



# Renewal and Recertification: Common Questions and Additional Information

## For Non-Destructive Testing Certifications

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## **Contact Information**

### **NRCan National Non-Destructive Testing Certification Body**

CanmetMATERIALS Technology Laboratory  
Natural Resources Canada  
183 Longwood Road South  
Hamilton, Ontario  
Canada L8P 0A5

Telephone: 866-858-0473  
Website: <http://ndt.nrcan.gc.ca/>

Ce guide est aussi disponible en français à l'adresse suivante :

Organisme de certification national en essais non destructifs de RNCan  
Laboratoire de la technologie de CanmetMATÉRIAUX

Ressources naturelles Canada  
183 Rue Longwood Sud  
Hamilton (Ontario)  
Canada L8P 0A5

Téléphone : 866-858-0473  
Site Web : <http://end.nrcan.gc.ca/>

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## Introduction

The Natural Resources Canada (NRCan) National Non-Destructive Certification Body (NDTCB) has created a reference sheet with commonly asked questions and answers to help you with some of the changes to CAN/CGSB-48.9712-2014 in regards to the renewal and recertification process. If you have any further questions, please do not hesitate to contact our office.

The maximum renewal period of validity of the certificate is up to five years (60 months or less). The initial period of validity will start (date of issue of the certification) when all of the requirements for certification (method-specific training, Materials and Processes training/examination, work experience, satisfactory vision test, signed code of conduct, success in examination) are fulfilled for a specific method and level. Prior to the completion of the first period of validity, certification may be renewed by the certification body for a renewal period of five years or less. Prior to the completion of each second renewal period of validity (every 10 years), the certified individual may be recertified by the certification body for recertification period of ten years or less.

## Renewal and Recertification: Common Questions and Additional Information

### 1) Why do I have to recertify?

Recertification is the requirement of the updated CAN/CGSB – 48.9712-2014 Standard. These requirements have been voted in by the international community and also by our national NDT community/representatives.

### 2) What is the difference between renewal and recertification?

Renewal is the procedure for maintaining valid certification that **does not require examination**. Renewal of NDT certifications must take place before the end of every period of validity—approximately every five (5) years (60 months) or less after initial/supplementary certification or recertification.

Recertification is the procedure for maintaining valid certification or revalidating a certification **by examination**. Recertification of NDT certifications must take place before the end of every second period of validity—approximately every ten (10) years (120 months) or less after initial/supplementary certification or previous recertification. The recertification process must also be completed if your certification has become invalid and you want to revalidate it.

### 3) How long is the new renewal period of validity?

The period of validity for renewals is up to five (5) years, depending on the candidate's birth month.

### 4) How long is the recertification period of validity?

The recertification period of validity is up to ten (10) years (120 months or less, depending on the candidate's birth month).

## 5) Do I need to renew my certification(s) prior to the expiry date?

Yes. All candidates with certifications that expire are responsible for submitting a completed “Renewal and Recertification Application Form” and the appropriate supporting documents within six (6) months prior to their expiry date. Candidates who do not submit the forms for renewal by their expiry date will be subject to a late fee in addition to their regular renewal fees, and will have their certification invalidated. If candidates do not submit satisfactory renewal applications and appropriate supporting documents within twelve (12) months after their certification expiry date, candidates will not have their certifications renewed and will be required to revalidate (via recertification) in order to obtain valid certification. As per paragraph 10.2 of CAN/CGSB-48.9712-2014, it is the responsibility of certificate holders to initiate the procedures required for renewal within six months of certification expiry.

## 6) When am I required to recertify my NDT (CAN/CGSB-48.9712-2014) certification?

### Certifications that are within the recertification transition period

Certifications that were obtained in 2011 or earlier that both expire and require recertification in 2020, certifications that were obtained in 2012 or earlier that both expire and require recertification in 2021, and certifications that were obtained in 2013 or earlier that both expire and require recertification in 2022, respectively, are considered to be within the transition period for recertification. Recertification candidates are required to recertify certifications that are within the transition period by no later than their next expiry date for renewal (approximately five years (60 months) or less, based on the 15th day of your birth month).

**Example:** If you were required to renew by December 31, 2017 and your birthday is in March, the next expiry date for your renewal is March 15th, 2022. You obtained your certification in April 2012, therefore, you would also be required to recertify before March 15, 2022.

### Certifications that do not fall within the recertification transition period

Candidates are required to recertify all other certifications within 10 years (120 months) or less after the date of initial certification or last recertification. The recertification due date is based on the 15th day of your birth month and the date of initial certification or last recertification. Candidates can **apply** for their recertifications (that do not fall within the transition period) **no earlier than 15 months prior** to their recertification due date, and candidates can **attempt** their recertification examinations **no earlier than 12 months prior** to their recertification due date. The NRCan NDTCB will not accept early recertification applications for certifications that do not fall within the recertification transition period.

