Plumbers, Gasfitters and Drainlayers Board

Level 4, 45 Johnston Street
P O Box 10655, Wellington 6140
Tel 0800 743 262, 04 494 2970
www.pgdb.co.nz

Overseas qualification application Information Guide

Submitting an Overseas Qualification application is the first step towards registering with the Plumbers, Gasfitters, and Drainlayers Board (Board) in New Zealand.

The purpose of this application is to:

- assess your overseas qualifications, trade knowledge, and work experience
- meet the pre-registration eligibility criteria

As part of this application, you will also need to complete an interview with one of the Board's assessors.

Get your qualifications and work experience assessed

For your application to be successful, you need to provide evidence to show that you:

- have a formal overseas qualification that is equivalent to the New Zealand Certificate in plumbing, gasfitting, or drainlaying (level 4)
- can demonstrate sufficient experience and knowledge of the competencies in your trade
- have sufficient full-time work experience that is relevant to the trade that you are applying for.

The list of evidence and competencies you need to demonstrate in your application are listed in the evidence checklist at the bottom of the application form.

What is a formal qualification?

A formal qualification is:

- issued by a recognised training provider (for example, a trade school or accredited institution)
- completed as part of a structured and formal training programme.

If your certificate or qualification does not meet these criteria, you may not be eligible for the overseas qualification application.

If you are not sure if you hold a formal qualification, please email: rfr@pgdb.co.nz.

Meet the pre-registration eligibility criteria

If your application is successful, you will be granted pre-registration eligibility. This means that you have met the Board's fit and proper person requirements and will determine the level of registration that you can proceed with.

Choose your level of registration

There are two levels of registration:

- Plumber, gasfitter, drainlayer registration
- Certifying plumber, gasfitter, drainlayer registration.

The below table outlines the difference between each level of registration and how much full-time work experience you need.

What can you do?	Certifying registration	Registration
Install and test work	✓	✓
Be a supervisor	✓	✗
Verify work for official purposes	✓	✗
Commission gasfitting (gasfitter only)	✓	✓
Issue gas certificates (gasfitter only)	✓	✗
How much full-time work experience do you need?	**Plumber:** six years **Gasfitter:** six years **Drainlayer:** four years	**Plumber:** four years **Gasfitter:** four years **Drainlayer:** two years

Meet the Board's fit and proper person requirements

The Board must ensure that anyone applying for registration or a practising licence is a fit and proper person. This helps protect public health and safety, especially since work is often carried out in private homes.

As part of this application, you will need to provide information about your practising history, criminal history, and submit a certified police certificate for any country that you have lived in over the past 10 years.

Submit your application

Once we have received your application:

- we will send you a link to pay for your application
- our assessor will start reviewing your application and evidence
- our assessor will contact you to organise a time to complete the interview.

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

Pay for your application

The Overseas Qualifications 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. The fee to get your overseas qualification assessed is NZ$1,080.00 per trade.

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.

Complete the interview

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

- your understanding of the competencies in your trade
- New Zealand supervision, registration, and licensing requirements
- any questions that the assessor may have about your experience or qualification.

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)
- Electricity Act 1992, section 74 (gasfitting only)
- Gasfitting installation (gasfitting only)
- Gasfitting certification (gasfitting only)
- Gas (Safety and Measurement) Regulations 2010 (gasfitting only)

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 your application has been assessed, we will email you a formal outcome letter.

Application is approved

If your application is approved, you will receive a Recommendation for Registration, Overseas Qualification approval letter. This means that you will be eligible to proceed with the next steps towards registering with the Board.

The next steps are outlined in the Overseas Qualification Pathway Information Guide.

Application is declined

Your application will be declined if:

- your overseas qualification is not equivalent to the New Zealand Certificate (level 4)
- you have not provided sufficient evidence to show that you have the minimum years of full-time work experience or knowledge in your trade.

If your application is declined, your options for registering in New Zealand are:

- complete a formal overseas qualification that is equivalent to the New Zealand qualification and have sufficient full-time work experience in your trade, or
- enrol with a training provider in New Zealand, to complete the New Zealand certificate (level 4).