



## APPLICATION FORM NON DESTRUCTIVE TESTING CERTIFICATION

PROTECTED (when complete)

This application form is for candidates applying for Non-Destructive Testing (NDT) examination for initial certification according to the CAN/CGSB-48.9712-2022 Standard. These documents must be completed in their entirety to be processed by Natural Resources Canada (NRCan) National Non-Destructive Testing Certification Body (NDTCB). Incomplete documentation may lead to longer processing times. Refer to the NDT application checklist on pages 5 and 6 for instructions.

Preferred Language: English      Français      NRCan NDTCB Registration # (if applicable) \_\_\_\_\_

Name: \_\_\_\_\_ / \_\_\_\_\_  
Surname (Last Name)      Given Names

Former Surname (Last Name) if applicable \_\_\_\_\_

Address of Residence \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel (Home) \_\_\_\_\_ Tel (Alternate phone or Cell) \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth: (YYYY-MM-DD) \_\_\_\_\_

Present Employer/Company Name \_\_\_\_\_ NRCan NDTCB Registration # (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel. \_\_\_\_\_ Email \_\_\_\_\_

**APPLICATION TYPE:** I am applying for examination as follows:

With Full Qualifying Experience  
Initial Attempt

Without Full Qualifying Experience  
Re-Examination (Please submit page 1 only)

Level #	Radiographic testing (RT)	Radiographic testing (RT)	Ultrasonic testing (UT)	UT Phased Array (UT-PA)	Eddy Current testing (ET)	Magnetic testing (MT)	Penetrant testing (PT)	Visual testing (VT)
	EMC Sector	Aerospace	EMC Sector	EMC Sector	EMC Sector	EMC Sector	EMC Sector	EMC Sector
1		N/A		N/A		N/A	N/A	N/A
2								
3				N/A				

Please Note: One or more of the check-boxes (above) must be checked.

### PAYMENT: Secure Electronic Payment System

Paid by:      Applicant      Company

Send Payment link and receipt to: **NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Once the application processing begins, you will receive an email from the NRCan NDTCB providing you with the individualized payment link to our secure online payment system to pay for your application fee and exam processing fees per method and level.

Personal cheques are not accepted. Government of Canada Acquisition Cards are not accepted by the NRCan NDTCB. Payment from Other Government Departments should be made by inter-departmental FIS transactions. Please do not submit credit card information by email. Fees are non-refundable and nontransferable.

**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. It is the applicant's responsibility to inform the NRCan NDTCB via email once payment is authorized for each application submitted to avoid delays in the processing. To protect payment information, we ask that you submit payment via our secure electronic payment system. If you have any questions, please call 1-866-858-0473 or email ndt-end@nrcan-mcan.gc.ca.

**Important Information**

**Payment:** Government of Canada Acquisition Cards are not accepted by the NRCan National Non-Destructive Testing Certification Body. Payment from Other Government Departments should be made by inter-departmental FIS transactions.

**Fees:** Fees and other process requirements are subject to change; please refer to our website <http://ndt.nrcan.gc.ca> for the most current information.

**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 in support of section 9.3 of the CAN/CGSB-48.9712-2022 national standard as a mechanism of effective certification status verification.

**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. Clients are responsible for the official documentation issued to them by the NRCan NDTCB. Fees may apply for the replacement of these documents.

**Practical Exam Admittance Form and Electronic Written Exam Authorization (EWEA) letter Requirements:**

All applications require the following minimum requisites to receive Practical Exam Admittance forms and EWEA letter prior to attempting exams:

1. Application form signed and current dated by the applicant;
2. Application and examination fees processed;
3. NRCan NDTCB Code of Conduct form signed and current dated by the applicant

Note: Admittance Forms and EWEA letters will only be sent to the candidates by the NRCan NDTCB, NOT to examination centres .

All required QWE hours and all certification requisites must be submitted and approved within 5 years of successfully completing the examinations.

