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How long is my registration period?

Registration periods vary.

Each qualification has a different registration period. If you want to know your registration period, you should speak to the centre that is delivering the course. This information is also printed in your Candidate Pack.

If you do not complete the course within the registration period, you will have to re-register and start the course again from the beginning.

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How can I get a replacement certificate for my qualification?

You will need to call our service team during office hours so that we may trace your records.

Wherever possible, we are happy to supply replacement certificates for candidates or for centres on behalf of candidates. The following fees will be charged:

Category A	Correction of spelling mistake or typographical error, resulting from an administrative error	FREE
Category B	Correction of spelling mistake or typographical error, due to incorrect entry details on registration form. Replacement for lost or damaged certificate. Change of name.	£12 per certificate

We will endeavour to trace records of candidates' results. However, if we are unable to find the registration details, we will be unable to refund the fee.

To make an application for a replacement certificate, please call our team on 0113-290 7610 during office hours so that we can carry out a trace on your records.

We can then issue you with a Replacement Certificates Form. This should then be completed and returned to us with a cheque, made payable to Coachwise Ltd (if applicable). [Download the Request for Replacement Certificate Form.](#)

Candidates should supply the original certificate (if appropriate) and a photocopy of a legal document bearing their full name (eg driving licence, marriage certificate, birth certificate, deed poll certificate) with the application.

Replacement certificates will be issued within 20 working days of our receipt of your completed Replacement Certificates Form.

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