



Department of
Building and Housing
Te Tari Kaupapa Whare

Licensed Building Practitioner Roofing application form



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Roofing application form

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The assessment process

Roofing application form

This is your Roofing licensing class application form. To apply you need to:

- 1 fill out the green form (Generic application form)
- 2 fill out this form.

Area of practice

As a roofer, you may work in one particular 'strand', or 'area of practice' of roofing, for example, metal tile.

The Roofing licensing class has seven areas of practice. The minimum requirement for assessment as a licensed Roofer is **one** area of practice. However, you may choose to be assessed in more than one area of practice.

Note: Once you are licensed, your licensing ID card will identify you as licensed in 'Roofing'.

There are four parts to your Roofing licensing class application.

Section 1: Work history (pages 2 and 3)

Section 2: Job records (pages 4 to 16)

This is made up of three sections.

a Job records

Give information about 2 (or more) recent jobs you have worked on.

b Referee contact details

A minimum of three referees is required.

c Photographs

Provide at least 2 photographs for each job.

These must to be numbered and verified by your referees on the back.

Section 3: Job records questionnaire (pages 17 to 20)

You only need to fill in this section if you do not have a National Certificate in Roofing in the area/s of practice you are applying to be assessed in.

Section 4: Supporting evidence (pages 21 and 22)

All applicants must complete this section of the form.

It includes any relevant:

- qualifications
- membership of industry organisations
- recent learning activities.

You must keep a copy of this application form to work through with your assessor.

Roofing application form

PERSONAL DETAILS

Given names

Surname

Date of birth

Day

Month

Year

Daytime phone number

Email

AREA/S OF PRACTICE

Please indicate which area/s of practice of roofing you wish to be assessed in.

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Important: If you are applying for two or more areas of practice you must pay an extra \$55. Your assessment portion of the total fee will be \$330.00.



Section 1

Work history

All applicants must complete this section

The work history section asks for a summary of your work experience. It should show the range of work and responsibilities you have undertaken and the area/s of practice of roofing you worked on.

Start with your current or most recent employment and work backwards. You should provide as much information as possible about your range of work and responsibilities. Use the example below to help you.

If there are any gaps in your work history, please write in the dates and put the reasons (eg, travelling overseas, or worked in different type of occupation) in the 'Job title box'.

Example

WORK HISTORY – ROOFING LICENSING CLASS APPLICATION	
Employed from/to 2005 – present	
Job title Product Trainer	
Employer/self-employed M Black and Sons Ltd	
Location Auckland	
Range of work and responsibilities <i>Training rubber membrane applications and Torch on. Responsible for training 20 apprentices every year.</i>	Area/s of practice you worked on: <input type="radio"/> Concrete or clay tile roof <input type="radio"/> Profiled metal roof and/or wall cladding <input type="radio"/> Metal tile roof <input checked="" type="radio"/> Roof membrane <input checked="" type="radio"/> Torch on roof membrane <input type="radio"/> Liquid membrane roof <input type="radio"/> Shingle or slate roof
Employed from/to 1990 – 2005	
Job Title Leading Hand	
Employer/self-employed Roofing Services Ltd	
Location Auckland	
Range of work and responsibilities <i>Was leading hand and fully responsible for my own work and the work of 7 unqualified tradesmen and 3 apprentices</i>	Area/s of practice you worked on: <input type="radio"/> Concrete or clay tile roof <input type="radio"/> Profiled metal roof and/or wall cladding <input type="radio"/> Metal tile roof <input checked="" type="radio"/> Roof membrane <input checked="" type="radio"/> Torch on roof membrane <input type="radio"/> Liquid membrane roof <input type="radio"/> Shingle or slate roof

WORK HISTORY – ROOFING LICENSING CLASS APPLICATION

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area/s of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area/s of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area/s of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Section 1

Work history (continued)



WORK HISTORY – ROOFING LICENSING CLASS APPLICATION

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area/s of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area/s of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area/s of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Section 2

Job records – Job 1

All applicants must complete this section.

You need to fill in **two** job records for each area of practice you are applying to be assessed in. For example, if you are applying for roof membrane only, then you need two job records. If you are applying for roof membrane and metal tile roofing, then you will need four job records.