**New/initial applicants to NRCan/CGSB** must include passport photographs with a signed Photograph Verification Form, a verified true copy of one (1) valid piece of Canadian Government recognized identity document on a signed Identification Verification Form, and must have the Application form signed by current supervisor. If currently unemployed, previous employer and supervisor can sign for the QWE hours reported on pages 3 and 4.

**Education**

**Training:** For all levels, please submit a copy of each training completion document for NDT training courses only taken at NRCan Recognized Training Organizations. For direct access to Level 2, submit Level 1 training documents issued by RTO. For direct access to Level 3, submit Levels 1 & 2 training documents issued by RTOs.

\* Indicate training period in either # of hours **OR** percentage (%) for theory and practical part of the training.

Recognized Training Organization	NDT Method & Level	* Theory Hours or %	* Practical Hours or %	Date of Completion

**I have included the following training certificates:**

MT	PT	RT	ET	UT	VT	M&P	RT Safety
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**Level 3 Candidates with Higher Education**

Submit a copy of each degree or certificate obtained. A certified English translation is required for non-English documents.

College/University	Degree or Certificate Obtained	Length - Years	Date of Completion

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_  
YYYY-MM-DD

**Qualifying Work Experience**

To gain a **credit** for work experience, one must work under "qualified supervision". Name(s) of supervisor(s) must be identified in reference section on next page. The applicant must **fully complete** the following sections to indicate the *Industry, Applications, Materials, Percentage of Time, and Details* pertaining to the non destructive testing method(s) being sought.

Work experience is to be reported in number of hours accumulated within the period of employment indicated per position. As per section 7.3 of CAN/CGSB 48.9712:2022, one day duration is at least 7 hours and maximum of 12 hours. Experience in days is achieved by dividing the total accumulated hours by 7.

Please use additional sheet if space below for description is insufficient.

**Levels 1 & 2**

To complete summary of NDT experience in space below

**Level 3 only:**

a) To complete summary of NDT experience in space below.

b) To submit an extensive and detailed resume of NDT experience on separate sheets.

*Note: At least one (or more) of the fields for Hours of "Acquired NDT Experience" must be filled to report qualifying work experience.*

**Position 1**

Company \_\_\_\_\_ Location \_\_\_\_\_

Position held \_\_\_\_\_ Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_

YYYY-MM-DD

YYYY-MM-DD

**Acquired NDT Experience :**

MT hours \_\_\_\_\_ PT hours \_\_\_\_\_ ET hours \_\_\_\_\_ UT hours \_\_\_\_\_ RT hours \_\_\_\_\_ VT hours \_\_\_\_\_

**Position 2**

Company 2 \_\_\_\_\_ Location \_\_\_\_\_

Position held \_\_\_\_\_ Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_

YYYY-MM-DD

YYYY-MM-DD

**Acquired NDT Experience :**

MT hours \_\_\_\_\_ PT hours \_\_\_\_\_ ET hours \_\_\_\_\_ UT hours \_\_\_\_\_ RT hours \_\_\_\_\_ VT hours \_\_\_\_\_

