



# Electrical licensing eligibility guide

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# Introduction

The Electrical Safety Act 2002 (the Act) provides for the safety of all people through the licensing of people who perform electrical work. The Electrical Safety Office (ESO), within the Office of Industrial Relations (OIR) is responsible for the administration and management of electrical licences in Queensland.

This guide outlines the eligibility requirements for electrical work licences (occupational) and electrical contractor licences (business) under the Act and the Electrical Safety Regulation 2013 (the Regulation).

It outlines conditions that satisfy the regulator that an applicant meets the general eligibility requirements for an electrical licence and provides general advice on making a licence application. While the guide nominates the most common types of evidence and most recent qualifications submitted by applicants, other evidence or qualifications may be considered when determining the eligibility of an application.

This guide should be read in conjunction with the Act and Regulation. Where any discrepancy arises, the Act and Regulation take precedence. The information provided may be subject to change at any time without notice.

While all care is taken in providing accurate information, the ESO will not be liable for any errors or omissions or for any loss or damage suffered by you or any person which arises (directly or indirectly) from reliance on the information provided or for any resulting breach by you of your duties under the Act.



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# 1 When is an electrical licence required?

## Electrical work licences

Section 55 of the Act requires people who perform or supervise electrical work to hold a current electrical work licence which authorises them to perform the work. Section 55(3) prescribes circumstances when an electrical work licence is not required.

## External licence equivalents

Schedule 1 of the Regulation prescribes external (non-Queensland issued) Australian and New Zealand licences taken to be equivalent to specific Queensland electrical work licences. The holder of one of these licences is taken to hold an electrical work licence and is not required to obtain the equivalent Queensland licence. However, licence holders may apply for the equivalent Queensland licence based on mutual recognition (see section 3).

## Electrical contractor licences

Section 56 of the Act requires a person who conducts a business or undertaking that includes the performance of electrical work to hold a current electrical contractor licence. Sections 56(2) and (3) of the Act prescribe circumstances included and excluded within the scope of a business or undertaking that includes the performance of electrical work.

A person who contracts for the performance of work that includes electrical work does not require an electrical contractor licence if the electrical work is intended to be subcontracted to the holder of an electrical contractor licence (s56(3)(b) of the Act) e.g. a licensed builder who intends to contract out the electrical installation work to a licensed electrical contractor.

There is no external equivalency recognition of electrical contractor licences. Holders of interstate electrical contractor licences must apply for a Queensland electrical contractor licence to operate a business in Queensland. Mutual recognition provisions may apply to licences held by individuals.

## QBCC trade contractor licences

Section 64 of the Regulation allows people operating businesses licensed under the Queensland Building and Construction Commission (QBCC) legislation to carry out minor incidental electrical work without requiring to be licensed twice e.g. a licensed plumber will not require an electrical contractor licence to perform restricted electrical work if they hold the relevant QBCC licence.

If you hold a QBCC trade contractor licence you may not need an ESO electrical contractor licence. You and your workers will still need to hold the relevant restricted electrical work licence to legally perform the work. For more information contact us on 1300 632 993.

## 2 Electrical work licences

The following classes of electrical work licence are issued in Queensland:

- electrical mechanic
- electrical linesperson
- restricted electrical licence
- electrical fitter
- electrical jointer
- electrical work training permit.

Licences are issued for five years, while permits are issued for 12 months.

### General eligibility requirements for an electrical work licence

Section 42 of the Regulation requires all licence applicants to:

- be able to adequately understand, read and write English without an interpreter
- be trained in, and competent to carry out, resuscitation (CPR), and for an electrical linesperson, pole top or transmission tower rescue (PTR).

Rescue and resuscitation training must have been completed within the last 12 months. Copies of rescue and resuscitation certificates are not required to be submitted with an application but may be requested as part of the ESO's regular auditing processes.

Exemptions from rescue and resuscitation requirements are possible, but only on medical grounds. For more information contact 1300 632 993.

### Previous disciplinary history

Section 42 also provides that an applicant's previous performance as a licensed electrical worker may be considered, for example:

- any disciplinary action taken against an applicant relating to electrical work
- any non-performance of an obligation under a law about electrical work and the reasons for the non-performance.

In considering previous electrical work performance, the ESO may consider:

- the extent of the disciplinary action (e.g. reprimand, suspension, cancellation)
- the seriousness of any breach
- how long ago it occurred
- any remedial action taken by the applicant to address non-compliances.

## 3 Eligibility requirements for electrical mechanic, linesperson, fitter, and jointer licences

Section 43 of the Regulation provides more specific requirements for electrical mechanic, linesperson, fitter, or jointer licences. In general, the section provides three identified pathways. Table 1 of this guide lists the most recent qualifications that provide eligibility for these classes of licences. Applicants holding older qualifications should contact 1300 632 993 for further advice.

