



## Application for limited registration as a Veterinarian in New Zealand

(Under section 14 of the Veterinarians Act 2005)

### Who should use this form?

This application form should be used by applicants who do not hold recognised qualifications (or a pass in a prescribed assessment or examination programme) and are seeking registration in one of the following limited scopes of practice:

- Academic scope
- Postgraduate training scope
- Industry scope - laboratory diagnosis and/or pathology
- Biosecurity or other emergency scope
- Scope relating to particular skills for a restricted period
- Restricted purpose scope
- Time limited scope for New Zealand based candidates for the National Veterinary Examination (NVE).

(refer to <http://www.vetcouncil.org.nz/gainReg.php> for information on recognised qualifications and <http://www.vetcouncil.org.nz/limReg.php> for further detail on the limited scopes)

All other applicants must:

- use the general registration application form; or
- (if a new Massey graduate) use the Massey New Graduate Registration application form; or
- (if registered in Australia) use the TTMRA Registration application form

These are available at <http://www.vetcouncil.org.nz/gainReg.php> and on request from the Veterinary Council offices.

### Requirements for registration in a limited scope of practice and the issue of a practising certificate

Before approving limited registration and the issue of a practising certificate the Council must be satisfied that:

- the applicant holds a primary veterinary science degree of not less than four years of study
- the applicant meets minimum fitness and recency of practice requirements (refer to [www.vetcouncil.org.nz/pubs](http://www.vetcouncil.org.nz/pubs) for *Policy on Recency of Practice* and *Gazette Notice on Minimum Standards for Practising*)
- the applicant can communicate in and understand English to the required standard
- the employer or proposed supervisor has made a submission supporting the application
- the applicant meets the additional registration requirements for the relevant limited scope. These are set out in Council *Policy on Limited Registration* at <http://www.vetcouncil.org.nz/limReg.php>

### Important notes

This application form is a legal document. Please print all answers clearly and **do not** use correction fluid or tape. Any error must be crossed out and initialled.

Applicants should include with their application:

- a covering letter which expands on the information provided in this application form and addresses the specific individual scope requirements as detailed in the *Policy on Limited Registration*.
- a detailed curriculum vitae (CV)

Failure to do so can result in delays in processing the application.

Limited registration applications require detailed consideration. Applicants therefore need to be aware that the limited registration process can take up to three months.

All applicants must complete the application carefully and honestly. If you provide false or misleading information your registration may be cancelled.

The information you give in this application is covered by a statutory declaration which must be declared in front of a person authorised to administer an oath for the purpose of statutory proceedings. Outside of New Zealand you must use a Notary Public or Commissioner of Oaths. In New Zealand Notaries Public and Justices of the Peace are listed in the Yellow Pages of the telephone directory and a list of other people eligible to certify documents is provided on page 10 of this document. The certification must state your full name, the date, and include the stamp of the certifying officer and their signature. Certification should be directly on the copied document and not on any attached sheet.

We prefer not to receive original documents as they require special care. All copies of your documents must be certified or notarised as true copies of the originals by the official who witnesses your statutory declaration. This person must also sight and certify a copy of the identification pages of your passport and certify, on the reverse of the required photograph, that it is a true likeness of you.

Please use the checklist at the back of this application to ensure you have enclosed the correct fees, all relevant documents and that you have **completed all sections**. Incomplete applications may be returned to you for completion.

**Please forward your completed application to:**

The Registrar  
Veterinary Council of New Zealand  
P O Box 11- 842  
Wellington 6142, New Zealand

**Please remove this cover page before  
submitting your application.**

# Limited Registration Application

(Under section 14, Veterinarians Act 2005)

Attach a passport sized photo here, which has been certified on the reverse.

## Complete all parts.

The information you give in this application is covered by the statutory declaration. Please complete the application carefully and honestly. If you provide false or misleading information your registration may be cancelled.

### 1. Name

Forenames or given names: .....

Family or last name: .....

Other names: .....

