



Update Details Practitioner Guide

Please log in to your EW Portal at the top of our website: <https://kete.mbie.govt.nz/>

If you have not yet obtained access to your portal, please see the FAQ “How do I access the portal if I’m already a registered user”. [FAQ Page](#)

Update contact details

Once you are logged in, select “**Update my profile**”.



Home > Electrical Workers > Practitioner Landing Page

Welcome, Standards Test 1

Name *
Standards Test 1

Practitioner ID
EW155789

Next Renewal Date
31/03/2024

Next CPD Date
—

Renewals

Application Number ↓	Application Type	Licence Type	Created On	Stage
There are no records to display.				

Current Licence

Actions

- Update details
- Update my profile**
- Address overview
- Update Photo
- View qualifications
- View payment history and invoices
- View application and request history
- My competence management
- Manage my competence portal
- Apply for a registration or licence
- Continue draft application
- Apply for practitioner class (Registration)
- Apply for TLC
- Apply for a practising licence
- Manage my registration and licences
- View supervision agreements
- Go to the Print Portal

Use the drop-down options to select which contact details you would like displayed on the public register.

If you choose for your information to remain confidential, it will not display on the public register.

If your information is incorrect, you can update your details in this section.

Remember to complete the declaration and click “submit” to save your changes.

Home > Electrical Workers > Profile

Profile: Standards Test 1

Changes made to your profile page have to be confirmed that the information you have supplied is true and correct to best of your knowledge. Otherwise changes to your profile will not be submitted.

Preferred Name

Primary Email Address

Primary Email Confidential

Secondary Email Address

Mobile Phone

Mobile Number Confidential

Daytime Phone

Phone Number Confidential

Evening Phone

Evening Phone Confidential

Fax

Fax Number Confidential

Web Site

Preferred Method of Contact

Receive Text Messages

In order to correctly apply New Zealand tax law, you can update or confirm your New Zealand tax residency status.

You are a New Zealand tax resident if:

- you've been in New Zealand for more than 183 days in any 12-month period
- you have a permanent place of abode in New Zealand.

You can find more information on tax residency status on the Inland Revenue Department website here: <https://www.ird.govt.nz/international-tax/individuals/tax-residency-status-for-individuals>

Confirming your New Zealand tax residency status is important and could have consequences under New Zealand law.

I am a New Zealand Tax Resident *

No Yes

I confirm that the information I have supplied is true and correct the best of my knowledge. *

Submit

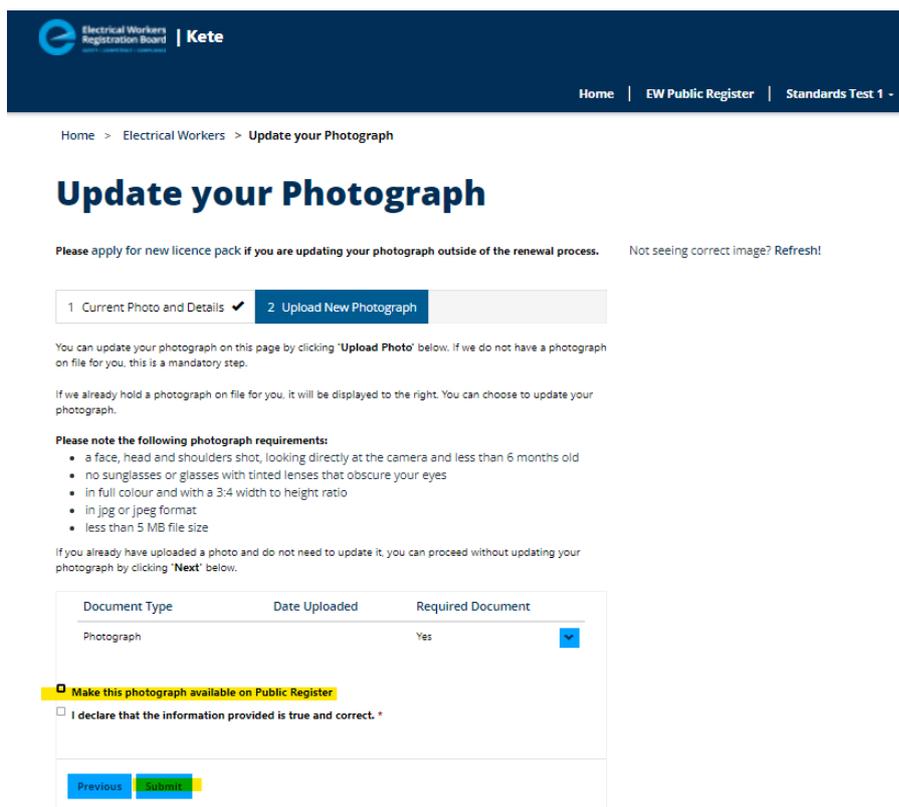
Update photograph

If you want to change your photo or want to display your photo on the public register, you can select “Update your Photograph” from your portal dashboard. Upload your photograph and select “make this photograph available on Public Register”.

