

Information Sheet 14

Making changes to your approved examiner accreditation

March 2017

Once you are accredited as an approved examiner, there may be circumstances where you may need to update or change your accreditation details. These changes may require you to provide a written notice or formal application with the Department of Transport and Main Roads (the department).

This information sheet covers common scenarios where you may need to notify or make an application with the department including:

- adding a vehicle type inspection code to your approved examiner accreditation
- changes to your personal details
- applying for a replacement approved examiner accreditation document
- voluntarily surrendering your approved examiner accreditation.

Adding a vehicle type inspection code

If you obtain additional qualifications or experience, you may choose to add a vehicle type inspection code to your approved examiner accreditation. To add a vehicle type inspection code, you need to:

- complete the relevant sections of the Approved Examiner Application form (form number F2339)
- attach a copy of your relevant trade qualification (if necessary)
- attach a copy of your migration skills assessment outcome letter (if applicable)
- attach current or previous employer reference/s verifying your continuous 12 month industry work experience, within Australia, in repairing and maintaining the vehicle type/s you are applying for (refer to Information Sheet 13 *Approved examiner qualification and experience requirements*)
- lodge your application directly with the AIS Administrator (there is no application fee required)

Changing your personal details

Advising the department directly of changes to your personal details (including change of postal address or email address) will not automatically update your approved examiner details. If you change your personal details, you need to either:

- email the AIS Administrator and advise the changes to your personal details
or
- complete the relevant section of the Approved Examiner Application form (form number F2339) advising of the changes to your personal details
- lodge the application with the AIS Administrator (there is no application fee required).

Applying for a replacement approved examiner accreditation document

If your approved examiner accreditation document is damaged, lost or stolen, you need to notify the AIS Administrator in writing as soon as you become aware of (or suspect) the damage, loss or theft. To obtain a replacement approved examiner accreditation document, you need to:

- complete the relevant section of the Approved Examiner Application form (form number F2339)
- lodge the application with the AIS Administrator (there is no application fee required).

Voluntarily surrendering your approved examiner accreditation

If you decide to voluntarily surrender your approved examiner accreditation document, you need to notify the AIS Administrator in writing providing the date the surrender is to take effect.

- email the AIS Administrator notifying that you are surrendering your approved examiner accreditation or
- complete the relevant section of the Approved Examiner Application form (form number F2339) and lodge the application with the AIS Administrator (there is no application fee).

If you decide to reapply for approved examiner accreditation after you have voluntarily surrendered, you will be required to meet all requirements of a new application for approved examiner accreditation.

What happens after your application is made or notice is given

You will be notified in writing of the outcome of your application (if required). If the department requires further information to support your application, the department will contact you by email or telephone.

If your application is approved, the department will provide you with the necessary accreditation document (if required).

If your application is refused, the department will provide you with an information notice providing reasons why your application has been refused and your appeal options.

Contact us

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| Phone | 13 QGOV (13 74 68) |
| Email | ais@tmr.qld.gov.au (preferred contact method) |
| Website | www.tmr.qld.gov.au/ais/ |
| Post | AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006 |