



OPITO Certificate Extension Policy

1.0 Background

As the global situation with COVID-19 continues to develop, employing companies and delegates may find themselves in a position that OPITO certification cannot be refreshed due to quarantine, travel or training provider issues.

OPITO is committed to ensuring that in these exceptional circumstances, where refresher training cannot be undertaken due to the COVID-19 situation, that a suitable extension process is available for employing companies and delegates.

2.0 Certificate Extension Process

The table below indicates the circumstances that will be taken into consideration when applying for a certificate extension.

(1) An individual's current certificate is due to expire during a period of isolation or quarantine
(2) An individual has been diagnosed with COVID-19 and is receiving medical care
(3) An individual has been refused admission to refresher training due to previous travel history
(4) An individual cannot gain access to a Training Provider in their area due to travel restrictions imposed by Government (or local authorities) and/or training centre closures
(5) The employing company has imposed specific travel restrictions that do not permit refresher training to be completed prior to the expiry date (Employing Companies only)

3.0 Applying for an Extension

There are two ways to apply for an extension to an OPITO certificate.

- Employing companies will be able to apply for an extension by completing the [Employer Form](#)
- Delegates (self-sponsors) will be able to apply for an extension by completing the [Delegate Form](#)

These forms will require information such as the name of the certificate holder, certificate type, expiry date and reason for extension request.

This form is completed on the OPITO website and the extension request will be reviewed and processed as a priority. Should the request be successful, a new certificate number will be generated. As the new certificate number is purely to indicate that an extension has been granted, no new certificate will be issued.

Requests will only be considered for certificates that have an expiry date within 30 days from application for extension.



3.1 Extension Period

If an extension is granted it will extend the expiry date of the current certificate by two months.

It is important to note that if an extension is granted, the expiry date of the new refresher certificate once training has been undertaken will correspond with the expiry date of the original certificate. An example is provided below:

Existing Certificate (4 year validity)	Expiry 15 March 2020
Extension Granted	Expiry 15 May 2020 (Extended by 2 months from current expiry)
Refresher Training completed on 10 May 2020	
Refresher Certificate	Expiry 14 March 2024 (4 years from original certificate)

3.2 Time period for arrangements

OPITO will continuously monitor and review the suitability of this process; these extension arrangements will remain in force until further notice.

During this period, employers should ensure that all staff continue to maintain the required competencies to carry out their role safely.

3.3 Further Certificate Extensions

OPITO has continued to monitor the global impact of this outbreak, and the certification extension period. With immediate effect, candidates who have already received a certificate extension, and continue to be impacted by the COVID-19 pandemic, may apply for a further two-month extension.

Please note that this further two-month extension does not change the guidance in the table above regarding the expiry date certificates should be given following appropriate refresher training being completed. This should still correspond to the original certificate's expiry date.

4.0 Enquiries

All extension requests must be made through the OPITO website (www.opito.com). Any enquiries regarding extensions should be made to the following:

Employing Companies employer.support@opito.com
Delegates (Self-Sponsors) delegate.support@opito.com

OPITO

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