



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.

1. CITB HSE Test: Avoid application being rejected

- Employer's applying on behalf of an employee must always provide the employee CITB HS&E Test ID or National Insurance number when applying for the card. Please ensure you enter the employee 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 organisation's 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 employee you must include the employee personal email address. CSCS have noted since the launch of the online application process, a large volume of duplicate accounts, which is caused by an individual having more than one account. Some applications have included email addresses that do not exist or have been amended deliberately to create duplication.
- It is the responsibility of the Employer under GDPR to ensure that all information supplied is true and correct. Where misinformation has been provided by an employer 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 Employer to check with the employee 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.
- Employers should only create one CSCS online account when applying for staff. We advise using an email address that is accessible by staff within your company who will apply on behalf of employees. 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 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.

The image shows two screenshots of the CSCS website. The top screenshot is the 'Sign in to your account' page, which has two main sections. The left section is for signing in, with fields for 'Email Address' and 'Password', a 'Remember me' checkbox, and a 'Login' button. The right section is for registering a new account, with a heading 'Register for a new account' and a sub-heading 'To apply for a card online or to manage your existing CSCS card online, you need to register for an account.' Below this, there are radio buttons for 'I am an' with options: Individual, Employer (selected and circled in red), Training Provider, and Third Party. There are also fields for 'Title', 'Company Name', 'Company Registration No.', 'Contact Person (First Name)', 'Contact Person (Surname)', and 'Postal code'. A 'Forgot Password?' link is also present. The bottom screenshot shows the 'Employer Details' page, which has a blue header with the CSCS logo and 'Construction Company Ltd'. Below this, there is a 'Change' link and a red-outlined button labeled 'Apply for a Card'.

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 employee 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](#) ①

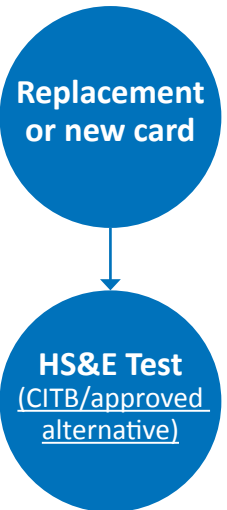
☐ No ☒ Yes

Has it been at least 24 hours since the recipient passed their CITB Health, safety and environment test (HS&E) or approved alternative? ①

☐ 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 employee you are applying for. Please note if you are renewing or adding an existing CSCS card, remember if the card number starts with **0** please remove this when completing this form.

The screenshot shows the 'New CSCS Card Application' form, specifically the 'Applicant Details' section. At the top, a progress bar indicates the steps: Application (current), Payment, and Submitted. The form fields include: First Name, Surname, Email Address, Registration Number (with a pre-filled value of 12345), and National Insurance Number. A 'Continue' button is located at the bottom right of the form.

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, which is part 2 of the application. It contains fields for: Title, First Name, Surname, Postcode, Address Line 1, Address Line 2, City/Town, State/Country, Phone Number, Mobile Number, National Insurance Number (marked as required for H&S&E Test Results), and Email Address. A dropdown menu for 'Select an address from below' is also present.

Step 5 (part 2):

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. **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.

The image displays two screenshots from the CSCS online application portal. The top screenshot, titled 'Card Details', shows the 'Application Type' section with options for 'New', 'Renew', and 'Lost'. Below this, a dropdown menu for 'Card Type' is open, listing options such as 'Academically Qualified Person', 'Apprentice', 'Experienced Worker', 'Experienced Worker (3 Years)', 'Experienced Worker (TSM)', and 'Industry Placement'. A 'Continue' button is visible at the bottom right. The bottom screenshot, titled 'My Applications', shows a navigation bar with 'Applications' highlighted. Below the navigation bar, there is a section for 'Construction Company Ltd' with a 'Change' link and an 'Apply for a Card' button. The main content area is titled 'Occupation and Qualification details' and includes a table with columns for 'Occupation', 'Qualifications', 'Awarding Organisation', 'Certificate / Proof of Qualification', 'Achievement Date', and 'Action'. A red box highlights the 'Add a qualification' button in the top right corner of the table. Below the table, there is a link to 'Upload evidence of qualification' and a note: 'If you cannot find your qualification, please contact CSCS.'

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.

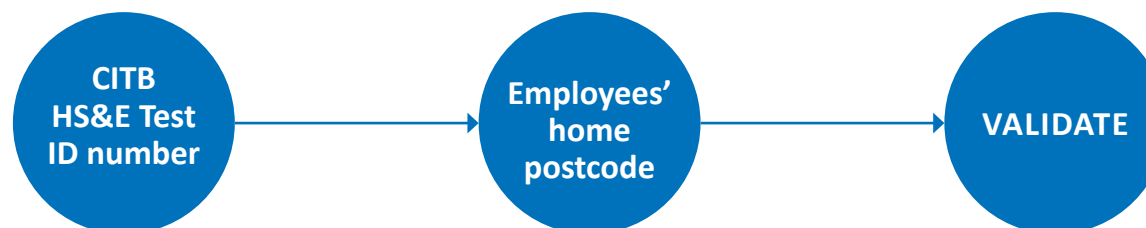
Note: If the employee completed an alternative HS&E test then they must provide a copy of the test certificate and photograph that must meet our photo requirements noted [here](#).

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.






Step 10:

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:

- 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 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](#)
- 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.

