

CERTIFICATION PROCESS FOR

OBTAINING

A

NATIONAL

PRACTISING CERTIFICATE



AUSTRALIAN INSTITUTE OF PRIVATE DETECTIVES

A I P D



www.aipd.com.au



Frequently Asked Questions

How do I apply?

Applications for a National Practising Certificate may be made to the Certification Board of the AIPD. A fee of \$200.00 applies to all applications and is non-refundable.

Who can apply for a National Practising Certificate to operate as a Certified Practising Investigator or Certified Practising Commercial Agent?

Anyone holding a current Full Private Investigators/Private Enquiry Agents Licence / Commercial Agents Licence in any State or Territory.

Can I apply if I am not an AIPD Member?

No. Applications for National Practising Certificates may only be made by financial AIPD Full Members. (To become a Member of the AIPD you may obtain the required information from the AIPD website (Membership) www.aipd.com.au).

What if I have extensive Industry experience?

Applications are assessed by the Certification Board on a case by case basis and your experience and historical achievements will be assessed. The applicant must demonstrate to the Certification Board that they have actual industry experience in the portfolios under which they operate or wish to operate and secure endorsement and must hold qualifications in accordance with the Code of Practice. A **National Practising Certificate** (Class 1) can only be issued to persons holding (as the minimum requirement) the qualifications as denoted in the Industry Code of Practice or higher. (refer www.aipd.com.au)

What is Automatic Approval for a Provisional Practising Certificate?

If you do not hold the qualifications as set out in the Industry Code of Practice however have held a Full Agents Private Investigators Licence in any State of Australia or (corresponding licence overseas) for a continuous period of **5 years** and hold a current Full Licence, then you are eligible for Automatic Approval for a **Provisional Practising Certificate** with the relevant portfolio endorsements after Certification Assessment by the Board.

The Member is then allowed a period of 12 months to secure the minimum qualifications as denoted in the Industry Code of Practice. As soon as the Member has completed the relevant courses and secured the qualifications, the Member may immediately apply (no fee applicable) for the issue of a **National Practising Certificate** (Class 1) subject to the principles of Continuous Improvement and Continuous Professional Development. Failure to secure the said qualifications denoted in the Industry Code of Practice will result in automatic cancellation of the **Provisional Practising Certificate**.



What if I obtain the Courses as identified in the Code of Practice however I am a new entrant to the Investigation / Commercial Agent Industry ?

If you hold a sub-agents licence or have only just secured you Full P I Licence, however have completed the Code of Practice Course requirements, then you are eligible to apply for a **Provisional Practising Certificate**.

These are divided into two classes :-

- **Sub-Agent Provisional Practising Certificate**
- **Provisional Practising Certificate**

After 24 months from the date of issue you are eligible to make application to Certification Board for a **National Practising Certificate** (Class 1). The AIPD will however apply a discretion consideration to consider applications on individual merits and the evidentiary achievements of the applicant even though they have only a limited history in the industry.

What will Certification do for me?

By securing a **National Practising Certificate** you will be an Accredited Practising Investigator, supported and endorsed by the AIPD. You will be able to demonstrate to your customers that you have passed certification and met the professional standards set by the Industry body and are therefore able to confidently offer and market your professional services in the specific portfolios in which you have been accredited.

How long will my Application take to process?

Applications may be made by completing the on-line Certification Application Form on the AIPD website and forwarding same to us with your payment. You will receive a return e-mail advice within 24 hours of receipt of your information, advising the date and time of your Assessment date. Should this date be unavailable a further date will be scheduled to assist you. You will also be provided with information required to bring to the Assessment Interview.

A Certification date is usually allocated within one month of receipt of your application. After the Assessment Interview, the application is assessed by the Certification Board and considered in the ensuing week. You will be then be notified of the results or your Assessment and if applicable issued with your Practising Certificate and Certification card.

Certification of a Firm

A Certified Practising Investigation Firm Certificate is also available to be issued to an Investigation Firm provided that at least one of the directors holds a **Practising Certificate** (Class 1) and the other directors are members of the AIPD. A fee of \$50.00 applies.



Where can I do the Courses to secure the required qualifications?

The Nationally Accredited Courses identified in the national Code of Practice are available through the AIPD Training Division. A variety of cost options are available to Members. Please contact Alan Crothers OH&S & Training Director for the Institute on tel: 99756430 or mobile 0408 271934 for information or President of the Institute, John Bracey.

What courses are recognised for the issue of a Practising Certificate ?

There are many courses available in the marketplace however **not all courses are recognised**. The following classes of qualifications are recognised to secure a Practising Certificate: -

- Those nationally accredited by ANTA/DEETYA and the AQTF.
- TAFE Certificates, Advanced Certificates, Diplomas, Advanced Diplomas.
- University degrees, graduate diplomas, post-graduate diplomas, higher degrees.

If you are in doubt as to whether or not a course is recognised you should contact the AIPD for clarification before committing yourself to any course.

Only relevant tertiary or nationally accredited ANTA/DEETYA qualifications will be recognised for the purpose of certification and the issuing of a Practising Certificate or Provisional Practising Certificate.

GET ACCREDITED NOW

Contact Numbers :

- OH&S & Industry Training Course Information - **Alan P Crothers** 02 9713 6672 mobile 0408 271 934
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