**General Work History in NDT**

Industry	Applications	Materials	Percentage of Time	Approximate Percentage Time Spent
<input type="checkbox"/> Aviation/aerospace <input type="checkbox"/> Nuclear <input type="checkbox"/> Petro-Chemical <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining <input type="checkbox"/> Pulp and paper <input type="checkbox"/> Ship Yard <input type="checkbox"/> Structural <input type="checkbox"/> Training/Certification <input type="checkbox"/> Research Other: _____	<input type="checkbox"/> Welds <input type="checkbox"/> Forgings <input type="checkbox"/> Castings <input type="checkbox"/> Pipe/Tubes <input type="checkbox"/> Fittings/valves <input type="checkbox"/> Pressure vessels <input type="checkbox"/> Nozzles/nodes <input type="checkbox"/> Storage tanks <input type="checkbox"/> Lift Equipment <input type="checkbox"/> Structures Other: _____	<input type="checkbox"/> Steel <input type="checkbox"/> Stainless Steel <input type="checkbox"/> Copper <input type="checkbox"/> Aluminum <input type="checkbox"/> Magnesium <input type="checkbox"/> Concrete <input type="checkbox"/> Ceramic <input type="checkbox"/> Plastic <input type="checkbox"/> Composites Other: _____	_____ % MT _____ % PT _____ % RT _____ % UT _____ % ET _____ % VT 100% = Combined <b>Total</b>	_____ % doing inspections _____ % planning/reporting _____ % supervision of staff/meetings _____ % training (take/give) conferences _____ % writing procedures /documents _____ % other _____ 100% = Combined <b>Total</b>

**Details (approximate) of Work History in Each NDT method**

MT	PT	RT	UT	ET	VT
<input type="checkbox"/> Yoke <input type="checkbox"/> Coil wrap <input type="checkbox"/> Prods <input type="checkbox"/> Wet bench <input type="checkbox"/> Dry Powder <input type="checkbox"/> Aerosol <input type="checkbox"/> Visible <input type="checkbox"/> Fluorescent Other: _____ <input type="checkbox"/> Reports <input type="checkbox"/> Instruction <input type="checkbox"/> Procedures <input type="checkbox"/> Standards Other: _____	<input type="checkbox"/> Aerosol <input type="checkbox"/> Brush <input type="checkbox"/> Dip Tanks <input type="checkbox"/> Solvent removable <input type="checkbox"/> Water wash <input type="checkbox"/> Post emulsifier <input type="checkbox"/> Visible <input type="checkbox"/> Fluorescent Other: _____ <input type="checkbox"/> Reports <input type="checkbox"/> Instruction <input type="checkbox"/> Procedures <input type="checkbox"/> Standards Other: _____	<input type="checkbox"/> Isotope <input type="checkbox"/> X-Ray <input type="checkbox"/> Linear accelerator <input type="checkbox"/> Film <input type="checkbox"/> Fluoroscopy <input type="checkbox"/> Digital <input type="checkbox"/> Auto develop <input type="checkbox"/> Manual dev Other: _____ <input type="checkbox"/> Reports <input type="checkbox"/> Instruction <input type="checkbox"/> Procedures <input type="checkbox"/> Standards Other: _____	<input type="checkbox"/> Thickness gauge <input type="checkbox"/> Flaw detector <input type="checkbox"/> Phased array <input type="checkbox"/> Straight beam <input type="checkbox"/> Angle beam <input type="checkbox"/> Contact <input type="checkbox"/> Immersion Other: _____ <input type="checkbox"/> Reports <input type="checkbox"/> Instruction <input type="checkbox"/> Procedures <input type="checkbox"/> Standards Other: _____	<input type="checkbox"/> Analog meter <input type="checkbox"/> Phase display <input type="checkbox"/> Single freq <input type="checkbox"/> Multi-freq <input type="checkbox"/> Remote field <input type="checkbox"/> Absolute mode <input type="checkbox"/> Differential mode <input type="checkbox"/> Spinning mode Other: _____ <input type="checkbox"/> Reports <input type="checkbox"/> Instruction <input type="checkbox"/> Procedures <input type="checkbox"/> Standards Other: _____	

Supervisor's Signature (Same as Section B on page 4) \_\_\_\_\_

Date \_\_\_\_\_

YYYY-MM-DD

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

YYYY-MM-DD

## ATTESTATIONS

**\*Please Note: All attestation sections must be completed. Applicants cannot sign for themselves.\***

For the required signatures, the same person(s), appropriately qualified for each of these definitions, may sign for one or more of these roles.