**Example:** If you obtained your certification in July 2017 and your birthday is in September, you will be required to recertify before September 15, 2026. The earliest you can apply for recertification is June 15, 2025, and the earliest you can attempt your recertification examination(s) is September 15, 2025.

**Note:** Clients due for recertification must successfully complete their recertification exams and process to be fully CAN/CGSB-48.9712-2014 compliant. As per paragraph 11.1 of CAN/CGSB- 48.9712-2014 it is the responsibility of certificate holders to initiate the procedures required to obtain recertification.

## 7) What happens if I do not recertify by the recertification due date?

Certificate holders who do not successfully complete the required recertification examination(s) by the date that their method/sector-specific recertification is due will:

1. no longer hold valid certification
2. not be eligible for certification renewal

Certificate holders who do not successfully complete the required recertification examination(s) within 12 months after the date that their method/sector-specific recertification is due will no longer be eligible for recertification, and will be required to apply for new certification, and complete the applicable method/level/sector specific examinations for initial certification.

## 8) What do I submit in order to apply for the following?

### A) Certification Renewal

To apply for certification renewal, candidates must complete and submit the following to the NDT Certification Body prior to certification expiry:

- Completed “Renewal and Recertification Application Form”;
- Satisfactory “Vision Test Report Form for Non-Destructive Testing Personnel” form (dated within 1 year of certification expiry date);
- Two passport photographs (if required);
- Signed “NRCAN National Non-Destructive Testing Certification Body Code of Conduct” form;
- The appropriate renewal fees;
- Any additional supporting documents or attestations.

If you are only renewing your certifications, please select the “Renewal” option for each appropriate method on the “Renewal and Recertification Application Form.”

### B) Recertification

To apply for recertification examinations candidates must submit the following to the NDT Certification Body:

- Completed **Page 1** of the “Renewal and Recertification Application Form”;
- Completed “Recertification Examination Request Form”;
- The appropriate recertification examination registration fees.

If you are recertifying one or more certifications please select “Recertification” for the methods that you intend to recertify on the “Renewal and Recertification Application Form”.

**Note:** Clients must fully complete the “Renewal and Recertification Application Form” and other requisites for renewal (see question #8A) prior to their certification expiry date. For candidates who have one or more certifications within the transition period (see question 6), successful recertification is required prior to the expiry of their current renewal period of validity.

## 9) Do I need to apply for all methods that I am due to recertify at the same time?

Candidates may choose to apply for recertification in different methods at different times, providing that they also submit **Page 1** of the “Renewal and Recertification Application Form” along with a “Recertification Examination Request Form” and the applicable recertification examination registration fee(s) for each application.

## 10) Do I need to submit a “Recertification Examination Request Form” for each method that I need to recertify if I am applying for them at the same time?

No, candidates can include all of their methods on one “Recertification Examination Request Form”.

## 11) Do I need to submit photographs with my renewal application?

Clients who have not submitted photographs during the last period of validity, or whose current photographs on file at the NDTCB do not reflect the candidate's current appearance or are otherwise deemed unacceptable by the NDTCB are asked that they submit new passport photographs with their "Renewal and Recertification Application Form" to update their file. Photographs are required every second period of validity (10 years) and must:

- measure 5 cm wide X 7 cm high (2 inches wide X 2-3/4 inches high);
- be taken by a commercial photographer and be professionally printed on photographic paper;
- be clear, sharp, in focus, and in full colour;
- be taken straight on with your face and shoulders centered and squared to the camera;
- reflect your current appearance (taken within the last twelve (12) months);
- show your complete name, as well as the name and complete address of the photo studio and the date the photo was taken on the back of one photo;
- be submitted, via mail, courier, or in person.

Digital photographs, black and white photographs, and non-passport photographs will not be accepted. We may request additional photographs at any time if we deem previously submitted photographs unacceptable.

## 12) If I pass my recertification examination(s) prior to my recertification due date, when does my recertification become effective?

Successful completion of recertification examinations that fall within the transition period for recertification will be applied at the end of the certification's current period of validity. Following the satisfactory completion of the renewal process, the candidate will have valid certification for a period of 5 years, and their recertification will be effective for a period of 10 years (providing there are no significant interruptions in work experience or other factors that would invalidate their certification). This transition rule only applies to certifications within the transition period for recertification.

**Example:** If you complete your recertification examination for an NDT method in June of 2021, and your next renewal due date (recertification due date) is October 15, 2022, your recertification for that method will become effective on October 15, 2022. Providing that you renew by October 15, 2022, your next expiry date (renewal due date) would October 15, 2027, and your next recertification due date would be October 15, 2032.