### Section 43(3)

Section 43(3) requires the applicant to have:

1. completed a relevant apprenticeship in Queensland
2. completed an approved course (qualification)
3. provided a statement (verified by the registered training organisation (RTO) and employer) that they have finished their training and are competent in their trade
4. satisfied the regulator they are competent in the trade work of that trade.

This is the most common pathway after completing an apprenticeship in Queensland.

Items one and two are generally satisfied by the apprentice completing their apprenticeship and obtaining the relevant qualification (e.g. UEE30820 – Certificate III in Electrotechnology Electrician). Applicants do not need to provide copies of their qualification with the application.

Item three is generally satisfied by a completion statement (DESBT form ATF012) issued by the RTO. **The completion statement can only be submitted by the RTO.** The applicant cannot submit the completion statement with their application.

Completion statements are current for three years. Where completion statements exceed these times, an electrical work training permit may be required to enable an RTO to confirm continued competence in the relevant trade work. A licence is not issued until the ESO has been notified by the Department of Employment, Small Business and Training (DESBT) that the apprentice has completed their training.

In most circumstances compliance with items one to three will result in a licence. However, item four allows the regulator to seek further information if not satisfied that the applicant is competent (e.g. where an apprenticeship is completed in an unusually short period of time or where an apprentice may not have been exposed to an adequate range of work).

### Section 43(4)

Section 43(4) requires the applicant to have:

1. completed an equivalent relevant apprenticeship outside Queensland
2. completed an approved course (qualification)
3. provided a statement (verified by their registered training organisation (RTO) and employer) that they have finished their training and are competent in their trade
4. satisfied the regulator they are competent in the trade work of that trade.

This is similar to s43(3) and provides a pathway for applicants who completed their apprenticeship outside Queensland but did not obtain a licence in that State or Territory.

Applicants need to provide evidence of having completed an apprenticeship, e.g. by providing a copy of their qualification that confirms it was obtained in an apprenticeship or they may need to provide additional documents such as a Certificate of Proficiency or Craft Certificate. Applicants may need to explain why they did not apply for a licence in the jurisdiction where they completed their apprenticeship. In some circumstances, applicants may need to complete UEEEL0002 - Apply

currency of safe working practices and compliance verification of electrical installations to verify competence.

## Section 43(5)

Section 43(5) provides an eligibility pathway for a wide range of applicants such as:

- electrical fitters seeking an electrical mechanic licence
- electrical mechanics seeking an electrical linesperson, fitter or jointer licence
- defence force personnel seeking a licence based on their previous training
- people trained overseas who hold an Offshore Technical Skills Record (OTSR)
- holders of licences expired longer than twelve months
- people who completed an apprenticeship in Queensland but did not obtain their qualification
- holders of a tradesperson's certificate.

Depending on the type of application, applicants may need to complete further training before being issued the licence. In these circumstances, applicants will be issued an electrical work training permit and will be advised of the training needed to obtain the licence. Applicants will need to liaise with an RTO to complete the training.

**Note:** This is not the pathway for people seeking a licence based on an existing interstate or New Zealand work licence under mutual recognition. Refer to section 6 of this guide for more information on mutual recognition.

## 4 Restricted electrical work licences

A restricted electrical work licence (a restricted licence) authorises the holder to perform electrical work of a particular type stated on the licence. An applicant must be able to demonstrate an occupational need to carry out restricted electrical work incidental to a trade or calling.

For example, a mechanical fitter may be eligible for a restricted licence to disconnect and reconnect an electric motor in order to realign a conveyor system. Similarly, a plumber may be eligible for a restricted licence to disconnect and reconnect hot water systems.

[Table 2](#) lists qualifications, trades and callings that provide an eligibility pathway for a restricted licence. The table lists the licence outcome for each pathway and the units of competency required. In some cases, a person may be eligible for more than one licence outcome. It should be noted that some licences may have additional restrictions or conditions placed on them, e.g. work may be limited to *medical equipment or automatic doors* or to an employer.

Applicants must provide evidence of completion of the units of competency required for the licence sought. Evidence may be in the form of:

- a completion statement from the RTO, or
- a statement of attainment (results) issued by the RTO.

The units must have been completed within three years of application. Where units of competency are older than three years the applicant may need to complete a skills maintenance assessment. The assessment is free and can be completed online or by submitting a paper-based copy. The ESO will advise applicants if the skills maintenance assessment is required.

Eligible applicants who cannot provide evidence of the required training will be issued an electrical work training permit to allow them to complete the training. On completion of the training applicants can reapply for the licence. Applicants who do not complete the training within twelve months may need to apply for a new permit.

