



**POSSUM POPULATION MONITORING  
Accreditation Renewal Application**

**Name:**

**Address:**

**Current Accreditation(s):**

|                        |                  |             |
|------------------------|------------------|-------------|
| Category               | Registration No. | Expiry Date |
| <b>Field Operative</b> |                  |             |
| <b>Designer</b>        |                  |             |

**Email Address:**

**Phone Contact:**

**5. Mailing Address**  
(if different from above)

**4. Agency**

|   |   |
|---|---|
| <input type="checkbox"/> Regional Council   | <input type="checkbox"/> Leith Contractors      |
| <input type="checkbox"/> DoC                | <input type="checkbox"/> Pest Control           |
| <input type="checkbox"/> ASUREQuality       | <input type="checkbox"/> Qualmons               |
| <input type="checkbox"/> Private Contractor | <input type="checkbox"/> Trappers NZ            |
| <input type="checkbox"/> Eco FX             | <input type="checkbox"/> OSPRI                  |
| <input type="checkbox"/> Epro               | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Landcare           |   |

**6. Payment Details**

**Accreditation Renewal Costs (including GST):**

**\$230.00**     Field Operative  
**\$317.40**     Field Operative *and* Designer (ie: two separate accreditations)

Once Accreditation Renewal Application form has been received (or scanned to [npcarenewals@gmail.com](mailto:npcarenewals@gmail.com)) an NPCA Invoice will be sent to you, which will indicate how payment can be made by direct debit, credit card or other arrangement.

Please Note: Payment will need to be received in full and verification of two operations carried out since last accreditation before accreditation can be registered and renewed.

**7. Accreditation Renewal(s) being applied for**

| Categories:     | Renew                    | Do Not Renew             |
|-----------------|--------------------------|--------------------------|
| Field Operative | <input type="checkbox"/> | <input type="checkbox"/> |
| Designer        | <input type="checkbox"/> | <input type="checkbox"/> |
|                 |                          |                          |

**8. Training Course(s) attended to obtain your accreditation(s) *OPTIONAL***

| Qualification   | Date | Venue |
|-----------------|------|-------|
| Field Operative |      |       |
| Designer        |      |       |

**9. Monitoring Work Undertaken since your last renewal**

The standards for the renewal of accreditation(s) require:

- Completion of a minimum of **two** operations of which you have carried out the work required (as a field operative and/or designer), since you were accredited or last re-accredited.
- List of at least **two** such operations.
- Work to be independently verified and signed off by the agency (panel ten on the next page).

**Please note** NPCA may suspend or remove monitoring accreditations where it reasonably believes that a monitor is no longer suitable to retain accreditation due to dishonesty and/or failure to meet the required possum monitoring standards. See [www.npca.org.nz](http://www.npca.org.nz) accreditation section, for a copy of the relevant policy.

| Dates:<br>Beginning<br>and end of<br>Monitoring Job | Type of Job<br>(Forest, Farmland etc) | Location of Job | Agency<br>and/or<br>Client | Operative<br>* Field | Designer |
|---|---------------------------------------|-----------------|----------------------------|----------------------|----------|
|   |                                       |                 |                            |                      |          |
|   |                                       |                 |                            |                      |          |
|   |                                       |                 |                            |                      |          |
|   |                                       |                 |                            |                      |          |
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|   |                                       |                 |                            |                      |          |
|   |                                       |                 |                            |                      |          |
|   |                                       |                 |                            |                      |          |
|   |                                       |                 |                            |                      |          |
|   |                                       |                 |                            |                      |          |

\* **Please Note:** Planner accreditations will now be renewed in conjunction with Field Operative accreditations.

*Accredited members are recognised by the:  
Department of Conservation,  
Regional Councils, Ospri, and Contractors*



Department of  
Conservation  
*Te Papa Atawhai*



LOCAL GOVERNMENT  
NEW ZEALAND  
TE PŪTAHI MATAKOKIRI



OSPRI

**10. Independent Verification of Monitoring Work Undertaken - See next page 3**

NPCA, PO BOX 11-461, WELLINGTON 6142, Telephone 07 378 2606 or email [npcarenewals@gmail.com](mailto:npcarenewals@gmail.com)

**10. Independent Verification of Monitoring Work Undertaken**

*Please Note:*

- i) This declaration needs to be filled out and signed by the controlling officer if the work was carried out “in-house”, by staff, or by the principal of a monitoring contracting company if the work was done on contract.
- ii) This section provides an independent verification that the work, as listed in section 9 above, was carried out to the standards of best practice monitoring as set out in:
  - *Protocol for Possum Population Monitoring Using the Trap-Catch Method* (see Code A1 Publications section on [www.npca.org.nz](http://www.npca.org.nz) )
  - *Protocol for Possum Population Monitoring Using the WaxTag Method* (see Code A2 Publications section on [www.npca.org.nz](http://www.npca.org.nz) )

Please note: monitors are expected to keep up-to-date with the latest editions of these protocols, which can be downloaded from [www.npca.org.nz](http://www.npca.org.nz) or ordered from NPCA.

In addition the signature below verifies that the work met contract performance standards and was carried out to the satisfaction of the contracting/employing agency.

Please print clearly.

**Name** .....

**Name of Agency** .....

**Position within Agency** .....

**I declare that .....carried out work to the standards of the best practice protocols specified above, and to the satisfaction of the contracting/employing agency.**

**Signed** .....

**11. Privacy Act**

The NPCA’s Monitoring Accreditation Database holds the following information:

**Name, contact details, current monitoring accreditation(s), registration number(s) and expiry date.**

This information will only be released to verify accreditation details for contracting purposes and your consent is required to meet the requirements of the Privacy Act. Without consent to release this information, we are unable to include you on the NPCA website’s list of Accredited Operators.

- I consent to the details about me, held by NPCA, being released to contracting agencies, companies and other agencies with whom NPCA deals with, for the sole purpose of verifying my accreditation details.

**I certify that the details provided in this application are correct: (Applicant to complete.)**

Name: .....

Signature: ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_