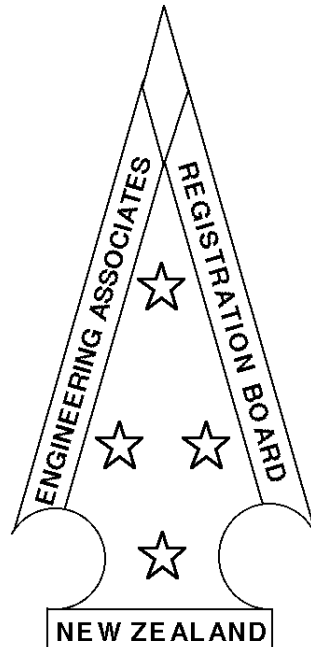


ENGINEERING ASSOCIATES REGISTRATION BOARD

“Hiranga Tohu – To hold up and qualify excellence”



'REA' REGISTRATION

INFORMATION & GUIDELINES FOR APPLICANTS

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ENGINEERING ASSOCIATES REGISTRATION BOARD

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REA Registration

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The information pack includes:

- Form EARB 1, the two page Application Form.
- Form EARB 1B, the two page Work History form which provides for suitable persons to support and confirm the applicant’s statements in the work experience history part of the application form.

Note: Forwarding an application – summary of requirements & check list, see page 10

[REA – What does it mean?](#)

Introduction

The concept of registration for technical engineers to ensure a high standard of skill and experience on public infrastructure projects, was developed by a group of technical engineering associations in the late 1950's. This was supported and approved by Parliament as the Engineering Associates Act (1961). The Registered Engineering Associate (REA) credential was established as a provision within the Act.

The Act defines the academic and experience level for competent technical engineers or technologists or REAs as people in engineering jobs that cover the activities between the fields of “*experienced tradesperson*” and “*experienced professional or chartered engineer*”.

Standards & Experience

To qualify as REA, a candidate must have academic training equivalent to at least NZCE (Level 6 on the NZ Qualifications Framework), followed by relevant engineering experience, which includes a minimum period in a position carrying significant engineering responsibility. Normal minimum time needed for training and experience to be sufficient for registration is about ten years.

The REA credential has, for fifty years achieved national and international recognition as a respected technical engineering qualification and it continues to provide a recognised standard of technical engineering excellence. It indicates that the holder is qualified and experienced as a senior technical member of the engineering profession.

REAcap - Current Competency Recognition of REAs

REAcap provides current competency recognition for REAs. It provides the opportunity for REAs to validate their current competency in conjunction with their REA registration on a voluntary basis. The REAcap scheme follows similar principles to those used for initial REA registration where a person's knowledge (academic qualifications), engineering experience and responsibility are all considered. Separate REAcap certification is issued following a successful assessment, and it requires revalidation every four years.

The Demand for REAs

In an economy that increasingly depends upon rapid skilled responses, and where capability and competency are essential, deregulation has eliminated many of the procedural and supervisory elements from central and local government. Many of the engineering tasks previously undertaken by the public sector are now performed exclusively by technical engineering consultants and contractors in the private sector. Conversely these developments have increased the demand for technical engineers to be employed within local authorities to monitor the activities of their consultants and contractors.

Registered Engineering Associates are aware that it is essential that the public retains confidence in the skill and qualifications of those involved in the operation of essential infrastructure, and especially with regard to the protection and promotion of public safety. REA technical engineers carry out many regulatory and NZ Standard safety related requirements. Technical engineers or technologists provide the key basic engineering design and management inputs for New Zealand's engineering industry, and there are thousands of REA's working in these roles.

Benefits

In a world of ever changing commercial and technical environments the REA credential:

- Continues to represent a high level of technical engineering achievement. The increasing number of unproven “qualifications” is leading to some confusion.
- Continues to provide a measure that the holder has achieved a benchmarked level of proficiency and competence.
- Provides strong evidence of a company’s support for internal staff development.

The REA qualification provides benefits in three main areas of interest;

- Employee - personal and career
- Employer - Company and Organisations
- The Public and the community

Personal and career:

There are now few occupations or activities where achievement of REA confers any degree of statutory exclusivity. REA is not a license, however some industry sectors or corporate organisations require the equivalence of REA for employee promotion or progression as a senior technical engineer. These industry groups include civil engineering, concrete manufacture, gas, electrical and controls, and some mechanical and automotive engineering applications.

In an increasingly fluid employment situation, technician engineers are finding that the REA qualification is very useful in their career development. It provides a recognisable stable benchmark, and being portable it clearly confers competency preference with a number of potential employers. It also enhances peer recognition of the holder’s skills and abilities.

Employers:

Only a few of the larger specialist technical organisations have the ability to provide training and assessment of technical competence to the levels that REA represents. However New Zealand is a country in which small to medium enterprises dominate the technical skills market and the ability of these smaller employers to engage technically competent persons, is enhanced by the provision of an independent competency assessed credential such as REA.

In an increasing deregulated era, the proliferation of alternate qualifications over recent years is making it harder for all employers. They have to assess whether the “academic” content of the qualification is really relevant engineering or just sounds like engineering, and they have to assess the level of practical competence a candidate has reached in industry.