**A) Employer:** A member of the management staff of the organization that the applicant works for on a regular basis. I attest to the best of my knowledge that the information given on this form is accurate and/or the photographs attached are those of the applicant who signed this application form. The NRCan NDTCB may contact me to verify information related to this application.

Employer's full given name (Please Print) \_\_\_\_\_ Reg# (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
YYYY-MM-DD

Employer's signature \_\_\_\_\_ Employer's job title \_\_\_\_\_

Current employer (Company Name) \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**B) Supervisor:** An appropriately qualified individual who is accountable for directing the technical work and safety of the applicant. Qualified supervisors may or may not be certified at the appropriate level under CAN/CGSB-48.9712 who are normally located at the facility or field site of the test or inspection activity and is responsible for supervising the applicant's job. In some cases, it is possible that a supervisor may not be employed by the same employer as the applicant. In that case, please provide a document explaining the supervisory relationship. I attest to the best of my knowledge that the information given on this form is accurate and/or the photographs attached are those of the applicant who signed this application form. The NRCan NDTCB may contact me to verify information related to this application.

Supervisor's name (Please Print) \_\_\_\_\_ Reg# (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
YYYY-MM-DD

Supervisor's signature \_\_\_\_\_ Supervisor's job title \_\_\_\_\_

Current employer (Company Name) \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**C) Referee:** Active NRCan/CGSB-certified Level 2 in applicable method being sought for or Level 3 personnel in any method who can attest to and substantiate the validity of the candidate's application. In some cases, the Referee can hold non-CGSB NDT certification (proof of document is required), who can attest to the candidate's application. I attest to the best of my knowledge that the information given on this form is accurate and/or the photographs attached are those of the applicant who signed this application form. The NRCan NDTCB may contact me to verify information related to this application.

Referee's name (Please Print) \_\_\_\_\_ Reg# \_\_\_\_\_ Date \_\_\_\_\_  
YYYY-MM-DD

Referee's signature \_\_\_\_\_ Referee's job title \_\_\_\_\_

Current employer (Company Name) \_\_\_\_\_ Referee's telephone number \_\_\_\_\_

**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 be withdrawn. I understand that the NRCan NDTCB may conduct audits and investigations to verify the validity of the information in this application, and that I will fully cooperate in providing any additional documentation and explanation as requested. I am fully aware that the NRCan NDTCB may actively communicate with the individuals referenced in this application, and/or other related individuals, to ensure the validity of the declarations on this application. I attest that I have reached the age of majority in my province and that I have not applied to the NRCan NDTCB previously using a different name or alias unless otherwise stated. The NRCan NDTCB may contact me to verify information related to this application. My signature is an attestation that I clearly understand and will comply with the terms and conditions of NRCan NDTCB's program for certification.

Your signature MUST NOT exceed the inner limits of the signature box.

Date : \_\_\_\_\_ Name: \_\_\_\_\_  
YYYY-MM-DD

**Please Note:** 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.

## RELEASE OF INFORMATION

This is to authorize the NDTCB, if requested, to release my examination results and/or admittance forms to my employer and/or the payee of my examination fees.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_  
YYYY-MM-DD

This is to authorize the NDTCB to allow \_\_\_\_\_ to act on my behalf to provide application information and receive applicable updates and/or correspondence.  
Contact's Full Name

Applicant's signature \_\_\_\_\_ Contact's telephone number \_\_\_\_\_ Contact Email \_\_\_\_\_

