



# Issuing of Limited Certificates and Provisional Licences

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## 1. Introduction

- 1.1 The Electricity Act 1992 (“the Act”) provides certain exemptions to non-registered persons to assist with or to carry out prescribed electrical work. Included in these are:
- (a) a general exemption (s 76 of the Act);
  - (b) an exemption for persons undergoing training with the intention of becoming registered under s 77 of the Act. Those persons can be granted a Limited Certificate under s 78 of the Act; and
  - (c) an exemption for persons who have applied for registration and whose application is under consideration under s 93 of the Act who can be granted a Provisional Licence.
- 1.2 This document sets out the Board’s policies in relation to issuing Limited Certificates and Provisional Licences
- 1.3 This document should be read in conjunction with and is subject to the Board’s Supervision Guidelines for Trainees (B-PO-05 Supervision of Trainees Holding a Limited Certificate) with regard to persons who are applying for or are issued with a Limited Certificate.

## 2. Limited Certificates

- 2.1 Section 77 of the Act provides:

### Exemption for trainees

- (1) A person may do, or assist in doing, any prescribed electrical work if—
- (a) that work is within the limits prescribed in regulations made for the purposes of this section; and
  - (b) the person is a trainee in relation to the work; and
  - (c) the work done by that person is carried out in accordance with a limited certificate issued by the Board to the trainee under section 78.
- (2) In this section, trainee —
- (a) means a person who is undergoing instruction or training in any class of prescribed electrical work for the purpose of obtaining registration as a registered person; and
  - (b) includes an apprentice who is working in the electricity industry.

- (3) This section does not prevent a trainee from doing, or assisting in doing, work under section 76 (which allows work to be done under supervision).]

2.2 Section 78 of the Act states:

Board may issue limited certificate for purposes of section 77

- (1) The Board may, on payment of the prescribed fee (if any), issue to any person a limited certificate for the purposes of section 77.
- (2) The Board may issue the limited certificate subject to any terms and conditions that the Board thinks fit.
- (3) The Board may, by written notice to a person, revoke, amend, or add to any term or condition imposed in relation to that person's certificate.
- (4) A limited certificate issued under this section, unless it is sooner cancelled, is in force for the period, not exceeding 5 years, specified in the certificate, but it may from time to time be renewed for a further term not exceeding 5 years.
- (5) The Board may, if it thinks fit, refuse to renew any limited certificate.
- (6) A limited certificate issued under this section may be cancelled by the Board—
  - (a) if the Board considers that any of the terms or conditions of the certificate have not been met; or
  - (b) following the determination of an application for registration as a registered person or for a practising licence.

### Issue of Limited Certificates

2.3 In accordance with ss 77 and 78 of the Act the Board will issue Limited Certificates to persons who can satisfy the Board that they are undergoing instruction or training in any class of prescribed electrical work for the purpose of obtaining registration as a registered person. This includes persons:

- (a) entering into an apprenticeship (or traineeship);
- (b) who, in order to obtain registration, are required to complete certain examinations;
- (c) who, in order to obtain registration, are required to complete certain work experience.

2.4 An applicant for a Limited Certificate must make application on a form approved by the Board and provide the following:

- (a) evidence that the applicant is a trainee pursuant to section 77(2) of the Act;
- (b) must within three months of being issued with the Limited Certificate have completed instruction in safe working practices, testing, basic first aid and cardio-pulmonary resuscitation (as approved by the Board) from an approved training provider, or will have completed such instruction within three months of the issue of any Limited Certificate noting that:
  - i. the Limited Certificate will be cancelled if this condition is not met; and
  - ii. the Board's expectation is that the Limited Certificates holder's supervisor will, as part of their supervision obligations, ensure this condition is complied with;
- (c) a statement from a person, who holds a current practising licence that authorises the person to supervise electrical work, which attests that the trainee will be supervised in accordance with the Supervision Procedures for Trainees issued by the Board;
- (d) an undertaking that the applicant will work within the trainee limits as specified in regulation 93 of the Electricity (Safety) Regulations 2010 which provides that the holder of a limited licence can only do the prescribed electrical work under supervision which their supervisor is licenced to do (refer to the Board's Supervision of Trainees Policy B-PO-13);

