

Use this form if you are a course provider seeking to have the EPA approve your course for NSW EPA radiation user licensing purposes.

Before you submit your application please review our [guidance for course providers](#).

1. Applicant details

Applicant is an individual

Name	Title	Given name(s)	
		Family name	
Business name			
Street address			Postcode
Postal address			Postcode
ABN			Phone number
Email			

Applicant is a company

Contact title	Given name(s)	
	Family name	
Business name		
Street address		Postcode
Postal address		Postcode
ABN or ARBN	Phone number	
Email		

2. Course title

Write the course title that will appear on the certificate of attainment. The title should accurately reflect the course content.

3. Entry requirements for applicants

Specify if additional qualifications and/or experience are required.

4. Duration of course

How long does the course run for?

How many times a year do you offer the course?

5. Location

Where will the course be delivered?

6. General course objectives

List the course objectives and expected outcomes. Assessments should be aligned to course objectives.

Objective 1

Expected outcomes

Objective 2

Expected outcomes

Objective 3

Expected outcomes

Objective 4

Expected outcomes

If there are more objectives, please include them as an attachment to this application.

7. Content

Describe the course content in detail, including the core knowledge requirements. You **must** attach a copy of the course manual that participants will receive.

8. Licence condition

Refer to the Radiation user licence criteria for licence conditions. Which radiation user licence condition is the course intended to apply to? A new application is required for each licence use.

Describe the type of activity the course participants are being trained to undertake.

List the course components that address the specific radiation user licence requirements.

9. Presentation

You must attach a copy of the course/presentation slides.

How is the course delivered? (lectures, practical, correspondence, web-based study, etc.)

How often is the course reviewed?

10. Assessment

You must attach a copy of the final assessment instrument(s).

The assessment should test both core and specialised knowledge.

Please tick and complete as indicated below.

Closed book exam	Open book exam
Pass mark 50%	75% Other

Please attach theoretical assessment.

Is the assessment a competency-based assessment? Yes No

If 'Yes', please specify and attach a copy of the competency-based assessment.

Is practical training provided? Yes No

If 'Yes', how is the practical component taught and assessed?

Please attach a copy of the practical assessment.

If 'No', please explain why it is not provided.

How do participants demonstrate the skills and knowledge identified required for the radiation user licence condition sought?

Briefly describe the assessment process.

11. Appeal policy

Briefly describe the appeals procedure used for assessments and attach a copy.

12. Course feedback

Provide a summary of how course feedback is obtained and how that feedback is used. Attach supporting documentation e.g. course feedback form.

13. Certificate of attainment

Attach a copy of the certificate awarded to participants who successfully complete the course.

See our [guidance for course providers seeking approval of radiation safety courses](#) for a list of what the certificate must contain.

14. Training staff and course coordinator

Attach a curriculum vitae for each person conducting the training.

Give the names of all the training staff conducting the course.

Person 1

Person 2

Person 3

Person 4

15. Declaration

I declare the information I have supplied in this application is not false or misleading.

Name

Signature

(upload image of signature)

Position

Date (dd/mm/yyyy)

Authority to sign as the applicant, or as a person authorised by the applicant.

Note: Your personal information is collected and held by the EPA, 6 Parramatta Square, 10 Darcy St, Parramatta NSW 2150. The information is collected in order to process and consider your application. If you don't supply all the information we ask for, we can't process your application. The information may be used for other purposes relating to the administration and enforcement of the *Protection from Harmful Radiation Act 1990*. You have a right to access or correct your personal information in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

Checklist for applicants

Before sending your application please tick:

All questions on the form are completed and the form is signed and dated.

All required attachments are supplied. Refer to the list below.

The application is provided in one PDF document or each document is a PDF contained within one folder and numbered 1 to 9 as indicated below. Please ensure each PDF document contains bookmarks.

1. Application form (1)
2. Course manual (7)
3. Presentation (slides) (9)
4. Final Assessment - theoretical (10)
5. Final Assessment - practical (10)
6. Appeals policy (11)
7. Course feedback - course evaluation form (12)
8. Certificate of attainment - ensure the course name is the same as provided at number 2 in the application form (13)
9. All training staff/course coordinator curriculum vitae (14)

The number at the end of each item above corresponds to the number in the application form.

Please email your complete application to EnvSolCLR.Requests@epa.nsw.gov.au

In cases where the PDF document is too large to email, you will need to provide a link in your email to a file hosting service (e.g. Microsoft OneDrive or Dropbox) that contains your PDF course application.

Incomplete applications will not be processed.

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

EPA 2021P3053

June 2021

Updated July 2024

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