### Applications requiring employer support

Some applicants will need to provide a letter of support from their employer or a statutory declaration for self-employed people. The letter of support must detail the:

- type of equipment to be worked on
- voltage range of the equipment
- type of work to be performed (e.g. disconnect reconnect, fault finding).

[Table 2](#) identifies when employer support is required.

### Applications based on work experience only (no qualification or recognised trade)

In limited circumstances a person who does not hold a recognised qualification or trade may be eligible for a restricted licence on grounds of three years' experience in the area of work for which they are seeking a licence. The previous experience is not experience of 'electrical' work. The applicant needs to demonstrate they have an 'equivalent' level of experience in work that would usually provide a pathway to obtaining a restricted licence. For example, a person who has spent three years repairing electronic equipment in a workshop but has no formal qualifications in the field of electronics might apply for a restricted licence to work on electronic equipment. The work does not need to have been continuous but must be recent enough to be relevant (within the last five years).

Licences issued based on work experience only will generally be more limited than a licence obtained through a qualification or trade and **will not** provide the applicant with a licence to disconnect or reconnect fixed wired electrical equipment, or to repair electrical equipment operating at more than 240V under any endorsement.

To be eligible, applicants need to provide:

- evidence of the previous experience
- demonstrate an occupational need.

The evidence of the three years previous experience must provide:

- a detailed explanation of the type of work performed
- when the work was carried out
- the employer/business the applicant was working for when the work was performed.

The work does not need to have been performed in Australia, but the applicant needs to be able to substantiate the evidence if further information is required. The employer letter of support or statutory declaration must detail the:

- type of equipment to be worked on
- voltage range of the equipment
- type of work (e.g. disconnect reconnect/fault finding).

## Important information for restricted licences based on employer support

Employers of restricted licence holders or self-employed people may also require an electrical contractor licence if performing electrical work for others as part of a business or undertaking.

## Restricted units of competency

- UEECD0007 - Apply work health and safety regulations, codes and practices in the workplace
- UEERL0001 - Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply
- UEERL0002 - Attach cords, cables and plugs to electrical equipment for connection to 1000 Vac or 1500 Vdc.
- UEERL0003 - Conduct in-service safety testing of electrical cord connected equipment and cord assemblies
- UEERL0004 - Disconnect-reconnect electrical equipment connected to low voltage (LV) installation wiring
- UEERL0005 - Locate and rectify faults in low voltage (LV) electrical equipment using set procedures
- UEERL0007 - Disconnect-reconnect 3.3kV electric propulsion components of self-propelled earth moving vehicles

The ESO currently still accepts recently superseded restricted units of competency.

## 5 Electrical work training permits

Some applicants may need to complete further training in order to be eligible for the class of licence they are seeking. Electrical work training permits (permits) allow people to perform electrical work as part of on-the-job training required to complete training with an RTO.

Examples of people who may require a training permit include:

- a licensed electrical fitter seeking an electrical mechanic licence
- a licensed plumber seeking a restricted licence to work on hot water systems
- the holder of an Offshore Technical Skills Record (OTSR) undertaking Australian minimum gap training to obtain an electrical mechanic licence.

Conditions or restrictions will be included on the permit to ensure the proper performance of electrical work. The following conditions will be included on all permits:

- the holder must complete a structured training program with an RTO relevant to the class of licence for which the person intends to apply
- the holder may only perform electrical work under supervision of an appropriately licensed electrical worker.

Electrical work training permits are issued for twelve months. Additional permits may be granted to provide more time to complete on-the-job training. Applicants seeking additional permits will need to demonstrate genuine reasons for being unable to complete the training under the original permit. Fees apply for each additional permit.

**Apprentices undertaking a relevant trade apprenticeship do not require an electrical work training permit.**

## 6 Mutual recognition

Under mutual recognition, a person who holds an electrical work licence issued by another Australian State or Territory or New Zealand may apply for a Queensland licence. The licence must be current. Applicants holding an expired licence should contact their issuing jurisdiction to have the licence re-instated.

Applicants will need to meet Queensland requirements that may not be required in the issuing jurisdiction e.g. electrical contractors will need hold insurance as required in Queensland.

A Queensland licence issued under mutual recognition may include conditions or restrictions that apply to the original licence. Where conditions or restrictions are imposed or a different class of licence is issued, applicants will be advised of further training they could undertake to have these removed. Where applicable, if there is no 'direct' Queensland equivalent licence, applicants may be issued a licence that most closely aligns.

### Electrical contractor licences

Mutual recognition of electrical contractor licences only applies to individuals. Licences held by partnerships or companies are not eligible for mutual recognition and applicants must apply as a new licence.

