How to submit an Employer Application

An Employer Application allows the applicant to apply for a CSCS card for somebody else. This type of application also allows the applicant to apply for cards for multiple people at the same time.

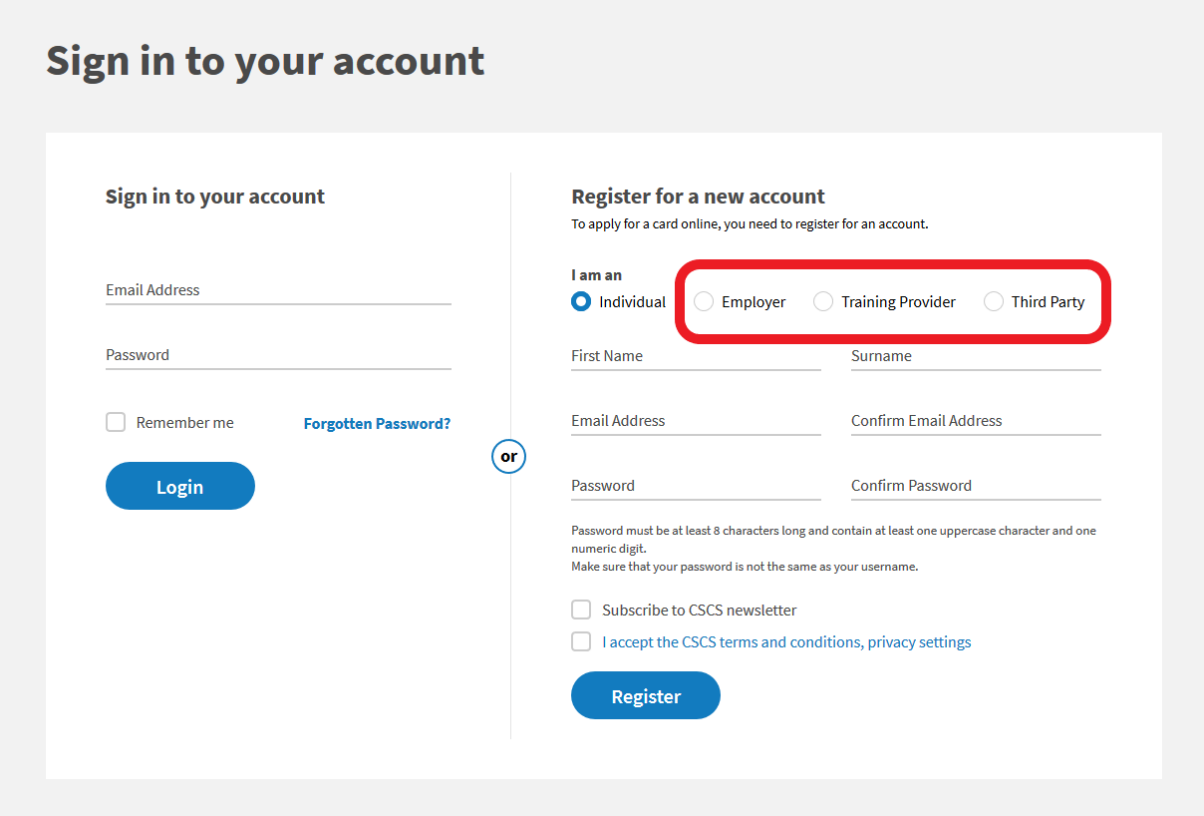
This is in contrast to Individual Applications, which only allow the applicant to apply for a single card for themselves.

These applications are known as Employer Applications as they are commonly used by employers to apply for CSCS cards on the behalf of their workforce. However, this type of application is also used by colleges, training providers and other organisations which need to apply for multiple cards at a time.

