

Online relicensing; relicensing screenshots

Before your employee can do this they must be logged in through Realme. Please follow the instructions in the Employer guide: **3. Log in to the EWRB Website portal**

Please assist your employee to relicence by following the steps below:

1. Once the EW has logged in, he/she will be able to select one of the following options to access the process.



The screenshot displays the EWRB website interface. At the top, the logo for the Electrical Workers Registration Board is visible, along with the text 'ELECTRICAL WORKERS REGISTRATION BOARD' and 'SAFETY | COMPETENCY | COMPLIANCE'. A navigation bar includes links for 'EWRB Home', 'Search the Public Register', 'Online Store', and 'Online Forms'. The user is logged in as 'Melissa Test' with a 'Logout' option. The main content area features a sidebar with a 'Home' menu where 'Practising Licence Application / Renewal' is highlighted. The central content area displays a news item titled 'NZS 4514:2009 Interconnected smoke alarms for houses', with a sub-image of the standard document cover. A 'need some help?' section on the right provides contact information: '0800 661 000' or '+64 3 943 4254' (Monday to Friday, 8:30 am to 5:00 pm), and an email address 'info@ewrb.govt.nz'. A link to 'our policy' is also present.

2. Once the EW has read the information on the following page, they can select 'continue'. If a screen appears advising that there is no active processes in place, it will mean that a new relicensing record has not been created. Please call 0800 66 1000 to request to have a new relicensing record added.

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Practising Licence Application / Renewal

You must have a current practising licence if you carry out prescribed electrical work unless the work is exempted by schedule 1 (2) of the Electricity Regulations 2010.

To be eligible for a practising licence, you must be registered and your competence training must be current.

Completing your Practising Licence Application / Renewal

Complete every section of the online form. You will need a passport standard photograph (JPG format) and a valid Mastercard, Amex card or Visa credit/debit card. You can also choose to have your employer pay the licence fee if they are registered with the Board and set in your profile.

You are responsible for ensuring that the information you provide is true and correct before you pay the application fee and submit your application.

What happens if I do not require a practising licence?

If you do not require a practising licence this year, you still need to complete this form.

- Check your personal details are correct and
- Click *no practising licence required* in the practising licence section

You are responsible for ensuring that the information you provide is true and correct.

[Continue](#)

need some help?

Contact us on phone **0800 661 000** or if from overseas **+64 3 943 4254** between 8:30 am and 5:00 pm Monday to Friday

Or email us on info@ewrb.govt.nz

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- Terms and Conditions

- The following screen will allow the client to amend any of their contact details. Once they have checked/updated their contact details, they will need to tick the declaration and select 'continue'.



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Practising Licence Application / Renewal

●○○○○ Step 1 of 5

Personal Details

Please review your personal details. If they are not correct please edit them and confirm they are correct by checking the confirm details checkbox.

Contact Info

Name

Name Melissa Test

Preferred First Name

Contact Details

Mobile

Daytime

Evening

Fax

Website

E-mail

E-mail 2

Postal Address

Address Finder

Address 15 Stout Street

Suburb

City Frasertown

Country New Zealand

Postcode 4193

my relicensing

→ **Personal Details**

- Practising Licence
- ID Card Photo
- Competence Programme
- Declaration and Payment

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Please note that the postal address must be one with a letterbox, not an employer's street address which posties do not deliver to. The box "Address finder" can be used to check an address is recognised by the post office and will populate the rest of the fields.

Confirm Details

I declare that the information I have provided is correct and up-to-date.

Cancel
Continue

- The EW will then be presented with the option as to whether they wish to apply for a practising licence. If the EW does not want to renew their practising licence, they will need to select the appropriate reason and then the process will be complete. If the client wishes to apply for a practising licence, they will need to select this option and move to the fit and proper person declaration. If the EW selects that they are not a fit and proper person, the system will allow them to continue, however, a task will be created in the system and sent to a Licensing Officer. This task is on created if the process continues through to payment

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Practising Licence Application / Renewal Step 2 of 5

Practising Licence

- Yes, I wish to apply for a Practising Licence.
- No Practising Licence required and please remove me from the Register of Electrical Workers.
- No Practising Licence required at this time. Please state reason:

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 [here](#).

