

When to apply to update your Certificate of Competence

Applications to update your Certificate of Competence (CoC) should be made as soon as you have completed the requirements set out in the New Zealand *Gazette* notice.

This means you will get your updated CoC in plenty of time to meet the 1 January 2016 deadline. You don't need to wait until the last moment – the end of 2015.

Don't leave things to the last minute.

You need to fill out an application form which is on the WorkSafe website:

<http://www.business.govt.nz/worksafe/notifications-forms/certificates-of-competence/application-for-coc-by-holder.pdf>, You must attach the following:

- A current police check
- Your record of achievement from NZQA: <http://www.nzqa.govt.nz/qualifications-standards/results-2/record-of-achievement/>
- Fee of \$140 paid by cheque or direct credit.

Submit your application and attachments to:

New Zealand Mining Board of Examiners
WorkSafe New Zealand
Level 4
PO Box 165
Wellington 6140
Attention: Extractives

Or email to: BoE_Secretariat@worksafe.govt.nz

We are here to answer any of your questions, so please contact us on 04 901 4980 or email BoE_Secretariat@worksafe.govt.nz.