

Understanding registration and licence classes

This guide will help you understand the difference between registration and licensing and provide you with information about the level of supervision that is required.

What is registration?

Registration on its own is not authorisation for a person to carry out restricted sanitary plumbing, gasfitting or drainlaying work.

Registration represents a significant milestone in a person's career as it establishes that they have proven knowledge, understanding and competence.

Registration happens only once, when a person qualifies to register in the relevant class for the relevant trade (plumbing, gasfitting, drainlaying):

The registration classes are:

- journeyman
- tradesman
- certifying.

What is a licence?

A licence is an authorisation to carry out restricted work.

The term practising licence is used to describe the annual licence issued to registered tradespeople only (i.e journeyman, tradesman, certifying).

The term authorisation is used to describe:

- limited certificates (apprentices)
- exemption under supervision holders
- gasfitting authorisations.

These authorisation holders are unregistered tradespeople.

All licenses and authorisations expire on 31 March each year (excluding gasfitting authorisations).

Journeyman, tradesman, and certifying licenses

People who hold a journeyman, tradesman or certifying licence are registered and have achieved the minimum standards to become registered in their trade.

Journeyman and tradesman licence holders must have an active certifying licence holder (in the relevant trade) listed as their supervisor; however, they do not require direct presence supervision. A supervisor may nominate another certifier or tradesman to supervise the work of the journeyman or tradesman; however, they still remain responsible for the work carried out.

To re-licence each year, journeyman, tradesman and certifying licence holders are required to complete continuous professional development (CPD) each year.

Limited certificate trainee authorisations

People who hold an active limited certificate authorisation are trainees who are currently enrolled to complete the New Zealand Certificate at Level 4 with Te Pūkenga or ICE.

Limited certificate holders must have an active certifying licence holder listed as their supervisor and require direct supervision (within eye and earshot) for the first 12 months of holding the authorisation.

Any work carried out by a trainee must be appropriately supervised by the certifier listed as their supervisor. The supervisor is ultimately responsible for any restricted work carried out by the trainee. A supervisor may nominate another certifier or tradesman to supervise the work of the trainee; however, they remain responsible for the work carried out.

Exemption under supervision authorisations

People who hold an exemption under supervision are people who do not have the relevant qualifications to become registered. These people may have started training years ago, but never completed the training or gained a qualification.

Exemption holders must have an active certifying licence holder (in the relevant trade) always listed as their supervisor and require direct supervision (within earshot) for the first 24 months of holding the authorisation.

Any work carried out by an exemption holder must be appropriately supervised by the certifier listed as their supervisor. The supervisor is ultimately responsible for any restricted work carried out by the exemption holder. A supervisor may nominate another certifier or tradesman to supervise the work of the exemption holder; however, they remain responsible for the work carried out.

Who needs to be supervised?

All people carrying out restricted work other than certifiers must work under supervision.

That includes:

- tradesmen
- journeymen
- provisional licence holders
- limited certificate trainees (trainee)
- people working under exemptions (exempt person).

For more information about supervision, please visit our [supervision page](#) on our website.