If names differ from those on your primary veterinary qualification, please tick box to show the reason and provide documentary evidence of a name change.

Marriage  Deed poll  Common use

Other  (explain) .....

### 2. Identification (in addition to the required photograph above, please attach a certified/notarised copy of the identification/photograph page/s of your passport)

Birthplace: ..... Birth date (dd/mm/yyyy): .....

Gender: Male  Female

### 3. Contact details (in the interim this need not be your current address but should be a contact address where we can send you mail. Note that veterinarians have a statutory obligation under Section 23(3)(a) of the Veterinarians Act 2005 to advise the Council of address changes within one month of the change)

Contact address: .....

.....

.....

.....

.....

..... Post code: .....

Phone (bus): ..... Phone (home): .....

Email: ..... Cell phone: .....

Fax: .....

**4. Limited Scopes of Practice** (please tick the scope in which you are applying for registration and refer to the *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php> and the checklists on pages 7- 10 for the documentation required to accompany your application)

- |  |   |
|--|---|
| <input type="checkbox"/> Academic scope              | <input type="checkbox"/> Particular skills/ restricted period scope |
| <input type="checkbox"/> Postgraduate training scope | <input type="checkbox"/> Restricted purpose scope                   |
| <input type="checkbox"/> Industry scope              | <input type="checkbox"/> NVE candidate scope                        |
| <input type="checkbox"/> Biosecurity/Emergency scope |   |

**5. Proposed NZ Employer** (or supervisor/overseer for PG Training or NVE Candidate scopes)

Please attach, or arrange to have sent directly to the Council, a letter of support from your proposed employer or supervisor attesting to the need for registration and addressing the specific information requirements set out in the *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php> and in the checklist on pages 7 - 10 of this form

Employer: .....

Address: .....  
 .....

a) When do you propose to start practising in New Zealand? .....

b) If you are applying for the Particular Skills/Restricted Period Scope or Postgraduate Training Scope:  
 (i) when do you propose to cease practising in New Zealand? .....

(ii) who is your proposed New Zealand supervisor? .....

**6. Public register information** (your contact address, practice name, phone, fax and email details can only be included in the published online Register of Veterinarians if you agree)

Please tick either yes or no to all of these questions.

I agree to the following details being published in the online Register of Veterinarians:

- |                  |                              |                             |               |                              |                             |
|------------------|------------------------------|-----------------------------|---------------|------------------------------|-----------------------------|
| Contact address: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Phone (home): | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Practice name:   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Cell phone:   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Phone (bus):     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Email:        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**7. Previous registration application**

Have you previously applied for registration with the Veterinary Council of New Zealand or to sit any part of the New Zealand or Australian National Veterinary Examination?

Yes  No

If yes, please give details of the date of your application and examination candidate number if applicable. If applying for the NVE Candidate Scope attach evidence of having passed the AVBC or VCNZ preliminary examination and enrolment in the next NZ or AVBC NVE final examination.

.....  
 .....

**8. Qualifications - primary degree** (please attach a certified copy of your qualification)

Your first veterinary qualification  
(eg Bachelor of Veterinary Science)

Abbreviated name of this  
qualification (eg BVSc)

.....

.....

Where you gained this qualification  
(eg Belgrade University)

Year of graduation

.....

.....

Duration of course

Country of graduation

.....

.....

**9. Post graduate qualifications and training** (please attach certified copies of each qualification and on a separate sheet include the name and nature of any supervised training programme. If applying for the Postgraduate Training scope refer to the additional information requirements set out in the *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php> and the checklist on page 8

Name of qualification	Abbreviation	Date awarded	Full or part time	Length of course	Name of certifying body
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**10. Practice experience** (please provide details for the last 5 years and attach a current CV)

Dates (from - to)	Area of practice	Employer or Practice Name	Full or Part Time
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**11. Licensing examinations** (please provide details of any licensing or registration examinations or assessments you have sat outside of Australia or New Zealand and attach certified/notarised copies of the results and any certificates eg ECFVG)

Name of exam/assessment	Abbreviation	Year	Examining organisation	Result (pass/fail)
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**12. Current and previous registrations excluding New Zealand** (please provide details of current and previous registrations in other countries and arrange for a letter of good standing to be sent directly to the Council from every registration body you are or have been registered with)

Country/state	Date registered	Registration status
.....	.....	.....
.....	.....	.....
.....	.....	.....

