Renewal and Recertification: Common Questions and Additional Information

For Non-Destructive Testing Certifications

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Introduction

The NDT Certification Body 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.

Please note: December 31, 2017 has been used as an example to clarify many of the situations explained below. Candidates may have expiry dates that differ from December 31, 2017.

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), effective when candidates successfully complete the recertification examination and appropriate requisites.
5) If my certifications expire on December 31\textsuperscript{st}, 2017 do I need to have my certifications renewed prior to that date?

Yes. All candidates with certifications that expire will be responsible for submitting a completed “Renewal and Recertification Application Form” and the appropriate supporting documents before 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. 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 recertify 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?

Renewal candidates whose initial certifications were obtained in 2010 or earlier (with expiry date of December 31, 2015), 2011 or earlier (with expiry date of December 31, 2016), and 2012 or earlier (with expiry date of December 31, 2017), respectively, are considered to be within the transitional period for recertification. In the transitional period for recertification, candidates are required to recertify by no later than their next expiry date for renewal (approximately 5 years [60 months] or fewer, based on the 15th day of your birth month). For 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. Therefore, you would also be required to recertify before March 15, 2022. Candidates within the transitional period who do not complete their recertification examination by the end of their renewal period of validity will not have their certifications renewed.

All other candidates are required to recertify within 10 years (120 months) or less of the date of initial certification or last recertification. The recertification deadline is based on the 15th day of your birth month and the date of initial certification or last recertification. For example, if you obtained your certification in July 2013 and your birthday is in September, you will be required to recertify before September 15, 2022; alternatively, if you obtained your certification in July 2013 and your birthday is in June, you will be required to recertify before June 15, 2023.

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) Do I have to pay for my recertification now, even though I am not going to recertify now?

The renewal fee for any methods eligible for recertification is due prior to the current renewal expiration date (example: December 31, 2017 for candidates with a last name starting with A-F). Candidates can choose to pay the recertification examination registration fee when they are ready to apply for the recertification examination. Candidates may choose to pay the recertification examination registration fees with their renewal prior to their expiry date. Once candidates are renewed and have submitted the appropriate recertification examination registration fees and a completed satisfactory “Recertification Examination Request Form” they will receive their recertification admittance and registration forms soon after. Recertification admittance and registration forms can be used by candidates to write the recertification examinations at any time during the five year transition period. This admittance form will expire at the end of their renewal period of validity (example: candidate’s birth month in 2022).
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” (dated within 1 year of certification expiry date);
- Two passport photographs (if required);
- Signed “NRCan National Non-Destructive Testing Certification Body Code of Conduct”;
- 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) Renewal and Recertification (at the same time)

To apply for certification renewal and recertification at the same time for one or more methods, candidates must complete and submit the following to the NDT Certification Body prior to certification expiry:

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

If you are renewing your certifications and recertifying one or more certifications, please select “Renewal” for the methods that you intend to renew in addition to selecting “Recertification” for the methods that you intend to recertify on the “Renewal and Recertification Application Form”.

C) Recertification (following renewal, during the five (5) year transitional period)

To apply for recertification examinations at a later date, candidates must still fully complete all requirements due for renewal (see question #8A). Once candidates are ready to complete their recertification examination(s) please 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 the recertification examination registration fees were not paid when the candidate applied for certification renewal).

If you are recertifying one or more certifications (and have already successfully renewed these 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 (example: December 31, 2017). Although candidates have the option to pay for and complete their recertification exams after certification renewal, successful recertification is required prior to the expiry of their next renewal period of validity (for this transition period only).
9) Do I need to apply for all methods that I am due to recertify in 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) (if these were not submitted with the renewal application) 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?

Candidates can include all of their methods on one “Recertification Examination Request Form” if they are requesting to complete the examinations at the same Authorized Examination Centre (AEC). If a candidate is applying for recertification examinations to be completed at different Authorized Examination Centres, they must submit a different “Recertification Examination Request Form” for each Authorized Examination Centre. For example, if a candidate wants to complete their MT and PT examinations at a different examination centre than their RT and UT examinations, the candidate would have to submit two different “Recertification Examination Request Forms”—one form for their MT and PT exams at a specified AEC, and one form for their RT and UT exams at the other specified (AEC).

Note: A completed “Recertification and Examination Request Form” (in addition to all other renewal forms and requisites) is required before candidates can receive their admittance and registration forms for their recertification examinations.

Note: Examination centers may have different test pieces; therefore if you wish to complete a practical recertification examination at a different examination center than specified on your “Recertification and Examination Request Form” you must notify the NRCan NDT Certification Body a minimum of 2 weeks prior to your test date in order to be re-assigned new test pieces and a new admittance and registration 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 am within the transitional period for recertification and I pass my recertification examination prior to my recertification deadline (next renewal date) when is my recertification considered effective?

Candidates within the transitional period for recertification who pass their recertification examination(s) prior to their recertification deadline (next renewal date) will have their recertification examination(s) applied at the end of their 5-year period of validity (unless otherwise requested by the candidate). 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 transitional rule only applies to candidates within the transitional period for recertification.

Example: If you complete your recertification examination for an NDT method in June of 2019, and your next renewal date (recertification deadline) is October 15th, 2022, your recertification for that method will become effective on October 15th, 2022. Providing that you renew by October 15th, 2022, you will have valid certification for a period of 5 years.

13) 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.

14) What is a Structured Credit System 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.

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.

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.
### 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.)

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

**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.
15) If I am applying for the 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).

16) 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.

17) 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 date of application for recertification via the structured credit system.

18) Where can I attempt my recertification examination(s)?

**Practical Recertification Examinations (Level 1, 2 & 3):**
- Authorized Examination Centres (AECs)
- Temporary Recertification Examination Centres (TRECs) (currently under development)

**Written Recertification Examinations (Level 3):**
- Authorized Examination Centres (AECs)
- Special Written Examination Centres (SWECs)
19) 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 transitional 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.