



PCITA Policy on Student Course Certificates

Re-issuing of lost, stolen, or damaged course certificates

This office has strict procedures for re-issuing lost, stolen or damaged certificates. Should the original certificate be lost, stolen, or damaged you may request a copy of the original certificate

The following details of the applicant will be required in writing:

- Full Names and Surname
- Physical and Postal address
- Telephone number
- E-mail address
- Name of course attended
- Date of course attended / completed
- Identity number
- An affidavit certified by a Commissioner of Oath explaining why a reprint is needed
- Proof of payment of R400.00 re-print fee

The request for reprint of a lost, stolen or damaged certificate must be sent to the course coordinator at training@pcita.org.za

Corrections of certificates issued

Candidates have a 4 (four) week period from the date of issue of certificates for any corrections to be made.

A correction to an original certificate will NOT be considered unless the original certificate is returned with a clear copy of the student's ID document and the reason for any changes to be done on an e-mail or company letterhead.

It is the responsibility of the candidate to either send a courier to collect the original certificate from the PCITA office or collect personally. PCITA will forward a collection request to the applicant.

Original course certificates are handed directly to students after completion of a course. The individual's name and ID number are on the certificate, therefore belongs to the student. Scanned copies of the certificates may be sent to companies on request. Students can request to send the original certificate to their employer but will have to issue PCITA with a written request with clear permission and details to give PCITA the authority to do so.