



# Electrical Workers and Contractors Licensing Board NORTHERN TERRITORY

## Form 1 Guideline

### On Completion of Apprentice Training in the NT

These guidelines are provided to assist applicants who have completed apprentice training and need to apply for an electrical worker licence. Processing of a completed application along with all required supporting documents takes approximately **one month**.

#### Requirements:

Following successful completion of your apprentice training, you will need to apply for an electrical worker licence to authorize you to work in your chosen electrical field.

Along with Form 1, you will need to provide the following documents. Incomplete applications will not be processed.

- A copy of your Notice of Completion of Training (issued by Australian Apprenticeship Centre NT)
- A copy of your final academic record (issued by your RTO)
- Evidence of at least 12 months practical experience in the trade work of an **Electrical Mechanic** (Statutory Declaration SD01 available from the Board's website)

#### AND/OR

Evidence of 12 months practical experience in the trade work of an **Electrical Fitter** during the apprenticeship, such as a Statutory Declaration from your employer (Form SD02),

#### AND/OR

Reference letters (detailing work undertaken and dates of employment)

- A copy of your final profile report (in colour). Refer to Publication 09 – "Electronic Profiling for Apprentices" on the Board's website, for further information.
- Current photographic identification (copy of current driver's licence or passport)
- The prescribed fee

#### Endorsements:

A licence may be issued to a qualified person endorsed in the following trade classification/s:

- Electrical Mechanic
- Electrical Fitter
- Electrical Linesman
- Electrical Cable Jointer

**Note:** Other trades should use Form 1b, Application for Restricted Electrical Licence (R Grade).

**Colour Identification Test:**

Section 21(1)(d) of the Act provides that an application for an Electrical Workers Licence or Permit be accompanied by a statement of the results obtained in a colour identification test. A section of the Licence Application Form provides for you to state whether you have undertaken such a test and provide the results. If you cannot give the results of a test, you will be required to undertake a colour identification test. The form on the Application Form may be used, or the results may be supplied on the practitioner's letterhead.

**Fees:**

The application fee is prescribed and **is not refundable**.

**Apprentices from Other States:**

If you completed your training in any other state or territory, you cannot apply for a licence in the Northern Territory without first obtaining a licence in the state where the trade certificate was issued. Once the interstate licence has been obtained, use Form 8 – Application under Mutual Recognition to apply for a Northern Territory licence.

**Expired licences:**

If your licence renewal is not lodged on or before the expiry date, you are unlicensed. Please use Form 1a to re-apply for your licence. Any work performed whilst a licence is expired is unlicensed work and can result in disciplinary action by the Licensing Board.

**Renewal Reminders:**

Although as a courtesy, renewal reminders are sent prior to expiry, it is your responsibility to ensure your address details are correct and that a renewal form is lodged before your licence expires.

**General Information:**

An Electrical Workers Licence is valid for five years from the date of issue, unless suspended or cancelled.

An Electrical Workers Licence does not entitle you to contract for electrical work. A separate Contractor licence is required. A person who has held an Electrical Workers Licence Grade A, endorsed as an Electrical Mechanic for a minimum of 2 years, can be the holder of, or the nominee for, an Electrical Contractors licence. Please see Forms 4 and 5 for Contractors Licence applications.

**Privacy Information:**

The Electrical Workers and Contractors Licensing Board collects the information on this form, or otherwise provided by you, to process your application for a licence. Failure to provide the information in full or in part may result in your application for a licence being refused.

Some of the personal information provided by you will be made publicly available, including through the Internet, as part of a Public Register.

Any personal information provided can be accessed by you on request. If you have any queries please contact the Registrar Board on 08 8936 4079.