Submitting an Employer Application

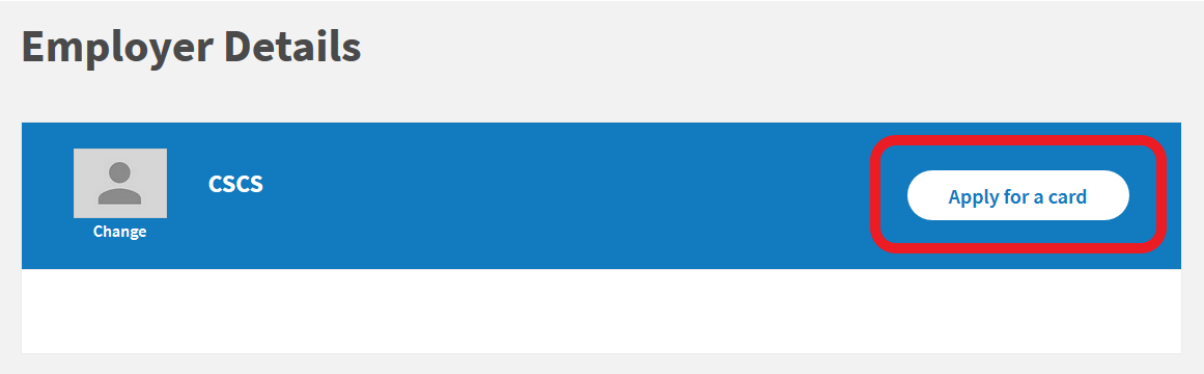
To submit an Employer Application, you must first register onto CSCS Online as an Employer, Training Provider or Third Party.

You can do this by filling out the form pictured below and selecting one of the highlighted radio buttons.

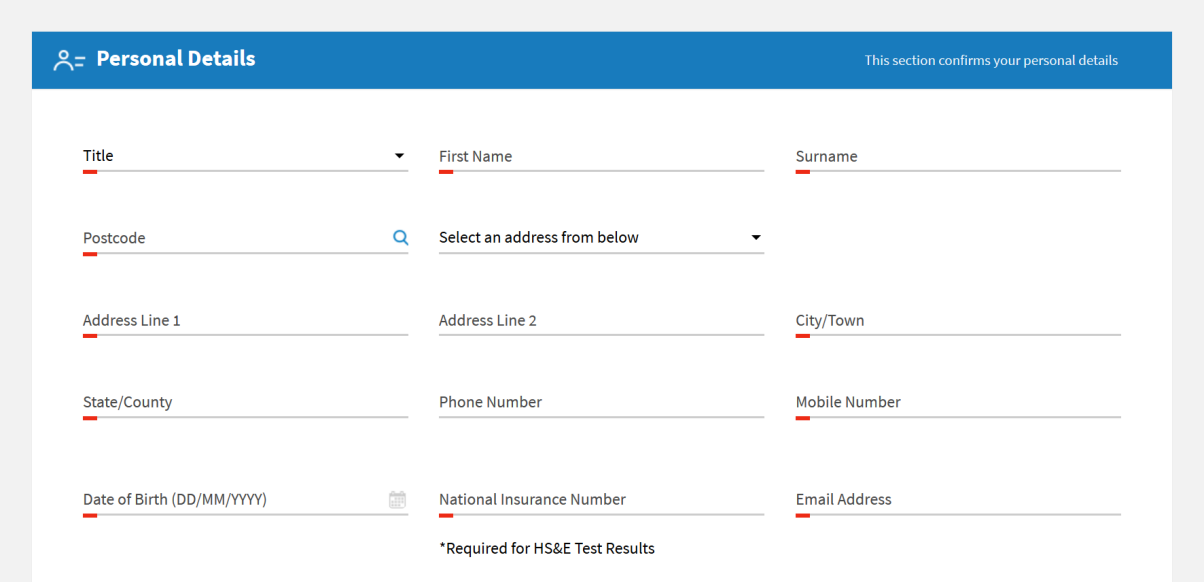


Please ensure that you provide all your company details when setting up your account.

Once you have registered your account and logged in, you can begin an Employer Application by clicking the 'Apply for a card' button.



You can then add the details of the individual you are applying for.

