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Information to candidates applying for renewal of IPC Certificates by Application at the end of five years after initial certification:

1. The renewal application for IPC Level-1 & 2 certificates renewal can be sent to Meena up to six months in advance with respect to date of expiry, but not later than 60 days prior to expiry of the certificate.
2. Prior to the completion of the first period of validity and every 10 years thereafter, certification may be renewed by the certification body for a new period of five years on production of:
 - a. documentary evidence of a satisfactory visual acuity examination taken within the preceding 12 months;
 - b. verifiable documentary evidence of continued satisfactory work activity without significant interruption in the method and sector for which certificate renewal is sought. If the criterion b) for renewal is not met, the individual shall follow the same rules as for recertification.
 - c. It is the responsibility of the certificate holder to initiate the procedure required for renewal. The renewal files shall be presented within six months before the date of expiration of the certification. As an exception, and based upon decision of the certification body, files presented within 12 months after the date of expiration may be considered. Over this period, no exception is admitted and the candidate shall be permitted to attempt a recertification examination.
 - d. All students shall maintain a log book to record details of testing done in the method for which renewal is sought in form given along with this document and the same is signed by a supervisor or a colleague having appropriate equal or higher level of NDT qualification in the respective method.
 - e. The application to be submitted to Meena International at least 60 days prior to the expiry date shown in the IPC Certificate for processing and approval.
 - f. The review process will take a minimum of 2 to 3 weeks and if additional supporting documents are required, candidate will be informed by email and the same should be provided to Meena within one week for the timely processing of renewal application.
 - g. When the candidate fails to provide necessary supporting documents for processing the renewal application, he / she should apply for late renewal in the prescribed form or take a renewal examination and pass for maintaining the validity of the certificate for five more years.
 - h. For more details on renewal options and requirements please refer to document IPC Scheme General Requirements which may be downloaded from our website www.meenainternational.com or obtain a soft copy by an email request addressed to admin@meenainternational.com

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IPC Level – 1 & Level – 2 Renewal Application:

Candidates Personal and Certificate Details:

Surname or Family Name:	
Given Name:	
Date of Birth:	
Address for Communication:	
IPC ID Number:	
Contact Telephone No. & Email ID:	
Method, Sector, Level & Certificate No.:	
Expiry Date:	
Current Employer's Name:	
Full Address:	
Postal Index Code:	Landline No.
Designation / Job Description:	
Name of the Immediate Supervisor:	
Supervisor's Contact No. & Email ID:	
Date of Joining the Current Employer:	

The candidate also shall sign and enclose the code of ethics for IPC Certificate holders along with the renewal application, failing which the application will not be processed.

The candidate also may please be informed that the details given in this application are subject to verification by Meena. If the verification process is unsuccessful the renewal application will be rejected and the candidate has to take a renewal examination.

If the information given are found be incorrect and given deliberately the case will be referred to the certification council for possible disciplinary action.

Full Name: _____ Signature: _____ Date: _____

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The Current Employer shall sign the following statement of verification.

We _____ (Organization Name) confirm that the information given in the previous page and in the supporting documents is to the best of our knowledge are accurate and authentic. The work experience of the applicant Mr. _____ is without significant interruption (See Note: 1) during his employment with our company. His work performance has been found satisfactory.

Name of Authorised Person _____

Position in the Organization _____

(to be signed by the immediate supervisor or by authorised person in Human Resources Department)

Signature: _____ Date: _____ Company Seal

Note: - Significant Interruption

absence or change of activity which prevents the certified individual from practising the duties corresponding to the level in the method and the sector(s) within the certified scope, for either a continuous period in excess of one year or two or more periods for a total time exceeding two years

Completed Application along with all necessary supporting documents shall be send by post to
 Meena International,
 Plot No. 7, First Cross Street, VGN Royal Enclave,
 Paruthipattu, Chennai – PIN Code 600 071,
 India

or by email to admin@meenainternational.com

Space for use by Meena Certification Administration: _____

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Supporting Document – 05 for Level 2 Renewal Application:

Summary of possible credits for each supporting activity in the three previous pages and the minimum score required for renewal by application for second five years after initial examination of IPC.

Item	Activity	Points awarded for each item / function	Maximum points per year per item	Maximum points allowed for 5 years
1.	Additional or Refresher Training Taken after initial certification during the last five years.	1 point for every 4 contact hours of training	4	10
2.	Surveillances by an appropriately qualified supervisor or a colleague for continuous assessment of IPC certificate holder's practical competence.	4 points for every successful surveillance completed	8	20
3.	NDT technical instructor (per 2 h) and/or NDT examiner /invigilator (per examination)	1	4	10
4.	Monitoring and cross-checking of joints tested by an another appropriately qualified colleague as a part of project requirements (Applicable for Level-2 only)	4 points for every successful cross-checking completed	8	20
5.	Attendance in technical sessions seminars or panels at Local or International NDT or associated Society	1 point per 3 contact hours	4	10
6.	Documented NDT contributions to NDT-related technical society committee projects.	2 points per completed project	4	10

Conditions for approval of a renewal application and issue of renewed:

1. Must submit the appropriate IPC renewal application form with all supporting documents and payment of specified renewal fee.
2. Must reaffirm the IPC Code of Ethics
3. Shall affirm continued active employment in Level 1 or 2 functions as related to the NDT Method(s) for which renewal is sought as noted below:
 - a. Such employment must have covered at least 36 months during the current valid Certification period but not necessarily 36 consecutive months. There shall be no break greater than 12 consecutive months.
 - b. At least 12 of the 24 months immediately preceding the expiration of the Certification must have been spent in Level 1 or 2 functions.
 - c. If work experience during the certification period did not include all Methods for which Renewal is sought, at least **two** additional points shall be obtained *in each Method* for which there was no work experience.
 - d. For successful renewal, the effort to keep up to-date, contribute to knowledge or maintain continued growth in the Method(s) for which the individual is certified or to expand knowledge in related technologies must be demonstrated by obtaining a minimum of 35 points for Level-2 and 25 points for Level-1 during the five (5) year period of certification by engaging in the activities listed in the above Table.