

Trainee Limited Certificate application for any person gaining experience towards electrical worker registration.

This application form is for **trainees** gaining experience under supervision for future registration as an electrical worker.

Guidance notes

What you need:

- › You will need to be employed or about to be employed and have a nominated supervisor who has an appropriate registration and a current practising licence.
- › You may also have an agreement with an Industry Training Organisation (ITO), but this is not essential. If you are a trainee with an ITO please enter this information on the application form.

■ 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 apprenticeship and this should be entered on the application form if it was done previous to applying for your Trainee Limited Certificate (TLC). However if you have not yet done initial safety training you can do so after the TLC is issued but within the following three months. If safety training is not completed with three months your Trainee Limited Certificate will be cancelled.

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, the class of registration you are training in and the fact you have a Trainee Limited Certificate. 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. There is no need to submit any documentation with this application.
6. When you have completed your application and your supervisor has counter signed please scan and submit your application via the Board's website <https://www.ewrb.govt.nz/trainee-limited-certificate>. Note applications mailed to the Board's postal address take longer to receive and process.
7. 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/trainee-limited-certificate.

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 a Trainee Limited Certificate 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 Installer	Electrical Service Technician	Electrical Engineer	Electrician	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 registration or a practising licence must satisfy the Board that they are 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.

If you belong to an industry training organisation, please provide the following information:

Training Identification Number	Competenz	Connexis	The Skills Organisation
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DETAILS OF TRAINEESHIP (employer)

Employer:

DETAILS OF TRAINEESHIP 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 trainee supervision guidelines issued by the EWRB – see www.e wrb.govt.nz for further information.

Signature of supervisor

Registration No.

Date / /

TERMS AND CONDITIONS

1 Terms and conditions

The terms and conditions for the issuing of limited certificates are that the applicant must provide:

- (i) evidence that the applicant is a trainee pursuant to the section 77(2) of the Act.

Note

A trainee is 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 includes an apprentice who is working in the electricity industry.

- (ii) evidence that the applicant has satisfactorily completed instruction in safe working practices, testing, basic first aid and cardio-pulmonary resuscitation as approved by the Board; or will complete such instruction within three months of the issue of any limited certificate.
- (iii) 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 of trainees holding a Limited Certificate issued by the Board and dated may 2016.
- (iv) an assurance that the applicant will work within the trainee limits as specified in regulation 93 of the Electricity (Safety) Regulations 2010.

Note

Regulation 93 requires that any prescribed electrical work a trainee may do, or assist in doing, is any work that is within the particular class of work for which the trainee is seeking registration, and that is within the scope of work that the trainee's supervisor is authorised to do.

- (v) an assurance that examination(s)/practical assessment(s) relevant to the category of registration to which the applicant is aspiring will be attempted through the duration of any limited certificate that may be issued.

2 Duration for limited certificates

The duration for limited certificates is as shown in the following table.

Registration category to which trainee aspiring	Duration of limited certificates
Electrician	4 years
Electrical Engineer	3 years
Electrical Installer	2 years
Electrical Service Technician	18 months
Electrical Appliance Serviceperson (endorsed to disconnect and connect)	18 months
Electrical Appliance Serviceperson	18 months
Line Mechanic	2 years
All classes	2 years
Cable Joiner	2 years

CHECKLIST FOR REGISTRATION COMPLETION

Have you:

Fully filled in this application form?

Completed payment information (overleaf)

Noted which trainee organisation you belong to (if applicable)?

Your supervisor has read the information regarding his obligations **filled in his name** and signed the form?

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.

I have made payment by:

Credit card (information completed below)

NZ cheque made out to Electrical Workers Registration Board (paper applications only)

The fee payable for a trainee limited Certificate is \$91.

CREDIT CARD INFORMATION

Type			Full Name of Cardholder
MasterCard	Visa	Amex	
Credit Card number			Signature of Cardholder
Expiry Date	Amount	<input type="text"/>	
/			

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/trainee-limited-certificate

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.