Plumbers, Gasfitters and Drainlayers Board

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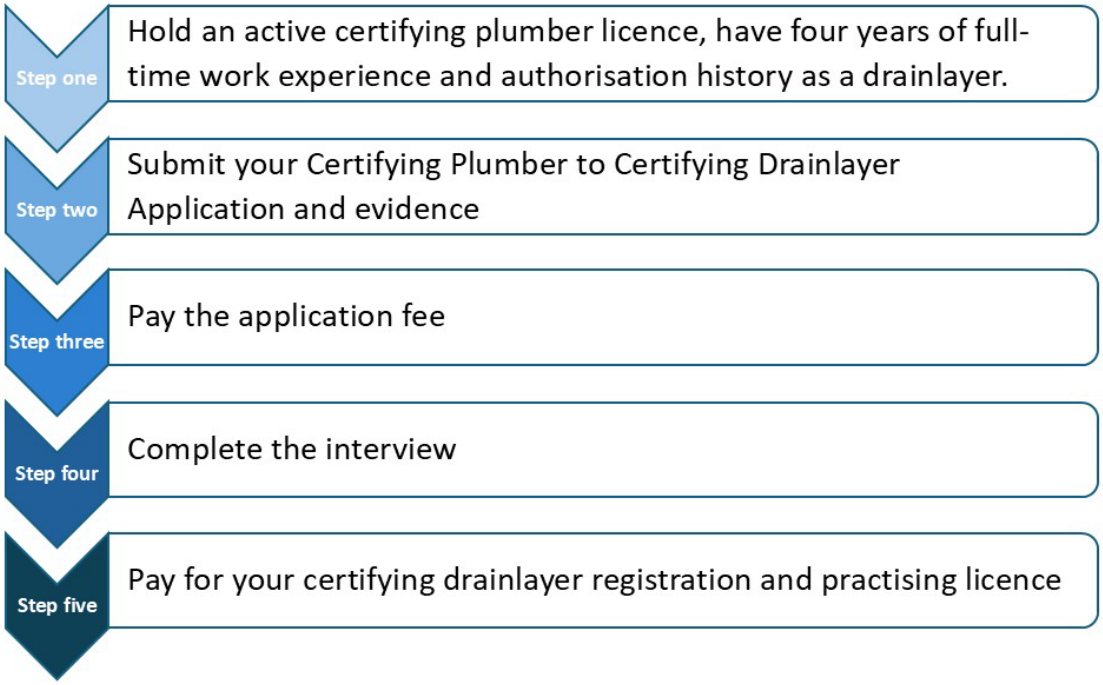
Certifying plumber to Certifying Drainlayer Information Guide

You may be eligible for the certifying plumber to certifying drainlayer pathway if you:

- are currently licensed as a certifying plumber
- have four years' of drainlayer authorisation history with the Board
- have four years of full-time drainlayer work 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
- four years of drainlayer authorisation history with the Board.
- four years of full-time drainlayer work experience

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

Please be aware that as part of our consideration of your application, we may seek personal information about you from another party such as a referee or former employer. You have the right to access and correct any personal information the Board holds about you, including any information obtained from another party.

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:

- your knowledge and work experience across 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 full-time work experience, authorisation history, 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 for this pathway 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 (or $454.50 including the optional physical licence card)
Total:	**$1,530.00**

More information about the fees can be found on our website.