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O endorsements

How to become a testing officer

To conduct practical driving tests you must be employed by or contracted to Waka Kotahi NZ Transport Agency, its testing agent or the NZ Defence Force.

Getting an O endorsement

Before applying for the testing officer (O) endorsement you must have proof of employment with one of the above agencies.

To get an O endorsement you must have held a current full New Zealand driver licence of any class other than class 6 for at least 2 years. An equivalent overseas licence doesn't meet this requirement.

If you're not sure whether you need an O endorsement, please call us on 0800 822 422 or contact any Waka Kotahi office.

What you'll need

- A job offer from the testing agent. For more information go to www.vtnz.co.nz/driver-testing-officer-role
- Evidence of your identity, such as your current New Zealand driver licence - see *Identification for driver licensing* (Factsheet 20)
- A medical certificate - see *Medical certificate requirements*.
- A certificate showing you've successfully completed the certification training.
- A *Notice of determination* if applicable – you may not need to have the fit and proper person check again if you hold a current P, I, or V endorsement.

How to apply

1. Download and complete the application form www.nzta.govt.nz/form-DL20B
2. Take the completed form and the above documents to a driver licensing agent. To find an agent go to www.nzta.govt.nz/agents
3. Pay the application fee.
4. The agent will take your photo and signature.

Endorsement length

You choose whether your endorsement will last for 1 or 5 years. The application fee is the same no matter which term you choose.

Cost

Term	Application fee	Vetting fee	Total	Certification
1 year	\$188.90	\$9.70	\$198.60	\$476.30
5 years		\$48.50	\$237.40	

If you already hold a P, V or O endorsement some of the fees may not apply to you.

What happens next

Your application is sent to Waka Kotahi for processing. We'll also do the fit and proper person check. To find out how long your application will take, go to www.nzta.govt.nz/processing-times

If you haven't met some of the requirements, your application will take longer to process.

If you give us your email address, we'll send you updates on your application and a link to track your application progress online.

Application details

Completing certification training

You can start certification training once you're employed. The testing agent will provide you with the *Testing officer's manual* and train you to conduct tests properly and meet the standards required.

You'll need to show your understanding of the driver testing requirements by successfully completing the certification testing run by Waka Kotahi. You'll need to pass a range of theory and practical tests on conducting, marking and procedures. The testing agent will arrange for you to sit the tests when you're ready.

When to do the certification training

Everyone who applies for an O endorsement must meet the fit and proper person requirements. You may want to make sure you meet the fit and proper person criteria before doing the training.

When you apply, you can either:

- include a certificate showing you've successfully completed an approved course, or
- apply without completing an approved course and either:
 - » wait for the result of the fit and proper person check before doing a course, or
 - » complete an approved course while you wait for the result of the fit and proper person check.

Fit and proper person check

To make sure people are safe while under their supervision, we check and monitor the background of all testing officers. This is part of our ongoing commitment to road safety and improving driving standards on our roads.

The background check (vetting) includes:

- transport-related offences – especially safety
- serious behaviour problems
- past complaints about your work in a transport service
- not paying fines for transport-related offences
- criminal offending in New Zealand or overseas, including charges and convictions for violence or sexual offences, drugs or firearms offences, or organised criminal activities.

Once you have your endorsement, we use real-time data to make sure you continue to meet our fit and proper person criteria.

For more information about the criminal convictions check, go to www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting

If you have any concerns about the check, we recommend you seek independent advice.

Fee for the fit and proper person check

The fee for the fit and proper person check is called a vetting fee. If you hold a current V or I endorsement, or small P endorsement, you won't be charged again until you renew your endorsements.

Immigration status

You don't need to provide evidence of your immigration status to Waka Kotahi.

For more information about working in New Zealand go to www.immigration.govt.nz/new-zealand-visas.

Medical certificate requirements

You need to present a medical certificate for an O endorsement if:

- you haven't submitted a medical certificate for classes 2 to 5 or P, V, I or O endorsements in the last 5 years
- you've developed a medical condition that could affect your ability to drive safely, or an existing condition has worsened
- you are required to by Waka Kotahi, regardless of when you last presented a medical certificate.

A medical certificate must be from a New Zealand-registered health practitioner and issued no more than 60 days before the date you apply. The health practitioner can be your usual doctor (GP), a registered nurse or nurse practitioner, or a specialist.

If you need a medical certificate, you must provide it when you apply for your endorsement at the agent. **If you don't, your application will not be accepted.**

Eyesight requirements

Good vision is essential to driving a vehicle safely. Your health practitioner may check your eyesight when they issue your medical certificate. If they don't, you can prove that your eyesight is acceptable by:

- passing an eyesight check at a driver licensing agent, or
- presenting an original eyesight or medical certificate no more than 60 days old and issued by a New Zealand-registered optometrist or health practitioner.

You may take the eyesight test while wearing glasses or contact lenses. Your licence will then have a condition that you must always wear these while driving.

If you fail the eyesight check at an agent, you must then provide an acceptable eyesight or medical certificate. Your application won't be completed, and you won't get a licence, until you've provided the certificate.

Sight in only one eye can affect your ability to judge distance. If you can only see out of one eye, or only have one eye, you must provide an acceptable certificate stating you're safe to drive.

What happens once everything is complete?

If you don't meet the fit and proper person requirements, we'll tell you in writing and give you a chance to explain before we make the final decision. If we decide to decline your application you can appeal our decision to the District Court.

Endorsement granted

If you meet the fit and proper person requirements and you've already completed the training, your new licence showing you hold an O endorsement will be sent to you. You must not conduct any testing until you get your new licence.

If you're waiting for the fit and proper result and haven't completed the training yet, we'll send you a *Notice of determination* which is valid for 90 days. You can then complete your training. If the notice expires before you finish the training, call us on 0800 822 422.

Use our online tracking tool at www.nzta.govt.nz/track-your-PVIO to view your application status:

Status	Meaning
Received	We've got your application, but we haven't started working on it yet. We'll email to let you know it's been received.
Gathering information	<p>We're waiting for something.</p> <p>For example, we could be waiting for vetting information from the police, more information from a foreign country, or reviewing your medical certificate.</p> <p>We'll contact you if we need more information from you.</p>
Processing	We've got all the information we need, and we're now assessing your application.
Completed	<p>We've finished processing your application.</p> <ul style="list-style-type: none">• If your endorsement is approved, we'll send you a new photo driver licence within 7-10 days.• If your endorsement is declined, we'll send you a letter explaining why, and what you can do.

Renewing your endorsements

When the endorsement ends, you must renew the endorsement if you want to keep working as a testing officer.

Some of the above steps are simplified or different if you're renewing your endorsement. Read *Renewing driver licence endorsements* (Factsheet 61) for more information.

 www.nzta.govt.nz

 0800 822 422

 Waka Kotahi NZ Transport Agency,
Private Bag 11777, Palmerston North 4442

 This factsheet is a general guide only. It doesn't replace legal advice, and your exact requirements will depend on current legislation.

Make sure you have the most up-to-date version of this factsheet by checking www.nzta.govt.nz/factsheets