



APPLICATION FORM

X-Ray Fluorescence (XRF) Analyzer Operator Certification, Renewal and Recertification

\*\*These documents must be completed in their entirety to be processed by the Natural Resources Canada (NRCAN) National Non-Destructive Testing Certification Body (NDTCB). \*\* Incomplete documentation may lead to longer processing times. This application form is for candidates applying for XRF certification, renewal or recertification based on the NRCAN adaptation of Health Canada Safety Code 32 and ISO 20807. Before completing this application please refer to the XRF application checklist for instructions.

Form with fields for personal information, contact details, and office use only (Name, Registration Number, Application Rec'd, Approved, Fees paid, Examination Attached).

Applicant: I attest that the statements made by myself in this application are true and complete. I understand that if any of these statements are found to be untrue, this application may be rejected, and/or the resultant certification may be withdrawn.

Applicant's Signature box

Applicant's signature MUST NOT exceed the inner limits of the signature box.

Date field: YYYY / MM / DD

I am applying for: 1-Year Initial Certification, 5-Year Initial Certification, Re-Examination, Renewal, Recertification. In the following level: Level 1, Level 2

Personal cheques are not accepted. Company cheques and/or money orders are payable to the "Receiver General for Canada". Government of Canada Acquisition Cards are not accepted by the NRCAN NDTCB.

Type of Payment: Personal Credit Card (Visa, MasterCard), Company Credit Card (Amex), Company Cheque, Money Order

Cardholder's Name, Cardholder's Email, Card Number, Expiry Date, Amount \$, Cardholder's Signature, Date

Please Note: Payment of fees does not complete or guarantee the application process. Admittance forms are issued only after completion, verification, and NRCAN approval of application.

## XRF APPLICATION CHECKLIST

Please include the following checklist when submitting application.