**13. Immigration status in New Zealand** (if applying for the NVE Candidate Scope please provide evidence of:

- New Zealand citizenship or permanent resident status; and
- a permanent place of abode in New Zealand, for example official letter addressed to your residence)

Visitor (work visa)  Resident  Applicant for residence  No status

**14. Competence in English**

Is English your first language? No  Yes

If no, please provide evidence of having passed an approved English test to the required level within the last two years.

Refer to [http://www.vetcouncil.org.nz/documentation/Policies/VCNZ\\_Policy\\_EnglishCompetence.pdf](http://www.vetcouncil.org.nz/documentation/Policies/VCNZ_Policy_EnglishCompetence.pdf) for details of approved tests and for situations where a test older than 2 years may be accepted. Please arrange for your English test result to be sent directly from the examination body to the Council or (for IELTS) advise the date and venue of the test if electronic downloading facilities for test results are available.

**15. Fitness for registration**

Please tick yes or no to all of the questions below

**a) Mental and physical condition**

Have you ever been or are you now affected by a mental or physical condition with the potential to affect your fitness to practise? These include neurological, psychiatric or addictive (drugs or alcohol) conditions including physical deterioration due to injury, disease or degeneration.

Yes  No  If no, go to question b)

If yes, please provide full details of condition/s, duration of any treatment, hospital discharge report and name and contact details of treating health practitioner.

If yes, can the Council’s Registrar contact your treating practitioner for further information?

Yes  If yes, please attach contact details No  If no, this may delay the processing of your registration application

**b) Convictions**

Have you ever been convicted by any court in any overseas country or New Zealand of any offence punishable by imprisonment for a term of 3 months or longer?

Yes  No

If yes, please provide a certified copy of your conviction history.

**c) Conduct/character**

Are you now (or have you ever been) the subject of an investigation by an employer or registration or professional body or educational institution in respect of any matter that was or may be the subject of professional disciplinary proceedings?

Yes  No

If yes, please provide full details on a separate sheet. Include (if applicable) conditions on your registration/employment.

**d) Professional competence**

i) Are you now (or have you ever been) the subject of a competence enquiry by an employer or registration body?

Yes  No

ii) Have you now (or have you ever had) conditions on your registration or practising certificate or employment?

Yes  No

iii) Have you ever had your employment or registration or practising certificate terminated or suspended?

Yes  No

If yes to any of the 3 questions under d) above please provide full details on a separate sheet.

iv) Have you worked as a veterinarian during the last three years?

Yes  No  If no, please provide full details on your previous practice experience and what you have done to maintain or update your competence to practise

v) Are you seeking to resume work in an area you have not practised for three or more years?

No  Yes  If yes, please provide full details on your previous practice experience and what you have done to maintain or update your competence to practise in this area

**16. Payment advice**

Attached is my cheque for NZ\$ \_\_\_\_\_ or;

Please charge: Visa  MasterCard

Name on card:

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

*(Ensure you complete s17 statutory declaration on the next page)*

**17. Statutory declaration**

**a) Applicant to complete this section**

I understand that under the Veterinarians Act 2005 my registration may be cancelled if I make a false or misleading representation or declaration or I was not entitled to be registered.

I agree to the Council obtaining further information from me or any person or organisation concerning this application and consent to the collection of such information by the Council or its agents.

I solemnly and sincerely declare that:

- (i) I am the person who is applying for limited veterinary registration in New Zealand;
- (ii) I am the person named in the attached documents;
- (iii) I have read the Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php> and will comply with its requirements;
- (iv) I have read the Code of Professional Conduct available at <http://www.vetcouncil.org.nz/CPC/index.php> and will uphold it; and
- (v) the information I have given is true and correct

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declaration Amendment Act 2001 and in the presence of the person below who is authorised to administer oaths for the purpose of judicial proceedings.

