



Limited Certificate application for experienced electrical workers who are not yet registered but who wish to work in the industry.

This application form is for those applicants with experience but who need to complete examinations and practical assessments to receive electrical worker registration. Experience must have been assessed by the assessment team and an **offer** of a Limited Certificate (LC) issued by letter.

Guidance notes

What you need:

- › You must have previously applied for registration with evidence of your experience and this experience has been approved for registration. You must also have received an assessment letter advising of this and stating that you can apply for an LC.
- › You will need to be employed or about to be employed and have a nominated supervisor who has appropriate registration and a current practising licence.

■ 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 LC and this should be entered on the form if done previous to applying for your LC. However if not yet done you can do so after the LC is issued but within the following three months. If safety training is not completed within three months your Limited Certificate will be cancelled.

Please note that a straightforward Competence Programme is **NOT** sufficient for the safety training specified for an LC because it does not cover Safe Working Practices (SWP). If an augmented competence programme includes a SWP unit, for example a Site Safe Electrical Passport, then this will be acceptable. Check with your training provider that the course you are doing covers all four elements as advised in your assessment letter.

■ COMPLETION OF REGISTRATION REQUIREMENTS

If an LC is issued to you it will be issued for one year and within that period you are expected to do the appropriate training, exams, and practical assessments as stated in your assessment letter. If you do not make any attempt to complete these requirements a second LC is unlikely to be issued. In some cases where extra New Zealand experience is required an extended LC for 18 months or 2 years may be issued to enable you to complete the necessary experience.

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 working in and the fact you have a 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 www.ewrb.govt.nz/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/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 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 | Electrician |
| Electrical Installer | Electrical Service Technician | Cable Joiner |
| Substation Maintainer | Transmission Line Mechanic | Traction Line Mechanic |
| | | Distribution Line Mechanic |

INFORMATION SUPPORTING THIS APPLICATION

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.

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		/	/

FULFILLING THE REQUIREMENTS FOR REGISTRATION

- I will make every attempt to fulfil the requirements for registration advised to me in my assessment letter, within the duration of this Limited Certificate.
- I understand that the renewal of a Limited Certificate depends on my commitment to completing the necessary training, exams and practical assessments.
- I agree to work within the limits as specified in Regulation 93 of the Electrical (Safety) Regulations 2010.

DECLARATION

I certify that the information
I have provided is true and correct.

Signature

Date / /

DETAILS OF 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 supervision guidelines issued by the EWRB (see further below).

Signature of Supervisor

Registration No.

Date / /

LIMITED CERTIFICATE

Most Limited Certificates are issued with limitations, which include one or more of the following:

- limited to carrying out certain prescribed electrical work;
- working on approved premises;
- working for an approved employer;
- not being able to supervise non-registered persons;
- not being able to test and certify wiring installation work unless such testing and certification is done under supervision of a registered electrical inspector, or a registered electrician who is entitled to test and certify wiring installation work.
- being supervised by a supervisor of electrical work.

INFORMATION ABOUT SUPERVISORS AND EMPLOYERS

A supervisor of electrical work must be a registered person:

- whose registration allows them to carry out prescribed electrical work they are supervising;
- who is competent to carry out the prescribed electrical work they are supervising;
- who holds a current practising licence.

See www.ewrb.govt.nz for further details.

CHECKLIST

Have you:

Fully filled in this application form?

Completed payment information (overleaf)

Safety Training has been completed or enrolled in?

Your supervisor has read the information regarding his obligations, **filled in his or her name** and signed the declaration?

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 limited certificate is \$91.

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** as the applicant require a receipt

Please scan and submit this form via the Board's website
www.ewr.govt.nz/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.