Plumbers, Gasfitters and Drainlayers Board

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# Trainee authorisation information guide

Plumbing, gasfitting and drainlaying are restricted trades in New Zealand. You must hold an active limited certificate authorisation to do any restricted work while completing your apprenticeship.

The Plumbers, Gasfitters and Drainlayers Board (Board) issue these authorisations to trainee plumbers, gasfitters and drainlayers each year.

## How to apply for a trainee authorisation

To be eligible to hold a trainee authorisation you must be currently enrolled with a training provider to complete the New Zealand Certificate at Level 4.

The training provider will provide the Board with your information and pay for the authorisation once you sign up to complete an apprenticeship.

### How can I manage my trainee authorisation?

Sign in to your trade login to:

- view your current authorisation status
- view or download your virtual authorisation card
- download your exam eligibility report when booking registration examinations
- access New Zealand standards
- nominate/change your supervisor.

### How to access the trade login

Your trade log-in access will be created once the training provider has provided the Board with confirmation of your enrolment. When logging in for the first time, you will need your PGDB authorisation number and your email address.

If you do not know your authorisation number, please contact the licensing team on 0800 743262 or at licensing@pgdb.co.nz.

### How long does my trainee authorisation last?

All limited certificate trainee authorisations expire each year on 31 March. You need to renew your authorisation in your trade log-in before the end of March each year.

### My training provider has paid for my authorisation, do I need to do anything?

You are required to complete the following steps in your trade log-in:

- update your contact details

- tell us who your supervisor is
- Your supervisor must be a certifier and agree to being your supervisor before your authorisation will go active.

## When can I sit my examination?

You can sit your examination at any stage of your apprenticeship. When you are ready to sit your exam, you will need to register with Aspeq.

## What do I do once I have completed my apprenticeship?

You need to apply for registration when you finish your apprenticeship.