

**September 2008
(Updated March 2010)**

NZRAB 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 (the Act) Section 12 and the Registered Architects Rules 2006 (the Rules) that architects must continue to meet the applicable minimum standard for registration to continue to be registered and that this must be confirmed at least every five years.
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 Rules 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 the architect shall be recorded on the New Zealand Architects Register as "expired", or "expired for more than one year", as applicable.

Principles: Five yearly assessments

6. Every five years, as per the Act Section 12(1) and Rules 21 and 22, the Board shall assess whether each Registered Architect still meets the minimum standard for continued 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. In broad terms, the assessment shall be based on the same criteria as for initial registration, excepting that the assessment shall also take into account the nature of the architect's current work, his or her role and/or specialisation, or services offered to the public.

Competence Reviews

8. Each year the Board shall identify those architects who in that year are due for review as to whether they meet the minimum standard for continued registration. The assessment shall be known as a "Competence Review", which will accord with the requirements of the Act sections 12 to 17.
9. From that review group, those architects that have fully participated in the Board's Continuing Professional Development (CPD) framework (see clauses 28 and 29) shall be deemed to have completed their Competence Reviews and to have met the minimum standard for continued registration. There shall be no fee for this procedure. Following Board approval, architects so deemed shall be advised in writing that they are entitled to apply for annual Certificates of Registration for each of the next five years, subject to having provided the information required to satisfy Rule 24.
10. Those architects from the review group who have NOT fully participated in the CPD framework shall be advised in writing that to continue to be entitled to be registered annually they must submit evidence demonstrating that they meet the minimum standard for continued registration, as required by Rule 21, the evidence showing that they:
 - a) still meet the minimum standard for registration set out in Rule 7; and
 - b) have taken reasonable steps to maintain their architectural knowledge and skills since their last assessments.
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, 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 under clause 10 of this policy will be carried out by an Evaluation Panel, as required by Rule 25.
14. This procedure shall comprise in the first instance a desk top assessment of whatever evidence the architect submits in writing to demonstrate that he or she meets the minimum standard for continued 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 meets the minimum standard for continued registration the Evaluation Panel shall so recommend to the Board. The Board shall then determine whether or not the architect may continue to be registered annually for the next five years.
17. However, on the basis of the evidence submitted, if the Evaluation Panel is NOT satisfied that the architect meets the minimum standard for continued registration, then the architect will be required to meet with the Evaluation Panel for a interactive assessment, the architect having been advised beforehand as to why his or her written evidence was insufficient.
18. For this procedure to take place the architect shall be required to pay an additional fee, as set out in the Architects Rules 2006 Fee Schedule.
19. If, on the basis of the interactive assessment, the Evaluation Panel concludes that the architect meets the minimum standard for continued registration then the panel shall so recommend to the Board. The Board will then determine whether or not the architect may continue to be registered annually for the next five years.
20. If, following the interactive assessment, the Evaluation Panel is NOT satisfied that the architect meets the minimum standard for continued registration then the Evaluation Panel will recommend to the Board that the architect's registration be suspended, as per Rule 27(1)(b).

Registration suspension/cancellation/conditions

21. The Board will consider the Evaluation Panel's recommendation and decide in principle whether or not to suspend the architect's registration.
22. If the Board's intention is to suspend the architect's registration then before confirming this intention the architect shall be invited to provide a written submission to the Board, as per Rule 28.
23. The Board shall then constitute a review panel of two assessors which will consider the architect's written submission and invite the architect to make an additional verbal submission, should the architect so wish.
24. Subject to the review panel's advice and then the Board's decision, if required procedures to suspend the architect's registration shall then be invoked, as per the Act Section 13 and Rule 30.
25. Twelve months after the architect's registration has been suspended, it shall 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

26. Throughout the Competence Review procedure the architect may present any evidence that he or she considers appropriate to indicate that he or she meets the minimum standard for continued registration. To that end, the architect may draw on sources from the architect's work or from outside the workplace. The collation, preparation and presentation of that evidence are the architect's responsibility.
27. The applicable minimum standard for registration (Rule 7) as applied to continuing registration shall be the same as for initial registration, but this shall be applied in the following ways:
 - a) All architects, regardless of their day-to-day work, must know and understand the Architects Code of Ethical Conduct and the statutory and regulatory requirements that apply to the architectural process in at least as much detail as for initial registration.
 - b) Where the various stages of the architectural process are a regular part of an architect's day-to-day work then that architect is required to know and understand them in at least as much detail as for initial registration.
 - c) Where any of the various stages of the architectural process are not a regular part of an architect's day-to-day work, the architect's required level of knowledge need not be as detailed, though the architect must still understand the subject sufficiently to be able to take responsibility for that part of the architectural process.
28. "Full participation in the NZRAB's CPD framework", as per clause 9, shall be the accrual of 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. This shall be achieved during five years ending at 31 December of the year prior to the review year, the six month difference from the registration date being required to give the NZRAB time to review those architects who do not reach this benchmark.
29. In addition, the number of CPD points required to have fully participated in the NZRAB's CPD framework shall be reduced on a pro rata basis where, because of when the architect was initially registered, he or she has had less time within which to accrue CPD points.
30. CPD points for professional development activities done within the CPD framework shall be awarded as per the NZRAB CPD Points Allocation Policy.
31. Evidence that the architect has done "appropriate professional development activities annually over the last five years" may include any CPD points gained and any other professional development activities that the architect has done.

32. Where an interactive assessment is required, the Evaluation Panel will consider the written information submitted, the architect's work record, the architect's statements to the Panel and any other matters that the architect presents, as per Rule 26.

Early Competence Reviews

33. Each year architects who in 4 years or less have achieved 1000 CPD points including 100 points in each of the units of competency, or the pro rata equivalent as per clause 29, shall be deemed to have had a Competence Review and to be entitled to annual registration for five more years, if they so wish.

One-off Competence Reviews

34. Under the Act section 12(1) prior to an architect's five year registration cycle being completed, the Board may require the architect to undergo a one-off competence review.
35. When that course of action is being considered, the architect shall be advised as to the reasons and invited to respond in writing. The information available, including the architect's response, shall be reviewed by the Chair of the Continuing Registration Committee who shall decide whether or not a competence review is required.

If a competence review is required, then the review will proceed as normally, excepting that:

- the information that led to the review being required will be made available to the panel as well as to the architect
- the architect will not be charged a fee or fees.