

## RCO evidence process

To gain an exemption from your RCO qualification, you will need to follow the process below:

Step One:

[Register](#) on-line as a candidate into the CPCF using the RCO exam registration option.

Step Two:

Once you have registered and received your candidate number from CTSI – you will receive a letter from the Qualifications team confirming your registration and your candidate number.

You will need to supply CTSI's Qualifications team with evidence to enable them to check and confirm the exemptions available to you.

You will need:

- Your confirmation of completing the apprenticeship letter.
- The project you completed as part of your RCO assessments. [Your project must be a trading standard subject area to gain an exemption.]

The above pieces of evidence will need to be saved as a PDF.

Once you have the above, you will need to complete the on-line application form.

- You will find this on the [Stage 1](#) tab on our website under the RCO process and application section.
- Click on the RCO application form link.
- Complete the form.
- Upload the evidence as listed above and submit.

CTSI will check your information and evidence and confirm in writing what exemptions have been granted to you.