply for the replacement of these documents.

PRIVACY POLICY

The NRCAN NDTCB is committed to protecting your privacy whether you are an existing client or a new applicant. All personal information created, held, or collected by the Government of Canada is protected under the federal Privacy Act. Our office will ensure that collected personal information and any communications between the NDTCB and their clients or applicants are considered confidential, protected, and are for the exclusive use of the intended recipient to fulfill certification program requirements. Personal information is collected as stated in NRCAN's Info Source (PAA 3.1.2 - Materials and Certification for Safety and Security - Bank Number: NRCAN PPU 015), and the certified personnel's name, city and province of residence and certification status are made publicly available as a mechanism of effective certification status verification.

Additional Information Cont'd

PROCESSING TIMES

As applications are processed in arrival sequence, processing times may vary depending on the volume of applications received and are not guaranteed. Incomplete documentation or complexity of routine verifications and checks may also lead to longer processing times. The NRCAN NDTCB makes all reasonable efforts to ensure candidate applications, examination requests and certification submissions are completed as per service standard targets. Despite these efforts the occurrence of errors, omissions and delays cannot be completely ruled out and the NRCAN NDTCB is not responsible for any direct and indirect costs, expenses or delays which may arise.

SURNAME AND GIVEN NAME(s) to appear on certification ID card

For a change of name you must provide a status update to the NRCAN NDTCB by supplying a new signature as well as any supporting documents (i.e. copy of government issued ID) that can be used to support your request.

CERTIFIED PERSONNEL

For an updated list of personnel certified by the NRCAN NDTCB, please download the Directory of Certified Personnel from our website. Please note that this list is regularly updated, however, there may be a delay between when a person is certified, renewed or recertified and when the updated information is made available on the directory.

ELECTRONIC SIGNATURES

Electronic signatures are only acceptable if the signature is an accurate digital image of the signatory's actual signature. The NRCAN NDTCB will not accept a signature made from a typed font. The NRCAN NDTCB may conduct audits and investigations to verify the validity of the electronic signature(s).

NDT Renewal Application Checklist

Please include the following checklist when submitting your application. All applications require the following requisites as a minimum prior to certification renewal. Additional forms required for application are available on the NRCAN NDTCB website.

Enclosed	
Yes	No

1. APPLICATION FORM

To apply for renewal this application form must be fully completed, signed and current dated by the applicant, and must include all required attestations and signatures. Please see sections 3 and 4 below for more information.

2. FEES

Renewal application fees are dependent upon the number of methods being renewed at a given time. All fees are subject to the current fee schedule in effect. To view the current fee schedule, please visit our website and navigate to the NDT certification renewal web page. Fees and other process requirements are subject to change. Fees are non-refundable and non-transferable.

Payments made by company cheque or money order can be made payable to the "Receiver General for Canada" and can be mailed with the application to the NRCAN NDTCB. Credit card payments may be made via mail, fax or telephone. **Please note that we do not accept credit card information by email.** If you are submitting your application by email and paying by credit card, please include the name shown on the credit card, the authorized payment amount, and include the cardholder signature; do not include the credit card number and expiry date. After you have submitted your application by email, you may call or fax the NRCAN NDTCB to give credit card information.

3. RECORD OF EXPERIENCE (PAGE 2)

Verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which certificate renewal is sought is required for renewal.

Significant interruption is defined as per CAN/CGSB-48.9712-2014 Standard para 3.27 as absence or change of activity which prevents the certified individual from practising the duties corresponding to the level in the method and the sector(s) within the certified scope, for either a continuous period in excess of one year or two or more periods for a total time exceeding two years. If the criterion for renewal is not met, the individual will be required to revalidate via recertification examination. Please ensure that the supervisor (same supervisor as section B, page 3) and applicant has signed this page.

4. ATTESTATIONS (PAGE 3)

All three (3) attestation sections on page 3 need to be completed. Applicants cannot sign for themselves. For the required signatures, the same person(s), appropriately qualified for each of these definitions, may sign for one or more of these roles. Unemployed applicants are only exempt from two signatures on the attestation form (the employer and supervisor sections) however, still require a qualified personnel to sign the attestation form to attest to your work using your indicated NDT methods within the time period of concern. For more clarification for special circumstances, please contact the NDTCB directly.

5. NRCAN NDTCB CODE OF CONDUCT

Individuals who are certified or individuals who are in the process of being certified by the NRCAN NDTCB must recognize that personal integrity and professional competence are the fundamental principles on which their activities are founded. Accordingly, it is a condition of NRCAN NDTCB certification that these individuals shall sign and submit the "8.2.1-002 - NRCAN NDTCB Code of Conduct" with every application.

6. VISION TEST REPORT FORM FOR NON-DESTRUCTIVE TESTING CERTIFICATION PERSONNEL

Each NDT candidate must undergo a visual acuity test with an ophthalmologist, optometrist or other medically recognized personnel attesting that the candidate has completed a satisfactory vision test as outlined by the "8.2.1-003 - Vision Test Report Form for Non-Destructive Testing Personnel". The report must be fully completed, signed and dated within the 12 months prior to the date of application submission.

7. TWO (2) PASSPORT PHOTOGRAPHS

Certified Personnel must provide two (2) passport photographs every second period of validity (approximately every 10 years). Additional photographs may be requested at any time if previous photographs are deemed unacceptable. The photographs must:

- measure 5cm wide and 7cm high (2 inches wide and 2-3/4 inches high);
- be taken by a commercial photographer, clear/focused, in color, taken straight on with the face and shoulders centered and squared to the camera;
- reflect the candidate's current appearance (taken within the last twelve (12) months);
- be professionally printed on photographic paper (photos printed at home, self-taken or non-passport type photos are not acceptable);
- show your complete name, as well as the name and address of the photo studio and the date the photo was taken on the back of one photo.

I have read the information in this form and the requirements stated in this checklist and I am submitting my application accordingly.

Yes

Applicant's Name: _____ Date: YYYY _____ MM _____ DD _____

Applying by mail/courier

NRCAN National Non-Destructive Testing Certification Body
CanmetMATERIALS, Natural Resources Canada
183 Longwood Road South, Office 120
Hamilton, Ontario, Canada, L8P 0A5

Applying by email

Email: ndt.recertification@nrcan.gc.ca or ndt@nrcan.gc.ca
(Please do not submit credit card information by email.)

Applying by fax

Fax number: 905-645-0836

Contacting us by telephone

Telephone number: 1-866-858-0473 or 905-645-0653

NRCAN NDTCB website

<http://ndt.nrcan.gc.ca>