Successful completion of recertification examinations that **do not** fall within the transition period will be applied on the recertification due date, providing that you maintain valid certification via renewal prior to that date. After the recertification(s) become effective, certifications will require recertification again after approximately 10 years. As a reminder, candidates whose certification(s) do not fall within the transition period can **attempt** their recertification examinations **no earlier than 12 months prior** to the recertification due date.

**Example:** If you complete your recertification examination for an NDT method in November of 2022, and your recertification due date is September 15, 2023, your recertification for that method will become effective on September 15, 2023. Providing that you maintain valid certification via renewal, your next recertification due date would be September 15, 2033.

### 13) How can I align my expiry date (renewal due date) and my recertification due date if they are due on different dates?

Certifications that **are not** within the transition period for recertification may have renewal (expiry) and recertification due dates that are between 1-4 years apart. In order to align these dates, the NRCAN NDTCB may apply a shorter period of validity (approximately 1-4 year periods of validity) during your next certification renewal, and charge a pro-rated fee for the applicable certification(s). The subsequent renewal will allow the certification to resume the regular 5-year renewal and 10-year recertification cycle. The NRCAN NDTCB will notify you if your period of validity for a given certification is shorter than normal, and if we will apply a pro-rated (lower) fee.

**Example:** You are required to renew a certification by May 15, 2020, and you are required to **recertify** this same certification by May 15 2023. When you renew, your certification will receive a shorter (3-year) period of validity, and you will be charged a lower (pro-rated) renewal fee; your next expiry date will be May 15, 2023, which aligns with your recertification due date.

### 14) What examination(s) are required for recertification?

**Level 1:** Recertification by practical examination (two practical examination specimens).

**Level 2:** Recertification by practical examination (two practical examination specimens and a written instruction for eddy current testing, magnetic testing, penetrant testing and ultrasonic testing; two practical examination specimens and film interpretation for radiographic testing)

**Level 3:** Recertification by practical examination (two practical examination specimens for eddy current testing, magnetic testing, penetrant testing and ultrasonic testing; two practical examination specimens and film interpretation for radiographic testing) and a choice between either a written examination or the option of a Structured Credit System.

### 15) What is a Structured Credit System (Level 3 recertification) and how do I submit the required information?

(Information obtained from Annex C of CAN/CGSB-48.9712-2014 Standard.)

In this system, during the five years prior to recertification, the Level 3 candidate gains credit for participation in the various activities as shown in the Table A below (page 9). Limits are placed on the maximum number of points in any activity which can be gained in each year, and over the five years, to ensure an even spread of activities.

In addition to submitting a recertification application, and a “**Structured Credit System Application Form**”, the candidate shall submit evidence of satisfying the criteria of Table A (below) as follows:

- The agenda and list of attendees for the meetings in activities 1 to 7;
- A brief description of research and development in activities 8-10;
- The references of technical or scientific publications authored in activities 8-10;
- A summary of training delivered in activity 11;
- For each certificate, evidence of work activity per year in activities 12-14.

**Please Note:** When submitting this documentation, candidates must indicate which Structured Credit System Activity each piece of documentation corresponds to. For evidence to be considered valid and satisfactory, the candidate may require their documentation to be submitted with employer/third party attestations and signatures, attesting to the validity of the information provided. A structured credit system application counts as a written examination attempt for recertification and cannot be withdrawn once it has been submitted. If you submit a structured credit system application and it is not approved, it counts as a failed written recertification examination attempt. Only one attempt of the structured credit system is allowed per level 3 method.



To be eligible for recertification via Structured Credit System:

- A minimum of 70 points shall be accrued during the five year validity of the certificate.
- A maximum of 25 points per year will be accepted.

**Table A: Structured Credit System Activities and Accorded Points For Level 3 Recertification**  
(This table and its contents are interpreted from CAN/CGSB-48.9712-2014 Table C.1.)

Activity	Number of points for activity	Maximum points per year for activity	Maximum points per 5-year period for activity
<b>Activity #1:</b> Membership of an NDT society, attendance at seminars, symposia, conferences and/or courses covering NDT and related sciences and technologies.	1 point	3 points per year	8 points per five years
<b>Activity #2:</b> Attendance at international and national standardization committees.	1 point	3 points per year	8 points per five years
<b>Activity #3:</b> Convenorship of standardization committees.	1 point	3 points per year	8 points per five years
<b>Activity #4:</b> Attendance at sessions of other NDT committees.	1 point	3 points per year	8 points per five years
<b>Activity #5:</b> Convenorship of sessions of other NDT committees.	1 point	3 points per year	8 points per five years
<b>Activity #6:</b> Attendance at sessions of NDT related working groups.	1 point	5 points per year	15 points per five years
<b>Activity #7:</b> Convenorship of NDT related working groups.	1 point	5 points per year	15 points per five years
<b>Activity #8:</b> NDT related technical/scientific contributions or publications.	3 points	6 points per year	20 points per five years
<b>Activity #9:</b> NDT related research work published.	3 points	6 points per year	15 points per five years
<b>Activity #10:</b> NDT research activity.	3 points	6 points per year	15 points per five years
<b>Activity #11:</b> NDT technical instructor (per 2 hours) and/or NDT examiner (per examination).	1 point	10 points per year	30 points per five years
<b>Activity #12:</b> Professional activity within an NDT facility, NDT training centre or NDT examination facility, or for Engineering of NDT (for each full year).	10 points	10 points per year	40 points per five years
<b>Activity #13:</b> Dealing with disputes referring to clients.	1 point	5 points per year	15 points per five years
<b>Activity #14:</b> Development of NDT applications.	1 point	5 points per year	15 points per five years

