

IMPORTANT INFORMATION FOR EXAMINATION CANDIDATES (Keep the information on this page)

When you make an application to sit a Board examination it's important that you read and consider this information first.

- Please note that incomplete application forms may be returned to the applicant, as information on these forms are used for statistical purposes after examinations.
- **9195/9196/9198 candidates** – no extra documentation is required with your application form. Note you may complete your enrolment process online through your PGDB login.
- Candidates applying for special assessment conditions must also complete the appropriate application form for these conditions and submit both not later than 15 April 2019.



- Candidates **must** immediately notify the Board in writing to exams@pgdb.co.nz of any change of address between the time of application and 10 August 2019, when examination results are released. Failure to do so may result in important examination information and/or documentation not reaching you.
- Examination dates and venues, past examination question papers, answer schedules and examination guidance (scope) documents are available from the Board's website www.pgdb.co.nz under the 'Examinations' section.
- Guidance information regarding candidate eligibility for the plumbing, gasfitting and/or drainlaying examinations is available under the Examinations section of the website, in the Examination information booklet.
- If you have difficulty filling in this form please contact the Board on 0800 743 262.



- Your completed entry form must be posted to the Plumbers, Gasfitters and Drainlayers Board, PO Box 10655, The Terrace, Wellington 6143, by **Tuesday 30 April 2019**.

Note: faxed or emailed examination application forms **will not be accepted**.

- The closing date for enrolments to be posted to the Board is strictly 30 April 2019. Application forms must be post-marked no later than **30 April 2019** or hand delivered at the Board's office no later than **5pm on Tuesday 30 April 2019**. Online enrolment for certifying examinations will close at 5pm on 10 May 2019.

**A response to your posted application will be emailed to you on 17 May 2019.
Online enrolments are automatically confirmed.**

NOTE: Your admission slip (to be posted by 24 May 2019) must be taken into each examination along with your **photo identification (e.g. driver's licence)**



APPLICATION FORM – CERTIFYING EXAMINATIONS

Please complete this application form if you wish to sit a Plumbers, Gasfitters and Drainlayers Board Certifying Examination in June 2019. Your completed form must be **posted** to the Board, **PO Box 10655, The Terrace, Wellington 6143** by **30 April 2019**.

PART 1 – Applicant's details – for all applicants to complete

First name _____	Authorisation number _____
Last name _____	<i>(also known as your registration, licence, or exemption number)</i>
Postal address (for exam correspondence): _____ _____	Name and address of employer (if any): _____ _____
Suburb _____	Suburb _____
City _____	City _____
Postcode _____	Phone number _____
Mobile number* _____	
<i>*We will send examination information by SMS to this number</i>	
Email address for formal confirmation of enrolment to be sent to on 17 May: (Please use BLOCK letters): _____	

If you change your address, before 10 August (when results are sent out), you must notify of the change in writing to exams@pgdb.co.nz – Examination processes are managed independently, so changing your details through your online trade login does not suffice. If you update your details over the phone, you must advise that your exam address details also need updating.

Privacy Act 1993: the Plumbers, Gasfitters, and Drainlayers Act 2006 requires the Board to maintain a register of plumbers, gasfitters and drainlayers. Your public address, preferred contact number, and email address (if any) are visible on the online public register if you are registered and hold a current licence, or hold a current provisional licence. Your private address, phone number, mobile number and date of birth are not on the online public register. This information may be used by the Board in accordance with the purposes of the register, to facilitate the administrative, disciplinary, and other functions of the Board, any investigator and the Registrar.

PART 2 | Examination paper(s) – for all applicants to complete

- Please indicate below which examination(s) you are applying to sit in June 2019:

Examination code	Subject name	Date	Tick	Fee \$350 <u>each</u> exam (GST inclusive)
9195	Certifying Plumber	8 June 9:30am		
9196	Certifying Gasfitter	15 June 2pm		
9198	Certifying Drainlayer	15 June 9:30am		
TOTAL				

NB: All examination results will be sent by courier to the address provided above.

PART 3 | Examination venue – for all applicants to complete

- Please indicate below the venue where you will sit your examination:

Examination centre	Tick
Auckland – Manukau Institute of Technology, Otara Road North Campus	
Hamilton – Waikato Institute of Technology, City Campus	
Wellington – Weltec, Petone Campus	
Christchurch – Ara Institute of Canterbury, Madras Street Campus	
Dunedin - Otago Polytechnic	

PART 4 | Payment details – for all applicants to complete

<input type="checkbox"/> Cheque Please make cheque payable to: Plumbers, Gasfitters and Drainlayers Board	Please debit <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Cardholder name _____ Cardholder phone number _____ Card number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Cardholder signature _____
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PART 5 | Confirmation of accuracy – for all applicants to complete

- I have read the Examination Information Booklet and agree to abide by the rules and conditions for the examinations.

I, *(insert full name)* _____ solemnly and sincerely declare that the information contained in this application is true and correct.

Signature of applicant: _____ Date: _____

Note: The information requested in this form is being collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of assessing your application and may also be used for the purposes of monitoring and administering your registration or practising licence. According to section 121 of the Plumbers, Gasfitters, and Drainlayers Act 2006, every person commits an offence and is liable to summary conviction to a fine not exceeding \$10,000 who, for the purpose of obtaining any registration, licence, renewal of a licence, or certificate under this Act, either on the person's own behalf or on behalf of any other person, either orally or in writing, makes any declaration or representation that, to the person's knowledge, is false or misleading in any material particular way; or is not genuine.