## 7 Defence force applicants

Applicants who completed their training in the Australian Defence Force and were not issued with an electrotechnology qualification (e.g. UEE30820 Certificate III in Electrotechnology Electrician) may need to have their skills and qualification assessed to meet Queensland eligibility requirements. Applicants must also meet Queensland specific requirements such as resuscitation and rescue requirements. Pending the outcome, applicants may need to complete further training to obtain a licence. Applicants may be issued a training permit to complete the training.

In certain circumstances, conditions or restrictions may be placed on a licence to ensure it aligns with the equivalent qualification or competency of the applicant. Where conditions or restrictions are imposed, applicants will be advised of further training needed to remove these conditions or restrictions.

Common Defence Force qualifications that may be eligible for a licence include:

- Army ECN 418 (Certificate III in Engineering (Electrical/ Electronics), (MEM30405, MEM30498 or equivalent).
- Army ECN 125 (Certificate III in Electrotechnology Electrician) (UEE30820, UEE30811 or equivalent).

## 8 Overseas applicants

Applicants applying for an electrical work licence based on training and qualifications completed overseas need to have their skills and qualifications assessed under a Trades Recognition Australia (TRA) Offshore Skills Assessment Program (OSAP) by a TRA approved RTO. Successful applicants will be issued an Offshore Technical Skills Record (OTSR) for the relevant trade (e.g. electrician). For more information visit [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au).

Applicants holding an OTSR will be issued a training permit and will need to liaise with an RTO to undertake the Australian minimum gap training required to obtain the licence.

Once the RTO confirms the gap training is complete and the applicant meets additional requirements such as CPR/PTR training the applicant will be eligible for a licence.

Holders of Australian Recognised Tradesman's Certificates (ARTC) are also eligible for a licence subject to completing any required training.

## 9 Conditions and restrictions on an electrical licence

The ESO can impose conditions or restrictions on licences e.g. a work licence may be restricted to a specific employer or specific electrical equipment (e.g. motors or hot water systems). An electrical contractor licence will be restricted based on the licence held by the nominated QTP (e.g. restricted to *Electronic equipment limited to 250Vac (plug-in only)*).

## 10 Maintaining eligibility requirements

Licence holders must continue to comply with all eligibility requirements applying to the licence during the term of the licence. For example, subject to a medical exemption, work licence holders must hold a current CPR certificate. Failure to do so is grounds for disciplinary action under Part 9 - *Disciplinary Action*, Division 1 - *Grounds for disciplinary action* of the Act. These apply to both electrical workers and electrical contractors (s106(e) and s107(1)(j) of the Act).

# 11 Applying for an electrical work licence

Applications must be made in the approved form (Form 10, 11, 16 or 21), available on the [Workplace Health and Safety Queensland website](#). Once the application has been received you will need to pay the required fee.

If you wish to pay by cheque or money order you must submit the cheque or money order with your application. If you elect to pay by credit card, the ESO will contact you by phone to arrange for payment. **Do not provide your credit card details on your application.**

Further information on payment options is provided on the relevant application form. Your application will not be processed without payment.

## Submitting documents with an application

You may need to provide proof of identity. The application form will advise if proof of identity is required. Copies of identity documents must be certified by a Justice of the Peace (JP) or a Commissioner of Declarations (CDec) or witnessed by an approved party in accordance with the relevant application form.

Other documents e.g. a copy of a qualification, do not need to be certified or witnessed. Documents may be submitted electronically (e.g. scanned pdfs).

Statutory declarations made in Queensland in support of an application must comply with the *Oaths Act 1867* (Qld) or corresponding requirements of the State or Territory in which the declaration is made.

**Do not provide original copies of your documents.**

## For completing apprentices (Form 10)

You must have completed your Queensland apprenticeship within the last three years. If you completed your apprenticeship more than three years ago or completed it in another state or territory, you need to submit a Form 11 application.

You need to:

- arrange for your RTO to submit a 'Completion Statement' to the ESO. You cannot submit the completion statement yourself
- provide certified or witnessed copies of your identity documents
- have completed CPR training (and PTR for electrical linesperson) within the last 12 months.

You do not need to provide copies of your CPR/PTR certificates but must be able to provide them on request.

## New Zealand and interstate licence holders (Form 16)

For applicants who hold a licence issued by another state or territory or New Zealand, including restricted electrical work licences.

You need to provide **certified or witnessed copies** of your identity documents. You are not required to provide copies of your New Zealand or interstate licence. However, you may be asked to provide it as part of the assessment process.

The class of licence issued will depend on whether an equivalent licence is issued in Queensland. Where applicable, if an equivalent licence is not issued (e.g. several interstate/New Zealand restricted licences), the ESO will assess the application and may issue a licence that most closely aligns. This may result in a narrower scope of permitted work.

## Restricted electrical work licences (Form 21)

For applicants applying for a restricted licence other than applicants who have completed an apprenticeship in Queensland in the last three years.

