

Information sheet 15

Renewing your approved examiner accreditation

Your approved examiner accreditation is granted for a period of up to three years and, to continue your accreditation, you need to apply to renew your approved examiner accreditation.

An application for renewal of your approved examiner accreditation will be sent to you prior to the expiry of your approved examiner accreditation. It is therefore important that you keep the AIS Administrator informed of your current email and postal address to ensure you receive your approved examiner renewal application.

Failing to renew your approved examiner accreditation

If you fail to renew your approved examiner accreditation, your accreditation will expire and you are no longer accredited as an approved examiner. You cannot undertake vehicle inspections or complete inspection certificates until your approved examiner renewal application is approved and you have received your approved examiner accreditation.

Failing to receive your application for renewal of your approved examiner accreditation is not an excuse for failing to make an approved examiner renewal application. It remains your responsibility to ensure your approved examiner renewal application is made prior to the expiry of your approved examiner accreditation.

Lapsed approved examiner accreditation

From 1 December 2020, if your approved examiner accreditation has been expired for 90 days or more, your approved examiner accreditation will lapse. If your approved examiner accreditation lapses, you will need to make a new approved examiner application, provide all relevant supporting information, and pay the relevant application fees.

If your approved examiner accreditation lapses, you still won't be able to undertake vehicle inspections or complete inspection certificates until you have received your new approved examiner accreditation.

Therefore, it is recommended that you renew your approved examiner accreditation before it lapses to avoid being required to make a new approved examiner application. For more information about making a new approved examiner application, read [Information Sheet 12: Making an approved examiner application \(PDF, 69 KB\)](#).

Prior to making your approved examiner renewal application

Prior to making your approved examiner renewal application, the department recommends that you:

- read and review all relevant approved examiner information sheets
- review and have access to:
 - the Code of Practice – Vehicle Inspection Guidelines (Light Vehicle Inspection Guidelines) (if applicable to your approved examiner renewal application)
 - the National Heavy Vehicle Inspection Manual (National Heavy Vehicle Inspection Manual) (if applicable to your approved examiner renewal application).

The above documents are available on the department's website at www.tmr.qld.gov.au.

Making your approved examiner renewal application

To renew your approved examiner accreditation, you need to:

- complete the Approved Examiner Application (form number F2339)
- pay the fee for the Approved Examiner Application at a department Customer Service Centre (CSC) or Queensland Government Agency Program (QGAP) Office (refer to the AIS fee schedule for current fee amount)
- pay the criminal history check fee at a department CSC or QGAP office (refer to information about criminal history checks below and the AIS fee schedule for current fee amount)
- lodge your application with the CSC or QGAP office.

Information about criminal history checks

You are required to pay the criminal history check fee which is conducted by the department. This is to ensure that only suitable persons are accredited to act as approved examiners. The renewal of your approved examiner accreditation is also subject to a review of your compliance history within the scheme (this includes any relevant infringement notices issued under *Transport Operations (Road Use Management) Act 1995* within the last five years). For further information, refer to the department's Suitable Persons Policy on the department's website.

What happens after you make an application

You will be notified in writing of the outcome of your application. If we require further information to support your application, we will contact you by email or telephone. If your application is granted, we will provide you with an approved examiner accreditation document. If your application is refused, we will provide you with an information notice providing reasons why your application has been refused and your appeal options.

Contact us

Phone	13 23 80 (ask for AIS Administrator)
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