

The role of a CPCS validator

Renewing a CPCS Blue Card requires confirmation by the employing organisation, through a validator, that the renewal criteria has been met.

A validator is nominated by the employing organisation and confirms, through a process of checks, that the employee has met all the requirements for card renewal. This is a responsible position and, as an employer-led scheme, CPCS requires the integrity of validators to play their part for the sector in ensuring that cardholders meet the set criteria for competence.

The process of becoming a validator entails a free of charge application to CPCS. An approval certificate is issued on successful application. In essence, a validator is someone employed in a managerial position and approved by the organisation for the purpose. They may need access to company records to validate logbook entries.

Validators have the responsibility to:

- Undertake all suitable actions to ensure that the renewal criteria has been met before signing renewal application forms
- Be confident and reject applications where the renewal criteria has not been met, (in such cases, if one category on a card has been renewed, the categories not applied for can be 'banked' and claimed at a later date* or a temporary card can be applied for)
- Help CPCS staff with audit checks
- Advise the organisational employees of any outcomes and actions of application rejections or where the renewal criteria has not been met
- Inform CPCS of any change in circumstances, for example moving premises or leaving the registered company.

**CPCS reserves the right to reject applications and revoke validator status where the renewal criteria has not been met.*

