

RENEW YOUR PRACTISING LICENCE ONLINE

Yes, it's that time of the year when you need to renew your practising licence details.

Renew Online at 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, 7 days a week
- You can update your contact details and safety training information at the same time.

What will I need?

- Your File Key (this is on the covering letter of this renewal pack)
- Up to date safety training, testing, cpr and basic first aid
- A Credit Card for Payment, we accept Visa, MasterCard, Dinners or America Express

How to Renew Online

Start	by visiting our internet site at www.ewr.govt.nz/renew
Enter	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.
Enter	your File Key in the "key" field then click the "continue" button at the top of the page. Note: your File Key is on the covering letter included in this renewal Pack
Check	that your contact details and safety training information are all accurate and update them if necessary
Tick	the box to indicate that you require a practising licence and that you have undertaken prescribed work since 1989
Pay	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.
Wait	until the confirmation screen is displayed to conclude your transaction.
What next?	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.

How do I get a new file key if I've lost or misplaced my old one?

- You will find your File Key on the covering letter included in this renewal pack
- If you have misplaced your covering letter phone (0800)66 1000
- You will be asked for your name and date of birth as confirmation of your identity.
- You will be given a new file key which will allow you access access to Online Services at www.ewr.govt.nz
- Once you have access to your file you can change your file key to one that only you will know.

Need help with renewing your registration online?

Don't hesitate to call us:

Freephone during business hours (0800) 66-1000
International callers +64 3 962 2610 (standard charges apply).

Renew by Post

Complete all questions, ensure the form is signed and return to:

Northern Business Centre
Private Bag 92061
Victoria Street West
Auckland 1142

in the Freepost envelope provided.

Here are a few tips that will speed the progress of your practising licence renewal.

1. Make sure that these courses are current:
 - Safe Working Practices
 - Testing
 - First Aid
 - CPR

If they are not, a letter will be sent advising you that your application will be held pending notification that the course(s) have been completed. It is in your interest to ensure that this is done as soon as possible. You can update your safety training details online if you prefer, or your training provider will send notification to us for input. Once we receive confirmation, your renewal will proceed as normal.

A list of training providers who have agreed to offer training in line with the Board's practising licence refresher course prescriptions is available on the EWRB web site www.ewrb.govt.nz

2. If you do not require a practising licence at this time, please ensure that you fill out Sections 2 and 10 of the application form and return the form in the Freepost envelope provided.
3. Make cheques out to Electrical Workers Registration Board or EWRB.
4. Ensure your cheque is signed, dated and shows the correct amount.
5. If paying by credit card, we only accept Mastercard, Visa, Diners or American Express. Fill in the card number, expiry date, and sign the credit card payment section separately. Your bank requires this.

Once your practising licence renewal application has been approved, your card will be posted out to you within 10 working days from the date of approval. Your invoice details will be printed at the foot of your card carrier.

Frequently Asked Questions – Practising Licences

Each year the Electrical Workers Licensing Group receives many enquiries about practising licences. The following are some of the more common queries and the relevant answers.

Q. I haven't been able to get on a safety tuition course. Can I be issued with a temporary practising licence in the meantime?

A. No. The law does not have provision for temporary licences.

Q. I don't need a practising licence. How do I stop you sending me application forms all the time?

A. In general, the practising licence paperwork is sent to registered electrical workers on an annual basis. By ticking the "No practising licence required at this time" box on the application form and completing the reason why no licence is required this time, signing the form and sending it back, no further reminders will be sent until next year.

Q. My son/daughter, who is an electrician, is overseas and will not be returning for some time. What do I do with the practising licence paperwork he/she has been sent?

A. On the form simply tick the box "No practising licence required at this time", tick the reason, sign the form on your son/daughter's behalf and return it in the reply paid envelope.

Q. I can't remember if my safety training is up-to-date. How can I find out?

A. Any valid training that we know about has been pre-printed on your application form in section 4. If there are no training details on your form, they are out of date or we don't have any record of them. Contact your training provider.

Q. I am a Qualified Engineer under the Electricity Act 1992 and I am also a registered person under the Act. Am I required to hold a current practising licence if I undertake prescribed electrical work for payment or reward?

A. Any person registered under the Electricity Act 1992 who undertakes prescribed electrical work for payment or reward is required to hold a current practising licence.

See Section 95 of the Electricity Act. The Qualified Engineer status does not exempt this requirement, irrespective of whether or not a Qualified Engineer identification card is held.

Q. I applied for my Practising Licence partway through the year last year and yet the licence I received still expired on 30 June. Why is this?

A. Section 100 of the Electricity Act directs that licences shall expire on 30 June following the date of issue. The Board does not have any jurisdiction over this date, hence the pro-rata provisions for persons newly registered or employed out of the industry or overseas.

We return lots of applications because the information given was wrong or incomplete.

To make sure your licence is processed quickly please:

- Provide all details and sign the form
- Make cheques out to – Electrical Workers Registration Board or EWRB
- Make sure the cheque is signed, dated and filled out for the correct amount

If paying by credit card – we only accept Visa, MasterCard, Diners and American Express.

Ensure that the card number and expiry date are filled in, and make sure you sign the credit card payment section separately. Your bank requires this.

Don't use Eftpos cash card numbers

Make sure your safety training is up to date.



Safety • Competency