At least one job from each area of practice should have been completed within the last two to three years and all should have been completed within the last five years. If you have not worked on jobs within the last five years, you should provide information on your most recent jobs.

Roofing jobs selected should, where possible, cover a range of new and reroofing work for residential, commercial and industrial properties and buildings.

Job name and physical address: Write down the name of the particular building (eg, Pennzal House) or a name that this particular job is known by (eg, Brown’s beach house Peka Point) and enter the site address of where the job was.

Explain how you dealt with the following safety requirements on site: Briefly describe the safe working procedures you put in place for this job.

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and physical address

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Any other (please list)

List the other trades involved with you on this job and how you worked with them.

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Any other (please list)

Were there any consent requirements you had to meet? If so, what were they (eg, organising pre-inspections or dealing with the council)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, any others?

Section 2

Job records (continued) – Job 1

Photographs

You must provide **at least two photographs** for each job record.

The photographs must:

- clearly show the critical components of the Roofing work
- be **numbered and verified** on the back by your referees.

Remember: when your assessor rings your referee, they may ask about any of these points.

Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation

Any others (please list here):

Problems you had to deal with and what you did about them (eg, late delivery of supplies, bad weather, problems with access to site)

Please attach two photos of this job.
 Photo 1: Please describe the critical component of Roofing this photograph illustrates.

Photo 2: Please describe the critical component of Roofing this photograph illustrates.



Section 2

Referee contact details – Job 1

The referee forms ask you for the name, role and contact details for your referees.

A minimum of three referees are required to verify you did the work on your chosen jobs. There is one referee form attached to each job record and one additional referee form.

At least one referee must be a client/employer, who may be the building owner or the person or company you worked for. The other referees must include two of the following: site supervisor, subcontractor, consulting engineer or manufacturer's representative.

The people you nominate must know you and the work you did on the relevant job. Each referee may have knowledge of only some aspects of your work on these jobs, but together they must be able to confirm your work on all the jobs you described in your job records.

Ask each of the referees to sign and date the declaration on the form and verify your photographs.

Note: Your referees should not be members of your own family. However, it is accepted that with family business situations this may be unavoidable.

Section 2

Job records – Job 2



This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and physical address

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Any other (please list)

List the other trades involved with you on this job and how you worked with them.

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Any other (please list)

Were there any consent requirements you had to meet? If so, what were they (eg, organising pre-inspections or dealing with the council)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, any others?

Section 2

Job records (continued) – Job 2



Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation

Any others (please list):

Problems you had to deal with and what you did about them (eg, late delivery of supplies, bad weather, problems with access to site)

Please attach two photos of this job.
 Photo 1: Please describe the critical component of Roofing this photograph illustrates.

Photo 2: Please describe the critical component of Roofing this photograph illustrates.



Section 2

Referee contact details – Job 2



Section 2

Third referee contact details – Job 1 or Job 2

Do I need this referee?

If you want to be assessed in **one area of practice**, then **yes you do**.

The third referee can relate to either of your two job records.

If you have ticked more than one area of practice to be assessed in, then carry on with the next job record.
You will need to have one referee per job.

The minimum requirement for assessment as a licensed roofer is one area of practice.

Section 2

Second area of practice – Job 3

Only fill out the next two job records if you are applying to be assessed in a second area of practice. You are also required to pay an extra \$55.

The minimum requirement for assessment as a licensed Roofer is one area of practice.

Three or more areas of practice?

If you are applying to be assessed in three or more areas of practice, you will need to complete **extra** job records including referees and photos.

For each additional area of practice you need:

- 2 job records
- 2 referees (one per job)
- 4 photos (two per job).

You can:

- find an 'Additional area of practice' form on our website at www.dbh.govt.nz/LBP, or
- photocopy Jobs 3 and 4 in this application (including referee pages), or
- call the helpdesk on 0800 60 60 50 and ask for a form to be sent to you.

NOTE: ONLY FILL IN JOBS 3 AND 4 IF YOU ARE APPLYING TO BE ASSESSED IN A SECOND AREA OF PRACTICE

SECOND AREA OF PRACTICE – JOB 3

PAGE 1 OF 2

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and physical address

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Any other (please list)

List the other trades involved with you on this job and how you worked with them.

