

**USE THIS FORM IF AN ON-LINE APPLICATION IS NOT POSSIBLE**

OCTOBER 2021

Registration application (including optional registration certificate) and associated practising licence application (if required) for overseas trained applicants.

This application form is for **overseas trained applicants** applying for initial registration and a practising licence to work in New Zealand. Please note that Australian Licence holders should use form 1.3.

**Guidance notes**

What you need:

- › Before you apply please make sure you have suitable experience to apply for one of our registration classes. All registration requires suitable practical experience of prescribed electrical work. If you do not have this experience, then delay applying until you have gained suitable experience. If you wish to gain this experience in New Zealand please ensure that you hold a Trainee Limited Certificate while you do so.

The required work experience for each class is set out below:

Registration class	References time required
<b>Electrician</b>	Four years' experience as an electrician including 2000 hours wiring installation
<b>Electrician (endorsed mining)</b>	The above including 1 year's practical experience in a mining operation or substantially similar operation
<b>Electrical Engineer</b>	One year's practical experience in carrying out prescribed electrical work (PEW*) deemed suitable by the Board <sup>1</sup>
<b>Electrical Installer</b>	Two years' experience in carrying out PEW* as an Installer in specialised area
<b>Electrical Service Technician (EST)</b>	18 months' experience in the PEW* of an EST, including six months' experience on multi-phase appliances or fittings and experience of disconnection/reconnection from a power supply
<b>Electrical Appliance Serviceperson (EAS)</b>	18 months' experience in carrying out maintenance and servicing of plug-in 250V equipment
<b>Electrical Appliance Serviceperson (endorsed to disconnect and reconnect) EASQ</b>	18 months' experience in carrying out PEW* on 250V equipment including experience disconnecting and reconnecting from a permanent connection unit
<b>Distribution Line Mechanic</b>	Two years' experience in the work of a distribution line mechanic
<b>Traction Line Mechanic</b>	Two years' experience in work of a traction line mechanic
<b>Transmission Line Mechanic</b>	Two years' experience in work of a transmission line mechanic

**Note 1** – Electrical Engineer registration will have a limitation if experience is limited to specific areas or skills.

\*PEW OR Prescribed Electrical Work is defined in the Electrical (Safety) Regulations 2010, but broadly speaking is hands-on electrical work dealing with low voltage (above 50V AC, but less than 1000V AC) or high voltage (above 1000V AC) but excludes among other things, extra-low voltage (below 50V) and electrical design. If unsure check out the Regulations through [this link](#). If what you are doing, or plan to do, does not involve prescribed electrical work then registration and licensing is not required.

**The application form can be used twice.** The first time to apply for registration and assessment – the fee for this is \$1650.

If your experience is approved we will offer a Limited Certificate to enable you to work in New Zealand under supervision. During the duration of your Limited Certificate (usually one year) you will be expected to complete the exams and practical assessments required for full registration.

**Once all requirements are completed use this form** to apply for a practising licence and pay the fee of \$250.

An optional registration certificate can be paid for at either of these times if required.

#### ■ REFERENCES

The Board requires written references to establish that a person has sufficient experience in the registration class they are applying for. Please ensure that your referee includes **details of the type of prescribed electrical work** that you have done and indicates how long you worked doing that type of work.

References should be written on company letterhead, dated and have a personal signature. We do not require character references.

Please submit certified copies only, not original documents.

#### ■ QUALIFICATIONS

All qualifications must be certified copies. Do not send originals. You may be required to obtain an independent assessment of your qualifications from NZQA, Engineering NZ, Skills Organisation or another approved board organisation.

**YOUR APPLICATION MUST NOT EXCEED 20 PAGES OF SINGLE-SIDED DOCUMENTS. EXCEPTIONS CAN BE APPROVED WHERE DOCUMENTS HAVE TRANSLATIONS ATTACHED**

#### ■ PASSPORT PAGE

The Board will require a certified copy of the personal identity page of your passport to confirm your identity.

#### ■ DO YOU MEET THE CRITERIA OF FIT AND PROPER PERSON?

The Board must be satisfied that an applicant is a “Fit & Proper” person to be registered. If you are in doubt whether you are “Fit & Proper” then go to this [Policy Document](#) on our website.

If you think you might not meet the Board’s criteria then please complete this form and submit it with the appropriate tick on page 4. A licensing officer will be in contact to discuss your circumstances. Note the Board has the discretion to register and licence a person who does not meet the criteria if they are able to show that they are a fit and proper person to hold registration.

#### ■ HAVE YOU COMPLETED YOUR SAFETY TRAINING?

All applicants should do safety training within three months of getting a Limited Certificate. This must include Safe Working Practices, Testing, First Aid and CPR. As you are an experienced electrical worker you are not required to do the initial training that a trainee should do – a refresher level training course is fine. However a Competence Programme (refresher) will not cover Safe Working Practices (SWP) unless you specifically request it or do a course such as a Site Safe Electrical Passport.

If this NZ safety training was over two years ago you must also do an updating Competence Programme before you apply for registration. This does not need to include SWP.

