



Construction  
Skills Certification  
Scheme



# How to submit an application for a CSCS card

Guidance for employers



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## Employer online account

An **Employer Application** allows employers to apply for a CSCS card on behalf of an employee, or multiple employees can be included in one application.

This contrasts with Individual Applications, which only allow the applicant to apply for a single card for themselves.

This guidance is for **Employer Applications** for employers to apply for CSCS cards on the behalf of their workforce.



## Register and signing in to your account

### Step 1:

Select Employer and fill in all the details on the page, accept the CSCS terms and conditions and click on the 'Register' button.

You will receive an email from CSCS asking you to complete your registration using the link in the email. Once you have done this you are able to manage and apply for cards online.

#### Note:

Employers must ensure they fully complete their account profile with contact details prior to applying.

### Step 2:

When you are logged in you can then click the 'Apply for a Card' button to start the application.

Register an account and login

Set up a pre-paid account (if required)

Apply for cards



## Lost, replacement or new card

### Step 3:

Lost or Replacement card - Click 'Yes' if you are applying for a replacement card for the applicant or 'No' if you are applying for a new card and 'continue' button to move to the next section.

### Step 4:

Health, Safety and Environment Test (HSE) - (Usually, CITB although CSCS do accept alternatives)

### Step 5:

Add the personal details of the employee(s) you are applying for.

Health, safety and environment (HS&E) test

Are you applying for a replacement (lost) card for the applicant?

☒ No ☐ Yes

Continue

Health, safety and environment (HS&E) test

Has the recipient completed a CITB Health, safety and environment test (HS&E) test in the past two years or have a valid exemption?

☐ No ☒ Yes

Has it been at least 24 hours since the recipient passed their CITB Health, safety and environment test (HS&E) or have a valid exemption?

☐ No ☒ Yes

Continue

Applicant Details

First Name Surname Date of Birth (DD/MM/YYYY)

Email Address Registration Number National Insurance Number

Continue

Applicant Personal Details

Please provide the personal details of the applicant

Title First Name Surname

Postcode Select an address from below Registration Number

Address Line 1 Address Line 2 City/Town

State/County Phone Number Mobile Number

Replacement  
or new card

Health &  
Safety Test  
(CITB/approved  
alternative)

Personal  
Details



## Personal details

### Step 5 (cont):

**Applicant Personal Details** Please provide the personal details of the applicant

Title First Name Surname

Postcode Select an address from below Registration Number

Address Line 1 Address Line 2 City/Town

State/County Phone Number Mobile Number

28/02/1968 National Insurance Number Email Address

\*Required for H&S&E Test Results

Please note when completing this section you cannot use the same email address for multiple staff. The email account must be the individuals' personal email.

If a generic or invalid email address is provided for an employee, it would be in breach of the CSCS Terms and Conditions. [See Terms and Conditions](#)

When you click 'Continue', CSCS online will use the information you provide to find your employee's CSCS online account, if they have one.

If possible, you should also provide the individual's National Insurance number, (this will help CSCS identify the individual and speed up the application process). If they have previously held a CSCS card, please enter their CSCS Registration number.



## Application type

### Step 6:

Select the 'Card Type' you are applying for. Before applying, please check that you are applying for the role the applicant does on site, as holding the wrong card for their job could prevent access to site.

### Save a draft

When you apply online your application is in draft form until you pay and submit the application. This means **you can save your application before submitting it** if you are awaiting documents from employees. You can save the application and come back to it by logging into your account and going to the applications tab at the top of the page.

### Step 7:

You must now select the occupation and qualification suitable for the card type you are applying for.

The image displays two screenshots from the CSCS online application system. The top screenshot, titled 'Card Details', shows the 'Application Type' section with 'New' selected. Below it, a dropdown menu for 'Card Type' is open, listing options: Academically Qualified Person, Apprentice, Experienced Worker, Experienced Worker (3 Years), Experienced Worker (TSM), and Industry Placement. A 'Continue' button is highlighted with a red box. Below the dropdown are 'Save' and 'Save & Add Another Application' buttons. The bottom screenshot, titled 'My Applications', shows a navigation bar with 'Applications' highlighted. Below it, a card for 'Company Name' has an 'Apply for a Card' button. The bottom screenshot, titled 'Occupation and Qualification details', shows a form with a table for entering details. The table has columns: Occupation, Qualifications, Awarding Organisation, Certificate / Proof of Qualification, Achievement, and Action Date. A 'Add a qualification' button is visible. Below the table, a message states: 'If you cannot find your qualification, please contact CSCS.' A modal window titled 'Add a qualification' is open, showing a search for 'Labourer' and a list of qualifications, including 'Award In Health And Safety In A Construction Environment At Scqf Level 4 (Scottish Qualifications Authority (SQA))' and 'Award Level 1 Health And Safety In A Construction Environment (ARC Awards)'.