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Any other (please list)

Were there any consent requirements you had to meet? If so, what were they (eg, organising pre-inspections or dealing with the council)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, any others?

Section 2

Second area of practice (continued) – Job 3



Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation

Any others (please list here):

Problems you had to deal with and what you did about them (eg, late delivery of supplies, bad weather, problems with access to site)

Please attach two photos of this job.
 Photo 1: Please describe the critical component of Roofing this photograph illustrates.

Photo 2: Please describe the critical component of Roofing this photograph illustrates.



Section 2

Referee contact details – Job 3



Section 2

Second area of practice – Job 4



NOTE: ONLY FILL IN JOBS 3 AND 4 OF YOU ARE APPLYING TO BE ASSESSED IN A SECOND AREA OF PRACTICE

SECOND AREA OF PRACTICE – JOB 4

PAGE 1 OF 2

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and/or wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and physical address

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Any other (please list)

List the other trades involved with you on this job and how you worked with them.

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Any other (please list)

Were there any consent requirements you had to meet? If so, what were they (eg, organising pre-inspections or dealing with the council)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, any others?

Section 2

Second area of practice (continued) – Job 4



Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation

Any others (please list here):

Problems you had to deal with and what you did about them (eg, late delivery of supplies, bad weather, problems with access to site)

Please attach two photos of this job.

Photo 1: Please describe the critical component of Roofing this photograph illustrates.

Photo 2: Please describe the critical component of Roofing this photograph illustrates.



Section 2

Referee contact details – Job 4



THE REFEREE CONTACT DETAILS ONLY NEED TO BE COMPLETED IF YOU ARE APPLYING TO BE ASSESSED IN A SECOND AREA OF PRACTICE

REFEREE CONTACT DETAILS – JOB 4

Name of applicant

Name of referee

Please provide details of one referee for this job who can verify that you undertook the work as described in the job record. The assessor may contact the referee to discuss this.

MUST BE THE SITE SUPERVISOR, SUBCONTRACTOR, CONSULTING ENGINEER, OR MANUFACTURERS' REPRESENTATIVE.

I,, acting as a verifier for the above licensed building practitioner applicant, hereby declare that the information I will provide is true and accurate.

Referee's signature Date

Project name/location

Working relationship to applicant

Telephone: Day Mobile Night

Email

Postal address

Best time to contact

Note Your referee **must** verify the 2 photographs for this job.

Section 3

Job records questionnaire

Before you move on!

Do you have a National Certificate in Roofing in one of the following areas of practice and can supply a certified copy of it?

- Yes No Concrete or clay tile roof
- Yes No Profiled metal roof and/or wall cladding
- Yes No Metal tile roof
- Yes No Roof membrane
- Yes No Torch on roof membrane
- Yes No Liquid membrane roof
- Yes No Shingle or slate roof

If you answered **yes to all** areas of practice (strands) you are applying to be assessed in, then please go to page 21 – Section 4: Supporting evidence. You do not have to complete the job records questionnaire.

If you answered **no to any** areas of practice you are applying to be assessed in, then please complete the job records questionnaire relating to that area of practice.

All answers must refer to one or more of the jobs you have provided as evidence in the previous section. You may refer to either of your jobs for each question.

JOB RECORDS QUESTIONNAIRE

FOR CONCRETE OR CLAY TILE ROOF WORK

(you only need to answer these questions if at least one of your jobs relates to this work and you do not have a qualification in this area of practice)

1. What did you do to prepare the roof prior to installation of concrete or clay tiles?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

2. What did you do to install the concrete or clay tiles?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

3. What did you do to complete and finish the concrete or clay tile roof and sign off as a completed contract?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

FOR PROFILED METAL ROOF AND/OR WALL CLADDING

(you only need to answer these questions if at least one of your jobs relates to this work and you do not have a qualification in this area of practice)

1. What did you do to prepare the roof prior to installation of profiled metal roofing and/or wall cladding?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

2. What did you do to install the profiled metal roofing and/or wall cladding?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

3. What did you do to complete and finish the profiled metal roofing and/or wall cladding and sign off as a completed contract?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

Section 3

Job records questionnaire (continued)



JOB RECORDS QUESTIONNAIRE

FOR METAL TILE ROOF WORK

(you only need to answer these questions if at least one of your jobs relates to this work and you do not have a qualification in this area of practice)

