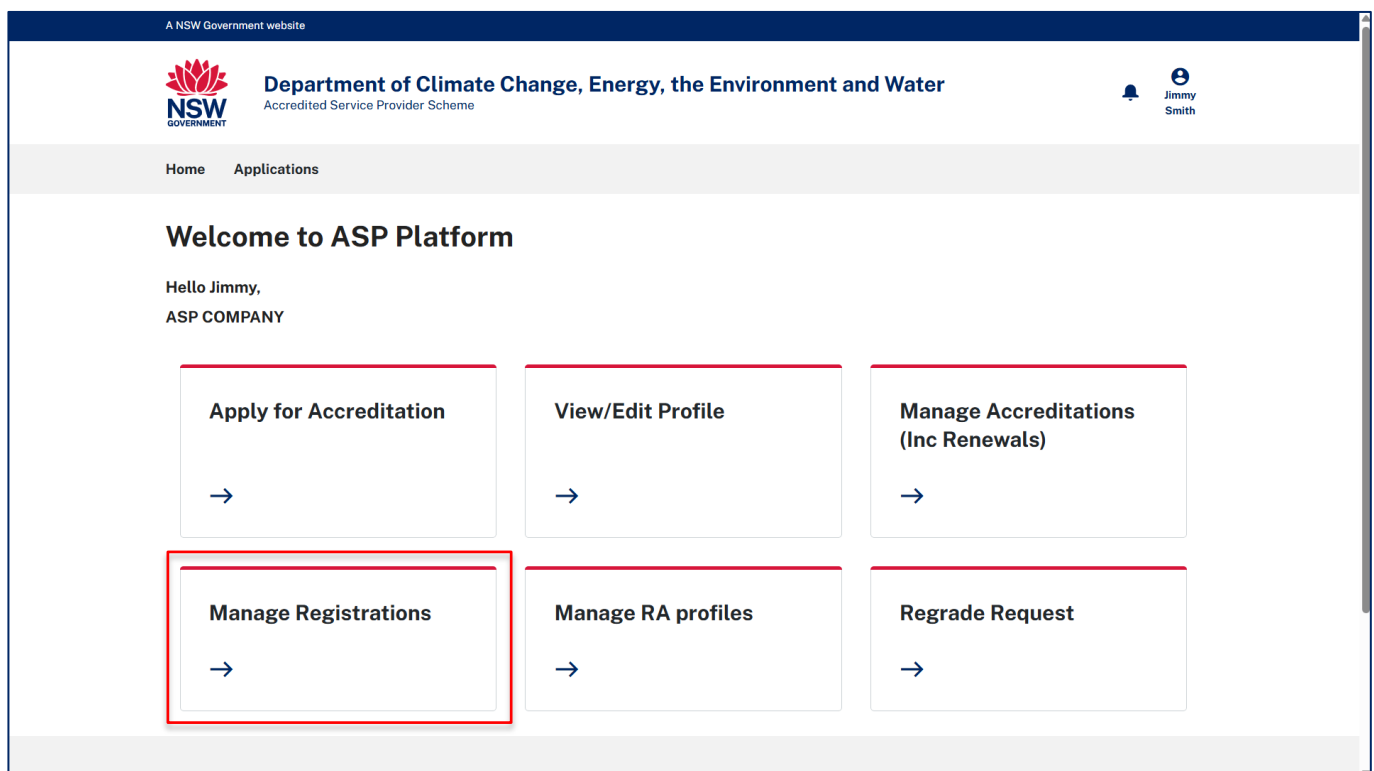


# ASP Scheme – ASP Portal User Guide

## How-to: Remove a Class or RA from your Accreditation in the ASP Platform

### Introduction

To complete this action, go to the homepage of the ASP Platform, and click **Manage Registrations**.