- (e) an undertaking that the examination(s) and or practical assessment(s) relevant to the class of registration to which the applicant is aspiring will be attempted during the period of the Limited Certificate.
- 2.5 In accordance with s 78 of the Act the Board may cancel a Limited Certificate if the conditions of the Limited Certificate are not met. The matters set out in clause 2.4 above will be deemed to be conditions of all Limited Certificates issued.
- 2.6 The Board will, unless there are good reasons not to, cancel the Limited Certificate of any person who carries out any prescribed electrical work whilst not being supervised.
- 2.7 The Board may at any time carry out an audit of a Limited Certificate holder or their supervisor in respect of their compliance with the requirements of the Limited Certificate.
- 2.8 The Board's Fit and Proper Persons Policy (L-PO-12) will apply to all applicants for Limited Certificates.

### Duration of Limited Certificates

- 2.9 Limited certificates will be issued for a period of time which will enable the licensee to meet the training requirements for registration in the class of registration to which they aspire which, for the purposes of this policy are as follows:

<b>Registration class to which trainee is aspiring</b>	<b>Duration of Limited Certificate</b>
Electrician	4 years
Electrical Engineer	3 years
Electrical Installer	2 years
Electrical Service Technician	18 months
Electrical Appliance Serviceperson	18 months
Electrical Appliance Serviceperson (endorsed to connect and disconnect)	18 months
Associated Tradesperson	4 years
Line Mechanic	2 years
Cable Jointer	2 years

- 2.10 Notwithstanding the above if an applicant for a Limited Certificate:
- (a) has met the practical experience requirements for registration in the class of registration to which they aspire but has not passed the requisite exams then a Limited Certificate will be issued for no more than a one year period; or
- (b) has passed the required examinations but has not yet met the practical experience requirements for registration in the class of registration to which they aspire then a Limited Certificate will be issued for the period of the time required to satisfy the registration requirements.

### Renewal of Limited Certificates

- 2.11 An application for the renewal of a Limited Certificate will:
- (a) a first or second application for a renewal be granted for a period of no more than one year if the applicant can satisfy the Registrar that reasonable attempts have

been made to meet the registration requirements for the class of registration they aspire to;

- (b) a third or subsequent application will be referred to the Board for consideration. The applicant may be required to appear before the Board with their supervisor to answer questions in relation to the efforts they have made to meet the registration requirements for the class of registration they aspire to or to make written submissions with supporting statements from their supervisor attesting to the same.

2.12 Applicants should not expect to receive more than two renewals without there being extenuating circumstances as to why they have not met the registration requirements for the class of registration they aspire to.

### Cancellation of Limited Certificates

- 2.13 A Limited Certificate is subject to cancellation if the Board is satisfied that the holder:
- (a) did not satisfy the definition of a trainee pursuant to the section 77(2) of the Act; or
  - (b) did not satisfactorily complete instruction in safe working practices, testing, basic first aid and cardio-pulmonary resuscitation as approved by the Board;
  - (c) has not complied with supervision instructions which are specified in 3.1 (iii) above;
  - (d) has repeatedly worked outside the limits of the Limited Certificate; or
  - (e) Has worked without supervision.

### Right to be Heard

- 2.14 Prior to making any decision in relation to cancellation of a Limited Certificate or with regard to the refusal to renew a Limited Certificate the Board will:
- (a) give the Limited Certificate holder notice of any matter which may give the Board cause to refuse to renew or to cancel a Limited Certificate together with a copy of all information the Board has in its power or possession in relation to the matter;
  - (b) provide the Limited Certificate holder with a reasonable opportunity to be heard or to make written submissions on the matter, either personally or through a representative; and
  - (c) will observe the rules of natural justice in coming to a decision.

