

## Electrical Workers Practise Licences 2008/2009

Practising Licences are due to expire on the 30<sup>th</sup> of June 2008, renew your practising license online today to avoid expiry. Go to <http://www.ewr.govt.nz/renew>

### Why renew online?

- It's fast and easy
- You can renew your practising licence when you want to 24hrs a day, 7days a week
- You can update your contact details and safety training information at the same time

### What will I need?

- Your File Key
- Up to date safety training, testing, cpr & basic first aid
- A Credit Card for Payment, we accept Visa, MasterCard, Dinners or America Express

## How to Renew Online

<b>Start</b>	By visiting our internet site at <a href="http://www.ewr.govt.nz/renew">www.ewr.govt.nz/renew</a>
<b>Enter</b>	your family name in the "File/Family name" field or enter your registration number in the "Approval Number" field then click the "Search" button at the top of the page  Click your name from the list of results
<b>Enter</b>	your File Key in the "key" field then click the "continue" button at the top of the page.  <b>Note:</b> If you don't have your File Key it is on the covering letter included in your renewal Pack sent by EWRB late May or please call 0800 361 000
<b>Check</b>	that your contact details and safety training information are all accurate and update them if necessary
<b>Tick</b>	the box to indicate that you require a practising licence and that you have undertaken prescribed work since 19E9
<b>Pay</b>	by entering your credit card and GST Invoice receipt details then click the "continue" button.  Note: GST invoice receipts can be printed on screen or emailed to you - ensure you enter a valid email address if you would like a GST invoice receipt by email.
<b>Wait</b>	Until the confirmation screen is displayed to conclude your transaction
<b>What next?</b>	That's all you need to do. Your practising licence card will be automatically posted to the latest address shown in your contact details screen.

