



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

OCTOBER 2023

Limited Certificate application for experienced electrical workers who are not yet registered but who wish to work in the industry.

This application form is for those applicants with experience but who need to complete examinations and practical assessments to receive electrical worker registration. Experience must have been assessed by the assessment team and an **offer** of a Limited Certificate (LC) issued by letter.

Guidance notes

What you need:

- › You must have previously applied for registration with evidence of your experience and this experience has been approved for registration. You must also have received an assessment letter advising of this and stating that you can apply for an LC.
- › You will need to be employed or about to be employed and have a nominated supervisor who has appropriate registration and a current practising licence.

■ **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 the application form. 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.

■ **SAFETY TRAINING**

All applicants should do initial safety training at the beginning of their LC and this should be entered on the form if done previous to applying for your LC. However if not yet done you can do so after the LC is issued but within the following three months. If safety training is not completed within three months your Limited Certificate will be cancelled.

Please note that a straightforward Competence Programme is **NOT** sufficient for the safety training specified for an LC because it does not cover Safe Working Practices (SWP). If an augmented competence programme includes a SWP unit, for example a Site Safe Electrical Passport, then this will be acceptable. Check with your training provider that the course you are doing covers all four elements as advised in your assessment letter.

■ **COMPLETION OF REGISTRATION REQUIREMENTS**

If an LC is issued to you it will be issued for one year and within that period you are expected to do the appropriate training, exams, and practical assessments as stated in your assessment letter. If you do not make any attempt to complete these requirements a second LC is unlikely to be issued. In some cases an extended LC for 18 months may be issued to enable you to complete the necessary qualifications.

■ **PROOF OF IDENTITY**

The Board will require a certified copy of the personal identity page of your passport OR your driver's licence to confirm your identity.

■ **PAYMENT**

If you are a New Zealand Tax resident, payment of New Zealand's goods and services tax (GST) is mandatory. However, if you are not a New Zealand, you are exempt from this payment. The GST amount is 15% and applies to all fees. On the payment page, you should make a declaration as to whether or not you are a New Zealand tax resident.

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 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. When you have completed your application and your supervisor has counter signed please submit your application to the Board's postal address below.
6. Please do not email your application or courier it to the postal address as this may cause a delay in lodging your application.

Postal	Courier
EWRB	EWRB – c/- MBIE
PO Box 1473	15 Stout Street
Wellington 6140	Wellington 6011
New Zealand	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

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 | Electrician |
| Electrical Installer | Electrical Service Technician | Cable Joiner |
| Substation Maintainer | Transmission Line Mechanic | Traction Line Mechanic |
| | | Distribution Line Mechanic |

INFORMATION SUPPORTING THIS APPLICATION

SAFETY TRAINING

Specify what safety training you have done

(This 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	/	/

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 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.

Yes No (must tick yes or no)

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?

Is there anything else that you have done which may impact on you being deemed a fit and proper person?

If you have answered “yes” to any of the previous questions one of the Licensing Team will contact you to discuss your individual circumstances.

DECLARATION

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

Signature

Date / /

DETAILS OF SUPERVISOR (supervisor must complete)

Supervisor's Name:

I accept responsibility for the prescribed electrical work carried out by the above named applicant and will ensure that supervision is offered in accordance with the Electricity (Safety) Regulations 2010, and the supervision guidelines issued by the EWRB (see further below).

Signature of Supervisor

Registration No.

Date / /

LIMITED CERTIFICATE

Most Limited Certificates are issued with limitations, which include one or more of the following:

- limited to carrying out certain prescribed electrical work;
- working on approved premises;
- working for an approved employer;
- not being able to supervise non-registered persons;
- not being able to test and certify wiring installation work unless such testing and certification is done under supervision of a registered electrical inspector, or a registered electrician who is entitled to test and certify wiring installation work.
- being supervised by a supervisor of electrical work.

INFORMATION ABOUT SUPERVISORS AND EMPLOYERS

A supervisor of electrical work must be a registered person:

- whose registration allows them to carry out prescribed electrical work they are supervising;
- who is competent to carry out the prescribed electrical work they are supervising;
- who holds a current practising licence.

See www.ewrb.govt.nz for further details.

CHECKLIST

Have you:

Fully filled in this application form?

Completed payment information (overleaf)

Safety Training has been completed or enrolled in?

Your supervisor has read the information regarding his obligations, **filled in his or her name** and signed the declaration?

ID CARD PHOTO

Note: All 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 licence photo to the Registrar.

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

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.

I have made payment by:

Credit or debit card (information completed below)

The fee payable for a limited certificate is \$130. For non-NZ tax residents the fee payable is \$113.04.

- 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

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** as the applicant require a receipt

Please return this form with payment to: Electrical Workers Registration Board,
PO Box 1473, Wellington 6140, New Zealand



Te Kāwanatanga o Aotearoa
New Zealand Government

For more help, call our helpline on 0800 661 000 between 8.30am and 5pm Monday to Friday.

Privacy Notice: Any personal information submitted on this application will be kept and maintained by the Electrical Workers Registration Board ("the EWRB") in accordance with the New Zealand Privacy Act 2020. Personal information submitted will be used by the EWRB for determining whether applications for registration as an electrical worker or practicing 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.