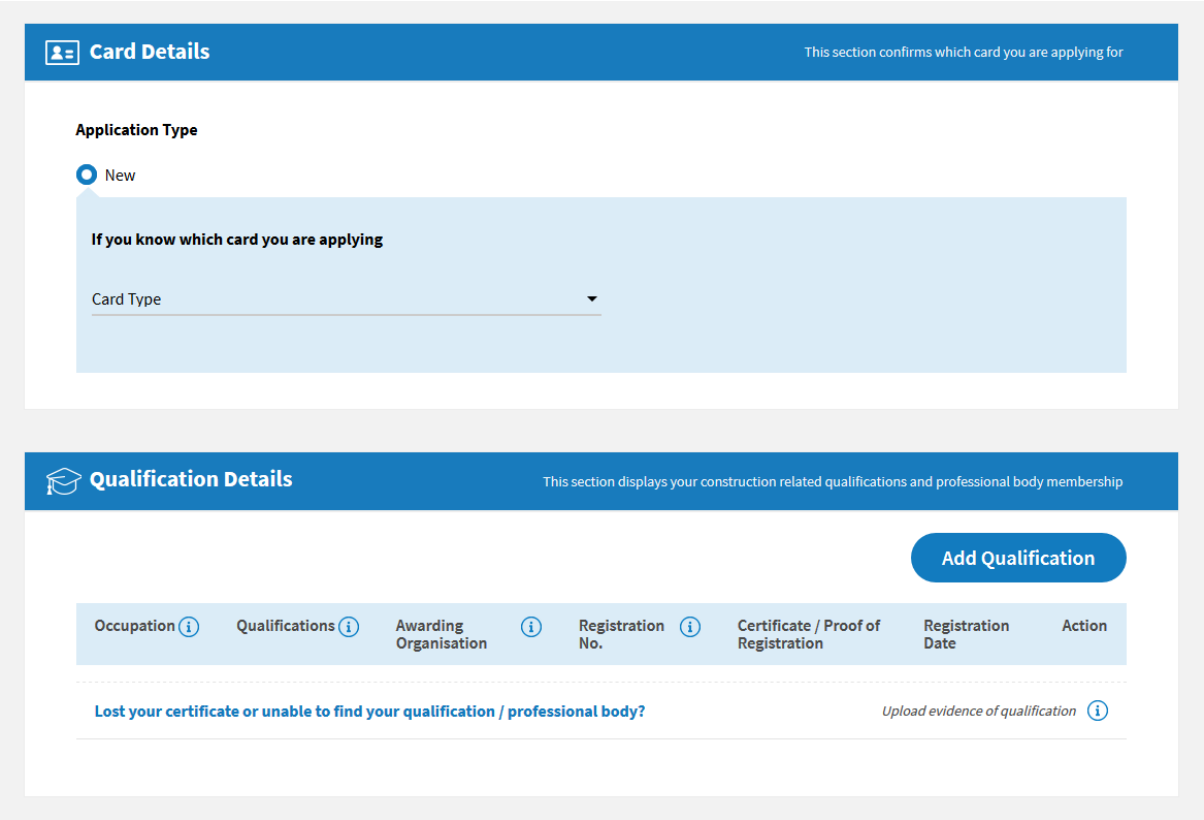


You must provide:

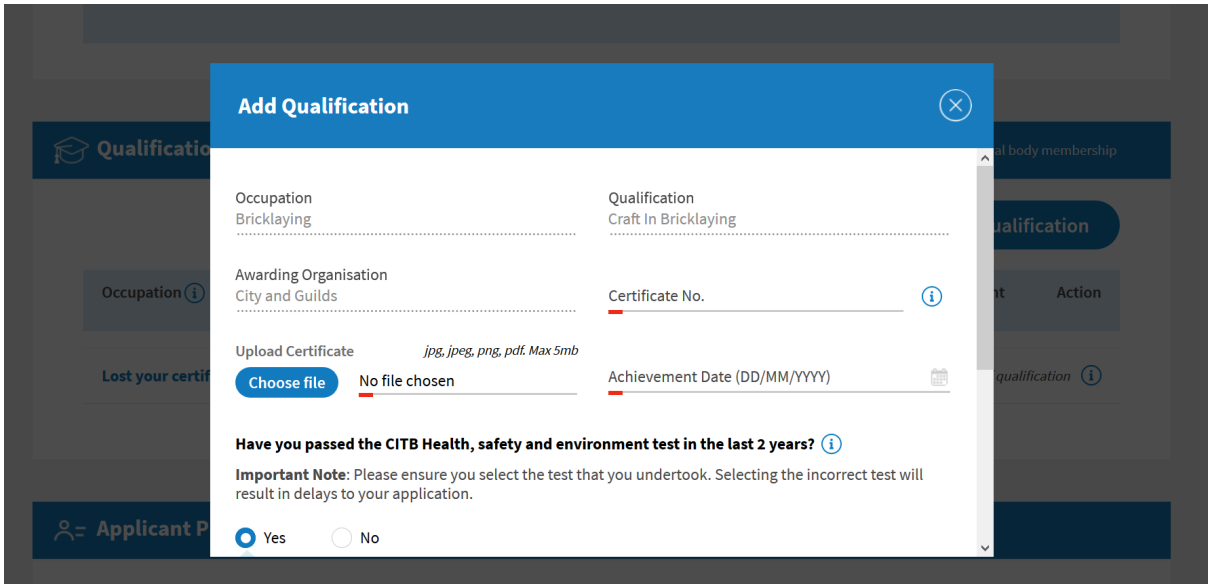
- The home address of the individual you are applying for. This should not be the company address.
- The individual's email address. This can be a personal or workplace email address, but it must be an email address that the individual has access to. You cannot use the same email address for multiple individuals.