## NDT APPLICATION CHECKLIST

*Please include following checklist (pages 5-6) when submitting application.*

All applications will require the following four (4) requisites as a minimum prior to examination or certification. Examination Admittance Forms & EWEA letters will only be issued with the completion and acceptance by the NRCAN NDTCB of all of the following:		Enclosed	
		Yes	No
1.	<b>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.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>FEES</b> <b>Application, Written &amp; Practical Exam processing</b> fees are required for each method and are payable to the Receiver General for Canada. Payments may be made via our secure online payment system or by phone. Please do not submit credit card information by email. <b>Application Fee:</b> This fee is submitted to the NRCAN National Non-Destructive Testing Certification Body for assessment of examination eligibility. Please note that assessment of 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 initial application form for a given method and level, regardless of the number of repeat examinations. <b>Written and Practical Examination Processing Fees:</b> These fees can be remitted at the same time as the candidate application fee, or separately. The NRCAN National Non-Destructive Testing Certification Body must receive these fees before it can issue the EWEA letters and/or practical examination admittance and registration forms, which allow the NDT candidate to attempt the examination(s).	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>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 certification that these individuals shall sign and submit the 8.2.1-002 - NRCAN NDTCB Code of Conduct form.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>TWO (2) PASSPORT PHOTOGRAPHS &amp; VERIFIED TRUE COPY OF ONE (1) VALID PIECE OF CANADIAN GOVERNMENT RECOGNIZED ID</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 and must include 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 (same as Section A on page 4) 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. The photographs must: - be taken by a commercial photographer, clear/focused, in color, taken straight on with the face and shoulders centered and squared to the camera and measure 5cm wide and 7cm high; - reflect the candidate's current appearance (taken within the last twelve (12) months); - be professionally printed on photographic paper (photos printed at home, self-taken or non-passport type photos are not acceptable); - show applicant complete name, photo studio name & complete address and the date the photo was taken on the back of one photo.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documents for the following four (4) requisites may be submitted at a later date, however, must be successfully completed prior to certification of the NDT method and level being sought.</b>		Enclosed	
		Yes	No
1.	<b>TRAINING</b> All candidates must provide documentary evidence of satisfactory completion of NDT course training from a Recognized Training Organization (RTO). Please submit a copy of each completed training documents. <b>Training course(s) must be completed prior to attempting the exam(s).</b>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>PREREQUISITES</b> The candidate shall provide evidence acceptable to the certification body that he/she has successfully passed the Materials & Process prerequisites administered by an NDTCB Recognized Training Organization (RTO). Refer to the NRCAN NDTCB website for more information.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>VISION TEST REPORT FORM FOR NON-DESTRUCTIVE TESTING PERSONNEL</b> Each NDT candidate must undergo and submit a completed visual acuity test as outlined in the 8.2.1-003 - Vision Test Report Form for Non-Destructive Testing Personnel.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>QUALIFYING WORK EXPERIENCE (QWE)</b> The candidate must provide a complete and thorough description of his/her work experience specific to the NDT method(s) applied for and clearly identify the period of employment for each employer/company and the acquired NDT experience in # of hours for each NDT method. Each submission of qualifying experience requires signature and date by the candidate, employer, supervisor and referee. The supervisor's or referee's name, registration number, type of certification (level 2 certification of the applicable method or level 3 certification is required), position/title and organization must be identified; if certified under a foreign/non-CGSB scheme, documented proof of certification is required. The application and supporting documentation dealing with NDT experience must be signed and dated by both the applicant and the immediate supervisor. For all levels, certification is possible only after providing evidence of having gained the required qualifying work experience, and the other qualifying requisites within five (5) years of successfully completing the examinations, otherwise, all examination results would become expired. For the minimum QWE requirement prior to attempting the examinations and prior to certification, please refer to the NRCAN NDTCB website <a href="http://ndt.nrcan.gc.ca">http://ndt.nrcan.gc.ca</a> on <a href="#">Qualifying Work Experience for NDT Certification</a> page for the most current information.	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

YYYY-MM-DD



**AS PER CAN/CGSB-48.9712:2022 Standard section 5.6, candidates shall:**

- a) provide documentary evidence of training in accordance with the requirements;
- b) provide verifiable documentary evidence that the required experience has been gained under qualified supervision;
- c) provide documentary evidence of vision satisfying the requirements of section 7.4;
- d) abide by a code of ethics published by the certification body.
- e) provide other requisites requested by the certification body.