All applications require the following requisites as a minimum prior to examination, certification, renewal, or recertification. Additional forms required for application are available on the NRCAN NDTCB website.	Enclosed	
	Yes	No
<b>1. APPLICATION FORM</b> The application form must be fully completed, signed and current dated by the applicant who has reached the age of majority in their province.		
<b>2. FEES</b> Fees are dependent on the type of application/XRF level and are payable to the "Receiver General for Canada". Payments may be made via fax or mail only. Please do not submit credit card information by email. Fees and other process requirements are subject to change. To view the current fee schedule, please visit our website. Fees are non-refundable and non-transferable. <b>Application Fee:</b> This fee is submitted to the NRCAN NDTCB for assessment of examination eligibility. Please note that assessment of examinations and/or application forms will not be performed unless this fee accompanies the application. This fee is non-refundable and non-transferable and applies only to the specified application type/XRF level. Applications for re-examination do not require an application fee. <b>Examination Fees:</b> These fees can be submitted at the same time as the candidate application fee, or separately. The NRCAN NDTCB must receive these fees before it can approve the application and/or issue the written examination admittance and registration forms which allow the XRF candidate to participate in the examination(s).		
<b>3. NRCAN NDTCB CODE OF CONDUCT</b> Individuals who are certified or individuals who are in the process of being certified by the NRCAN NDTCB must recognize that personal integrity and professional competence are the fundamental principles on which their activities are founded. Accordingly, it is a condition of NRCAN NDTCB certification that these individuals shall sign and submit the "8.2.1-002 - NRCAN NDTCB Code of Conduct".		
<b>4. TWO (2) PASSPORT PHOTOGRAPHS WITH "PHOTOGRAPH VERIFICATION FORM"</b> Applicants registering with the NDTCB for the first time must provide two (2) passport photographs with a signed "8.2.1-011 - Photograph Verification Form". New passport photographs are required every ten (10) years (minimum), and may be submitted with renewal or recertification application. Photos submitted for renewal or recertification do not require the "Photograph Verification Form". The photographs must: <ul style="list-style-type: none"> <li>• measure 5cm wide and 7cm high (2 inches wide and 2-3/4 inches high);</li> <li>• be taken by a commercial photographer, clear/focused, in color, taken straight on with the face and shoulders centered and squared to the camera;</li> <li>• reflect the candidate's current appearance (taken within the last twelve (12) months);</li> <li>• be professionally printed on photographic paper (photos printed at home, self-taken or non-passport type photos are not acceptable);</li> <li>• 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.</li> </ul> Additional photographs may be requested at any time if previous photographs are deemed unacceptable.		
<b>5. VISION TEST REPORT FORM FOR XRF PERSONNEL</b> Each XRF candidate for initial certification, renewal and recertification must undergo a visual acuity test with a medically recognized personnel, the candidate's employer, or a certified Level 2 XRF personnel, attesting that the candidate has completed a satisfactory vision test as outlined by the "8.2.1-027 - Vision Test Report Form for XRF Personnel". This form must be fully signed, completed and dated within 12 months of submission.		
<b>6. TRUE COPY OF ONE (1) VALID PIECE OF CANADIAN GOVERNMENT RECOGNIZED ID ON "IDENTIFICATION VERIFICATION FORM"</b> <b>First-time</b> XRF applicants must provide a verified true copy of one (1) valid piece of Canadian Government recognized identity document on a signed "8.2.1-026 - Identification Verification Form". This identity document must have the applicants' full legal name (name must appear on the application form as it appears on the identification document), date of birth, photo & signature and may be verified as a true copy by the listed employer or by a professional individual as listed on the "Identification Verification Form". An example of valid and acceptable proof of ID: passport, driver's license, military identification, Certificate of Indian Status, provincial or territorial health care card that includes your photo and signature (excluding Alberta, Manitoba and Newfoundland and Labrador). Documents that are in a language other than English or French must be translated by a certified translator.		
<b>7. XRF TRAINING DECLARATION FORM (Initial certification and recertification only)</b> All candidates for XRF initial certification and recertification must provide documentary evidence of satisfactory completion of an XRF training course from an XRF Accepted Training Organization and/or an NRCAN NDTCB certified Level 2 XRF personnel. This must be provided on the "8.2.1-028 - XRF Training Declaration Form", signed and completed by the instructor.		
<b>8. CONTINUED SATISFACTORY XRF WORK ACTIVITY FORM (Renewal only)</b> Renewing your x-ray fluorescence (XRF) certification extends its period of validity by five (5) years from the date of issue of initial certification or last recertification. Within six (6) months of your expiry date, you can renew your certification by submitting a completed application form for renewal with a signed and completed "8.2.1-029 - Continued Satisfactory XRF Work Activity Form" and additional requisites mentioned above.		
<b>I have read the requirements stated in this checklist and I am submitting my application accordingly.</b>	<b>Yes</b>	
Applicant's Name: _____	Date: YYYY _____ MM _____ DD _____	
<b>Applying by mail/courier</b> NRCAN National Non-Destructive Testing Certification Body CanmetMATERIALS, Natural Resources Canada 183 Longwood Road South, Office 120 Hamilton, Ontario, Canada, L8P 0A5	<b>Applying by email</b> Email: <a href="mailto:NDT@NRCAN.gc.ca">NDT@NRCAN.gc.ca</a> (Please do not submit credit card information by email.)	
	<b>Applying by fax</b> Fax number: 905-645-0836	
<b>Contacting us by telephone</b> Phone Number: 1-866-858-0473 or 905-645-0653	<b>NRCAN NDTCB website</b> <a href="http://ndt.nrcan.gc.ca">http://ndt.nrcan.gc.ca</a>	

## ADDITIONAL INFORMATION

For complete information on XRF certification, renewal and recertification, please visit the NRCAN NDTCB Website.

### RESPONSIBILITIES

Certified personnel and applicants must respond to NRCAN NDTCB communication in a timely manner, and inform the NRCAN NDTCB of any changes to address and contact information.

### EXAMINATION AND SPECIAL WRITTEN EXAMINATION CENTRE REQUESTS

- If you are applying for initial certification and examination (not through an XRF Accepted Training Organization/Special XRF Examination Centre), re-examination, or recertification, please ensure that your application has been processed by the NRCAN NDTCB and that you have received your XRF examination admittance and registration form before booking your examination.
- If you are writing your **first examination attempt** for initial certification at an XRF Accepted Training Organization (ATO)/Special XRF Examination Centre (SXEC), you may submit your application with your completed examination through the XRF ATO/SXEC.
- Please allow three (3) working weeks for the NDTCB to process examinations after they have been received by our office.
- The NRCAN NDTCB requires two (2) working weeks' notice to process a Special Written Examination Centre (SWEC) request. This request must be submitted on the "8.2.1-012 - Special Written Examination Centre Request Form".
- Candidates may submit a declaration to the NDTCB in advance to request accommodation in the event of special needs prior to their examinations. Additional documents may be required and may lead to a longer processing times.