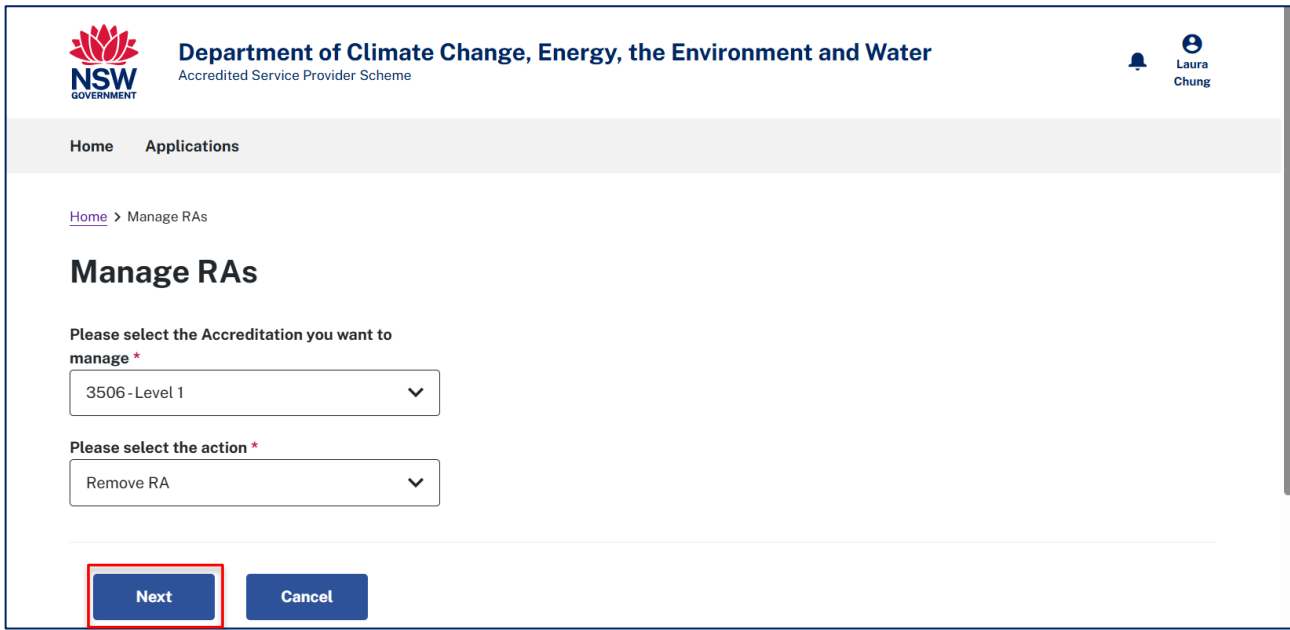
### Remove a Class from an existing RA

At this stage, you cannot **remove** a **Class** from an **existing RA**

## Remove a Class by removing an RA

### Step 1

Select the **Accreditation level** you would like to remove a Class from, then select **Remove RA**. Click **Next**.



Department of Climate Change, Energy, the Environment and Water  
Accredited Service Provider Scheme

