



Construction  
Skills Certification  
Scheme



# How to submit an application for a CSCS card

Guidance for Training Providers & Third Parties



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## Training Provider and Third Party online account

**Training Provider or Third Party** application allows multiple individuals to be included in one application.

This differs to an **Individual application**, which allows only the applicant to apply for their own single card.

This guidance is for **Training Providers and Third Parties** to apply for CSCS cards on behalf of individuals.

### 1. CITB HSE Test: Avoid application being rejected

- Training Providers and Third Parties applying on behalf of an individual must always provide the individual's CITB HS&E Test ID or National Insurance number when applying for the card. Please ensure you enter the individual's name exactly as it appears on the CITB test pass score report. This will ensure that the HS&E test can be verified.
- If you include special characters or extra spaces in the fields you complete when creating the profile, the HS&E test will not verify and this will result in the CSCS card application being rejected. **\*If the name displayed on the HS&E test pass score report is incorrect, please contact CITB for this to be corrected before submitting an application for the CSCS card\*.**
- When referring to the CITB HS&E test, please note that this is owned and managed solely by CITB and not CSCS. In addition, there is no such thing as a CSCS test and CSCS therefore request all organisations avoid using this terminology.

### 2. CSCS Brand and image guidelines

- When advertising or promoting your organisation, please note that CSCS take extremely seriously, any unauthorised use of the CSCS name, or confusingly similar names (whether via the "CSCS" acronym or in full - Construction Skills Certification Scheme), its logo, branded imagery or activity in relation to our registered trademarks. For further information, please click [here](#).

### 3. Fraud Checks: HSE Tests and Qualification checks

- All qualifications or HS&E tests provided as part of a CSCS card application are subject to random fraud checks.
- This forms part of our internal audit process, in which some instances could result in card revocation and the **card fee retained**.
- CSCS work closely with external agencies to ensure the validity of all construction qualifications and relevant health and safety tests acceptable for the card.

### 4. Individual email addresses:

- When applying on behalf of an individual you must include the individual's personal email address. CSCS have noted since the launch of the online application process a large volume of duplicate accounts, which is caused by individuals having more than one account based on more than one email address. Some applications have included email addresses that do not exist or have been amended deliberately to create duplication.
- It is the responsibility of Training Provider or Third Party under GDPR to ensure that all information supplied is true and correct. Where misinformation has been provided by a Training Provider or Third Party these may be reported to the Information Commissioner's office (ICO) Office which would likely initiate enquiries with your organisation. We will not hesitate in pursuing a full reimbursement of any loss or damage suffered by us which is caused by your acts and omissions.

### 5. Duplicate Applications and Accounts:

- It is the responsibility of the Training Provider or Third Party to check with the individual they are applying on behalf of, as to whether they already hold a CSCS card as well as establishing their occupation and any relevant qualifications they hold.
- To ensure individuals hold the right card for the right job, CSCS may carry out additional checks before processing the card. This process helps combat fraud and also ensures the cardholder is not incurring additional costs.
- Training Providers or Third Parties should only create **one** CSCS online account when applying for individuals. We advise using an email address that is accessible by staff within your company who will apply on behalf of individuals. CSCS carry out audit checks for duplicate accounts created, to avoid application delays, please ensure you only hold one account this us.

### 6. Qualifications: When uploading documents

- Most qualifications recognised are validated using electronic validation. As such you must ensure you note the correct occupation and qualification, including the certificate reference number.
- Please ensure documents provided are legible to read and note all the relevant information required for the card. This includes relevant proof of registrations (Red Cards) or certificates.

Please ensure you have read this information before applying to CSCS



## Register and signing in to your account

### Step 1:

Select either Training Provider or Third Party.

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:

Training Providers or Third Parties 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.

The image displays two screenshots of the CSCS online registration process. The top screenshot, titled 'Sign in to your account', shows a login form on the left and a registration form on the right. The registration form has radio buttons for 'Individual', 'Employer', 'Training Provider', and 'Third Party', with 'Training Provider' and 'Third Party' circled in red. Below these are fields for 'Title', 'Company Name', 'Company Registration No.', 'Contact Person (First Name)', 'Contact Person (Surname)', and 'Postal code'. A 'Login' button is at the bottom left. The bottom screenshot shows a registration confirmation step with a checkbox for 'Subscribe to the CSCS newsletter' and a checked checkbox for 'I accept the CSCS terms and conditions, privacy settings', both circled in red. A 'Register' button is at the bottom. The bottom screenshot, titled 'Third Party Details', shows a user profile for 'CSCS Limited (test account)' with a 'Change' link and a circled 'Apply for a Card' button.

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, Renewal or to Update card and **Continue** button to move to the next section.

### Step 4:

You will now need to confirm the individual has completed the CITB HS&E Test in the last 2 years, if you have recently passed your HS&E test, this must be at least 24 hours since a test was taken before applying for a card. Usually the CITB HS&E test, although CSCS do accept alternatives).

Click **Yes** to confirm that these requirements have been met and click **Continue** to move the next step.