**Other restrictions and/or exceptions for each activity are as follows:**

- The combined maximum of points for activities #1-7 is 20 points.
- Points are to be given for both convenorship and attendance.
- If there is more than one author for activities #8-10, the lead author shall define points for the other authors.
- The combined maximum of points for activities #8-10 is 30 points.
- The combined maximum of points for activities #12-14 is 50 points.

**Note:** It is the responsibility of the candidate to refer to CAN/CGSB-48.9712-2014 standard to obtain full information regarding Level 3 Structured Credit System for recertification.

**16) If I am applying for a Structured Credit System, do I need to submit a different Structured Credit System Application Form for each level 3 certification?**

Yes. If a candidate has more than one level 3 certification and would like to apply for the Structured Credit System for more than one of these certifications instead of writing written level 3 recertification examinations, the candidate must submit one application per method. When filling out the form, you may include credits that relate to all NDT methods on each form, but you must include method-specific activities on separate forms. Credits gained for all-method activities can contribute to the 70-point minimum requirement for each certification.

Example: If a candidate has attended international and national standardization committees (Activity #2) which relate to NDT in general, the candidate will indicate this on each “Structured Credit System Application Form” in Table B (page 2). If that candidate is also involved with research activity (Activity #10) relating to MT, and separate research activity relating to UT, the candidate will indicate this on the Structured Credit System Application form in Table B (page 2) on separate application forms (one for MT and one for UT).

**17) What happens if I fail one or more of my recertification examinations?**

For Level 1 and 2 recertification: As per 11.2.2 of CAN/CGSB-48.9712-2014 if an individual fails to achieve a grade of at least 70% on each individual part and specimen of the recertification examination, two re-examinations of the entire recertification examination shall be allowed after at least 7 days and within six months of the first attempt at the recertification examination. In the event of failure in the two allowable re-examinations the certification shall not be revalidated and, to regain certification for that level, sector and method, the candidate shall apply for new certification.

For Level 3 recertification: As per 11.3.3 of CAN/CGSB-48.9712-2014 if the individual fails to achieve a grade of at least 70% on each individual part and specimen of the recertification examination, a maximum of two re-examinations of the recertification examination shall be allowed. The time period within which all examinations are to be taken shall be 12 months. In the event of failure in the two allowable re-examinations, the certificate shall not be revalidated and, to regain certification for that sector and method the candidate shall be required to achieve success in the appropriate initial certification examination.

**18) What happens if I fail a Structured Credit System Application?**

A candidate who applies for and does not meet the requirements of the credit system must then be recertified through successful completion of a written examination. Because the Structured Credit System counts as one level 3 recertification attempt, only two written recertification examination attempts shall be allowed within 12 months of the first examination attempt (either written examination/structured credit system or practical examination).

**19) Where can I attempt my recertification examination(s)?**

**Practical Recertification Examinations (Level 1, 2 & 3):**

- Authorized Examination Centres (AECs)
- Temporary Recertification Examination Centres (TREC) (currently under development)

**Written Recertification Examinations (Level 3):**

- Authorized Examination Centres (AECs)
- Special Written Examination Centres (SWECS)

## **20) How is the NDT Certification Body going to handle the additional volume of recertification applications?**

In order to handle the increased volume of certification renewals and recertification under the new CAN/CGSB-48.9712-2014 Standard, the NRCan NDTCB has implemented the following:

- More streamlined processes;
- Increasing resources internally, and with partners;
- The five (5) year transition period;
- Increasing the number of practical examination specimens & developing new examination centres to accommodate applicant recertification examinations;
- Applicants have the option to complete their recertification examination(s) at different times during the five (5) year transition period;
- Applicants can choose to complete their examination(s) at an Authorized Examination Centre (AEC) or may request special accommodation/allowances or performance reviews (may include on-site locations to allow registering of on-job site locations as temporary recertification examination centres) to be reviewed by NRCan.