Eligibility Application for overseas tradespeople with a “Category A” Recommendation for Registration

READ THIS FIRST

- **You must have your “Category A” Recommendation for Registration** from The Skills Organisation in the relevant trade(s) before making this application.

- Ensure you have read the *Guide for overseas tradespeople* so you understand the pathways to registration and the costs and requirements for each level. Go to [https://www.pgdb.co.nz/trade/help-for-overseas-tradespeople/](https://www.pgdb.co.nz/trade/help-for-overseas-tradespeople/)

Your application

- **Processing your application**
  We’ll process your application within 10 working days of receiving it and inform you of the outcome.

  **If your application has been returned to you**
  One (or more) of the things required is missing and we can’t process the application – we’ll tell you what you’ve missed.

  Use the checklist and ensure you have completed all requirements **before** sending the application. Not providing all requirements delays processing your application.

- **If your application has been accepted**
  We’ll post you a letter confirming you have been approved and can now enrol for either the Board’s written examination(s) (if you’ve chosen Tradesman level) or the Advanced Proficiency Assessment (if you’ve chosen Certifying level).
  
  We will also include a Provisional Licence application. A Provisional Licence enables you to undertake sanitary plumbing/gasfitting/drainlaying work under the supervision of a Certifier for a maximum of 12 months while you complete your Tradesman exam/APA for Certifying level.
Do you have overseas qualifications? Category A is for you.

Here’s a quick guide to your registration pathway. For full information, read the Intro Guide.

Get a "Category A" Recommendation for Registration from The Skills Organisation.

Then you can send us an Eligibility Application where you choose which level (and requirements) you will work towards based on your skills and experience and the costs involved.

Either:

TRADESMAN

Tradesman possess the fundamental competencies required to work in their trade (the knowledge, experience and practical ability to install, test, commission, fault-find, and maintain p/g/d systems). They must work at all times under the supervision of a Certifier.

- You’ll have up to 12 months to pass the Tradesman theory exam(s), and can work under a Provisional Licence during that time ($90 per trade)
- Cost is $350 per exam
- Can potentially sit exam in home country

Apply for Tradesman registration and first licence (ca. $750)

Note: Once registered at Tradesman level, the requirements to move up to Certifying level are:
1) to have held a licence at Tradesman level in the relevant trade for an aggregate period of not less than 24 months and
2) passed the relevant written Certifying examination(s).

CERTIFYING

Certifiers possess the advanced competencies required to design, manage the installation of, and test and certify their own work, as well as be responsible for the work of those they supervise.

- You’ll have up to 12 months to pass the Advanced Proficiency Assessment (APA), and can work under a Provisional Licence during that time ($90 per trade)
- Maximum cost is $4490 per trade
- APA’s can only be undertaken in NZ

Apply for Certifying registration and first licence (ca. $750)
Eligibility application for overseas tradespeople
(pre-registration) 1 April 2019-31 March 2020

Complete fields in CAPITAL LETTERS, fields marked * are required

**APPLICANT’S DETAILS**

**Authorisation number** * (if you’ve held one with us before): [ ] [ ] [ ]

**Family name/surname**: ________________________________

**First and middle name(s) ***: ________________________________

**Date of birth**: _______ / _______ / _______ (dd/mm/yyyy)

**Postal address (where all correspondence will be directed) *:**

**Unit and/or house number**: ________

**Street name**: __________________________

**Suburb**: ____________________________________________

**City/town**: ____________________________

**Postcode**: ____________________________

**State**: ____________________________

**Country**: ____________________________

**Mobile number**: +_[-country code]_-[-carrier code]_-[-phone number]

**Home phone**: +_[-country code]_-[-area code]_-[-phone number]

**Work phone**: +_[-country code]_-[-area code]_-[-phone number]

**Email**: ________________________________@______________________________
FIT AND PROPER PERSON INFORMATION

Fit and proper person information is a legal requirement under the Plumbers, Gasfitters, and Drainlayers Act 2006. For more information, see the Board’s Fit and proper person policy: https://www.pgdb.co.nz/legislation-policies/policies.html

1* Answer the following questions by circling the appropriate option:

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<thead>
<tr>
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<tbody>
<tr>
<td>a) Are you currently facing any criminal charges in New Zealand or overseas?</td>
<td>Yes</td>
</tr>
<tr>
<td>b) Do you have any disciplinary convictions for plumbing, gasfitting, or drainlaying in New Zealand or overseas?</td>
<td>Yes</td>
</tr>
<tr>
<td>c) Are you currently facing any disciplinary charges for plumbing, gasfitting or drainlaying in New Zealand or overseas?</td>
<td>Yes</td>
</tr>
<tr>
<td>d) Has your plumbing, gasfitting or drainlaying authorisation (licence and/or registration) in New Zealand or overseas been cancelled, suspended, revoked or restricted in any way?</td>
<td>Yes</td>
</tr>
<tr>
<td>e) Do you have a physical or mental condition that may effect your ability to safely do plumbing, gasfitting or drainlaying?</td>
<td>Yes</td>
</tr>
<tr>
<td>f) Have you done plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to?</td>
<td>Yes</td>
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2* If you have answered “yes” to any of the above questions, ensure you attach the following documentation to your application:

   i. A full written explanation of the relevant matter, and
   ii. any relevant documentary information e.g. decisions, charges, letters, health certificates.