If you complete a practical assessment at some point you may find that some of this safety training is covered so check with your Training Provider.

## Important points when applying to complete your registration

### When you apply for your practising licence have you supplied a photo for your ID card? Or is this already on file?

To ensure that every ID card is produced to a high standard, images submitted with your application must be:

- › a face, head and shoulders shot, looking directly at the camera and less than six months old;
- › no sunglasses, or glasses with tinted lenses that obscure your eyes;
- › 3:4 – width to height ratio, in full colour;
- › between 50KB and 5MB in size (or printed image for paper applications).

The Board may also refuse photographs which are not of adequate quality or are composed in a way that is unsuitable for use on an ID card.

## Important notes

1. On the cover page of this application form is a date of issue. Please check you are using the latest application form before continuing as old applications forms will not be accepted. Check [www.ewrb.govt.nz](http://www.ewrb.govt.nz) for the latest version of all forms.
2. You must complete all sections of this application form. Please read through the whole application form including the guidance notes before you start. This will give you a clear idea of what you need to provide.
3. Some of the information you provide will be displayed on the Public Register of Electrical Workers. This will be your full name, your class of registration, whether or not you are licensed and any limitations that exist on your registration. The district in which you live will also be included.
4. A checklist is provided at the back of the application form. Work through the checklist to ensure that you have answered all questions and attached all necessary supporting documents. Complete the checklist before you submit your application for a licence.
5. All documents must be certified copies. A certified copy is a photocopy of the original document, witnessed by a person who is authorised to witness a statutory declaration. Do not send original documents.
6. All information and supporting documentation submitted with this application must be in English. Where documents have been translated a certified copy of the original document should also be included.
7. When you have completed your application please return this form with payment to: Electrical Workers Registration Board, PO Box 10156, Wellington 6143, New Zealand.
8. Please do not courier your application to the postal address as this may cause a delay in lodging your application.

### Postal

EWRB  
PO Box 10156  
Wellington 6143  
New Zealand

### Courier

EWRB – c/- MBIE (OLT)  
15 Stout Street  
Wellington 6011  
New Zealand

### ■ CONTACT DETAILS FOR THE EWRB

Freephone (New Zealand only): 0800 66 1000

Phone (outside New Zealand): +64 4 473 2395

Website: [www.ewrb.govt.nz](http://www.ewrb.govt.nz)

## Privacy notice

The information you provide on this form is required, or requested, pursuant to the Electricity Act 1992.

All personal information submitted with this application form will be kept and maintained by the Registrar of Electrical Workers in accordance with the Privacy Act 2020.

The personal information provided will be used:

- › to determine whether your application for registration may be approved and in connection with auditing complaints and disciplinary processes;
- › for the maintenance and administration of the public register of electrical workers;
- › for the maintenance and administration of the electrical workers registration regime.

Personal information may be disclosed by the Registrar of Electrical Workers in certain circumstances as authorised by the Electricity Act 1992, another Act or as permitted by the Privacy Act 2020.

You have the right to access, and request correction to, any personal information about you that is held by the Registrar of Electrical Workers.



Please see the back of the form for additional information.  
Please print clearly in black or blue pen and complete all required sections of the form.

EW Number

**PERSONAL DETAILS**

Last Name		Street Address	
First Name			
Middle Name(s)		Postcode	
Preferred Name		Postal Address (if different)	
Date of Birth	/	/	
Email		Postcode	
Home Phone	Work	Mobile	

**WHAT ELECTRICAL CLASS YOU ARE APPLYING FOR (select one only)**

- Electrical Appliance Serviceperson      Electrical Appliance Serviceperson endorsed to disconnect and reconnect
- Electrical Installer      Electrical Service Technician      Electrical Engineer      Electrician      Cable Joiner
- Electrician – Endorsed Mining      Transmission Line Mechanic      Traction Line Mechanic      Distribution Line Mechanic

**Please specify what you are applying for (tick any that apply)**

- Registration assessment      Registration certificate      Practising Licence

If you are applying for registration and a practising licence at the same time you MUST have completed all requirements for registration ie all exams and practical assessments you have not been exempt.

**TRAINING/EXPERIENCE AND QUALIFICATIONS**

List the qualifications you are submitting as well as the length of time covered by the references you are submitting.

**FIT AND PROPER PERSON**

All persons who apply for renewal of a practising licence must satisfy the Board that they are a fit and proper person to hold a practising licence. The Board's rules for administration of this requirement are published on its website at [www.ewrb.govt.nz/assets/documents/rules-of-the-board/fit-and-proper-persons-rules.pdf](http://www.ewrb.govt.nz/assets/documents/rules-of-the-board/fit-and-proper-persons-rules.pdf) or call us on 0800 661 000 for clarification.

If you think you might not be meet the Board's criteria then please complete this form and submit it. A licensing officer will be in contact to discuss your circumstances. Note the Board has a discretion to licence a person who does not meet the criteria if they are able to show that they are a fit and proper person to hold a licence.

Have you ever been refused or disqualified from holding an electrical registration or electrical licence in New Zealand or any other country?