Home Applications

Home > Manage RAs

### Manage RAs

Please select the Accreditation you want to manage \*

3506 - Level 1

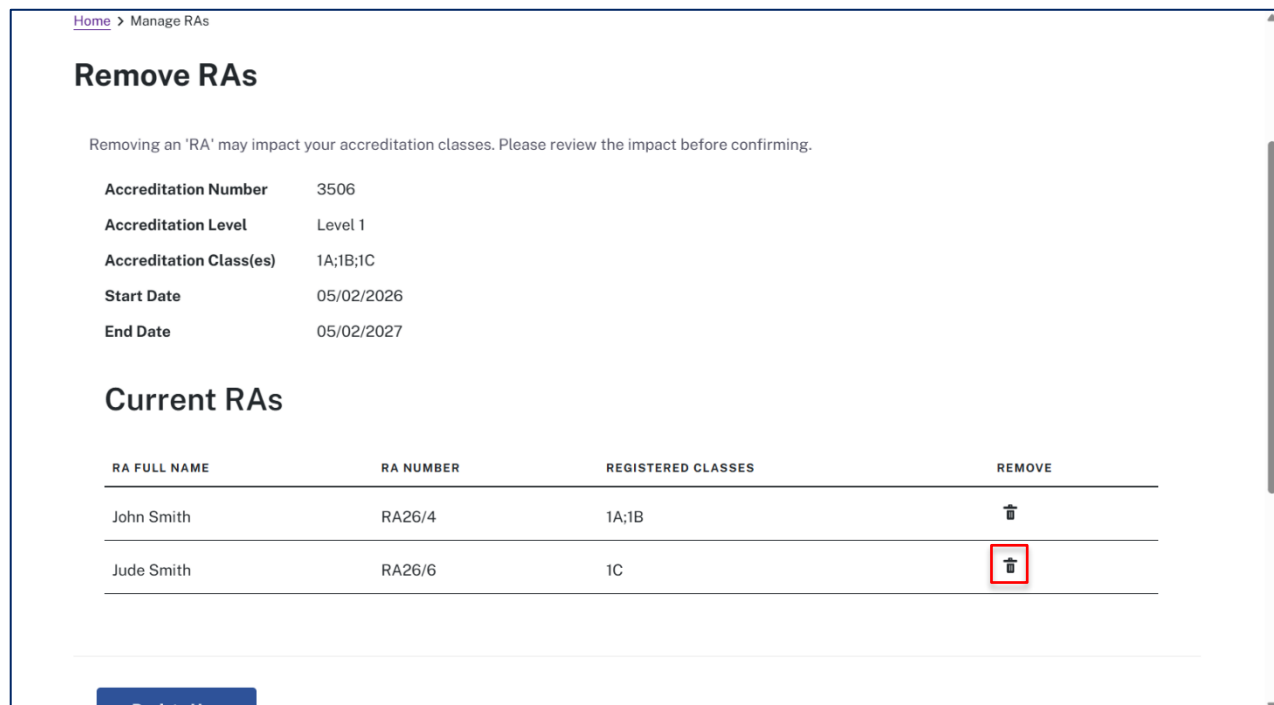
Please select the action \*

Remove RA

Next Cancel

### Step 2

Click the **trash can** button corresponding to the RA you would like to remove.





Home > Manage RAs

### Remove RAs

Removing an 'RA' may impact your accreditation classes. Please review the impact before confirming.

Accreditation Number 3506  
Accreditation Level Level 1  
Accreditation Class(es) 1A;1B;1C  
Start Date 05/02/2026  
End Date 05/02/2027

### Current RAs

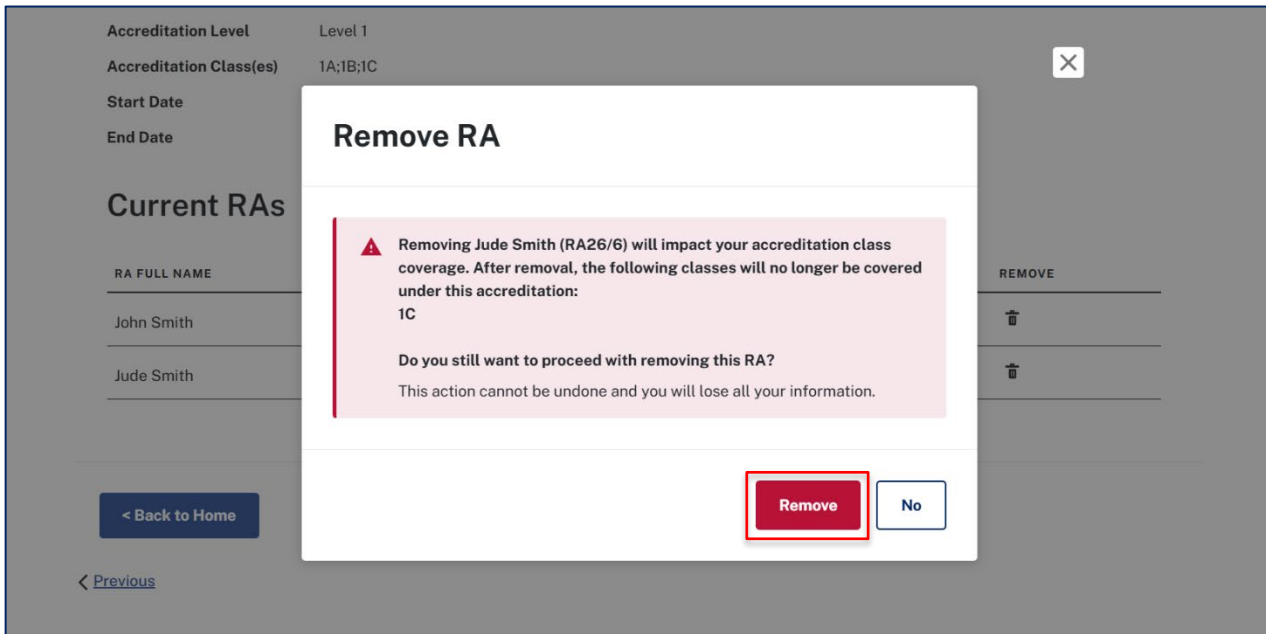
RA FULL NAME	RA NUMBER	REGISTERED CLASSES	REMOVE
John Smith	RA26/4	1A;1B	
Jude Smith	RA26/6	1C	

< Back to Home

### Step 3

A dialogue box will open, asking you to confirm that you wish to remove the RA. Click the **Remove** button.

Please note: if you no longer have any RAs for a particular Class, you will no longer be accredited to do work under that Class.



### Step 4

The dialogue box will close, and you will see a message confirming the successful removal of your selected RA.

