

## Requests for Extension or Exceptions to the Official Controls Qualification (OCQ) Training and Revalidation Requirements

Please read the guidance notes below before completing this form.

For Official Veterinarian (OV)/Animal Health Paraprofessional (AHP) completion:

1. OV/AHP name			
2. OV/AHP number			
3. Contact Telephone No.			
4. Qualification for which request is being made			
5. Revalidation deadline date (if applicable)			
6. OCQ(V) - TT or OCQ(AHP) - ATT conditional authorisation deadline date (if applicable)			
7. Reason for request	Low volume tester	<input type="checkbox"/>	Parental leave <input type="checkbox"/>
	TB auditor	<input type="checkbox"/>	TB assessor <input type="checkbox"/>
	Zoo Veterinarian	<input type="checkbox"/>	Illness <input type="checkbox"/>
	Other	<input type="checkbox"/>	
8. Type of request	Extension	<input type="checkbox"/>	Exception <input type="checkbox"/>

Please select the relevant category or categories from points 9 to 14 below by placing a tick in the box and complete the information requested.

9.  Parental leave requests only:  
 The date by which the revalidation is expected to be completed on return from parental leave

10.  For the OCQ(V) - TT or OCQ(AHP) - ATT **conditional authorisation** extensions only - where the requirement to test a specified number of animals in the Conditional Authorisation period or the revalidation period has not been met:

- the number of animals tested
- the number of holdings tested
- the date by which the required numbers are expected to be met.

11.  For the OCQ(V) - TT or OCQ(AHP) - ATT **revalidation** extensions only - where the requirement to test a specified number of animals in the revalidation period has not been met:

- the number of animals tested
- the date by which the required numbers of animals are expected to be met
- the date the most recent OCQ(V) - TT (for OVs) or the OCQ(AHP) - ATT (for ATTs) theory course was completed (main or revalidation).

I declare that I have completed all other requirements for revalidation of this qualification or will do so by the revalidation deadline date if the request is granted.

12.  For **extension** requests not included in 9, 10 or 11 above the date that the revalidation is expected to be completed is enter date. (These requests will only be granted due to exceptional circumstances).  
**Please provide full details of the request at point 15 below**

13.  For TB auditors and assessors only for OCQ(V) - TT exceptions: If the request is for an exception to the requirement for the number of animals tested. I declare that:

- I will not undertake any tuberculin skin test
- I have completed an assessment log with a minimum of five assessments in the previous four years
- I have had a successful witnessed assessment or audit by APHA or peer review in the previous four years.

14.  For all other **exception** requests go to point 15

15. Full details of the reason for the request - this section is not compulsory if the request falls into one (or more) of the categories at points 9, 10, 11 or 13 above:

Signature

Date

Please send your request to the APHA OV Team [CSCOneHealthOVTeam@apha.gov.uk](mailto:CSCOneHealthOVTeam@apha.gov.uk)

**DATA PROTECTION**

For information on how we handle personal data please go to [www.gov.uk](http://www.gov.uk) and search Animal and Plant Health Agency Personal Information Charter.

**For APHA Completion:**

1. Decision Granted  Refused

If refused, reason for decision:

2. If granted, were any conditions applied? Yes  No

If yes, details of conditions applied:

For Extensions only:

3. New approved deadline date

4. The authorisation  will continue until the new deadline  
 will be suspended during the extension period until revalidation is completed

Note: where the authorisation is suspended **no** work may be carried out under the relevant qualification until the revalidation course is completed and the authorisation re-instated.

Signature

Name in  
BLOCK LETTERS

Date

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy

## Guidance Notes

1. Extensions and exceptions will only be considered in the following circumstances:
  - a. parental leave, if the revalidation deadline falls during the period of parental leave and the candidate does not wish to revalidate during this time. The authorisation can be suspended and a new deadline for completion of the revalidation set by APHA. No work may be carried out for the relevant work area whilst the authorisation is suspended
  - b. for the OVQ(V) - TT or OCQ(AHP) - ATT, an extension and in some cases an exception to the requirements to test a minimum number of animals for revalidation where it has not been possible to meet these requirements e.g. where testing volumes are low or due to illness
  - c. for the OCQ(V) - TT or OCQ(AHP) - ATT an extension to the period of conditional authorisation in the following circumstances:
    - i. insufficient number of animals and/or holdings tested or no tests available. This is mainly relevant in Scotland and the Low Risk Area in England
    - ii. illness
    - iii. bereavement
    - iv. pregnancy/Parental leave
  - d. for the OCQ(V) - TT for assessors or auditors who no longer carry out TB testing
  - e. other - in very exceptional circumstances e.g. those encountered during the COVID-19 pandemic
2. Extensions
  - a. If a request for an extension to the deadline is granted, the OV Team will reset the new deadline on training record. In most instances the authorisation will be suspended from the date of the initial deadline until the revalidation is completed.
  - b. Where the extension is permitted because the OV/ATT revalidating the OCQ(V) - TT/ OCQ(AHP) - ATT has been unable to meet the requirements for the number of animals tested including where they are unable to meet the audit/peer review requirement for this reason, the authorisation will continue until the new deadline providing all other requirements for revalidation have been met.
  - c. Only in very exceptional circumstances will the authorisation be permitted to continue until the new deadline.
  - d. In all cases where extensions are approved, the revalidation course along with all other requirements (e.g. audit/peer review for the OCQ(V) - TT) must be completed before the agreed new deadline date, or where applicable for further extension is sought. If not and the authorisation had already been suspended, then it will be expired. If the authorisation had not been suspended previously, it will be suspended for six months until the requirements are met or then expired if they are not.
3. Exceptions
  - a. Where an exception to any revalidation requirement is approved, the authorisation will be permitted to continue provided the revalidation is otherwise completed, although conditions may be applied.
  - b. Requests for exception to the requirements to test a minimum number of animals for revalidation for TB assessors or auditors (OVs who do not currently TB test) will only be considered if the following conditions are met and a declaration to confirm this is provided at point 13 above:
    - the TB assessor/auditor will not undertake any TB test
    - an assessment/audit log (minimum of five assessments/audits) is completed
    - a successful witnessed assessment or audit by APHA or peer reviewed is completed.
  - c. For zoo vets or similar, unable to meet the requirements due to a low volume of animals tested, each case will be assessed individually as circumstances will vary. Any exceptions may require conditions to be applied. For example where a zoo vet only tests single animals sporadically and no groups of animals, an exception to the requirement for audit may be made providing the tester declares that they will notify APHA should they be required to test any groups of animals so that an audit can be arranged.
4. Failure to comply with training and revalidation requirements or to apply for an extension or exception prior to the deadline date for the OCQ(V)s or OCQ(AHP)s will result in suspension or expiry of authorisation.
5. **This form is not required if the revalidation will be completed within six months of the original revalidation deadline unless the request is for an extension to the deadline itself.**
6. For all other applications this form must be completed and submitted to the APHA OV Team for consideration.