Have you ever had an electrical registration or electrical licence cancelled or suspended in New Zealand or any other country?

Have you ever had any registration or licence in another regulated industry suspended or cancelled in New Zealand or any other country, for example an engineering registration or certificate?

Have you ever had a fine and/or costs imposed on you under the Act or the Electricity (Safety) Regulations 2010 for which payment is still outstanding?

Have you ever been issued with an infringement notice under the Act for which the infringement fee is still outstanding?

Have you ever been convicted of a criminal offence punishable by more than six months imprisonment in the last ten years in New Zealand or any other jurisdiction?

Have you ever had any criminal charges punishable by more than six months imprisonment pending in New Zealand or any other jurisdiction?

Have you ever done any other thing which may impact on you being a fit and proper person?

If you have answered "yes" to any of the previous questions or if you are unsure whether you need to declare your history, please tick this box. You will then be contacted to discuss your individual circumstances with a Licensing Officer confidentially.

## WHEN APPLYING TO COMPLETE YOUR REGISTRATION FILL IN THE FOLLOWING:

### SAFETY TRAINING

#### Specify what safety training you have done

(This training must be carried out by an Electrical Workers Registration Board approved provider as listed on the Board's website)

	Where (name of training provider)	Date completed (Day/Month/Year)	
Safe Working Practices		/	/
Testing		/	/
First Aid		/	/
CPR		/	/

All applicants should do the above training within 3 months of getting a Limited Certificate and this should be entered above. However if this initial training was over 2 years ago you must also do an updating Competence Programme before you apply for registration. This must be done with a Board Approved Provider and still be less than 2 years old. If appropriate please enter those details here:

Course completed	Name of Provider	Date Completed	
		/	/

### ID CARD PHOTO

#### Note: All practising licences must display a photo of the licence holder.

The attached photo is a true and correct likeness of me. It meets all the criteria in the guidance notes.

I have already provided my practising licence photo to the Registrar.

Tick this box if you want your photo to be available to people searching the Register of Electrical Workers.

### CHECKLIST FOR ASSESSMENT APPLICATION

#### Have you:

##### Fully filled in this application form (ie. Fit and Proper?)

Completed payment for registration and assessment information (overleaf)

Attached certified copies of your passport identity page?

Attached employer references – are they signed and do they have plenty of detail regarding your work?

Attached certified copies of your qualifications for exemption from some registration requirements?

Please send certified copies only of references and/or qualifications, not original documents.

### CHECKLIST FOR REGISTRATION COMPLETION

#### Have you:

##### Fully filled in this application form (ie. Fit and Proper?)

Completed payment to complete registration information (overleaf)

Attached confirmation of safety training if not on your electronic file?

Attached a photo (if an electronic version has not been previously supplied)?

### DECLARATION

I certify that the information I have provided is true and correct.

Signature

Date / /

This page will be detached once payment is made and before uploading for assessment.

## PAYMENT OF FEES

We do not accept purchase orders, cash or postal notes. The EWRB does not issue invoices for payment.

### PAYMENT FOR REGISTRATION AND ASSESSMENT (INITIAL APPLICATION)

The fee payable for registration is \$1650.00. If a registration certificate is required the certificate fee is \$75.00.

For non-NZ tax residents the fee payable is \$1434.78 and \$65.22 respectively.

Payment is for:

Registration and assessment

Plus a registration certificate (optional)

Payment is made by:

Credit Card (credit card information completed, see below)

Amount being paid    \$  + \$  = \$

### PAYMENT TO COMPLETE REGISTRATION (PRACTISING LICENCE)

**Note: Registration requirements must be met before this payment is made.**

The fee payable for a practising licence is \$250. Practising licenses are valid for two years.

For non-NZ tax residents the fee payable is \$217.39.

Payment is for:

Practising Licence

Practising licence and registration certificate

Payment is made by:

Credit Card (credit card information completed, see below)

Amount being paid    \$  + \$  = \$

I am a New Zealand tax resident and the amount charged to my credit card includes GST.

I am not a New Zealand tax resident and the amount charged to my credit card does not include GST.

## CREDIT OR DEBIT CARD INFORMATION

Type

MasterCard

Visa

Amex

Full Name of Cardholder

Credit Card number

Signature of Cardholder

Expiry Date

CVC

Amount

/

Please complete the following if your application is being paid by another party/employer and they require a receipt.

Name/company

Email address for receipt to be sent

Please tick if **you** require a receipt

Please return this form with payment to: Electrical Workers Registration Board,  
PO Box 10156, Wellington 6143, New Zealand

[New Zealand Government](#)

For more help, call our helpline on 0800 661 000 between 8am and 5pm Monday to Friday .

**Privacy Notice:** Any personal information submitted on this application will be kept and maintained by the Electrical Workers Licensing Group ("the EWLG") in accordance with the New Zealand Privacy Act 2020. Personal information submitted will be used by the EWLG for determining whether applications for registration as an electrical worker or practising licences may be granted, and for the maintenance and administration of the Electrical Workers Register. You may request access to see any information held about you and where that information is inaccurate, ask for it to be corrected.