

Self-certification endorsement: What you need to know before applying

Thinking about applying for a self-certification endorsement? Start by checking that you meet the requirements below.

Who can apply

You can apply for a self-certification endorsement if you hold the relevant certifying registration and have a current practising licence in that trade.

- A certifying plumber may apply for a plumbing self-certification endorsement.
- A certifying drainlayer may apply for a drainlaying self-certification endorsement.
- A practitioner who is both a certifying plumber and a certifying drainlayer may apply for both endorsements.

If you do not hold the relevant certifying registration and current practising licence, you are not eligible to apply.

Minimum requirements

Before the endorsement can be granted, you must meet all the following requirements.

Requirement	What this means
Registration	You must hold the relevant certifying registration.
Practising licence	You must hold a current certifying practising licence in the relevant trade.
Insurance	You must confirm that you have appropriate insurance for the work you intend to self-certify.
Training	You must complete the Board-approved self-certification training.
Assessment	You must complete the assessment as part of the training and achieve the required pass mark of at least 80%.
Payment	You must pay the relevant endorsement fee and audit levy before the endorsement can be granted.

Training and assessment

Board-approved training includes an assessment that you must complete as part of the application process. To pass, you must correctly answer at least 80% of the assessment questions.

You have up to three attempts to achieve a pass. If you do not pass after three attempts, a seven-day stand-down period will apply before you can attempt the assessment again.

Fees

The following fees and levy apply to a **three-year** self-certification endorsement.

When this applies	Fee or levy	Amount
When applying for your first endorsement	Endorsement (application)	\$1,440.00
When applying for your first endorsement	Audit Levy	\$820.00
Total to pay when applying for your first endorsement		\$2,260.00
When renewing an endorsement	Endorsement (renewal)	\$1,120.00

The endorsement fee and audit levy must be paid before the endorsement is granted. If you are granted one endorsement and later apply for another during the same three-year endorsement period, you will not be charged the endorsement fee or audit levy again for the second endorsement. The second endorsement will expire at the same time as your first endorsement.

Before you apply

Before starting your application, check that your registration, practising licence and contact details are up to date.

How to apply

Applications are made through the [Trade Login](#). The endorsement options shown to you will depend on the registration class and practising licence you currently hold.

If an endorsement option is not available in your Trade Login, check that you hold the relevant certifying registration and current practising licence. If your details appear to be correct and you still cannot access the application, please contact the Board by emailing self-cert@pgdb.co.nz.

For more information, please see the Board's [self-certification endorsement policy](#).