It is also helpful to provide the individual's National Insurance number. This will help validate their CITB Health, Safety and Environment (HS&E) test.

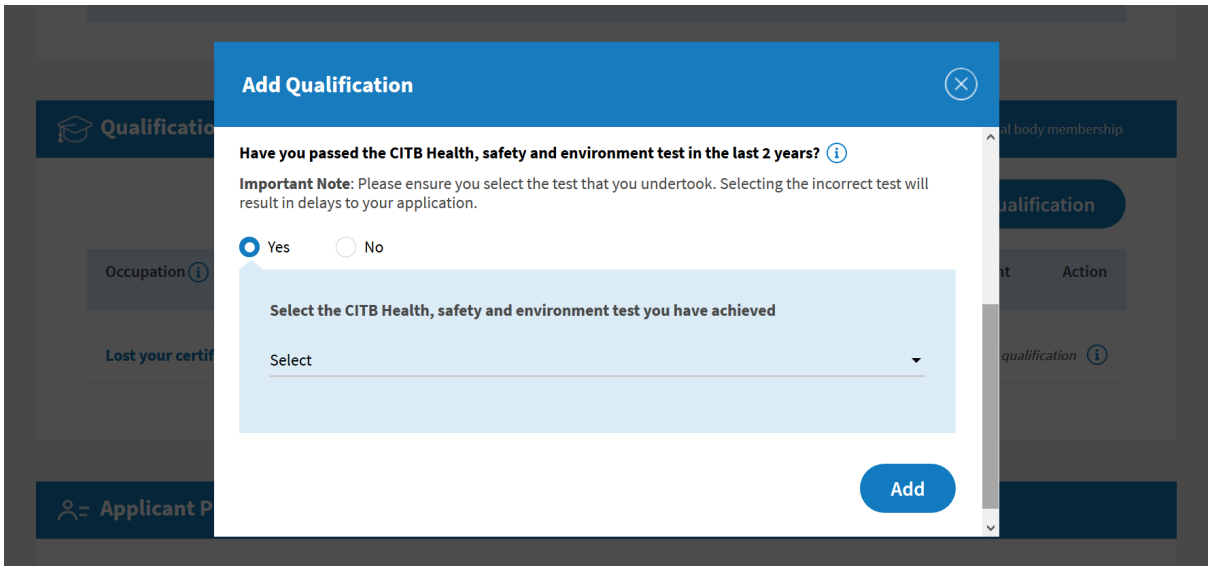
You can then select the type of card you are applying for and then add a qualification suitable for that card type.



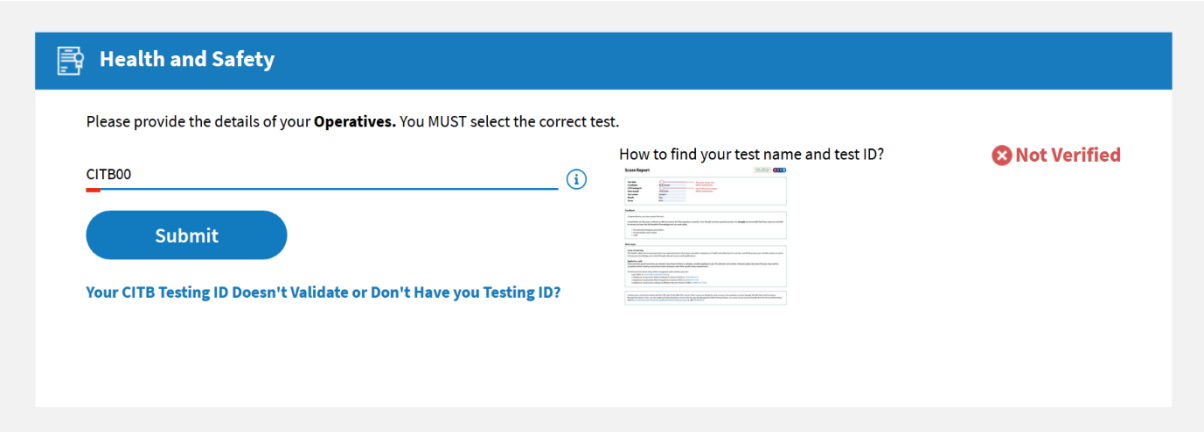
Once you have added the qualification, a screen will appear for you to provide the qualification's certificate number and the date the qualification was achieved on, and to upload a digital copy of the qualification certificate.