Signed: ..... (applicant's signature)

Declared at ..... on this ..... day of ..... in the ..... year of .....

**b) Notary Public, Commissioner of Oaths or anyone authorised in New Zealand to administer oaths under the Oaths and Declarations Amendment Act 2001 to complete this section**

I certify that I have witnessed the applicant's above statutory declaration.

I certify that I have compared the photograph attached to this form and the photograph in

Passport No: ..... Issued by: .....

with the applicant before me and that in my opinion both are a true and faithful likeness and I am satisfied that the applicant before me is the person to whom the identification relates. As such I have certified the photograph attached to this form as a true and faithful likeness of the person before me.

I have sighted the applicant's documentation and have certified the copies as true copies of the original documents.

Signed: ..... Date: .....  
(Notary Public, Commissioner of Oaths or any person authorised in New Zealand to administer oaths)

**Please place stamp/seal below** Official title: ..... (eg Notary Public, JP)

Name:

Address:

Phone:

email:



## Registration application fee

@ 1 April 2017

All those applying for limited registration must pay the one off registration application fee. This covers the costs of assessing your application.

Fee for Application for Limited Registration in Academic, Postgraduate training, Industry, Biosecurity/Emergency, Particular skills for a restricted period and restricted purpose scopes: NZ\$898.00

Fee for Application for Limited Registration in the time limited scope for New Zealand based candidates for the National Veterinary Examination: NZ\$477.00

## Other requirements and fees

If you wish to practise in New Zealand before the start of the next practising year on 1 April you must also hold a current annual practising certificate (APC). It is illegal to practise in New Zealand without being registered and holding a current APC. This registration application also acts as your application for an APC.

Fee for Annual Practising Certificate for those registering between April and June: NZ\$559.00  
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between July and September: NZ\$475.25  
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between October and December: NZ\$335.50  
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between January and March: NZ\$195.75  
(This covers the period to 31 March and is refundable if registration is not approved)

If you do not wish to practise in New Zealand until after the start of the next practising year on 1 April, we require you to pay a non practising fee to cover the costs of maintaining your name on the Register of Veterinarians

Non Practising Fee (covers the period to 31 March): NZ\$18.00  
(refundable if registration is not approved)

## Applicant's checklist

Please use the checklist below to ensure you have enclosed, or arranged for the provision of, all the required documents and fees. **Incomplete applications may be returned to you for completion.**

### Please arrange for:

- letters of good standing to be sent directly to the Veterinary Council from all the registration bodies you are or have been registered with
- your IELTS or OET English test results, to be sent directly to the Council or (in the case of sitting IELTS at a centre using the latest software which allows electronic download) advise the Council of your candidate number and the date and venue of the test sat (if applicable).

### Please include with this application:

- a passport size photograph notarised or certified, on the reverse, by a person authorised to do so
- certified/notarised copy of the identification/photograph page/s of your passport
- certified/notarised copies of your primary degree/diploma parchments
- copies of letters of good standing, from every registration body you are currently registered with, the originals of which you have arranged to be sent directly to the Council
- a copy of your IELTS/OET English test results sheet, the original of which you have arranged to be sent directly to the Council (if applicable)
- a covering letter
- a detailed curriculum vitae
- one off registration application fee of NZ\$898.00 or NZ\$477.00 (to consider your application)
- annual practising certificate fee of NZ\$559.00 or prorated fee as set out above (if you wish to practise in New Zealand prior to 1 April).
- non practising fee of \$18.00 (if you do not wish to practise in New Zealand until after 1 April).