**TRAINING**

- For Level 1 & 2 candidates: All minimum required training must be done through NRCAN NDTCB Recognized Training Organizations (RTOs). Practical training must be delivered by a face-to-face instructor-led format only. Please refer to our website for more information. The training for initial certification remains valid for a maximum of ten (10) years from the date of completion. For direct access to higher level, submit all applicable lower level training documents issued by an RTO.
- For Level 3 candidates, as per CAN/CGSB-48.9712-2022 Standard section 7.2.2 - In addition to the required minimum training requirements, the preparation for qualification may be done in different ways: by attending training courses, studying books, periodicals, and other specialized printed or electronic materials. Regardless of the manner of preparation, the Level 3 candidate shall submit detailed documentary evidence of appropriate training in a form acceptable to the certification body, including specific hours, specific references and how the materials relate to the Level 3 method specific per application. Candidates taking Level 3 courses from an RTO can submit their course certificate from other method level 3 courses however they must include and detail the additional training they have completed for their specific method in which they are applying for.

**SPECIAL WRITTEN EXAMINATION CENTER (SWEC) REQUESTS**

- SWEC application requests are no longer accepted for all written multiple choice questions examinations for all exam methods effective July 31, 2023.
- Only SWEC application requests for Level 3 Written Procedure and Procedure Review examinations are accepted.
- Please ensure that the application has been processed by the NRCAN NDTCB and the admittance form has been received before booking for the examination.
- The NRCAN NDTCB requires two (2) working weeks after the application is received to process a Special Written Examination Centre (SWEC) request.
- Candidates may submit 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**

- As per CAN/CGSB-48.9712-2022 Standard section 8.5.2, a candidate who fails one or more elements of an examination may retake the examination part(s) no more than twice (2x) after a minimum of one (1) month but no later than two (2) years after the initial examination.
- To apply for a re-examination, please fill out page 1 of the application form, check "Re-Examination" and submit the appropriate fee. Please submit your request by mail to the address below, fax 905-645-0836 or the general mailbox at [ndt-end@nrcan-rncan.gc.ca](mailto:ndt-end@nrcan-rncan.gc.ca). Do not submit credit card information by email.
- All examination results are valid for a maximum 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.

**PLEASE NOTE:**

- Payment of fees does not complete or guarantee the application and examination process. Any Admittance forms and written exam EWEA letters 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. Submission of training, prerequisites, or visual acuity that have taken place following certification examination will be considered as non-compliant and may result in exam results not being accepted.
- Applications are subject to current NRCAN NDTCB policies and procedures.
- 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 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**

- Candidate:** Sign your usual signature on page 4, as it will appear on your photo ID card. It must be within the box's inner limit.
- Type-written e-signatures are NOT acceptable. Use either scanned wet-ink signature or regular pen signature/scanned copy.

**CERTIFIED PERSONNEL**

- For an updated list of certified personnel by the NRCAN NDTCB, please refer to our website at [Directory of Certified Personnel](#).
- 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.

Applying by Mail / Courier	Applying by Email (Please do not submit credit card information by email)
NRCAN National NDT Certification Body CanmetMATERIALS Natural Resources Canada 183 Longwood Road South, Office 120 Hamilton, Ontario, Canada, L8P 0A5	Email: <a href="mailto:ndt-end@nrcan-rncan.gc.ca">ndt-end@nrcan-rncan.gc.ca</a>
	<b>How to Contact Us</b> Phone Number: 1-866-858-0473 or 905-645-0653
<b>Applying by Fax</b>	<b>NDT Website</b>
By Fax: 905-645-0836	Website: <a href="http://ndt.nrcan.gc.ca">http://ndt.nrcan.gc.ca</a>
I have read the requirements stated in this checklist and am submitting my application accordingly	
<input type="checkbox"/> Yes	

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

YYYY-MM-DD