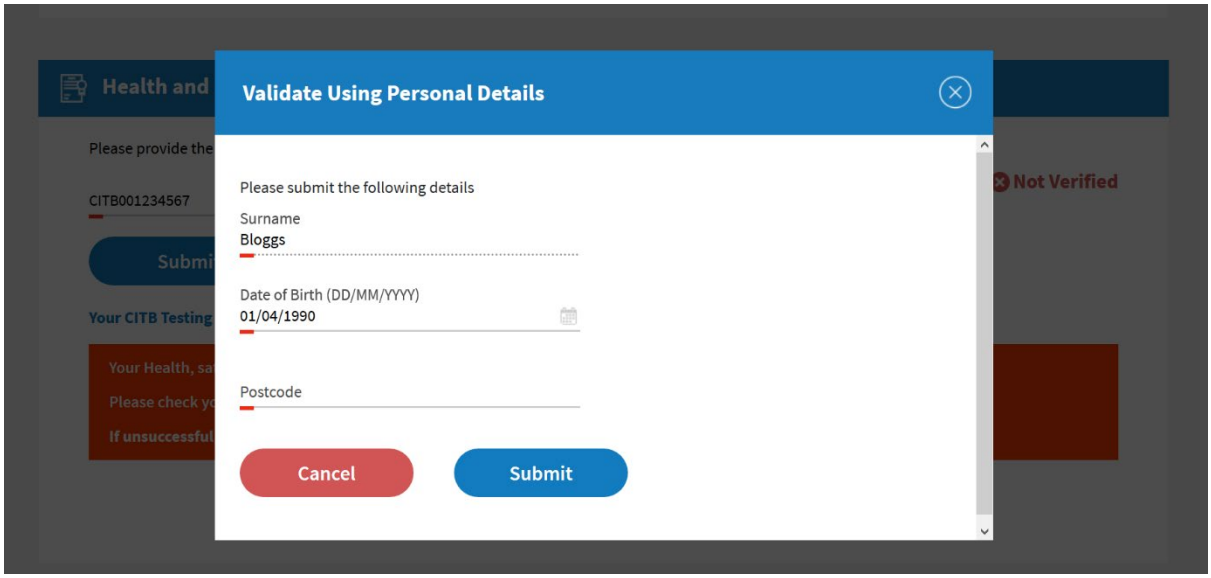
You must also select whether the individual has a passed a CITB HS&E test, and select which version of the test they have passed.



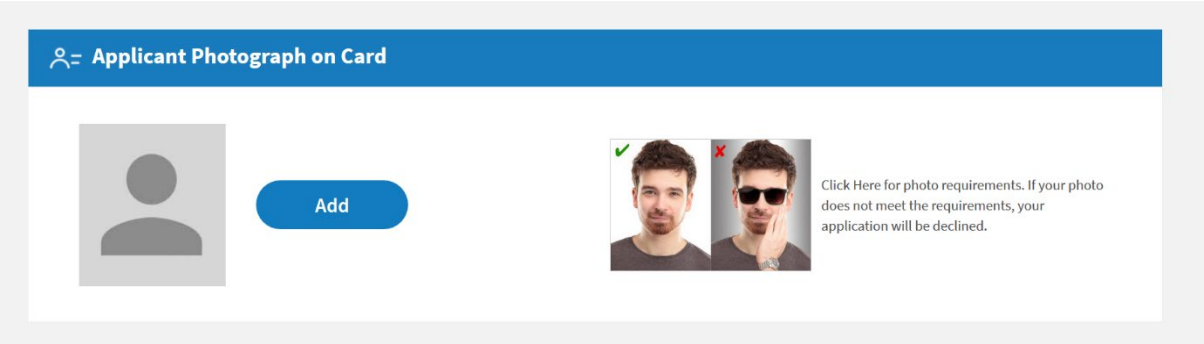
Once you have added the individual's HS&E test, you will need to validate it. You can do this in Health and Safety section of the application, by entering the CITB HS&E test ID. This is found on the test pass certificate and will begin with "CITB00". Then click the "Submit" button.