Select the card type

Save a draft if waiting for information

Add Qualification details



## Add a qualification

### Step 8:

Once you have selected the occupation and qualification, a screen will appear for you to provide: A copy of the qualification certificate must be uploaded here along with the qualification certificate number and date achieved. If you are applying for a Red temporary card then proof of registration would be uploaded here.

You can upload a digital copy of this we accept JPEG and PDF docs. Note you can upload multiple files in this section.

### Step 9:

You will now be required to upload your Health and Safety test proof. Please note that the Health and Safety test must have been passed within 2 years of making the application. If you have completed the CITB HSE test this can be validated electronically.

**Add a qualification**

Occupation

Qualification

Awarding Organisation

Certificate No.

Achievement Date (DD/MM/YYYY)

Upload Certificate  No file chosen

Please provide a copy of the Applicants qualification certificate, including a unit credit certificate or other evidence (if required). For details of card requirements [click here](#).

Have you passed the CITB Health, safety and environment test in the last 2 years? ☒ Yes ☐ No

Important Note: Please ensure you select the test that you undertook. Selecting the incorrect test will result in delays to your application.

Click below to see where you can find the type of test the applicant took and their test ID on their score report.

Select the CITB Health, safety and environment test you have achieved

Select





## Health and safety test

### Step 9 (cont):

#### Health and Safety test proof.

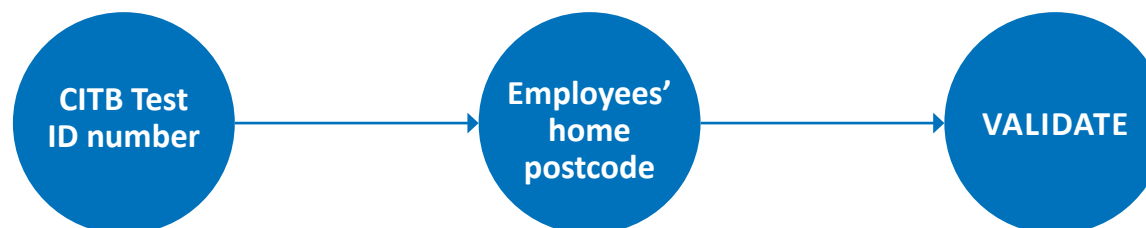
Note: If the employee completed an alternative HSE test then they must provide a copy of the test certificate and photograph that must meet our photo requirements noted [here](#).

#### CITB HSE test

- This should verify electronically
- If the test cannot be validated, continue with application, CSCS can manually validate it
- Ensure you enter the CITB Test ID from the CITB HSE Test Score Report to help us locate the test and avoid delays with the application.

#### HSE alternative

- If the employee has completed an alternative HSE test select 'No' to the CITB HSE test question, this will allow you to proceed
- You must upload your alternative HSE test certificate and a suitable photograph







## Card delivery

### Step 10:

Card delivery details. In this section you must select where the card will be sent. If you select 'Alternate address', you will need to manually input this detail. CSCS does not dispatch cards outside the UK.

You can save and proceed to payment or save and add another application.

### Step 11:

You must accept the terms and conditions before proceeding to payment.

**Card Delivery Details** Add the address we should send the card to

**Please note:**

1. CSCS cards can only be sent to UK postal addresses.
2. You must check the full delivery address is showing below. If you select for a card to go to an incorrect or incomplete address a further card fee will be required for a replacement.
3. If you are requesting a card to be sent to a company address, please ensure you included the company name in the first line of the address on your account. If the full company name and address is not detailed below please update the address on your account or select to send this card to an alternative address and enter the full address manually.

Deliver physical card to:

☒ Home address ☐ Employer address ☐ Alternate address

**Terms and Conditions**

☒ I accept the CSCS terms and conditions

### Application submitted

CSCS will review your application and contact you if there are any problems via the Support tab

Please note that Employer Applications can take up to 5-7 working days to be processed

You will receive emails to keep you updated on the progress of your applications and to advise you of any issues, E.G. if additional documentation is required

## Useful information

Changes to [Industry Accreditation](#)

Free CSCS [Apprentice card](#)

Employer [Account requirements](#)

Don't forget to sign up for the [CSCS newsletter](#), to stay up to date with the latest news and updates.