1. What did you do to prepare the roof prior to installation of metal tiles?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

2. What did you do to install the metal tiles on the roof?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

3. What did you do to complete and finish the metal tiles on the roof and sign off as a completed contract?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

FOR ROOF MEMBRANE WORK

(you only need to answer these questions if at least one of your jobs relates to this work and you do not have a qualification in this area of practice)

1. What did you do to ensure the substrate was ready for preparation prior to installing the roof membrane?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

2. What did you do to prepare to install the roof membrane?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

3. What did you do to install the roof membrane?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

4. What did you do to complete finishing off the roof membrane and sign off as a completed contract?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

Section 3

Job records questionnaire (continued)



JOB RECORDS QUESTIONNAIRE

FOR TORCH ON ROOF MEMBRANE WORK

(you only need to answer these questions if at least one of your jobs relates to this work and you do not have a qualification in this area of practice)

1. What did you do to confirm the structure was prepared for installation to begin?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

2. What did you do to prepare to install the torch on membrane?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

3. What did you do to install the torch on membrane to the roof?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

4. What did you do to complete and finish the laying of the torch on membrane to ensure a water tight solution and sign off as a completed contract?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

FOR LIQUID MEMBRANE ROOF WORK

(you only need to answer these questions if at least one of your jobs relates to this work and you do not have a qualification in this area of practice)

1. What did you do to prepare the roof prior to application of the liquid membrane?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

2. What did you do to apply the liquid membrane on to the roof?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

3. What did you do to complete and finish the application of the membrane and sign off as a completed contract?

- JOB 1** **JOB 2**
 JOB 3 **JOB 4**
 JOB __

Section 3

Job records questionnaire (continued)



JOB RECORDS QUESTIONNAIRE

FOR SHINGLE OR SLATE ROOF WORK

(you only need to answer these questions if at least one of your jobs relates to this work and you do not have a qualification in this area of practice)

<p>1. What types of shingles or slates did you use on this job? Please explain why you used this type?</p> <p><input type="radio"/> JOB 1 <input type="radio"/> JOB 2 <input type="radio"/> JOB 3 <input type="radio"/> JOB 4 <input type="radio"/> JOB __</p>	
<p>2. What did you do prior to preparation and installation of shingles or slates on to the roof?</p> <p><input type="radio"/> JOB 1 <input type="radio"/> JOB 2 <input type="radio"/> JOB 3 <input type="radio"/> JOB 4 <input type="radio"/> JOB __</p>	
<p>3. What did you do to fix shingle or slates on to the roof?</p> <p><input type="radio"/> JOB 1 <input type="radio"/> JOB 2 <input type="radio"/> JOB 3 <input type="radio"/> JOB 4 <input type="radio"/> JOB __</p>	
<p>4. What did you do to complete and finish the roof installation and sign off as a completed contract?</p> <p><input type="radio"/> JOB 1 <input type="radio"/> JOB 2 <input type="radio"/> JOB 3 <input type="radio"/> JOB 4 <input type="radio"/> JOB __</p>	

Section 4

Supporting evidence

All applicants must complete this section

4.1 New Zealand qualifications

The relevant qualification for this licensing class is the National Certificate in Roofing (Installer) with strands in concrete roof tiling; profiled metal roof and/or wall cladding; metal roof tiling; membrane roofing; torch on membrane roofing; liquid membrane roofing; and shingle and slate.

There is no time limit for when you gained your qualification.

You must attach a **certified** copy of your qualification with your application. The Department of Building and Housing will only accept certified copies of qualifications.

Please do not send original documents with your application.

Getting your qualification certified

A certified copy is a photocopy of an original document that has been endorsed by an official of the issuing authority (such as the relevant training organisation, polytechnic or university) or a person authorised by law to certify documents. These include Justices of the Peace (JP), lawyers and court officials.

A signature is required on each page of the copy, with the name and title of the official shown legibly below their signature.

You can have your qualification certified at the same time as you have your personal identification for your licensing application certified. Refer to the green application form (Generic application form) for further information about this.

Note: If you have started a National Certificate in Roofing within the last five years, but are still on the way to completing it, please provide a copy of your record of learning from the New Zealand Qualifications Authority or the education provider.