If you think you might not meet the Board's criteria then please complete this form and submit. 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 licence.

- Yes, I meet the Board's criteria for fit and proper person to hold a Practising Licence.
- No, I may not meet the Board's criteria for fit and proper person to hold a Practising Licence. Please get a licensing officer to contact me to discuss the situation.

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5. The following screen will give the EW an opportunity to upload a photograph. If the EW has already uploaded a photograph it will display in the uploaded photo section, otherwise the EW will be required to upload one. It may take quite a few minutes for the photograph to display after being uploaded. Please advise the client to continue on without waiting for the photograph to display. The client will also need to confirm that the photograph is a true likeness of themselves in order to continue and they will also have the option to select whether they would like their photograph to be displayed on the public register.

The screenshot shows the Electrical Workers Registration Board (EWRB) website interface. The header includes the EWRB logo and navigation links like 'Manage my RealMe' and 'Logout'. The main content area is titled 'Practising Licence Application / Renewal' and is at 'Step 3 of 5'. The 'ID Card Photo' section contains a checklist of requirements for the photo, such as being a face/head shoulders shot, no sunglasses, and a 3:4 width to height ratio. Below the checklist are two checkboxes for confirming the photo's accuracy and online availability. An 'Uploaded Photo' section shows 'No documents available'. At the bottom is an 'Upload photo' form with a 'Browse...' button, a 'Description:' field, and an 'Upload' button. The right sidebar features 'my relicensing' links and 'need some help?' contact information.

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Practising Licence Application / Renewal Step 3 of 5

ID Card Photo
All ID Cards for the 2015/17 period must display a photo of the licence holder. The photo you upload must be:

- A face, head shoulders shot, looking directly at the camera and less than 6 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 in JPEG or JPG type

Tick this box to confirm the uploaded photograph is a true and correct likeness of me. It meets all the criteria in the checklist above.

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

Uploaded Photo
No documents available.

Upload

Upload photo

Description:

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6. The following screen will give the EW an opportunity to update their safety training. Once they have done so, they will need to certify that the competency training is up-to-date regardless of whether it is displayed as current in the fields below.

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Practising Licence Application / Renewal Step 4 of 5

Competency Programme

Competence Programme Providers usually send course participant information directly to the Registrar. Alternatively you can add competence training yourself by selecting the **Add** button below.

If you add competency training you may be asked to provide proof you undertook the training. It is a criminal and disciplinary offence under the Electricity Act 1992 to intentionally provide incorrect or misleading information.

Tick this box to certify that your Competency Programme is up to date.

And tick this box if that training was a Site Safe Electrical Passport (if so, the Site Safe logo will be printed on your ID Card).

Current and expired training details are below

Course	Date completed	Current to	Provider Name	Actions
Site Safe Electrical Passport	22/03/2019	22/03/2021	Site Safe New Zealand (CPP)	Delete

Add

Expired Competency Training

Course	Date completed	Current to	Provider Name
Safe Working Practices	30/03/2015	30/03/2017	Abb limited new
Testing	30/03/2015	30/03/2017	St John
First Aid and CPR	30/03/2015	30/03/2017	Bay Of Plenty Polytechnic (Refresher Trainer)
CPR	30/03/2015	30/03/2017	St John
Electrical Safety; First Aid; CPR	28/03/2017	28/03/2019	Test Org

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It is preferred that the completion of a Competence Programme is entered by the Provider and if their course is entered by the EW the provider will be unable to enter a duplicate, nor can they verify the entry made by the EW.

7. The following screen is the last one in the process. It will have a declaration in which they will need to confirm and also indicate their payment option. They will have the option to pay by credit card, Account2Account, or, if they have an employer listed on their file, it will give them the option to select to have their employer pay later.

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Step 5 of 5

Declaration and Payment

I declare that the information I have provided is correct.

In addition to credit card payment, you can now also pay directly from your bank account. Click 'pay now' below and select 'Account2Account' on the next screen for this option.

Pay now
 Employer to pay later

Continue

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 Employer to pay later

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