USER MANUAL

Re-accreditation Process
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Chapter 1: Re-accreditation process for TCs allowed for “TC to TP Conversion”


Step 2: Login with valid TC credentials.

Step 3: On the right side of Application dashboard, select “Apply for Re-accreditation” tab; as shown below.

![Application dashboard showing “Apply for Re-accreditation” button](image)

Step 4: Click on “Accept” button to accept terms & condition mentioned.

![Accepting Terms & Conditions](image)
Step 5: Since you are allowed for TC to TP Conversion, select the appropriate option i.e. either “Tie up with existing TP” or “Tie up with another TP”.

![Figure 3 Options to choose for TC to TP Conversion](image)

**Tie Up with another TP**

Step 6: Enter TP ID under which you want to get tagged in the text box provided, as shown below.

![Figure 4 Enter TP ID under which you (TC) want to get tagged](image)

Step 7: Enter the OTP sent to the Email ID of TP SPOC to verify that you have entered correct TP ID.

![Figure 5 Enter OTP sent on TP SPOC Email ID](image)

Note: Step 8 onwards will be common step for this process also.
Tie Up with existing TP

Step 8: Job role details table consists of both De-accredited and Active (Conditionally accredited/Accredited) job roles. You can select any job role which you wish to Re-accreditate by clicking on “Check box” given under Select all column.

**Note:**

1. **The left over de-accredited job role which was not selected under this table, will be deleted once payment is done for the same. Active job role will remain active only.**
2. **You can select all job roles to re-accreditate so that all job roles will have get same accreditation date (depending upon the decision of Inspection agency).**
3. **If you don’t want to re-accreditate existing (De-accredited or Active) job role but wanted to add new job roles then simply click on “Next” button without selecting any job role from this table.**

![Selecting job roles for re-accreditation](image)

Step 9: If you wish to add new job roles, then click “Yes” & on next screen enter the number of job roles you wish to add or click on “No”.

![Choice of adding New Job roles](image)
Step 10: Once you click on “Submit” button, you will be directed to payment screen where you will be required to make the payment based on your choices.

Note:

1. Once payment is successful, you will be directed to CAAF page where you have to re-fill your CAAF & add new job role if selected.
2. Once CAAF is submitted, Desktop assessment of CAAF will be done & if CAAF is accorded with Deemed ready status then Physical Inspection will be carried out by Inspection Agency.
3. If accorded with Recommended status by Inspection agency it will go to SSC for further approval.
Chapter 2: Re-accreditation for normal TCs


Step 2: Login with valid TC credentials.

Step 3: On the right side of Application dashboard, select “Apply for Re-accreditation” tab; as shown below.

![Application Dashboard](image)

Figure 9 Application dashboard showing “Apply for Re-accreditation” button

Step 4: Job role details table consists of both De-accredited and Active (Conditionally accredited/Accredited) job roles. You can select any job role which you wish to Re-accredit by clicking on “Check box” given under “Select all” column.

Note:

1. The left over de-accredited job role which was not selected under this table, will be deleted once payment is done for the same. Active job role will remain active only.

2. You can select all job roles to re-accreditate so that all job roles will have get same accreditation date (depending upon the decision of Inspection agency).

3. If you don’t want to re-accreditate existing (De-accredited or Active) job role but wanted to add new job roles then simply click on “Next” button without selecting any job role from this table.
Step 5: If you wish to add new job roles, then click “Yes” & on next screen enter the number of job roles you wish to add or click on “No”.

Step 6: Once you click on “Submit” button, you will be directed to payment screen where you will be required to make the payment based on your choices.

Note:
1. Once payment is successful, you will be directed to CAAF page where you have to re-fill your CAAF & add new job role if selected.
2. Once CAAF is submitted, Desktop assessment of CAAF will be done & if CAAF is accorded with Deemed ready status then Physical Inspection will be carried out by Inspection Agency.
3. If accorded with Recommended status by Inspection agency it will go to SSC for further approval.

Payment structure

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Parameters</th>
<th>Amount (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic fee for DA &amp; Physical Inspection</td>
<td>12000</td>
</tr>
<tr>
<td>2</td>
<td>Re-accreditation of De-accredited or Active job role</td>
<td>1000 per Job Role</td>
</tr>
<tr>
<td>3</td>
<td>Adding new Job Role <em>(if selected)</em></td>
<td>1000 per Job Role</td>
</tr>
</tbody>
</table>

Note: Above structure is common for both (normal TCs/ TCs allowed for TC to TP Conversion) type of TCs.