



OPITO Certificate Extension Policy

Effective 5 August 2020 onwards

1.0 Background

As the COVID-19 pandemic continues to impact industry, on a global scale, delegates (self-sponsors) and employing companies may find themselves in a position where OPITO certification cannot be refreshed.

OPITO continue to ensure that, in these exceptional circumstances, a suitable extension process is available for delegates (self-sponsors) and employing companies.

To ensure the continuity of this process, the following is now stipulated:

- Certificates which have expired more than three months ago, will no longer be granted an extension. Delegates are advised to now seek refresher training
- It is expected that this certificate extension process is used where an individual has been impacted due to circumstances as outlined in Section 2.0 below and there are no other available alternatives to undertake training and/or assessment

2.0 Certificate Extension Process

The table below indicates the circumstances that will be taken into consideration when applying for a certificate extension where circumstances impact due to the COVID-19 pandemic only.

(1) An individual cannot gain access to a training provider in their area due to restrictions introduced by Government (or local authorities) and/or training centre closures

(2) An individual's current certificate is due to expire due to circumstances out with their control relating to COVID-19, including shielding, and a period of isolation or quarantine

3.0 Applying for an Extension

Requests will now only be considered for certificates that have an expiry date within 14 days from application for extension and, as specified, the issues are related directly to COVID-19.

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

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

These forms are on the OPITO website and you will require information including the name of the certificate holder, date of birth, the certificate holder's location, certificate type, expiry date and the reason for an extension request (as outlined in Section 2.0 above) to complete them.

Please note, the extension request will be reviewed and processed as a priority. We aim to verify requests within three working days via email. Please do not send multiple extension request(s) as this will delay the verification of request(s).



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Requests will only be granted where there is clear evidence to support the circumstances as outlined in Section 2. Please note, as part of its due diligence, OPITO may check the availability of training providers in the delegate's local area and reserves the right to reject the extension request where, in its reasonable opinion, there is suitable training and assessment options available.

Should the request be successful, a new certificate number will be generated and logged in the Vantage system. This new number will indicate that an extension has been granted, therefore a replacement certificate will not be issued.

The OPITO TRAIN-R app will also display the revised certificate expiry date.

3.1 Extension Period

If an extension is granted, providing it meets the stipulations in Section 1 and subsequent criteria in Section 2, it will extend the expiry date of the delegate's current certificate by one month.

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, this is to ensure continuity of a Delegate's training record in Vantage.

4.0 Further extension requests

Following the expiry of an extension granted under the direction of this revised policy, requests received for a further period of extension will undergo a stringent review and monitoring process. Further approval will only be granted in extremely exceptional circumstances.

This policy for extension will remain in place until further notice. OPITO continue to monitor and review the suitability of this policy for extension and reserve the right to amend or withdraw the policy at any time.

Employers should continue to ensure that all staff continue to maintain the required competencies to carry out their role safely.

5.0 Enquiries

All extension requests must be made through the OPITO website (www.opito.com/covid19). Any enquiries regarding extensions should be made to the following:

Delegates (self-sponsors)	delegate.support@opito.com
Employing companies	employer.support@opito.com

OPITO

5 August 2020

(Amendment to the revised policy of 1 July, to acknowledge that certificates which expired more than three months ago will no longer be granted an extension).