Convert Non-staged Project to Staged Project

Scotland

Certificate Actions

You are now able to convert a non-staged project into a staged project without needing to contact SER. The cost of the staged certificate will be the minimum certificate fee unless the project value has increased significantly.

By expanding the 'Certificates' section under 'Certifier Actions' you will be presented with the options shown to the right.

Select 'Convert Non-staged Project to Staged Project'.

Application Actions   +

Account Actions   +

Certifier Actions   −

Management   +

Certificates   −

View Certificate Summary Report ▶

View Certificate Status Report ▶

Generate New Certificate ▶

Generate Additional Stage(s) to an Existing Project ▶

Generate Amendment to Warrant ▶

Generate Structural Change to Certificate Issued to Local Authority (Warrant Not Yet Granted) ▶

Convert Non-Staged Project to Staged Project ▶

View Schedule Information ▶

CPD   +

SER
Structural Engineers Registration Ltd

Select Certificate

Once you have confirmed that you have adequate Professional Indemnity Insurance you will be presented with the screen to the right. The 'Filters' section will not be expanded as default. The certificates will be ordered from newest to oldest. You can also search using project reference, certificate number and project location.

Once you have located the relevant certificate, select it and then click 'Confirm Selection and Continue' at the bottom right of the screen.

General Project Information

This will bring up the 'General Project Information' screen which will be pre-populated with the information entered for the previous certificate. Any of the below that need amending can be changed here before continuing:

- Project reference number

- Warrant number

- Project title

- Project location

- Project description – this should include descriptions of any New Build, Alteration and Conversion elements to the project

- Project risk group

- Does the project contain conversion work? Please note: there is no longer a requirement to generate a separate conversion certificate

- Local Authority

- Body registration number – Please note: this cannot be changed from the previous certificate.

- Total project value – Please note: for staged projects this should be the estimated total value for the entire project rather than just the current stage(s)

Project reference *

Project reference

Warrant number

Warrant number

Project title *

Project title

Project location *

Project location

Project description *

Project description

You have *1892* characters left

Project risk group *

Please select

Stage Information

Next you will enter the stage information. You can edit, delete and add stages to the certificate as required. Once completed select 'Save and Continue'.

You will then be presented with each Schedule as when generating the previous certificate, and may make any changes as required.

Once all sections are amended as appropriate you may proceed to payment.
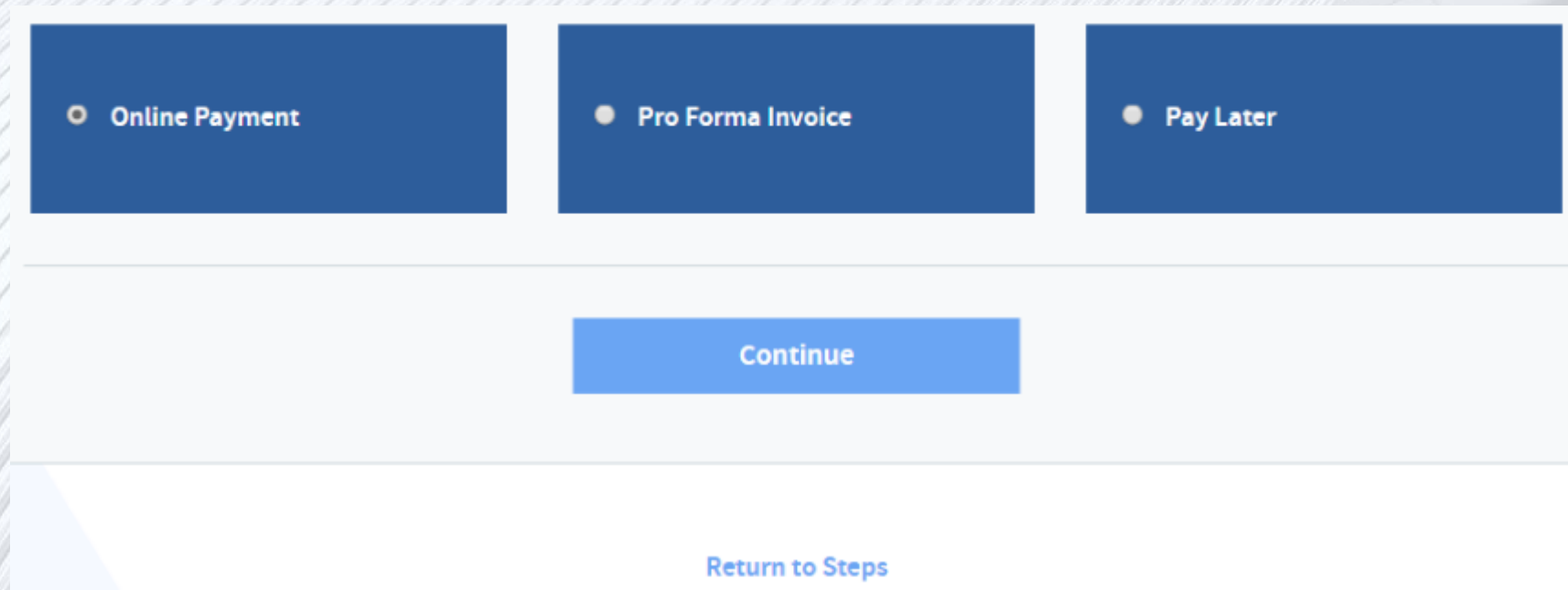
Complete Payment

In the payment section you will be presented with the screen to the right.

- Online Payment – secure payment using Credit/Debit card

- Pro Forma Invoice – this is if you want to pay by cheque; you will be able to select the billing address

- Pay Later – this saves all actions up to this section and returns you to your account home page. Note: the certificate isn't complete using this selection. The certificate will only be completed once payment has been received.

Upon completion of the certificate you will be sent a receipt of your payment. You will also be emailed a PDF copy of the certificate for printing and signing. This can be accessed again from the 'Certificate Information' page.