

September 2008
(Updated November 2008 – clauses 11 & 36)

Continuing Registration Policy

Purpose

1. This policy provides a set of principles and procedures that allow the Board to meet the requirement of the Registered Architects Act 2005 Section 12 that Architects must continue to meet the applicable minimum standards for registration to continue to be registered.
2. The policy is also intended to encourage Architects to stay professionally up-to-date and to advance their architectural skills and knowledge.

Principles: Annual registration

3. Architects are registered annually by the issuance of an annual Certificate of Registration for which Architects shall pay the fee set out in the Architects Rules 2006 Fee Schedule.
4. The registration period shall be from 1 July to 30 June of the following year.
5. When an Architect fails to renew his or her annual registration it shall be recorded on the Architects Register as “expired”.

Principles: Five yearly assessments

6. In addition, every five years, as per the Registered Architects Act 2005 Section 12(1) and the Registered Architects Rules 2006 Rule 22, the Board shall assess whether each Registered Architect still meets the applicable minimum standards for registration, this being a requirement that the Architect must meet to be issued his or her annual Certificate of Registration for each of the next five years.
7. The assessment shall take into account the nature of Architect’s work, his or her role and/or specialization, and any particular expertise or services offered by the Architect to the public.

Competence Reviews

8. Each year prior to 1 July the Board shall identify those Architects who in that year are due for an assessment as to whether they continue to meet the applicable minimum standards for registration. The assessment shall be known as a “Competence Review”, which will accord with the requirements of the Registered Architects Act 2005 sections 12 to 17.

9. From that review group, those Architects that have fully participated in the Board's Continuing Professional Development (CPD) programme (see clause 27) shall be deemed to have completed their Competence Reviews and to have met the applicable minimum standards for registration. There shall be no fee for this procedure. Architects so deemed will be advised in writing that they are entitled to apply for annual Certificates of Registration for each of the next five years.
10. Those Architects from the review group who have NOT fully participated in the CPD programme shall be advised in writing that they are required to submit evidence that they continue to meet the applicable minimum standards for registration, in order to continue to be entitled to be registered annually.
11. Competence Reviews will not be required when architects are in voluntary suspension. However, architects in voluntary suspension are fully entitled to participate in and record CPD as part of their professional development activities to meet continuing registration requirements.
12. When an architect in voluntary suspension seeks to revive his or her registration five or more years after the architect was first registered or last had a Competence Review, then he or she must have a successful Competence Review before being issued with an annual Certificate of Registration.

Competence Reviews requiring an assessment

13. Competence Reviews requiring an assessment will be carried out by an Evaluation Panel comprising two assessors and a member of the NZRAB staff.
14. The Competence Review procedure shall comprise in the first instance a desk top assessment of whatever evidence the Architect presents in writing to indicate that he or she continues to meet the applicable minimum standards for registration.
15. For this procedure to take place the Architect will be required to pay the fee set out in the Architects Rules 2006 Fee Schedule.
16. If, on the basis of the evidence presented, the Evaluation Panel concludes that the Architect continues to meet the applicable minimum standards for registration the Evaluation Panel will so recommend to the Board. The Board will then determine whether or not the Architect may continue to be registered as per policy 1 for the next five years.
17. If, in the judgment of the Evaluation Panel, the Architect's ability to demonstrate that he or she still meets the applicable minimum standards of registration is doubtful, the Panel may suggest to the Architect that it would be in his or her interest to seek an extension of term for assessment for continued registration, as per Rules 32, 33 and 34, in order to have more time to assemble the required evidence.
18. However, on the basis of the evidence presented, if the Evaluation Panel is NOT satisfied that the Architect continues to meet the applicable minimum standards for registration, then the Architect will be required to meet with the Evaluation

Panel for a face-to-face assessment.

19. For this procedure to take place the Architect will be required to pay an additional fee, as set out in the Architects Rules 2006 Fee Schedule.
20. If, on the basis of the face-to-face assessment, the Evaluation Panel concludes that the Architect continues to meet the applicable minimum standards for registration then the Committee will so recommend to the Board. The Board will then determine that the Architect may continue to be registered for the next five years.
21. However, if the Evaluation Panel is still NOT satisfied that the Architect continues to meet the applicable minimum standards for registration, then the Evaluation Panel will recommend to the Board that the Architect's registration be suspended, as per the Registered Architects 2006 Rule 27 (1)(b).
22. The Board will then invite the Architect to provide a written submission, as per Rule 28. This will be the basis for discussion at a second meeting with another Evaluation Panel.
23. For this procedure to take place the Architect will be required to pay an additional fee, as set out in the Architects Rules 2006 Fee Schedule.

Registration suspension/cancellation/conditions

24. If, after the second assessment, the Evaluation Panel is still NOT satisfied that the Architect meets the applicable minimum standards for registration, then the Panel will again recommend to the Board that the Architect's registration should be suspended.
25. Subject to the Board's decision, procedures to suspend the Architect's registration will then be invoked, as per Section 13 of the Registered Architects Act 2005 and Rule 30.
26. Twelve months after the registration has been suspended, it will be cancelled, as per Rule 30 (3)(b) unless in the meantime there has been another, this time successful, Competence Review, as per Rule 31.

Competence Review evidence

27. Throughout the Competence Review procedure the Architect may present any evidence that he or she considers appropriate to indicate that he or she still meets the applicable minimum standards for registration. To that end, the Architect may draw on sources from the Architect's work or from activities outside the workplace. The collation, preparation and presentation of that evidence are the Architect's responsibility.
28. Full participation in the Board's CPD programme, as per clause 9, shall require that the Architect over the previous five years has achieved 1000 CPD points, of which 100 must be in each of the four units of competency, these being Design, Documentation, Project Management and Practice Management.

29. The evidence presented by the Architect may include relevant activities that took place if and when the Architect was in voluntary suspension.
30. The evidence to be considered by the Evaluation Panel during the desk top analysis must predominantly be verifiable, this being evidence that is either quantifiable or by its nature reflects a credibility judgement by a party of standing apart from the Board.
31. Quantifiable evidence may include, but is not limited to, participation in relevant professional development activities relating to the registration competencies and architectural practice and standards.
32. Verifiable evidence may include, but is not limited to:
 - participation in overseas CPD
 - undertaking relevant tertiary study
 - being a publicly recognised author or presenter on architectural issues
 - being recognised by one's peers as having knowledge of architectural competencies, for example by participation in the NZRAB's registration and public protection procedures
 - being recognised by one's peers as providing support to colleagues via mentoring and training and advice in regard to the competencies and standards required of Architects
 - being recognised as having done exemplary or award-winning work.
33. At least 80 per cent of the evidence presented by each Architect must be verifiable, while up to 20 per cent need not be, an example being private study.
34. Where an interactive assessment is required, the Evaluation Panel will consider the information cited above, the Architect's work record, the Architect's statements to the Panel and any other matters that the Architect presents or the Panel considers relevant.
35. Where an Architect is unable to present quantifiable or verifiable evidence, the Evaluation Panel shall apply the same criteria in coming to a judgment as would apply to an application for initial registration, subject also to clause 7.

Early Competence Reviews

36. Each year as at 1 July architects that have achieved 1000 CPD points plus 100 points in each of the units of competency 12 months or more prior to their next Competence Review being due shall be deemed to have had a Competence Review and to be entitled to annual registration for five more years before another Competence Review is required, if they so wish.