### Discretion to Grant Alternative Class of Registration

- 2.15 Subject to any other applicable Board policies the Board or the Registrar on delegation from the Board may offer a person who has applied for a second or subsequent Limited Certificate registration in an alternative class of registration where the Board or Registrar is satisfied on reasonable grounds that the person has met the requirements of the alternative class as follows:

<b>Registration class to which trainee is aspiring</b>	<b>Alternative class</b>	<b>Requirements for alternative class</b>
Electrician	Electrical Installer	<ol style="list-style-type: none"> <li>1. Achieve at least 35 marks in an electrician level theoretical examination;</li> <li>2. Pass the electrician level regulations examination;</li> <li>3. Pass the electrician level practical assessment; and</li> </ol>

Registration class to which trainee is aspiring	Alternative class	Requirements for alternative class
		4. Have completed, to the satisfaction of the Board, either four years practical training experience in the work of an electrician or an electrician competency based training programme which is satisfactory to the Board.
	Electrical Service Technician	1. Pass the electrician level regulations examination; 2. Pass the electrician level practical assessment; and 3. Have completed, to the satisfaction of the Board, either four years practical training experience in the work of an electrician or an electrician competency based training programme which is satisfactory to the Board.
Electrical Installer	Electrical Service Technician	1. Pass the electrician level regulations examination; 2. Pass the electrician level practical assessment; and 3. Have completed two years practical training experience in the work of an electrical installer which is satisfactory to the Board.

2.16 A person who is offered registration in an alternative class may accept that offer or continue with their application for a further Limited Certificate.

### 3. Provisional Licences

3.1 Section 93 of the Act provides:

Board may issue provisional licence pending consideration of application:

- (1) The Board may, on payment of the prescribed fee (if any), issue to any person a provisional licence to carry out any specified electrical work.
- (2) The Board may issue the licence subject to any terms and conditions that the Board thinks fit.
- (3) A provisional licence authorises the holder, while the licence is in force pending the consideration of his or her application for registration or a practising licence (or both) under this subpart, to do, or assist in doing, the work that is specified in the licence.

3.2 Section 94 of the Act states:

Duration of provisional licence:

- (1) A provisional licence, unless it is sooner suspended or cancelled, is in force for the period, not exceeding 12 months, specified in the licence, but it may from time to time be renewed for a further period not exceeding 12 months.
- (2) The Board may, if it thinks fit, refuse to renew any provisional licence.
- (3) A provisional licence may be cancelled—
  - (a) in any of the ways described in section 110(1); or
  - (b) if the Board considers that any of the terms or conditions of the licence have not been met; or
  - (c) following the determination of an application for registration or a practising licence under this subpart.

### Issue of Provisional Licences

- 3.3 The Board may issue Provisional Licences for a period of no more than 6 months to persons who:
- (a) make an application on a form approved by the Board for registration in a class of registration;
  - (b) pays the prescribed application fee;
  - (c) provide evidence that instruction in safe working practices, testing, basic first aid and cardio pulmonary resuscitation (as approved by the Board) from an approved provider has been satisfactorily completed;
  - (d) provide evidence satisfactory to the Board that they have:
    - (i) been authorised to carry out prescribed electrical work in a place other than New Zealand for a period of not less than 4 years; and
    - (ii) sufficient practical and theoretical experience and knowledge in the class of registration that they are seeking to be licensed in ; or
    - (iii) sufficient practical and theoretical experience and knowledge gained in New Zealand in the class of registration that they are seeking to be licensed in; and
  - (e) provides satisfactory evidence that they need to pass one or more examinations to meet the registration requirements for the class of registration that they have applied for.
- 3.4 Applicants who require a Provisional Licence for a period greater than 6 months will have to satisfy the Board as to why the applicant should not be granted a Limited Certificate instead of a Provisional Licence.
- 3.5 A Provisional Licence will not be issued to a person who holds a Limited Certificate.
- 3.6 The Board's Fit and Proper Persons Policy (L-PO-12) will apply to all applicants for Provisional Licences.

### Renewal of Provisional Licences

- 3.7 An application for the renewal of a Provisional Licence will be required to appear before the Board to answer questions in relation to the efforts they have made to meet the registration requirements for the class of registration for which the Provisional Licence was granted or to make written submissions attesting to the same.
- 3.8 Applicants should not expect to receive a renewal without there being extenuating circumstances as to why they have not meet the registration requirements for the class of registration for which the Provisional Licence was granted.