### RE-EXAMINATION

- A candidate who fails to obtain the pass grade for an examination is allowed two re-examination attempts; re-examinations can take place no earlier than 30 days from the date of the last examination.
- To apply for a re-examination, please fill out page 1 of the XRF application form, check "Re-Examination" and provide the appropriate examination fee. Please submit your application by mail, fax or email. **(Please do not submit credit card information by email.)**
- **Please Note:** Applicants must apply for and be approved for re-examination through the NRCAN NDTCB before attempting a re-examination. Re-examination applications are placed in queue by date received and processed on an as-received basis.

### RENEWAL AND RECERTIFICATION

It is the responsibility of the XRF analyzer operator to be aware of the date on which their XRF certification expires (indicated on certification ID card), and whether they are required to renew or recertify. As the date of expiration approaches, it is the responsibility of the candidate to apply to the NRCAN NDTCB for renewal or recertification. The NRCAN NDTCB **will not** notify the XRF operator that it is time for renewal or recertification.

**Renewal:** Certified XRF analyzer operators are required to renew their certifications within six (6) months prior to the end of their first period of validity (either one or five years from the date of initial certification) and prior to the end of their five-year period of validity following recertification. Renewing your XRF certification extends its validity for a period of five (5) years.

**Recertification:** Certified XRF analyzer operators are required to recertify their certifications prior to the end of every second period of validity, if they have a significant interruption in XRF work activity, or if they failed to renew more than 365 days past their expiry date. Recertification requires completion of XRF training and one or more examinations (depending on the level). Recertifying your XRF certification extends its validity for a period of five (5) years.

### PROCESSING TIMES

- As applications are processed in arrival sequence, processing times may vary depending on the volume of applications received and are not guaranteed. Incomplete documentation or complexity of routine verifications and checks may also lead to longer processing times.
- Please allow two (2) working weeks for the NDTCB to properly process an application form after it has been received by our office.
- The NRCAN NDTCB makes all reasonable efforts to ensure candidate applications, examination requests and certification submissions are completed as per service standard targets. Despite these efforts the occurrence of errors, omissions and delays cannot be completely ruled out and the NRCAN NDTCB is not responsible for any direct and indirect costs, expenses or delays which may arise.

### PRIVACY POLICY

The NRCAN NDTCB is committed to protecting your privacy whether you are an existing client or a new applicant. All personal information created, held, or collected by the Government of Canada is protected under the federal Privacy Act. Our office will ensure that collected personal information and any communications between the NDTCB and their clients or applicants are considered confidential, protected, and are for the exclusive use of the intended recipient to fulfill certification program requirements. Personal information is collected as stated in NRCAN's Info Source (PAA 3.1.2 – Materials and Certification for Safety and Security - Bank Number: NRCAN PPU 015), and the certified personnel's name, city and province of residence and certification status are made publicly available as a mechanism of effective certification status verification.

### PLEASE NOTE

- Payment of fees does not complete or guarantee the application and examination process.
- Admittance forms are issued only after completion, verification and NRCAN NDTCB approval of the application; certification status will not be granted until full completion, verification, and NRCAN NDTCB approval of application and required fees and requisites.
- The candidate is responsible to ensure all requisites/requirements have been met prior to examination or final certification.
- Applications are subject to current NRCAN NDTCB policies, procedures and fees.
- Any misrepresentation or falsification on any of the required documents may result in an NRCAN NDTCB Code of Conduct violation.

### SURNAME AND GIVEN NAME(s) to appear on certification ID card

For a change of name you must provide a status update to the NRCAN NDTCB by supplying a new signature as well as any supporting documents (i.e. copy of government issued ID) that can be used to support your request.

### SIGNATURE

You must sign your usual signature on page 1, as it will appear on your photo ID card. Your signature must not exceed the inner limits of the signature box.



### CERTIFIED PERSONNEL

For an updated list of certified personnel by the NRCAN NDTCB, please refer to our website.

Please note that this list is regularly updated, however, there may be a period when a person is certified before an updated list is made available to the website.

I have read and understood the information stated on this page and I am submitting my application accordingly.

Yes