



OPITO Certificate Extension Policy

Effective 1 March 2021 onwards

1.0 Background

In March 2020, OPITO implemented a certificate extension process to support those impacted by the COVID-19 pandemic. This was initially open to those whose certification expired within 30-days, then within 14-days as amended 5 August in Policy OPITO.C19.GLB.003.1.

This process has supported industry and the workforce during these challenging times and, as of December 2020, more than 38,000 certificates have been extended under the Policy.

On 19 October 2020, the two-month period of grace was introduced. This was not a formal extension to certificates or reflected in Vantage but allowed appropriate refresher training to be undertaken within two months of eligible certificate's expiry dates. This was designed to prompt a return to Training Providers as the majority globally had since reopened with stringent sanitisation and social-distancing measures in place. Exceptional extensions were, however, still considered assuming one of two possible eligibility parameters was fulfilled as detailed 18 September 2020 in Policy OPITO.C19.GLB.004.1.

As the global situation continues to develop, OPITO has taken steps to reduce reliance on the process, as evidenced by Policy revisions and tightening of eligibility criteria. OPITO's view is that it is vital that the skills and competence of the workforce is maintained through regular training. Additionally, training providers have now reopened in the majority of regions with physical distancing measures in place in training centres operating under national, regional and local government guidelines.

With that in mind, as this Policy revision marks one-year since the inception of the Certificate Extension Policy, OPITO has decided to draw the entire scheme to a close, including the two-month period of grace system.

2.0 Certificate Extension Process

As of 00.01hrs on 1 March 2021, certificate extensions will no longer be granted, regardless of circumstance.

Delegates currently holding an extension, or certificate that expires prior to this date, this will automatically pass into the two-month period of grace. The Delegate will be required to seek refresher training before that period ends as normal.

As of 23.59hrs on 28 February 2021, the two-month period of grace will end for new applicants. Certificates or extensions that expire before this date will automatically have the two-month period of grace applied, but after 23.59hrs on 28 February 2021 certificates that expire will not, and therefore not be able to be utilised as pre-requisites to attend appropriate refresher training.

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3.0 Certificate Expiry Scenarios

Certificate/Extension Expiry Date	Outcome
Certificate/Extension expires prior to 1 March 2021	The two-month period of grace will be applied. For example, a certificate/extension that expires on 25 February 2021 allows the holder to undertake refresher training until 25 April 2021.
Certificate/Extension expires after 1 March 2021	Appropriate refresher training will require to be completed prior to expiry to avoid initial training being required. For example, a certificate/extension that expires on 5 March 2021 is not subject to the two-month period of grace: appropriate training should be sourced and completed prior to this date. If this is not done, the initial course will need to be completed.

4.0 Enquiries

Any enquiries regarding extensions should be made to the following:

Delegates (self-sponsors) – delegate.support@opito.com

Employing companies – employer.support@opito.com

OPITO, 17 December 2020

(Amendment to the revised policy of 18 September 2020).