**New CSCS Card Application**

Application → Payment → Submitted

**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 passed the CITB Health, safety and environment test or an approved alternative within the last 2 years? To view approved alternatives [click here](#) ⓘ

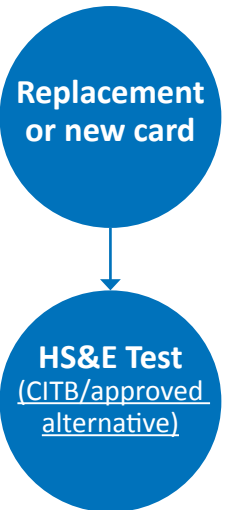
☐ No ☒ Yes

Has it been at least 24 hours since the recipient passed their CITB Health, safety and environment test (HS&E) or approved alternative? ⓘ

☐ No ☒ Yes

**IMPORTANT NOTE:** If you gained your CSCS card via **INDUSTRY ACCREDITATION** and are applying to renew, your card will expire on 31st December 2024 and cannot be renewed past this date. Further information on the removal of Industry Accreditation [click here](#)

**Continue**





## Personal details

### Step 5 (part 1):

#### Applicant Personal Details.

Please input the personal details for the individual you are applying for.

The screenshot shows the 'New CSCS Card Application' form. At the top, a progress bar indicates three steps: 'Application' (active), 'Payment', and 'Submitted'. Below this, the 'Applicant Details' section is highlighted in blue. It contains input fields for 'First Name', 'Surname', 'Email Address', 'Registration Number' (with the value '12345' pre-filled), and 'National Insurance Number'. Each field has a red underline and an information icon (i). A blue 'Continue' button is at the bottom right.

Click **Continue**. If the individual has held a CSCS card before this will be located/auto-filled but you will still need to complete remaining details in **part 2**.

The screenshot shows the 'Applicant Personal Details' form. It has a blue header with the title and a sub-header 'Please provide the personal details of the applicant'. The form is divided into three columns. The first column contains 'Title', 'Postcode', 'Address Line 1', 'State/Country', and 'National Insurance Number'. The second column contains 'First Name', 'Select an address from below' (a dropdown menu), 'Address Line 2', 'Phone Number', and 'National Insurance Number' (with a red underline and an information icon). The third column contains 'Surname', 'Registration Number', 'City/Town', 'Mobile Number', and 'Email Address'. A note at the bottom states '\*Required for HS&E Test Results'.

### Step 5 (part 2):

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

If a generic or invalid email address is provided for an individual, 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 individual 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 individuals. 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. **Please ensure you fully submit any draft application within 30 days of creating** to avoid the draft being deleted.

### Step 7:

Occupation and Qualification details.

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

Card Details

Please select the type of card you require

Application Type

☒ New ☐ Renew ☐ Lost

If you know which card you are applying

Card Type  
Experienced Worker

My Applications

Construction Skills Certification Scheme

My Profile Employees' Cards **Applications** My Employees Support Prepaid Account

CSCS Construction Company Ltd

Change

Apply for a Card

Occupation and Qualification details

Please enter the applicant's construction related qualifications or professional body memberships

Add a qualification

Occupation	Qualifications	Awarding Organisation	Certificate / Proof of Registration	Registration Date	Action

If you cannot find your qualification, please contact CSCS.

Upload evidence of qualification

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 of achievement.

**\* 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:

If you have completed the CITB HS&E test this can be validated electronically. Please note that the Health, Safety and Environment test must have been passed within the last 2 years of making the card application, this is usually the CITB HS&E test, although CSCS do accept alternatives.







## Health and safety test

### Step 9 (cont):

Health, Safety and Environment test proof.

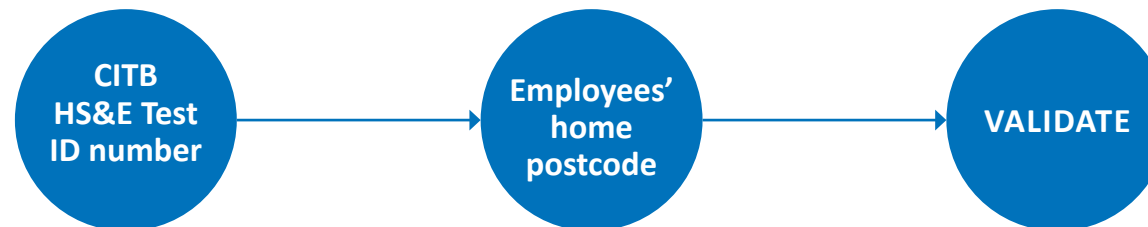
Note: If the individual completed an alternative HS&E test then they must provide a copy of the test certificate and photograph that must meet our photo requirements noted [here](#)

#### CITB HS&E test

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

#### HS&E alternative

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






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.

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:**

- CSCS cards can only be sent to UK postal addresses.
- 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.
- 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 

Save

Save & Add Another Application

 Terms and Conditions

☒ I accept the CSCS terms and conditions

Proceed to Payment

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

Please note that 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](#)
- Training Provider and Third Party [Account requirements](#)
- Labourer, AQP & PQP card [renewal](#)

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

