



Registration application (including optional registration certificate) and associated practising licence application (if required).

This application form is for **New Zealand trained applicants** applying for initial registration, re-registration after cancellation, dual registration or upgrading to a higher class.

An associated practising licence is only required if you do not have a current practising licence.

Guidance notes

What you need:

- › Before you apply make sure you meet the criteria below for the class of registration you are applying for. This chart is a quick guide only and further clarification on registration requirements can be found on our website under Training, Qualifications and requirements/entitlement criteria.
- › You may have a qualification that is equivalent to that specified on our website or been advised that you are exempt due to an existing registration so if you are unsure contact us.

| Registration class (pathway) | Qualification | References – time required |
|---|--|--|
| Electrical Inspector | Electrical Inspector written exam and practical assessment. | Three years' registration as an electrician with three years' practical experience in carrying out prescribed electrical work (PEW) OR as a Qualified Engineer under the Electricity Act 1992 has had three years practical experience of PEW that is satisfactory to the Board. |
| Electrical Inspector (endorsed mining) | Electrical Inspector written exam and practical assessment + suitable mining safety certificates as defined on our website . | Three years' registration as an electrician with three years' practical experience in carrying out PEW in a mining operation or substantially similar practical experience. |
| Electrical Inspector (endorsed mining) upgrading from Electrical Inspector | Suitable mining safety certificates as defined on our website . | One year's practical experience in a mining operation or substantially similar practical experience. |
| Electrician – experience pathway | Electrician theory and regulations exams and Stages 1, 2 & 3 practical assessments. | Four years' experience as an electrician including 2000 hours wiring installation experience. |
| Electrician – Competency pathway | National Certificate in Electrical Engineering – (Electrician for Registration) Level 4. | Reference not required. |
| Electrician (endorsed mining) – experience pathway | Electrician theory and regulations exams and Stages 1, 2 & 3 practical assessments PLUS suitable mining safety certificates as defined on our website . | A total of four years' experience as an electrician, including 2000 hours wiring installation and one year's practical experience in a mining operation or substantially similar operation. |
| Electrician (endorsed mining) Competency pathway | National Certificate in Electrical Engineering – (Electrician for Registration) Level 4 PLUS suitable mining safety certificates as defined on our website . | Reference not required. |

| | | |
|--|---|--|
| Electrical Engineer¹ | Holds a recognised Electrical Engineering degree or diploma plus Electrician regulations exam and Stages 1, 2 & 3 practical assessments. | One year's practical experience in carrying out PEW deemed suitable by the Board ¹ . |
| Electrical Installer – experience pathway | Electrical Installer Theory and Electrician regulations exams and Stages 1, 2 & 3 practical assessments. | Two years' experience in carrying out PEW as an Installer in a specialised area. |
| Electrical Service Technician (EST) – experience pathway | EST written exam and practical assessment. | 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. |
| Electrical Appliance Serviceperson (EAS) – experience pathway | EAS written exam and practical assessment. | 18 months' experience in carrying out maintenance and servicing of plug-in 250V equipment. |
| Electrical Appliance Serviceperson (endorsed to disconnect and connect) – (EASQ) – experience pathway | EASQ written theoretical exam and practical assessment. | 18 months' experience in carrying out PEW on 250V equipment including experience disconnecting and reconnecting from a permanent connection unit. |
| Electrical Appliance Serviceperson (endorsed to disconnect and connect) – (EASQ) – Competency pathway | National Certificate in Electrical Engineering (Electrical Appliance and Electronic Servicing) Level 3. | Reference not required. |
| Associated Tradesperson (AT) | AT written theoretical exam and practical assessment that matches your PGDB licence. | A copy of your Plumber, Gasfitter, & Drainlayers Board (PGDB) licence. |
| Cable Joiner – Experience pathway | Cable Joiner Written and practical exams. | Two years' experience in the work of a Cable Joiner. |
| Cable Joiner – Competency pathway | National Certificate in Electricity Supply (Cable Joiner) level 3. | Reference not required. |
| Distribution Line Mechanic – Competency pathway | New Zealand Certificate in Electricity Supply Line Mechanic Distribution (Level 4). | Reference not required. |
| Distribution Line Mechanic – experience pathway | Line Mechanic written and practical exams. | Two years' experience in the work of a distribution line mechanic. |
| Distribution Line Mechanic endorsed – Competency pathway | New Zealand Certificate in Electricity Supply Line Mechanic Distribution (Level 4) PLUS New Zealand Certificate in Electricity Supply – Fault response and switching (Level 4) see here for more detail . | Reference not required. |
| Distribution Line Mechanic endorsed – experience pathway | Line Mechanic written and practical exams PLUS New Zealand Certificate in Electricity Supply – Fault response and switching (Level 4) see here for more detail . | Two years' experience in the work of a distribution line mechanic. |
| Traction Line Mechanic – Competency pathway | New Zealand Certificate in Electricity Supply level 4 – Traction. | Reference not required. |
| Traction Line Mechanic – experience pathway | Line Mechanic written and practical exams. | Two years' experience in the work of a traction line mechanic. |
| Transmission Line Mechanic – Competency pathway | New Zealand Certificate in Electricity Supply (Transmission Line Maintenance) (Level 4). | Reference not required. |
| Substation Maintainer – Competency Pathway | New Zealand Certificate in Electricity Supply (Substation Maintenance) (Level 4). | Reference not required. |

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

■ DO YOU MEET THE CRITERIA OF FIT & 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 for a fit and proper person, 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 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 must do initial safety training at the beginning of their apprenticeship/training. If this initial training was over two 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 you do a Site Safe course, make sure it is an Electrical Passport not a Construction Passport.

