

How To Apply Electrical Practitioner's Licence (Provisional Electrician) *Occupational Licensing Act 2005*

An electrical practitioner's licence (provisional electrician) may be granted to a person who:

- has been issued with an Australian Recognised Trades Certificate (ARTC) as a electrician, an electrical mechanic issued by Trades Recognition Australia (TRA) recognising the applicant as an electrician, electrical mechanic or an electrical fitter; or
- has been issued with an Off-Shore Technical Skills Record Certificate (as an electrician) issued by an organisation approved by the Commonwealth; or
- satisfies the Licensing Administrator that he or she has made substantial progress towards qualifying as an electrician and is seeking employment as such to work under the supervision of an electrician. (The applicant will be required to complete the relevant additional training within the 12 month licence term).

The following must accompany the application form:

- Copies of applicable certificate as listed above.
- Evidence of your past electrical experience and qualifications.
- The licence fee as listed on the electrical practitioner's licence application.

Note:

- Provisional licences are typically only issued for a period not exceeding 12 months.
- Please attach photocopies of support documentation, not your originals, as we will retain the copies on file.
- When lodging your application:
 - (a) You need to complete all personal details, answer all questions applicable and have your application signed and witnessed.
 - (b) **Establish evidence of identity** (Please refer to information below).

Evidence of Identity – Applicants who reside in Tasmania

- Will be required to lodge their application together with support documentation (as listed above) and pay the licence fee at any Service Tasmania shop.
- Provide original documentation (one document from Category A and one document from Category B as listed below) to the Service Tasmania Customer Service Operator to verify that you are the person listed on the application by confirming evidence of identity and take your photograph.

<u>Category A</u> (All documents must be original and current)	<u>Category B</u> (All documents must be original and current)
<input type="checkbox"/> Australian Birth Certificate (not an extract)	<input type="checkbox"/> Australian Driver's Licence
<input type="checkbox"/> Australian Passport	<input type="checkbox"/> Firearms Licence
<input type="checkbox"/> Citizenship Certificate	<input type="checkbox"/> Overseas Passport
<input type="checkbox"/> Australian Visa	<input type="checkbox"/> Credit or Bank Account Card
<input type="checkbox"/> Document of Identity (Department of Foreign Affairs and Trade issued travel documents)	<input type="checkbox"/> Centrelink or DVA Card
<input type="checkbox"/> Certificate of Evidence of Resident Status (Department of Immigration and Citizenship)	<input type="checkbox"/> Australian Trade Certificate
<input type="checkbox"/> Certificate of Identity (Department of Immigration and Citizenship)	<input type="checkbox"/> Australian Marriage Certificate
<input type="checkbox"/> Security Licence	

Evidence of Identity – Applicants who reside in Interstate or New Zealand

- Must provide an original passport photo certified by a Justice of the Peace or Commissioner of Declarations (this photo will appear on your licence card). Please refer to listing below.
- Must provide a copy of their driver's licence.
- Mail your renewal application together with licence fee payment (cheque/credit card details) and certified passport photo to Workplace Standards Tasmania, PO Box 56, Rosny Park, Tas 7018.
- You will initially receive confirmation that your licence has been renewed and within 15 – 20 business days from receipt of your application at Workplace Standards Tasmania, your photo ID card will be forwarded to you.

HOW TO LOCATE JUSTICE OF THE PEACE AND COMMISSIONER OF DECLARATIONS

Justice of the Peace

Contact details for Justices can be obtained by telephoning the Legal Aid Advice Line on 1300 366 611.

A Commissioner for Declarations

Is authorised under the *Oaths Act 2001* to witness signatures and to take statutory declarations from individuals. A Commissioner may not witness an oath, affidavit, affirmation, or complaint, nor issue a summons or warrant.

Ex Officio Commissioner for Declarations

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary Surgeon

Employment Groups

<ul style="list-style-type: none"> • Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public 	<ul style="list-style-type: none"> • Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the <i>Consular Fees Act 1985</i>)
<ul style="list-style-type: none"> • Bailiff 	<ul style="list-style-type: none"> • Bank officer with 5 or more continuous years of service
<ul style="list-style-type: none"> • Building society officer with 5 or more years of continuous service 	<ul style="list-style-type: none"> • Chief executive officer of a Commonwealth court
<ul style="list-style-type: none"> • Civil marriage celebrant 	<ul style="list-style-type: none"> • Clerk of a court
<ul style="list-style-type: none"> • Commissioner for Affidavits 	<ul style="list-style-type: none"> • Credit union officer with 5 or more years of continuous service
<ul style="list-style-type: none"> • Fellow of the National Tax Accountants' Association 	<ul style="list-style-type: none"> • Finance company officer with 5 or more years of continuous service
<ul style="list-style-type: none"> • Holder of a statutory office 	<ul style="list-style-type: none"> • Judge of a court
<ul style="list-style-type: none"> • Magistrate 	<ul style="list-style-type: none"> • Master of a court
<ul style="list-style-type: none"> • Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants 	<ul style="list-style-type: none"> • Member of the Institute of Corporate Managers, Secretaries and Administrators
<ul style="list-style-type: none"> • Member of the Institution of Engineers, Australia, other than at the grade of student 	<ul style="list-style-type: none"> • Minister of religion registered under Division 1 of Part IV of the <i>Marriage Act 1961</i>
<ul style="list-style-type: none"> • Notary public 	<ul style="list-style-type: none"> • Members of the Association of Taxation and Management Accountants
<ul style="list-style-type: none"> • Member of the Australian Defence Force who is: <ol style="list-style-type: none"> 1. an officer; or 2. a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or 3. warrant officer within the meaning of that Act 	<ul style="list-style-type: none"> • Member of: <ol style="list-style-type: none"> 1. the Parliament of the Commonwealth; or 2. the Parliament of a State; or 3. a Territory legislature; or 4. a local government authority of a State or Territory
<ul style="list-style-type: none"> • Permanent employee of: <ol style="list-style-type: none"> 1. the Commonwealth or of a Commonwealth authority; or 2. a State or Territory in Australia; or 3. a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part • Permanent employee of the Australian Postal Corporation with 5 or more years of service who is employed in an office supplying postal services to the public. • Person before whom a statutory declaration may made under the law of the State or Territory in which the declaration is made. • Police officer. • Registrar, or Deputy Registrar, of court. • Senior Executive Service officer of the Commonwealth, or State or Territory of Australia. • Sheriff / Sheriff's officer. • Teacher employed on a full-time basis at a school or tertiary education institution. 	