



## 1. SCOPE

This document defines the fee structure and the regulations to be adopted by clients on making payments on NCPC Personnel certification scheme.

## 2. RESPONSIBILITIES

Chief Executive Officer, Accountant, Certification Manager.

## 3. FEE STRUCTURE

### 3.1 Application fee:

The application fee as mentioned below, should be submitted with the completed application form. The application fee covers the cost of the processing of application for determining the readiness of applicant and other administrative costs involved in processing of applications. The application fee is nonrefundable.

- A) Application processing fee: LKR 9,000.00
- B) Extension of scope<sup>1</sup>: LKR 4,000.00

### 3.2 Examination fee:

Examination fee for the applicant is required for the process of examination after submitting the application. The applicant will be charged according based on the notification of initial screening process. If an applicant is failed to qualify from the initial screening of the application, an examination fee will not be charged.

- A) Examination fee: LKR 6,500
- B) Extension of scope: Do (same fee as in the examination fee)

### 3.3 Certification fee:

A certification fee to be paid by every consultant from the date of certification for a cycle of 3 years as follows;

- A) Certification fee (for 3 years): LKR 9,000
- B) Extension of scope: LKR 3,000

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<sup>1</sup> Extension of scope: Include one/few other scheme/s for the certification process other than the applied scheme



### **3.4 Re-certification fee:**

Re-certification will be carried out once in 3 years. Fee for re-certification will be charged according to the examiner man-days required to carry out the examination.

- A) Certification fee (for 3 years): LKR 9,000
- B) Extension of scope: LKR 4,000

### **4. CERTIFICATE:**

NCPCSL will be issuing the certificate for the certified consultants upon successfully completing the evaluation process.