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

■ REFERENCES (IF APPLYING UNDER THE EXPERIENCE PATHWAY)

The Board requires a written reference 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 and if written by an unregistered employer be countersigned by and have the registration number of the person who was supervising you during your training.

NOTE: If you are using references from overseas you should be using form 1.4 – Overseas –trained applicants.

■ PROOF OF ID

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

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. 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 scan and submit your application via the Board’s website www.ewrb.govt.nz/nz-application. Note applications mailed to the Board’s postal address take longer to receive and process.
8. Please do not email your application or courier it to the postal address as this may cause a delay in lodging your application.

■ CONTACT DETAILS FOR THE EWRB

Freephone (New Zealand only): 0800 66 1000

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

Email: info@ewrb.govt.nz (general enquiries)

Website: www.ewrb.govt.nz

Please submit this application form via the Board's website www.ewrb.govt.nz/nz-application.

Postal

EWRB

PO Box 10156

Wellington 6143

New Zealand

Courier

EWRB – c/- MBIE (OLT)

15 Stout Street

Wellington 6011

New Zealand

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 1993.

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 1993.

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 Service Technician | Electrical Installer | Electrical Engineer | Electrician |
| Electrician – Endorsed Mining | Electrical Inspector | Electrical Inspector – Endorsed Mining | |
| Transmission Line Mechanic | Traction Line Mechanic | Distribution Line Mechanic | |
| Distribution Line Mechanic – Endorsed | Substation Maintainer | Cable Joiner | Associated Tradesperson |

Please specify what you are applying for (you may select all three)

Registration Registration certificate Practising Licence

NB: Applying for a practising licence is not required if you are currently registered (with a current Practising Licence) but wish to either upgrade or add a new registration class.

If you are applying for registration for the first time but do not require a practising licence you **MUST** explain why a practising licence is not required at this time:

DOCUMENTS SUPPORTING THIS APPLICATION

I am supplying a National Certificate OR I am supplying Employer's references

FIT AND PROPER PERSON

All persons who apply for registration or a practising licence must satisfy the Board that they are a fit and proper person. See the guidance notes for more information. Are you a Fit and Proper person? Please tick yes or no below:

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 my situation.

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.

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 | | / | / |

All applicants should do initial safety training at the beginning of their apprenticeship and this should be entered above. However if this initial training was over 2 years ago it will have expired and you must also do an updating Competence Programme before you apply for registration. This must be done with an EWRB Approved Provider and still be less than 2 years old. If appropriate please enter those details here:

| Course completed | Name of Provider | Date Completed | |
|------------------|------------------|----------------|---|
| | | / | / |

Please note if this information is not on your file we may ask for verification.

I am supplying evidence of my safety training and/or recent Competence Programme

CHECKLIST

Have you:

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

Supplied a photo for your licence card?

Included proof of ID?

Completed payment information (overleaf)

Completed required Safety Training or Competence Programme in the last 2 years?

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

Attached copies of appropriate qualifications -if you have a National Certificate we require a copy of this, not a progress report?

Attached a copy of your Plumber/Gasfitter Licence (if appropriate)?

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

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 or cash or postal notes. The EWRB does not issue invoices for payment.

The fee payable for registration is \$175. If a registration certificate is required the certificate fee is \$57.

The fee payable for a practising licence is dependent on the time of year it is issued as the biennial practising licence expires on the same date every 2 years. The practising licence fees for each month over 2 years are shown in the following table. If you are applying towards the end of the month you might like to select the PL fee for the following month.

| Month of Application | Fee | Month of Application | Fee | Month of Application | Fee | Month of Application | Fee |
|----------------------|----------|----------------------|----------|----------------------|---------|----------------------|---------|
| Jul-17 | \$190.00 | Jan-18 | \$142.00 | Jul-18 | \$95.00 | Jan-19 | \$47.00 |
| Aug-17 | \$182.00 | Feb-18 | \$134.00 | Aug-18 | \$87.00 | Feb-19 | \$39.00 |
| Sep-17 | \$174.00 | Mar-18 | \$126.00 | Sep-18 | \$79.00 | Mar-19 | \$31.00 |
| Oct-17 | \$166.00 | Apr-18 | \$118.00 | Oct-18 | \$71.00 | Apr-19 | \$23.00 |
| Nov-17 | \$158.00 | May-18 | \$110.00 | Nov-18 | \$63.00 | May-19 | \$15.00 |
| Dec-17 | \$150.00 | Jun-18 | \$102.00 | Dec-18 | \$55.00 | Jun-19 | \$7.00 |

Use this table to calculate the fee owed:

| | |
|--|----------|
| Registration | \$175.00 |
| Certificate (optional) | \$57.00 |
| Pro-rata fee (enter amount from table above) | |
| TOTAL | |

A pro-rata practising licence fee MUST be paid unless you already have a practising licence for a currently held registration or you have a valid reason for not requiring a practising licence (ie you are going overseas). Please advise if the latter case applies.

CREDIT CARD INFORMATION

Type

MasterCard Visa Amex

Full Name of Cardholder

Credit Card number

Signature of Cardholder

Expiry Date

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 scan and submit this form via the Board's website
www.e wrb.govt.nz/nz-application

Alternatively applications can be posted to the Electrical Workers Registration Board, PO Box 10156, Wellington 6143, New Zealand

[New Zealand Government](http://www.govt.nz)

For more help, call our helpline on 0800 661 000 between 8am and 5pm Monday to Friday or email info@ewrb.govt.nz.

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 1993. 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.