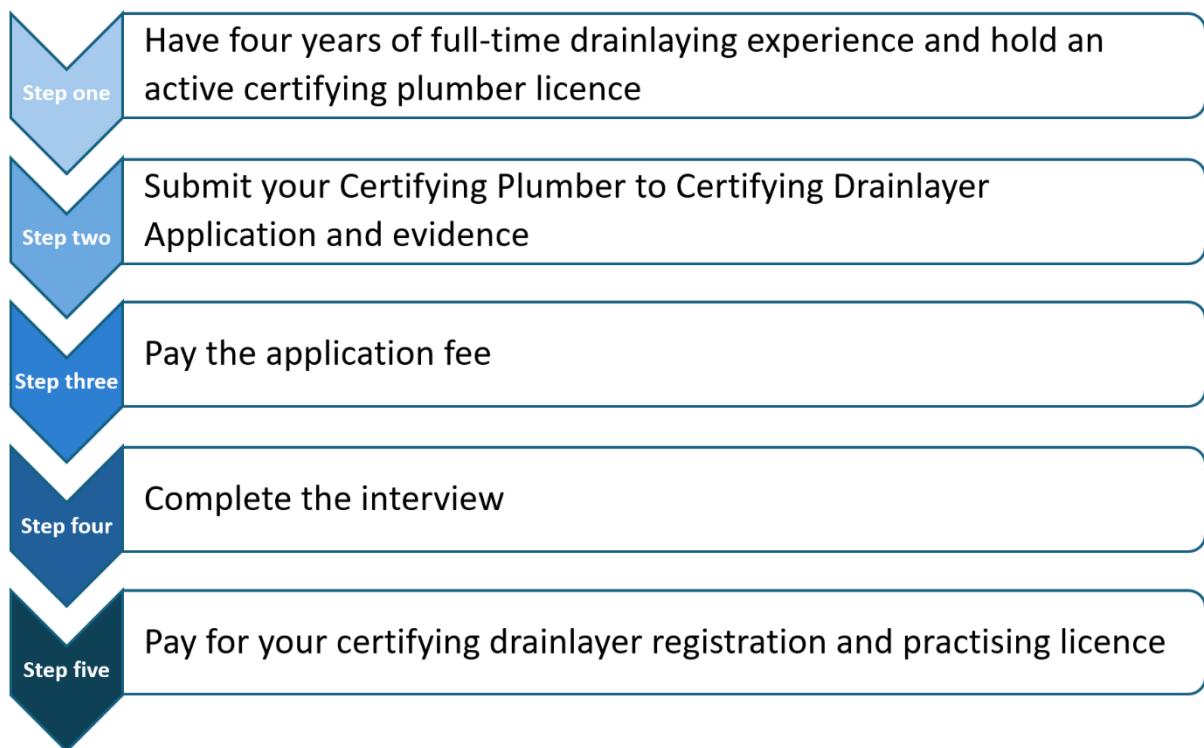


Certifying plumber to Certifying Drainlayer Information Guide

You may be eligible for certifying drainlayer registration if you are currently licensed as a certifying plumber and have four years of full-time drainlayer experience.

This information guide outlines the steps that you need to take and what to expect from the application process.

The below flowchart shows the steps to register as a certifying drainlayer.



Get your experience assessed

Email the completed [Certifying plumber to Certifying Drainlayer Application Form](#) and the evidence listed on the form to RFR@pgdb.co.nz.

As part of this application, you need to show that you have the required practical experience and knowledge of a certifying drainlayer.

The evidence guide on the application form will outline what types of evidence you need to submit with your application.

Submit your application

Once you have submitted your application and the required evidence:

- we will send you a link to pay for the application
- once we have received payment, our assessor will review your application and evidence.

We can only review your application if payment is received, the application form has been filled out correctly, and all evidence is submitted.

Complete the interview

As part of reviewing your application, our assessor will need to complete an interview to discuss:

- the competencies required for certifying drainlayer registration.
- supervision, registration, licensing, and regulatory requirements
- any questions that the assessor may have about your experience or application.

To prepare for the interview, we recommend reviewing the below content:

- [Supervision guidance](#)
- [Responsibilities of a supervisor](#)
- [Responsibilities of a supervisee](#)
- [Understanding registration and licence classes](#)
- [New Zealand building regulatory systems \(free online modules\)](#)

Our assessor will contact you to organise a time for the interview. The interview can be completed through phone call or Microsoft Teams.

Application outcomes

Once our assessor has reviewed your application and completed the interview, we will email you a letter with the outcome.

The possible outcomes of your application are:

- **Application approved** – you are eligible for certifying drainlayer registration.
- **Application declined** – you will need to re-apply in the future once you can demonstrate the required experience and knowledge for certifying drainlayer registration.

Register as a certifying drainlayer

If your application is approved, we will send you a link to pay for your certifying drainlayer registration and practising licence.

Once we have received payment, your registration and practising licence will be approved within five working days.

Fees

The Certifying Plumber to Certifying Drainlayer application fee is based on a full-cost recovery basis. This means that the fee charged is the cost for the Board to deliver the service.

If your application takes longer to review or is incomplete upon submitting, an additional fee may be charged before you receive an outcome.

It is important that you correctly fill out the application form and submit all the required evidence to avoid any additional fees.

The total fee to get registered is outlined below:

Type of fee:	Fee amount:
Certifying Plumber to Certifying Drainlayer application and assessment	\$1,080.00
Certifying drainlayer registration and practising licence	\$450.00
Total:	\$1,530.00

More information about the fees can be found on our [website](#).