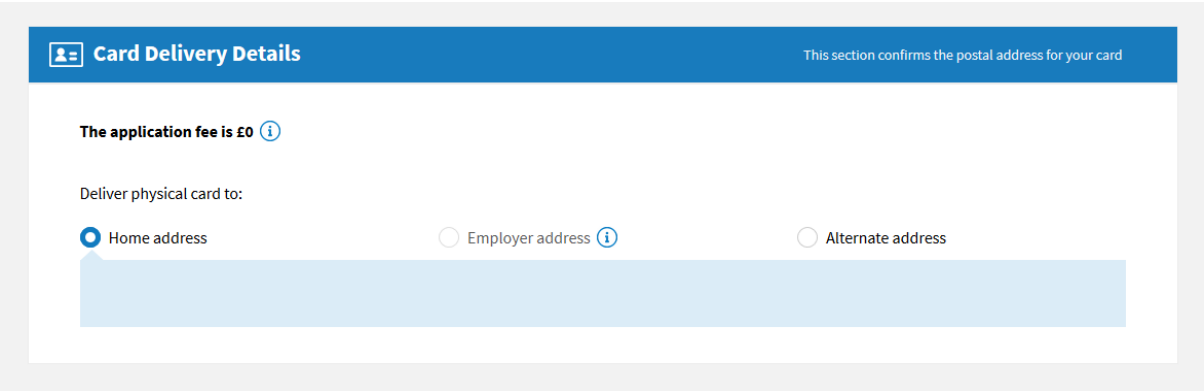
If the test does not validate, click the “Your CITB Testing ID Doesn’t Validate or Don’t have your Testing ID” button. Enter the postcode that was given to the training centre which conducted the individual’s test. This may be the individual’s address or the employers.



Don’t worry if the test fails to validate after these steps, you can still proceed with the application. Go to the bottom of the page, click the “Submit” button and continue your application. In this scenario, you will need to upload a photo of the applicant which must meet our photo requirements.

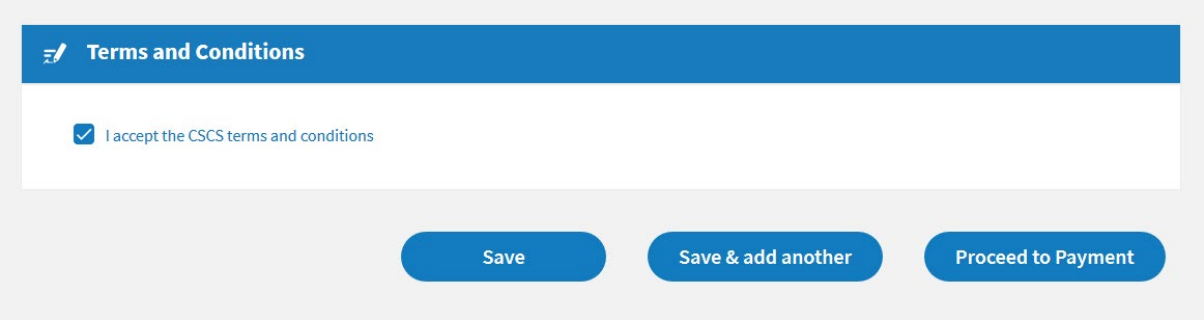


You can now select whether they would like the CSCS card you are applying for to be delivered to the individual's address, your company's address or an alternative address.



Finally, you must agree to CSCS Term & Conditions for your application to be processed.

You have now finished this application. If you are applying for more than one individual's card, then click the 'Save & add another' button. Once you have finished all the applications you wish to make, click the 'Proceed to Payment' button.



You have now completed an Employer Application. CSCS will review your applications and contact you if there are any problems. Please note that Employer Applications can take up to 10 working days to be processed.