3* Attach to this application either:

☐ **certified copy** of evidence that you have been granted New Zealand residence, (and if older than 12 months **must** be accompanied by a current NZ criminal record from the Ministry of Justice https://www.justice.govt.nz/criminal-records/get-your-own/)

  OR

☐ **original Police Certificates** (no older than 6 months) from your country of citizenship (unless you can provide satisfactory evidence that you have never lived there), and from any country you have lived in for 12 months of more (whether in one visit or intermittently) in the last 10 years. Find out how to get the required Police Certificate here: https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/police-certificates
PHOTO ID

4* Attach a passport photo (no older than 12 months) to this application form:

By submitting this passport photo you certify that this photo is a true likeness of yourself:

Signature*: ________________________________

Date*: ________________________________

RECOMMENDATION FOR REGISTRATION

5* Attach a certified copy of your “Category A” Recommendation for Registration from The Skills Organisation.

REGISTRATION CLASS(ES)

6* Tick the trade(s) and class(es) of registration in New Zealand you want to apply for based on the “Category A” attached to this application:

<table>
<thead>
<tr>
<th>TRADESMAN</th>
<th>OR</th>
<th>CERTIFYING</th>
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<tbody>
<tr>
<td>□ Tradesman Plumber</td>
<td>□ Certifying Plumber</td>
<td></td>
</tr>
<tr>
<td>□ Tradesman Gasfitter</td>
<td>□ Certifying Gasfitter</td>
<td></td>
</tr>
<tr>
<td>□ Tradesman Drainlayer</td>
<td>□ Certifying Drainlayer</td>
<td></td>
</tr>
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If you’ve ticked Tradesman, jump ahead to page 5.
*If you’re applying for Certifying class, you must provide the following with this application:

- □ evidence that you have a **minimum of six years** working full time in the plumbing and/or gasfitting trade.

- □ and/or evidence that you have a **minimum of four years** working full time in the drainlaying trade.

**What counts for evidence you have to provide of working full-time in the relevant trade?**

- **Employed?**
  
  You can use a letter(s) from current/past employer(s) or supervisor(s) which:
  
  - o List details of the **exact types** of sanitary plumbing/gasfitting/drainlaying work that you carried out, and
  
  - o Specify your exact dates of employment (dd/mm/yyyy to dd/mm/yyyy).

  + **NB** Any letters must be on letterhead, dated and signed by the author.

- **Self-employed?**
  
  You can use letters from regular clients, or inspectors, which:
  
  - o List details of the **exact types** of sanitary plumbing/gasfitting/drainlaying work that you carried out, and
  
  - o Specify your exact dates of work (dd/mm/yyyy to dd/mm/yyyy).

  + **NB** Any letters must be on letterhead, dated and signed by the author.

  + **NB** When supplying letters from regular clients, provide at least three different clients.

Remember, your total evidence must show 4 years full-time for drainlaying, and/or 6 years full-time for plumbing/gasfitting.

*If you are unable to provide the evidence specified please contact our Trade Advisor, Sam Wood, on 0064 4 495 2617 between NZ Monday-Friday, 8am-5pm.*
CONFIRMATION OF ACCURACY

By signing this application, you verify that all information given is true and correct.

Signature*: ________________________________ Date*: ______________

Privacy Act 1993: The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of assessing your eligibility for registration as a person with overseas qualifications. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006 and the Privacy Act 1993. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.

CHECKLIST

Check you have answered all fields marked “*”, and the questions on this form that relate to you. We can only process your application if you complete the form accurately. If you miss out any requirements your application will be returned to you.

☐ Page 1 – Completed the Applicant’s Details section?
☐ Page 2 - Answered questions A-F and if you answered ‘yes’ attached relevant documentation?
☐ Page 2 - Attached your original and current Police Certificates etc. or a certified copy of your NZ residence and NZ MOJ Criminal Record?
☐ Page 3 - Attached a current passport photo, signed and dated the required fields?
☐ Page 3 - Attached a certified copy of your “Category A” Recommendation for Registration?
☐ Page 3 - Ticked the trade(s) and class(es) of registration you want to apply for?
☐ Page 4 – CERTIFYING ONLY have you attached the required evidence?
☐ This page - Have you signed and dated the Confirmation of Accuracy?

Send your complete application to us
We recommend you use a courier so you can track delivery.

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<thead>
<tr>
<th>Post to:</th>
<th>or</th>
<th>Courier to:</th>
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<tr>
<td>PGDB</td>
<td></td>
<td>PGDB</td>
</tr>
<tr>
<td>PO Box 10655</td>
<td>Level 8, Solnet House</td>
<td></td>
</tr>
<tr>
<td>The Terrace</td>
<td>70 The Terrace</td>
<td></td>
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<tr>
<td>Wellington 6143</td>
<td>Wellington Central 6011</td>
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