**And if relevant:**

- documentary evidence of name change
- certified/notarised copies of any post graduate qualifications
- details of any supervised post graduate training programmes
- certified/notarised copies of any additional qualifications
- certified evidence of any licensing or registration examinations sat
- details on any mental or physical condition or impairment
- conviction notice/s
- details of any professional disciplinary proceedings, competency enquiries, conditions on employment or registration and termination or suspension of registration or employment
- details on upskilling undertaken if you have not practised during the last 3 years or are seeking to resume practice in an area you have not practised for 3 years or more

**And the following additional specific documentation requirements for the relevant scope applied for:**

**Academic Scope**

- a letter of support from the proposed employer:
  - (i) setting out the need for this academic position and why it cannot be filled by the appointment of a veterinarian otherwise able to be registered in New Zealand
  - (ii) confirming that they have read, understand and will comply with the requirements of the Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php>
  - (iii) detailing the safeguards in place to ensure that you will confine your practice to the area it is proposed your practice be limited to

**Postgraduate Training Scope**

- a copy of your postgraduate training plan approved by an internationally recognised certifying body with evidence of enrolment and details on the length of the programme, a structured supervision plan and explicit training objectives which are monitored
- a letter of support from the relevant tertiary institution, or private referral or specialist practice:
  - (i) confirming the postgraduate training post and the rigour of the programme
  - (ii) providing detail on their ability to meet the requirements of the training programme including the names, qualifications and experience of the proposed supervisors
  - (iii) providing detail on the safeguards in place to ensure that you confine your practice to the area of your postgraduate training programme
  - (iv) confirming that they have read, understand and will comply with the requirements of the Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php>
  - (v) confirming their ability to report to Council on a six monthly basis on your continued enrolment and participation in the programme
- a covering letter from you confirming that:
  - (i) you are temporarily visiting New Zealand for postgraduate training purposes
  - (ii) you are aware that registration in this supervised limited scope of practice is available on a temporary basis only, is restricted to the institution providing the postgraduate training, is limited to the area of the training programme and lapses in the event of withdrawal from the programme
  - (iii) you are aware that registration in this limited scope is not a pathway to continuing registration in New Zealand
  - (iv) you are aware that should registration be approved the following documentation must be provided to Council on a six monthly basis:
    - evidence of continued enrolment and participation in the postgraduate training programme
    - confirmation from supervisors that this is occurring

**Industry Scope - Laboratory diagnosis and /or pathology**

- a letter of support from your proposed employer setting out:
  - (i) the need for this position
  - (ii) why it cannot be filled by the appointment of a veterinarian otherwise able to be registered in New Zealand
  - (iii) details on the role
  - (iv) confirming that they have read, understand and will comply with the requirements of the Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php>
  - (v) the safeguards in place to ensure that you will confine your practice to laboratory diagnosis and/or pathology

### Biosecurity or other Emergency Scope

- a letter of support from your proposed employer setting out:
  - (i) the need for this position
  - (ii) why it cannot be filled by the appointment of a veterinarian otherwise able to be registered in New Zealand
  - (iii) details on the role
  - (iv) their assessment of the your English language competence for this role if English is not your first language
  - (v) confirming that they have read, understand and will comply with Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php>
  - (vi) the safeguards in place to ensure that you will confine your practice to the specific biosecurity or emergency situation

### Scope relating to Particular Skills for a Restricted Period

- a letter of support from your proposed employer setting out:
  - (i) the need for the temporary position
  - (ii) why it cannot be filled by the appointment of a veterinarian otherwise able to be registered in New Zealand
  - (iii) details on the skill set required
  - (iv) details on the supervision arrangements including the names, qualifications and experience of the proposed supervisors
  - (v) confirming that they have read, understand and will comply with Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php>
  - (vi) the safeguards in place to ensure that you will confine your practice to the area it is proposed your practice be limited to
- a covering letter from you confirming that you are temporarily visiting New Zealand and that you are aware that if your application is approved registration in this limited scope:
  - (i) is available on a temporary basis for an initial period of up to 6 months, which may be extended if the Council thinks fit for one further period not exceeding six calendar months
  - (ii) is restricted to the practice of the employer who supported your application;
  - (iii) is likely to involve supervision requirements
  - (iv) will be limited to the particular skills required of the position
  - (v) is not a pathway to continuing registration in New Zealand