Getting your record of learning (ROL)

Your ROL is held by the New Zealand Qualifications Authority (NZQA) and shows the study you have completed each year. You can use your National Student Number (NSN) to check your current record of learning.

To find out how to get a copy of your ROL, phone the NZQA Call Centre on 04 463 3000.

4.2 Overseas qualifications

If you want to list qualifications earned overseas to support your application, you will first need to have them evaluated by the NZQA. NZQA's Qualification Recognition Service will send you a report telling you whether your international qualification is comparable to a New Zealand qualification. You must attach a certified copy of this report to your application. For more information, visit the NZQA website at www.nzqa.govt.nz and follow the links to the International section, or phone NZQA on (04) 463 3000.

4.1 NEW ZEALAND QUALIFICATIONS (PLEASE ATTACH A CERTIFIED COPY OF THE QUALIFICATION)

IMPORTANT: If you have not completed a National Certificate in Roofing or you cannot provide a copy of it, tick this 'Not applicable' box:

Not applicable

Qualification	Education provider/ITO	Year started	Year completed

Do not send original certificates.
The Department of Building and Housing takes no responsibility for lost or damaged certificates.

4.2 OVERSEAS QUALIFICATIONS (PLEASE ATTACH THE NZQA ASSESSMENT REPORT)

Qualification	Education provider	Country	Year completed	NZQA assessment attached Y/N

Do not send original certificates.
The Department of Building and Housing takes no responsibility for lost or damaged certificates.

Section 4

Supporting evidence (continued)

4.3 Membership of industry organisations

Example: Roofing Association of New Zealand.

4.4 Recent relevant learning activities

List any industry-related activities you have taken part in during the past three years.

Again, you do not have to have done any, but they are good evidence to show you are keeping up with industry developments.

Recent learning activities may include:

- attending seminars, conferences or trade events
- manufacturer or supplier training
- reading an industry publication
- training an apprentice.

Please only list activities you have done in the past three years.

4.3 MEMBERSHIP OF INDUSTRY ORGANISATIONS

You do not have to be a member of an industry organisation to be licensed. However, if you are, please provide your membership details.

IMPORTANT: If you do not belong to any industry organisations, tick this 'Not applicable' box:

Not applicable

Organisation	Membership no.

4.4 RECENT RELEVANT LEARNING ACTIVITIES

List any industry-related learning activities you have taken part in during the past 3 years.

IMPORTANT: If you have not completed any relevant learning activities in the past 3 years, tick this 'Not applicable' box:

Not applicable

Activity	Provider (if applicable)	Date (if applicable)

The assessment process

Once you have completed your application and sent it to the Registrar of the Licensed Building Practitioner Scheme, you will be assigned an assessor who is experienced in the industry and fully trained to assess applications.

The assessor(s) will:

- review your work history, job records, referee contact details, any supporting evidence and your responses to the questionnaires if you do not have evidence of a completed qualification
- contact you to ask about any information in your application that is not clear
- ask some questions about the regulatory environment relevant to your work, based on the information provided in the *Understanding the regulatory environment* booklet in your application pack. There are also some questions you will be asked that relate to restricted building work in the roofing environment.
- contact your referees so they can verify your work on your selected jobs.

Your assessor(s) will be looking at your application for broad evidence of your competence and whether it demonstrates, on the whole, the practical experience, skills and knowledge to meet the licensing class standard.

If you do not provide enough information for the assessor(s) to be able to make a recommendation from their desktop assessment of your application, they may request a face-to-face assessment. If so, you will be contacted to discuss where and when this will take place. An assessor will come to you on site.

There will be a separate fee for this face-to-face assessment, so it is important that you complete your application and licensing class forms carefully before you send them in.

The assessor will then recommend to the Registrar whether you meet the relevant licensing class standard.

What if there is a conflict of interest?

Assessors will be asked to declare whether there is a conflict of interest with any application they are assessing, such as if the person is personally known to them or is in direct business or professional competition.

Similarly, you can ask for another assessor for a face-to-face assessment if you identify a conflict of interest. You will not be able to specify which assessor you want, but you will be given a list of available assessors so you can identify any conflicts.

Please note: Keep a copy of this application form to work through with your assessor.

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