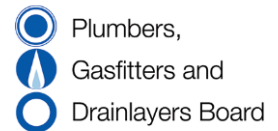


# CERTIFYING PRE-REGISTRATION ELIGIBILITY APPLICATION



Please fill in this form if you have completed the [Recommendation for Registration \(RFR\) Category A](#) overseas qualified assessment through [The Skills Organisation](#) (Skills).

What you need to know:

- This application is free
- This application will take 10 working days to process. We will contact you by email if any more information is required.
- If your application is approved, you will be eligible to apply for a provisional licence. The provisional licence allows you to legally work in New Zealand while you prepare and complete the Advanced Proficiency Assessment.

Please email this completed form to [registration@pgdb.co.nz](mailto:registration@pgdb.co.nz)

PERSONAL DETAILS:			
<b>Surname:</b>		<b>First Name(s):</b>	
<b>Date of birth (dd/mm/yyyy):</b>		<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose: <input type="checkbox"/>
<b>Have you held a licence with the Board before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>PGDB number (if applicable):</b>	
<b>Mobile:</b>		<b>Phone:</b>	
<b>Postal address:</b>	Street number and name:		
	Suburb:		
	City/Town:	Post code:	
	State:	Country:	
<b>Email:</b>			

<b>Ethnicity:</b>	New Zealand European	<input type="checkbox"/>	Niuean	<input type="checkbox"/>
	Māori	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
	Samoan	<input type="checkbox"/>	Indian	<input type="checkbox"/>
	Cook Island Māori	<input type="checkbox"/>	Other .....	<input type="checkbox"/>
	Tongan	<input type="checkbox"/>		
		<input type="checkbox"/>		

**FITNESS TO PRACTICE:**

If you answer “yes” to any of the following questions, please attach the following documentation to your application:

- a full written explanation of the relevant matter
- any relevant documents e.g. decisions, charges, letters, health certificates.

<p>1. Are you currently subject to any of the following in New Zealand or overseas:</p> <ul style="list-style-type: none"> <li>• a police investigation; and/or</li> <li>• a criminal charge being laid by the police; and/or</li> <li>• a guilty finding in a criminal proceeding including convictable driving offences?</li> </ul> <p>Disclosure is required even if the criminal proceedings resulted in discharge without conviction or a similar finding (for NZ applicants, please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record) Information about the Criminal Records Act 2004 can be found at <a href="https://www.justice.govt.nz/criminal-records/clean-slate">https://www.justice.govt.nz/criminal-records/clean-slate</a>.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>2. Have you been subject to a formal inquiry or investigation into your performance or conduct, undertaken by an employer, or complaints, licensing, or professional body in New Zealand or overseas?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>3. Have you had an adverse finding in any disciplinary action by an employer, or complaints, licensing, or professional body in New Zealand or overseas?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>4. Have you had any restrictions placed on your practice of plumbing, gasfitting or drainlaying by an employer, or complaints, licensing, or professional body?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>5. 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?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>6. Do you have a physical or mental condition that may affect your ability to safely carry out plumbing, gasfitting or drainlaying?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>7. Have you carried out any plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## REQUIRED DOCUMENTATION:

Please attach the documentation outlined in Option 1 or Option 2 with your application:

### OPTION 1:

A 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/>)

and

Authorisation for the Board to verify your New Zealand residency using the Visa Verification Service <https://www.immigration.govt.nz/about-us/our-onlinesystems/visa-verification-service/using>

### OPTION 2:

Original or Certified copy of Police Certificates dated within the last 6 months from any countries you have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years. Find out how to get the required Police Certificate [here](#).

## REQUIRED EVIDENCE:

With this application you must provide specific evidence of work you have done which demonstrates you have the skills, experience, and ability of the competencies required for Certifying level in the relevant trade.

Your evidence should be accurate and as specific as possible, and the letters must:

- confirm with specific details of the types of work you completed
- provide exact dates and details of the work completed
- confirm who your supervisor was
- relate to the trade in which you are applying; and
- letters should be signed, dated and on letter head.

Other examples of evidence you can provide are:

- Letters from Council inspectors that have inspected and approved your work (use letter template as a guide).
- Compliance documentation for work you have done such as Council inspection sheets or gas safety certificates.
- Photographs of work you have done with evidence confirming you completed the work in the trade.
- photos. Photos should be supported with a letter from an employer, supervisor, or customer.

## IN THE RELEVANT TRADE(S), YOU MUST PROVIDE EVIDENCE OF:

Plumbing	You must provide evidence of working full time for a minimum of 6 years
Gasfitting	You must provide evidence of working full time for a minimum of 6 years
Drainlaying	You must provide evidence of working full time for a minimum of 4 years

**REGISTRATION TYPE:**

Select which trades you are applying for certifying registration in. You can select multiple trades. You will need to supply evidence you meet the registration criteria for each trade you select:

<input type="checkbox"/>	Certifying Plumber
<input type="checkbox"/>	Certifying Gasfitter
<input type="checkbox"/>	Certifying Drainlayer

**CONFIRMATION OF ACCURACY:**

By signing this application, you:

- a) verify that all information given is true and correct
- b) understand that you will be able to work under a Provisional Licence for up to 12 months to give you time to pass the APA and apply for registration, and that you may need to submit the APA application for processing before a Provisional Licence will be issued.
- c) Understand that you can only work under the supervision of a Certifier while you hold a Provisional Licence
- d) understand the licensing year runs from 1 April to 31 March each year, and you must be licensed before 1 April to continue working in the trades each year
- e) understand that you will need to apply to sit the Advanced Proficiency Assessment, the cost being \$4,490 for one trade/\$8,290 for two trades/\$12,090 for three trades. The APA will take place of over 3 consecutive 8 hour days at an approved training facility, most likely Wintec in Hamilton
- f) understand that once you have passed the Advanced Proficiency Assessment you can then apply for registration as a Certifier, and this includes supplying current Police Certificates dated within the last 6 months.

**Applicants  
signature:**

**Date:**