Your photo will need to meet the following requirements:

- a face, head and shoulders shot, looking directly at the camera and less than 6 months old
- no sunglasses or glasses with tinted lenses that obscure your eyes
- in full colour and with a 3:4 width to height ratio
- in jpg or jpeg format
- less than 5 MB file size
- plain background

Your photo will be submitted to the Licensing Team for approval prior to being viewable on the public register.



Electrical Workers Registration Board | Kete

Home | EW Public Register | Standards Test 1 -

Home > Electrical Workers > Update your Photograph

Update your Photograph

Please apply for new licence pack if you are updating your photograph outside of the renewal process. Not seeing correct image? Refresh!

1 Current Photo and Details ✓ 2 Upload New Photograph

You can update your photograph on this page by clicking "Upload Photo" below. If we do not have a photograph on file for you, this is a mandatory step.

If we already hold a photograph on file for you, it will be displayed to the right. You can choose to update your photograph.

Please note the following photograph requirements:

- a face, head and shoulders shot, looking directly at the camera and less than 6 months old
- no sunglasses or glasses with tinted lenses that obscure your eyes
- in full colour and with a 3:4 width to height ratio
- in jpg or jpeg format
- less than 5 MB file size

If you already have uploaded a photo and do not need to update it, you can proceed without updating your photograph by clicking "Next" below.

Document Type	Date Uploaded	Required Document
Photograph		Yes

Make this photograph available on Public Register

I declare that the information provided is true and correct. *

Previous Submit

Alternatively, you can contact us to have your photo display on the public register or to remove it. [Contact us](#)

View/Add/Cancel Supervision agreements

If you are a trainee or a supervisor, you can view your current and past supervision agreements by clicking on “View supervision agreements” from your portal dashboard.

The screenshot shows the user interface for the Electrical Workers Registration Board (EW) portal. The header includes the EW logo and the name 'Kete'. The navigation bar contains links for 'Home', 'EW Public Register', and 'Standards Test 1'. The breadcrumb trail is 'Home > Electrical Workers > Practitioner Landing Page'. The main heading is 'Welcome, Standards Test 1'. The user details section includes: Name (Standards Test 1), Practitioner ID (EW155789), Next Renewal Date (31/03/2024), and Next CPD Date (—). The Renewals section is currently empty, displaying 'There are no records to display.' The Current Licence section is also empty. The Actions menu on the right includes: Update details, Update my profile, Address overview, Update Photo, View qualifications, View payment history and invoices, View application and request history, My competence management, Manage my competence portal, Apply for a registration or licence, Continue draft application, Apply for practitioner class (Registration), Apply for TLC, Apply for a practising licence, Manage my registration and licences, **View supervision agreements** (highlighted), and Go to the Print Portal.

From within this tab, you can also cancel your supervision agreement by clicking on the drop-down link to the right of each supervisor entry.

You can add a new supervisor and upload a new supervision agreement by clicking on “Change my supervision arrangement”.

The new supervision agreement will be submitted to the Licensing Team for approval and both supervisor and supervisee will be notified once processed.

[Home](#) > [Electrical Workers](#) > [Supervision History](#)

Supervision History

Your supervisors

Listed below are all your supervisors and the electrical classes they are responsible for training you in. You can remove a supervisor from training you by selecting the drop down link to the right of each supervisor entry. You can add a new supervisor by selecting the button at the top of the table. You will need to upload a supervision agreement with this new supervisor.

[Change my supervision arrangement](#)

Supervisor	Licence	Class	Start Date ↓	End Date	Status ↑
MBIE1 Test User	Trainee Limited Certificate	Electrician	01/04/2022		Active 

Your supervision arrangements

Listed below are all the people that you are currently supervising the training of and the electrical classes they are training towards. You can end your supervision of a trainee by selecting the drop down link next to the each supervision agreement.

Supervisee	Licence	Class	Start Date ↓	End Date	Status ↑
There are no records to display.					

If you are having difficulties or there is information that you think is still not correct, then please let us know as soon as possible using this link. [Contact us](#)