You need to provide **certified or witnessed copies** of your proof of identity documents.

If you are not applying on the basis of a licensed trade, you need to provide a copy of your trade qualification (e.g. Certificate III in Engineering – Mechanical Fitting) and a letter of support from your employer demonstrating your occupational need for the licence.

You need to have completed CPR training within the last 12 months. You do not need to provide copies of your CPR certificates but must be able to provide them on request.

## All other application types (Form 11)

For applicants applying for an electrical mechanic, electrical fitter, electrical linesperson or electrical jointer licence as the holder of:

- a Queensland work licence applying for an additional class of licence
- a licence expired longer than 12 months
- a qualification obtained through an apprenticeship outside of Queensland
- an Offshore Technical Skills Record (OTSR)
- having completed an apprenticeship in Queensland more than three years ago.

You need to provide **certified or witnessed copies** of your identity documents.

You need to have completed CPR (and PTR for linesperson) training within the last twelve months. You do not need to provide copies of your CPR/PTR certificates but must be able to provide them on request.

# 12 Electrical contractor licences

## Who is eligible for an electrical contractor licence?

Electrical contractor licences are only issued to individuals, partnerships or corporations. An electrical contractor licence cannot be issued to a trust. It can be issued to the trustee of a trust, but the trustee must be an individual, a partnership or a corporation. Only the trustee name will be listed on the licence.

### Australian Business Numbers

Australian Business Numbers (ABNs) are unique identifying numbers used to validate a business' identity. There is no requirement for the holder of an electrical contractor licence to hold or supply an ABN. However, if an ABN is supplied it must correspond on the Australian Business Register (ABR) to the legal name provided on the application.

### Companies

Where the applicant for an electrical contractor licence is a company, the company must be registered with the Australian Securities and Investment Commission (ASIC). A copy of the ASIC Certificate of Registration must be submitted with the licence application.

### Business names

A person using their own name (i.e. given names and/or initials followed by their surname without any addition), does not need to register their business name. All other business names, including names with additions such as JT Smith Electrical or JT Smith and Sons, are registrable under the *Business Names Act 1962*, and must be registered with ASIC. A copy of the Certificate of Registration issued by ASIC to the business must be submitted with the licence application.

## Eligibility for an electrical contractor licence

To obtain an electrical contractor licence, you must:

- nominate **at least one qualified business person (QBP)** and **one qualified technical person (QTP)**, this can be the same person
- satisfy the insurance requirements.

QTP or QBP nominees must have the following relationship to the contractor licence applicant. For a contractor licence held by:

- an individual - the individual or an employee of the individual
- a partnership - a partner or an employee of the partnership
- a corporation - a member, director, executive officer or employee of the corporation.

## Fit and proper person

QTP and QBP nominees are required to declare that they are 'fit and proper' on the application form. The factors listed on the form do not automatically preclude a person from being eligible. Where a person answers yes to any of the questions, they will be contacted to discuss the circumstances further.

## Eligibility requirements for a qualified business person (QBP)

QBPs must have completed:

- UEECD0007 - Apply work health and safety regulations, codes and practices in the workplace
- UEEEL0040 - Develop compliance policies and plans to conduct an electrical contracting business

and either

- BSBESB402 - Establish legal and risk management requirements of new business ventures, or
- a business qualification at Diploma level or higher (e.g. Bachelor of Business), or
- provide evidence of having operated a business for a period of, or periods totalling, five years.

Applicants must provide a brief summary covering the following key points

- the name/s of business they were managing/operating
- dates and times of their involvement
- the nature of work carried out by the business
- their role/duties as part of the business
- One referee (with phone contact).

## Eligibility requirements for a qualified technical persons (QTP)

QTPs must hold a current Queensland electrical work licence and must have held that licence for at least two years. People who have not held their Queensland licence for more than two years will need to provide evidence of previous experience and competence in the electrical industry. This may include having previously held an interstate or New Zealand licence or overseas experience.

QTP nominees who cannot provide two years' experience may be eligible as a QTP on an electrical contractor licence with a reduced scope of work (e.g. an electrical contractor licence restricted to electrical equipment maintenance work).

Nominated QTPs must have completed:

- UEEEL0002 - Apply currency of safe working practices and compliance verification of electrical installations (This unit must have been completed within the last three years.)
- UEEEL0030 - Conduct compliance inspection of single-phase LV electrical installations
- UEEEL0029 - Conduct compliance inspection of LV electrical installations with demand exceeding 100 A per phase.

## Superseded units of competency

The ESO stills accepts the following superseded units of competency:

- UEENEEE101A
- UEENEEG122A or UEENEEG022B
- UEENEEG123A or NEENEEG023B
- UEENEEG175A or NEENEEG075A
- BSBSMB401 or BSBSMB401A
- UEENEEG197A (completed within the last three years).