### Restricted Purpose Scope

- a letter of support from your proposed employer:
  - (i) setting out the need for this position and why it cannot be filled by the appointment of a veterinarian otherwise able to be registered in New Zealand
  - (ii) details on the skill set required
  - (iii) details on the supervision arrangements including the names, qualifications and experience of the proposed supervisors (should this be required)
  - (iv) confirming that they have read, understand and will comply with Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php>
  - (v) the safeguards in place to ensure that you will confine your practice to the area it is proposed your practice be limited to .....
- a covering letter from you confirming that if registered you will not practise beyond the boundaries of your limited scope and that you are aware that:
  - (i) your practice will be restricted to the practice of the employer who supported your application;
  - (ii) supervision requirements may be required
  - (iii) registration in this scope is not a pathway to unrestricted registration in New Zealand
- full details on your postgraduate qualifications, clinical training and experience; continuing education, research and publication history and professional recognition

### NVE Candidate Scope

- evidence of having passed the AVBC or VCNZ preliminary examination and enrolment in the next NZ or AVBC NVE final examination
- evidence of New Zealand citizenship or permanent resident status; and a permanent place of abode in New Zealand, for example official letter addressed to your residence)
- a letter of support from the nominated veterinarian responsible for overseeing your NVE proposed supervised work experience in the practice/s. This needs to:

- (i) confirm that the practice management, the overseeing veterinarian and supervising veterinarians understand that the purpose of this time limited registration is for you, as a final NVE candidate, to gain practical experience under direct veterinary supervision prior to sitting the next Final National Veterinary Examination staged by AVBC or the Council and that registration expires on the date of the announcement of the results of this examination
- (ii) provide details on the proposed supervised work experience programme and the names and experience of the veterinarian providing oversight and those supervising
- (iii) confirm that those involved in the proposed work experience programme have read, understand and will comply with the requirements of the Council's *Policy on Limited Registration* available at <http://www.vetcouncil.org.nz/limReg.php> and in particular are aware of the time limits and supervisory requirements; the 3 monthly reporting requirements to Council, the informed consent requirements; the restrictions on the use of the title veterinarian; the prohibition on prescribing or authorising restricted veterinary medicines or human medicines and carrying out afterhours emergency work or surgical procedures without direct and observed veterinary supervision
- (iv) provide details on the safeguards in place to ensure that you do not practise beyond the boundaries of your limited scope of registration
- a letter from you confirming that if registered you will not practise beyond the boundaries of your limited scope and that:
  - (i) you are aware of and will comply with the time limited nature, practice restrictions and direct supervisory requirements of this limited scope
  - (ii) you will only carry out surgical procedures and after hours emergency work under the direct and observed supervision of a named veterinary supervisor
  - (iii) you are aware of and will comply with the informed consent requirements
  - (iv) you will not describe yourself or allow others to describe you as a veterinarian
  - (v) you will not prescribe or authorise restricted veterinary medicines or human medicines
  - (vi) you understand registration in this scope is not a pathway to unrestricted registration in New Zealand

**Persons authorised to witness oaths and declarations under the Oaths and Declarations Amendment Act 2001 (for registration applications made within New Zealand)**

- A barrister or solicitor of the High Court
- A Registrar or Deputy Registrar of the High or District Court
- The Registrar or a Deputy Registrar of the Supreme Court
- The Registrar or a Deputy Registrar of the Court of Appeal
- Some other person authorised by law to administer an oath
- An officer in the service of the Crown, or of a local authority (Regional Council, City Council or District Council) who has been authorised by the Minister of Justice by notice in the Gazette
- A Justice of the Peace
- A notary public
- A Member of Parliament
- An employee of the Land Transport Safety Authority
- An employee of the Public Trust
- A fellow of the former NZ Institute of Legal Executives who is employed by a practising barrister or solicitor of the High Court