



Electrical Workers Registration

Licensing and Registration

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Chesser House
91-97 Grenfell Street
Adelaide SA 5000

GPO Box 1719
Adelaide SA 5001

Tel 131 882
Fax 08 8204 9697

www.cbs.sa.gov.au

If you are intending to perform electrical work, you will need to hold a registration that allows you to perform the following: to install, alter, repair or maintain an electrical installation, subject to conditions limiting (in any way) the work that may be carried out under the authority of the registration.

How do I apply?

To apply for an **Electrical Workers Registration**, you can contact Consumer and Business Services (CBS), Plumbers, Gas-Fitting & Electrical Licensing Section, on 131 882, or visit CBS (details above) for our services.

You must hold the appropriate approved **qualifications** (see Educational Qualifications section) prior to applying for this Registration. When applying, you must provide the following items, along with your **signed** application form:

- The correct **application and pre-grant fee**. Please refer to the Fee Schedule.
- Evidence of successful completion of the relevant approved electrical qualifications.

Please note: Only original copies of qualifications and documents, or copies certified by a Justice of the Peace, or a proclaimed member of the Police Force or Commissioner for Taking Affidavits will be accepted.

How do I finalise my application?

Your application will contain all your details. Once you receive the application form, please do the following to finalise it and return the documents to our office:

- Check your **name, address and date of birth** are correct and make any corrections (your name must be your full and legal name - i.e. what is on your birth certificate).
- Check you have **signed and dated** the application form.
- Have your **photo taken** (see the Letter of Introduction with the application form).
- Attach any other documents requested by the Licensing Officer to complete your application.

Fee schedule

Fees and charges effective 1 July 2011. No GST is applicable - our ABN is 15 088 976 178

The following fees are payable for a worker registration. The appropriate fee and pre-grant fee MUST accompany the application.

	Application	Pre-grant*	Total
Workers Registration only	\$173.00	\$215.00	\$388.00

*In the event of the application being refused or withdrawn before being finalised, the pre-grant fee will be refunded. The application fees are generally **non-refundable**.

Only one pre-grant fee applies if you lodge an application for more than one worker's registration at the same time (e.g. **\$215**, natural person).

Application to change condition(s) on a workers registration			\$103.00
Periodic / renewal fees for worker registration only			\$215.00

Continued Overleaf...

Periodic / renewal fees and penalties:

A renewal fee is payable for a worker registration on a three (3) year basis after the registration is granted. A penalty applies for late lodgement.

Default penalty for periodic returns (worker registration only)	\$55.50
Replacement licence / registration certificates fee	\$22.90

Educational qualifications

Commencement of apprenticeship

If you have commenced an electrical apprenticeship please provide, with your application, your *Confirmation of Contract of Training* Letter from the **Traineeship and Apprenticeship Management Branch** (TAM) that specifies the terms of your contract of training. Please also see the **Apprenticeships Fact Sheet**.

Completion of apprenticeship*Systems Electrician:*

If you have completed an electrical systems apprenticeship please provide, with your application, *original* or *certified* copies of the following:

- Your **Certificate of Completion** issued from a registered training organisation showing completion of the following:
Certificate III - Electrotechnology Systems Electrician
- A Statement of Attainment showing satisfactory completion of electrical module **NUE 505A - Electrical Systems Safety** (NB - Not applicable for Refrigeration and Air Conditioning and/or Instrumentation trades).

Refrigeration and Air conditioning:

If you have completed a refrigeration and air conditioning apprenticeship please provide, with your application, *original* or *certified* copies of the following:

- Your **Certificate of Completion** issued from a registered training organisation showing completion of the following:
Certificate III - Electrotechnology Refrigeration and Air Conditioning
- If you wish to work in hazardous areas, you need a Statement of Attainment showing satisfactory completion in **UTE NES 211 - Disconnect & Reconnect explosion-protected electrical equipment connected to fixed wired supply up to 1000 volts a.c or 1,500 volts d.c.**

Instrumentation:

If you have completed an electrical instrumentation apprenticeship please provide, with your application, *original* or *certified* copies of the following:

- Your **Certificate of Completion** issued from a registered training organisation showing completion of the following:
Certificate III - Electrotechnology Instrumentation
- If you wish to work in hazardous areas, you need a Statement of Attainment showing satisfactory completion in **UTE NES 211 - Disconnect & Reconnect explosion-protected electrical equipment connected to fixed wired supply up to 1000 volts a.c or 1,500 volts d.c.**

National Restricted Electrical Licence

If you have commenced or completed the National Restricted Electrical Licensing Scheme (NREL), please provide with your application the required information, which is outlined in the ***National Restricted Electrical Licence Fact Sheet***.

Trade recognised worker

If you have overseas or defence force electrical qualifications please provide with your application the required information, which is outlined in the ***Overseas Workers Fact Sheet***.

Other trained workers

If you have completed other courses/training please provide with your application results and/or certificates for the following:

- **For NREL disconnect/reconnect:** NREL 1 and 2 issued by a recognised registered training organisation, **and**, completed NREL training record and logbook. ***Please see NREL Fact Sheet.***
- **For disconnect/reconnect electric hot water services:** A Statement of Attainment showing satisfactory completion of Restricted Electrical Course for Plumbers issued by a registered training organisation.