## Restricted electrical contractor licences

QTPs for restricted electrical contractor licences can meet eligibility by either of the following options:

1. The person holds an electrical work licence that permits the type of work to be carried out by the business e.g. an electrical fitter may be eligible as QTP for an electrical contractor licence restricted to electrical equipment work
2. For electrical work where an electrical work licence is not required, the person will need to provide evidence of successful completion of:
  - UEERL0003 – Conduct in-service safety testing of electrical cord connected equipment and cord assemblies, or
  - an electrical engineering degree and RPEQ registration.

QBPs for restricted electrical contractor licences can meet eligibility by having completed:

- UEEEL0040 - Develop compliance policies and plans to conduct an electrical contracting business, or

- BSBESB402 - Establish legal and risk management requirements of new business ventures
- or
- holding a business qualification at Diploma level or higher (e.g. Bachelor of business), or
- providing evidence of having operated a business for five years.

## Insurance requirements for an electrical contractor licence

Electrical contractors must have a minimum of \$5,000,000 public liability insurance, and \$50,000 consumer protection insurance.

Applicants are not required to provide copies of their insurance policy. However, they must declare on the application form that they have confirmed with their insurer that the policy meets the requirements of s51 of the Regulation and provide the:

- name of the insurer
- policy number
- expiry date of the policy.

The insurance policy must be issued in the name of the legal entity applying for the licence. For auditing purposes, electrical contractors may be required to provide copies of the policy at any time.

## Interstate contractor licence holders applying under mutual recognition

Individuals applying for an electrical contractor licence under mutual recognition of their interstate licence are required to hold a Queensland electrical work licence but are not required to complete the additional training. Mutual recognition does not apply to licences held by partnerships or companies.

# 13 Applying for an electrical contractor licence

Applications must submit a [Form 18, available on the Workplace Health and Safety Queensland website](#). You will need to provide:

- certified or witnessed copies of identity documents where required
- insurance policy information (a copy of the policy is not required at application)
- ASIC Certificates of Registration (if applicable)
- evidence of QTP and/or QBP eligibility training (e.g. Statements of Attainment).

Once the application has been received you will need to pay the required fee. If you wish to pay by cheque or money order you must submit the cheque or money order with your application. If you elect to pay by credit card, the ESO will contact you by phone to arrange payment.

## Do not provide your credit card details on your application.

Further information on payment options is provided on the application form. Your application will not be processed without payment.

## Submitting documents with an application

You may need to provide proof of identity. The application form will advise if proof of identity is required. Copies of identity documents must be certified by a Justice of the Peace (JP) or a Commissioner of Declarations (CDec) or witnessed by an approved party in accordance with the relevant application form.

Other documents, such as statements of attainment from RTOs or ASIC certificates do not need to be certified or witnessed. Documents may be submitted electronically (e.g. scanned pdfs). Statutory declarations made in Queensland in support of an application must comply with the Oaths Act 1867 (Qld) or corresponding requirements of the State or Territory in which the declaration is made.

**Do not provide your original documents.**

# 14 Renewing or reinstating an electrical licence

## Electrical work licences

You can renew your licence on or before the expiry date and you can reinstate your licence if it has been expired less than 12 months. If you reinstate your licence the new expiry date will be the same as if the licence had been renewed on time. If your licence has been expired more than 12 months you need to [apply for a new licence](#).

When renewing your electrical work licence, you need to have completed skills maintenance within the last two years and CPR (and PTR if required) within the last 12 months.

### Skills maintenance

Skills maintenance assessments address the key areas of:

- electrical safety legislation
- risk management requirements (e.g. energised electrical work)
- electrical installation and equipment testing requirements.

There are several options for completing your skills maintenance.

- **Online assessment** - the ESO provides a [free online skills maintenance assessment](#). Completion of skills maintenance on-line is automatically recorded in the system.
- **Approved units of competency** - you can also complete an approved unit of competency within two years of renewal. For example, electrical mechanics can complete UEEEL0002 - Apply currency of safe working practices and compliance verification of electrical installations.
- **Approved skills maintenance course** - you can also complete an approved skills maintenance course with an [RTO](#).

If you are renewing online and completed your skills maintenance online, you will not need to provide further evidence. If you are renewing online or submitting a paper-based renewal (Form 12) and completed your skills maintenance with an RTO, you will need to provide evidence of this.

### Rescue and resuscitation

You do not need to provide copies of CPR/PTR certificate, but you must declare on the renewal application that your training is current and provide the expiry date of your current training.

## Electrical contractor licences

When renewing or reinstating your electrical contractor licence, you must have current insurance and confirm the details of the nominated QTP and QBP for the licence.

