Plumbers, Gasfitters and Drainlayers Board

Self Certification

Self-certification endorsement training: What you need to know

Applying for a self-certification endorsement? You must complete the Board-approved training before your endorsement can be granted.

Why is the training required?

It is designed to help you understand how self-certification works, what your responsibilities are, and the limits that apply when you certify eligible work yourself.

Self-certification does not lower Building Code standards or reduce your accountability. If you certify work, you must be able to support your certification decision with clear records and evidence.

What the training covers

The training is made up of three modules.

Module	What it covers
Module 1: The basics and practitioner responsibilities	What self-certification is, who can do it, what work can and cannot be self-certified, and your responsibilities for supervision, records, insurance, audits, complaints, liability, and disputes.
Module 2: Using remote inspection tools and capturing compliant evidence	How to capture clear, traceable evidence that supports your decision to certify the work, including photos, testing evidence, measurements, approved plans, and records of work before it is concealed, buried, or covered up.
Module 3: The self-certification pathway and consent process	How self-certification fits within the building consent process, what the building consent must show, minor variations, and when you should use the standard inspection process instead.

How you complete the training

Training is part of your online self-certification endorsement application via your Trade Login. When you reach the training step, you will be prompted to select ‘Complete here’. This will take you to the training platform.

Before you enter the training, you must confirm that you will complete the training yourself. Having someone else complete the training on your behalf would disqualify you from obtaining the endorsement and may also be relevant to your fitness to practise.

Identity verification

Before starting the training, you will need to complete an identity check. The training platform only accepts a New Zealand passport or a New Zealand driver licence for this check. Other forms of ID, including overseas passports or driver licences, cannot be used.

You will need to upload an image of your ID and take a selfie so your identity can be checked against the ID you provide. Identity documents are expected to be uploaded as images. PDF uploads are not supported.

You may be asked to verify your identity again if you change devices or return to the training after the verification period has ended. Your training progress will be saved, so you do not need to start again if you leave and return later.

Passing the training

To complete the training, you must complete all required modules and pass the assessment for each module. The required pass mark is 80%.

You have up to three attempts within 24 hours. If you are still unsuccessful after three attempts, a seven-day stand-down period will apply before you can try again.

If a stand-down period applies, the training platform will show that you need to wait seven days before re-attempting the training. When the stand-down period has ended, you will be able to try again.

After you complete the training

Once you have completed and passed the training, your completion status will usually update automatically against your endorsement application. You can then continue your application once the other endorsement requirements have also been met.

You only need to complete the mandatory self-certification training once. If you apply for another self-certification endorsement in the future, you will not need to repeat this training, though the Board may set further training for self-certification in the future.

If something does not look right

If your training completion does not update, or you cannot complete the identity check, contact the Board by emailing self-cert@pgdb.co.nz Please include your name, licence number, and a brief explanation of the issue you are experiencing.

For more information, please see the Board's self-certification endorsement policy.