

## How to change or add new nominees to your contractor licence

### The proposed nominee must:

- Provide licence alteration fee as listed on the application page
- and**
- hold a current Northern Territory 'A' Grade Electrical Mechanics Licence or 'A' Grade Fitter/Mechanic Licence;
  - demonstrate that he/she has been the holder of such a licence or equivalent for at least 24 months;
  - demonstrate experience in the trade to this effect\*;

**and**

- successfully undertake an approved contractors examination,  
**or**
- have been a technical nominee on a contractor licence within the last 3 years,  
**or**
- lodge other acceptable evidence to gain exemption from the exam.

*\*This can be in the form of a Statutory Declaration from your supervisor stating works carried out, or a minimum of 6 Certificates of Compliance (CoCs) showing various works over a period of 2 years. This maybe for work undertaken in any jurisdiction in which you are licenced. Electrical trainers and teachers who provide training that includes the Wiring Rules and not just Electrical Principles, for the same duration will be accepted.*

### Contractor exams:

Information regarding training that incorporates the approved examination is available through Board approved training providers.

The training consists of two parts covering business and technical aspects.

In the case of a partnership or company one person may complete the business part and the proposed nominee/s (electrician/s) complete the technical part. The technical part of the program also applies when application is made for additional nominees on an existing licence. A training program that incorporates the above modules and approved examination is available through Board-approved training providers whose contact details appear over the page.

All expenses associated with doing the training program or sitting the exam is the responsibility of the applicant.

Applicants who can show proof of recently having passed an equivalent exam in another state or territory may apply to the Board for exemptions from completing the program.

For further information, please contact the Board's office.

### Board approved Registered Training Providers:

**Charles Darwin University**  
Electrotechnology Faculty  
DARWIN  
Ph: (08) 8946 7505  
ALICE SPRINGS  
Ph: (08) 89595208

**Skill Build**  
16/41 Sadgroves Crescent  
WINNELLIE NT 0820  
Email: [training@SkillBuild.edu.au](mailto:training@SkillBuild.edu.au)  
Web: [www.skillbuildtraining.com.au](http://www.skillbuildtraining.com.au)  
Ph: 1800059170

## **Administration of the contractor course and/or exam:**

1. The Contractor Course and/or Exam are administered by Registered Training Organisations (RTO's) approved by the Board on a fee for service basis.
2. The Board is not responsible for any associated costs and will only act on results lodged with an application for a licence.
3. Those wanting to do the course or sit the exam must make all arrangements with the RTO – the Board does not run any exams itself. RTO's deliver the course/exam on a fee-for-service basis.
4. Results will be given to the successful applicant listing the parts of the course that the applicant has satisfied.
5. The applicant is to lodge their results, or a certified copy, with their application for the licence.
6. Results are valid for a period of three years. If a person does not take up a contractor's licence within three years of passing the exam, then they will need to re-sit the exam prior to applying.
7. There is no requirement for a person to gain prior approval from the Board or pay an application fee to the Board, to attend the course or sit the exam.
8. Applicants have a choice to sit the exam or do the course.
9. The applicant need only approach one of the RTO's and arrange to either do the course or sit the exam, which ever suits the applicant.
10. There is no limit to the number of times an applicant can sit the exam without doing the course. (Obviously there will be a fee each time). However, a different set of questions will be used each time.
11. An applicant may gain Recognition of Prior Learning (RPL) from an RTO for the business part of the exam but not the technical part.
12. To seek exemption the applicant must apply to the Board in writing stating the reasons for requesting exemption. Evidence produced (e.g. certificates etc) must be originals or certified copies otherwise they will not be considered. All claims are to be accompanied by supporting evidence.

## **Examples of exemptions the Board will consider:**

- existing holders of a current Northern Territory Electrical Contractors Licence;
- applicants who have satisfied the exam requirement in the NT during the three years immediately prior to lodging the application;
- applicants from another State or Territory who have completed a similar, acceptable program in their state in the previous three years. (This applies to the business part only);
- an applicant who runs, or has run in the last three years, a reasonable sized Electrical Contracting business. This applies to the business part only;
- an applicant, who holds an existing Contractors Licence and wants to change the name or status of the licence, e.g. sole trader to partnership or company etc;
- an applicant who has been a nominee on a current Electrical Contractors Licence in the last three years. This applies to the technical part only;
- An applicant who runs, or has run in the last three years, a reasonable sized contracting business similar to, but other than, an electrical contracting business. This applies to the business part only;
- applications that qualify under mutual recognition of an interstate Contractors Licence.