You do not need to provide copies of your insurance policy, but you must declare on the renewal application that your insurance is current and provide the:

- name of the insurer
- policy number
- expiry date of the policy.

The insurance policy must be issued in the name of the legal entity that holds the licence. Changes to business details for the business and postal address, phone numbers and email addresses can be made on the renewal application form without supporting documentation.

## 15 Review of decision

Under s168 of the Act, a person may apply for a review of a decision made about their licence application e.g. where an applicant is refused a licence or where conditions or restrictions are imposed on the licence. Reviews of decision regarding electrical licences are considered by the Electrical Licensing Committee.

Applications must be:

- made in the approved form ([Form 17 - Review of decision](#))
- supported by enough information to enable the Electrical Licensing Committee to decide the application.

The application must be made within 14 days of receiving the notice of the decision (can be extended to two months in certain circumstances).

Section 172 of the Act further allows a person to apply to the Queensland Civil and Administrative Tribunal (QCAT) for a review of the Committee's decision.

## 16 Privacy

The ESO collects personal information in order to process licence applications. The information is used for the purpose of assessing applications and in accordance with the information privacy principles in the Information Privacy Act 2009.

The ESO may be required to disclose your personal information to other Australian and New Zealand electrical regulators or as otherwise required by law.

Your information will also be disclosed to a third-party contractor to print and send your licence card and licence renewal advice. This information may also be used to provide you with electrical safety updates, for statistical research, for auditing purposes, evaluation and reporting of our services. This includes publishing certain licence details on the Department's online register.

When assessing your application, the ESO may also need to discuss your application with other parties nominated on the application form. For example, the ESO may need to consult with:

- the RTO who issued a completion statement
- an employer who has provided a letter of support for a restricted licence application
- a person nominated as a QTP or QBP for an electrical contractor licence.

For more information about the Queensland Government's privacy principles visit [www.rti.qld.gov.au](http://www.rti.qld.gov.au).

## Table 1 – Eligibility for electrical mechanic, fitter, linesperson and jointer

Qualification	Outcome
UEE30820 - Certificate III in Electrotechnology – Electrician <sup>1</sup>	<i>Electrical mechanic</i> <sup>2</sup>
UEE33020 - Certificate III in Electrical Fitting	<i>Electrical fitter</i>
MEM30405 - Certificate III in Engineering	<i>Electrical fitter</i> or <i>Restricted electrical work licence</i> depending on endorsement on completion statement Electrical work training permit may be issued if additional training is required
UET30619 - Certificate III in ESI - Power Systems - Distribution Overhead	<i>Electrical linesperson - restricted to distribution</i>
UET30519 - Certificate III in ESI - Power Systems - Transmission Overhead	<i>Electrical linesperson - restricted to transmission</i>
UET30719 - Certificate III in ESI - Power Systems - Rail Traction	<i>Electrical linesperson - restricted to rail traction</i>
UET30819 - Certificate III in ESI - Power Systems - Distribution Cable Jointing	<i>Electrical jointer</i>

<sup>1</sup> Applicants must have completed their qualification no longer than three years prior to application. For qualifications completed more than three years ago, refer to [Table 3](#).

<sup>2</sup> Applicants may also be eligible for *electrical fitter*

## Table 2 – Eligibility for restricted electrical work licences

Licence class	Eligibility criteria	Required units of competency
Appliance servicing and repair  Applicants may also be eligible for a composite equipment licence based on occupational need	UEE32120 - Certificate III in Appliance Service	UEECD0007, UEERL0004, UEERL0005 UEERL0001, UEERL0002
Composite equipment  Restrictions on scope of work or employer may be applied (e.g. limited to coffee machines)	MEM30405 - Certificate III in Engineering – Electrical  <b>Employer support required</b>	MEM 13014, MEM 18046 MEM 18049, MEM 10002
Composite equipment limited to 250Vac  Restrictions on scope of work or employer may be applied (e.g. limited to coffee machines)	MEM30405 - Certificate III in Engineering – Electrical  <b>Employer support required</b>	MEM 13014, MEM 18045 MEM 18049, MEM 10002
Composite equipment limited to 250Vac (plug-in only)  Restrictions on scope of work or employer will be applied (e.g. limited to coffee machines)	Three years' experience in service/repairs of commercial equipment, domestic appliances, or equipment specific to an employer  <b>Employer support required</b>	UEECD0007, UEERL0005, UEERL0001  RTOs may require UEERL0004 as a pre-requisite
Electronic equipment limited to 250Vac  Restrictions on scope of work or employer may be applied (e.g. limited to business and office equipment)	UEE30920 - Certificate III in Electronics and Communications UEE30120 - Certificate III in Business Equipment UEE30420 - Certificate III in Data and Voice Communications  MEM30405 Certificate III in Engineering (Electronics)  Diploma qualification or higher in electronics or equivalent	UEECD0007, UEERL0004, UEERL0005 UEERL0001  UEERL0002 required to remove 250V restriction

Electronic equipment limited to 250Vac (plug-in only)  Restrictions on scope of work or employer may be applied (e.g. limited to business and office equipment)	UEE21920 - Certificate II in Electronics or equivalent  Three years' experience in servicing and repair of electronic equipment  <b>Employer support required</b>	UEECD0007, UEERL0005, UEERL0001  RTOs may require UEERL0004 as a pre-requisite
Electronic equipment limited to 250Vac (limited to medical equipment)	Bachelor's degree in medical/biomedical engineering or approved equivalent	UEECD0007, UEERL0004, UEERL0005 UEERL0001  UEERL0002 required to remove 250V restriction
Electronic equipment limited to 250Vac (plug-in only) (limited to medical equipment)	Bachelor's degree in medical/biomedical engineering or approved equivalent	UEECD0007, UEERL0005, UEERL0001  RTOs may require UEERL0004 as a pre-requisite
Electrical Machine Repair	UEE30620 - Certificate III in Electrical Machine Repair  Trade certificate in armature winding	UEECD0007, UEERL0004, UEERL0005 UEERL0001, UEERL0002
Electric motors (Disconnect/reconnect only)	Mechanical/diesel fitter, or motor mechanic/auto electrician with two years' experience in mechanical fitting work  <b>Employer support required</b>	UEECD0007, UEERL0004
Fire protection control equipment limited to 250Vac	UEE31020 - Certificate III in Fire Protection Control  Current QBCC licence	UEECD0007, UEERL0004, UEERL0005 UEERL0001  UEERL0002 required to remove 250V restriction
Gas appliances/equipment limited to 250Vac	Current Queensland gas installer/fitter licence  Current Queensland Gas Work Authority  <b>Employer support required</b>	UEECD0007, UEERL0004, UEERL0005 UEERL0001  UEERL0002 required to remove 250V restriction

HV propulsion components (Disconnect/reconnect only)	Qualified auto electrician or diesel fitter with two years' experience with HV propulsion	UEECD0007, UEERL0007
Instrumentation and process control devices (Disconnect/reconnect only)	UEE31220 - Certificate III in Electrotechnology - Instrumentation and Control  Trade certificate in instrumentation	UEECD0007, UEERL0004
Instrumentation and process control devices	UEE31220 - Certificate III in Electrotechnology - Instrumentation and Control  Trade certificate in instrumentation	UEECD0007, UEERL0004, UEERL0005 UEERL0001, UEERL0002
Refrigeration and air conditioning equipment	UEE32220 - Certificate III in Air Conditioning and Refrigeration  MEM30219 - Certificate III in Engineering Mechanical Trade - Refrigeration & Air Conditioning  Trade certificate as refrigeration mechanic	UEECD0007, UEERL0004, UEERL0005, UEERL0001, UEERL0002
Water heaters limited to 250Vac	Current Queensland plumber's licence	UEECD0007, UEERL0004, UEERL0005, UEERL0001

## Table 3 – Other applications

Qualification code	Requirements
Electrical mechanic seeking electrical fitter	<ul style="list-style-type: none"> <li>• Must hold a current electrical mechanic licence.</li> <li>• Must provide a completion statement or statements of attainment from RTO upon completion of training.</li> <li>• No electrical work training permit required.</li> </ul>
Electrical fitter seeking electrical mechanic	<ul style="list-style-type: none"> <li>• Must hold a current electrical fitter licence.</li> <li>• Electrical work training permit is required for on-the-job training.</li> <li>• Must provide a completion statement or statements of attainment from RTO upon completion of training.</li> </ul>
Completed apprenticeship within the last three years but never applied for licence	<ul style="list-style-type: none"> <li>• Qualification and proof of completion of the apprenticeship.</li> <li>• Must provide a completion statement from RTO upon completion of training.</li> </ul>
Completed apprenticeship more than three years ago but never issued a licence	<ul style="list-style-type: none"> <li>• Qualification, statement of attainment proving completion of apprenticeship.</li> <li>• Electrical work training permit will be required for on-the-job training required to meet eligibility.</li> <li>• Where training is older than three years, applicants will need to complete UEEEL0002 - Apply currency of safe working practices and compliance verification of electrical installations.</li> </ul>
Completed apprenticeship more than three years ago but never obtained the qualification	<ul style="list-style-type: none"> <li>• Must provide proof of completion of apprenticeship in the relevant trade work area.</li> <li>• Electrical work training permit will be required for on-the-job training required to meet eligibility.</li> </ul>