REA can provide three clear areas of value to the employer;

- It recognises proficiency based on actual doing as well as the competency represented by the associated academic or training qualification.
- REA carries a message to most technical clients and customers as a reliable independently assessed credential of the holder’s competency.
- An organisation that internally recognises and encourages staff to achieve REA and other quality measures of competency, has a high reputation among the engineering workforce.

The Public:

Members of the public requiring technical engineering services are, generally, not well informed or able to make assessments about the competence and abilities of technical engineers. The widely recognised statutory based REA credential offers the public with significant assurance about the abilities and experience of an individual. The gaining of the credential is seen as being independent, transparent and having withstood the test of almost half a century of reliable assessment of both character and technological competence by the process of peer review.

EARB Engineering Occupational Discipline Matrix

Building XXXX XXXX (includes)		XXXX Engineering XXXX (includes)		XXXX Science XXXX (includes)			
Construction	<ul style="list-style-type: none"> * Cost Control * Planning * Management * Safety * Technology 	Communication	<ul style="list-style-type: none"> * Data * Image * Network Distribution * Voice 	Industrial	<ul style="list-style-type: none"> * Asset Management * Energy Systems * Engineering Management * Fire Prevention * Loss Prevention and Management * Manufacturing Technology * Occupational Health and Safety * Operations Management * Process Control * Project Management * Technology * Quality Assurance and Control 	Biomedical	<ul style="list-style-type: none"> * Biomedical Engineering * Laboratory * Physiology
		Design	<ul style="list-style-type: none"> * Acoustics * Architecture * Envelope * Interior 			Civil	<ul style="list-style-type: none"> * Asphalt Technology * Concrete Production * Construction Technology * Geotechnical * Infrastructure Asset Management * Marine * Materials Testing * Rail * Roading (rural, urban and highways) * Soil Mechanics * Stormwater Drainage * Traffic * Transportation Systems and Planning * Wastewater Collection * Water Reticulation
Control	<ul style="list-style-type: none"> * Consent * Inspection * IQP's 	Electrical	<ul style="list-style-type: none"> * Commercial Design * Construction * Industrial Control * Machinery Design * Physics * Power Generation and Distribution * Technology * Systems Design 	Information Technology	<ul style="list-style-type: none"> * Software Engineering * System Engineering 	Computing	<ul style="list-style-type: none"> * Information Systems * System Architecture
Services	<ul style="list-style-type: none"> * Audio * Fire Prevention * Fire Protection * Healthcare * HVAC * Hydraulics * Lighting * Management Systems * Network Support * Power * Security * Vertical Transport 			Electronic	<ul style="list-style-type: none"> * Automation * Avionics * Computer Control * Electromechanical * Industrial Control * Instrumentation * Microelectronics * Robotics * Technology 	Mechanical	<ul style="list-style-type: none"> * Aeronautical * Aerospace * Automotive Manufacturing * Design * Fluid Power * Machine Design * Marine * Materials Handling * Mobile Equipment * Naval Architecture * Power Engineering * Process Piping * Production Engineering * Refrigeration * Rigging * Robotics * Technology * Textile Manufacture * Tool and Die Design
		Forestry	<ul style="list-style-type: none"> * Management * Measurement * Technology * Pulp and Paper Manufacturing * Wood Products Manufacturing 	Mining	<ul style="list-style-type: none"> * Exploration * Extraction * Geology * Geophysical * Inspection * Processing and Production * Resource Planning * Technology 	Geomatic	<ul style="list-style-type: none"> * Cadastral Surveying * Construction Surveying * Geodesic * Geospatial * GIS (Geographic Info. Systems) * Hydrography * Photogrammetry * Remote Sensing * Survey Technology
		Gas and Petroleum	<ul style="list-style-type: none"> * Exploration * Extraction * Processing and Production * Geological * Geophysical * Organic Chemistry * Resource Planning * Technology * Transmission & Distribution 	Structural	<ul style="list-style-type: none"> * Detailing * Materials Testing * Polymer (plastics / FRP) Fabrication * Reinforced Concrete Manufacture * Timber Fabrication * Steel Fabrication 	Metallurgical	<ul style="list-style-type: none"> * Extractive * Geoscience * Metallurgical Technology * Physical Metallurgy * Welding
		4	6	5	6	Total Discipline No. = 21	

EARB Engineering Occupational Disciplines

The Act and its Administration

The Act

The Engineering Associates Act (1961), effective from 1 April 1962 set out to “*provide for the registration and control of certain persons associated with or employed in engineering work, and for the encouragement of better qualification of that work*”. It established statutory recognition of suitably qualified technical engineers.

The Board

To undertake the task of registering suitably qualified and experienced engineering technician group persons, the Act established a Board known as the

Engineering Associates Registration Board.

This Board consists of a Chairman and two other members appointed by the Minister. Other members appointed by the Minister are nominated by Associations which have been recognised under the Act and have at least 50 members registered or eligible for registration. The Incorporated Associations listed below are recognised under the Act:

Design Association of NZ Inc*

Institute of Automotive Mechanical Engineers NZ Limited

NZ Electronics Institute Inc*

NZ Institute of Gas Engineers Inc*

NZ Institute of Healthcare Engineering Inc*

NZ Institute of Marine and Power Engineers Inc*

NZ Institute of Refrigeration, Heating and Air Conditioning Engineers Inc*

* Associations with nominated members on the Board.

The Act also provides for the individual registration of persons who are not members of an Association recognised under the Act.

A Registrar is appointed by the Board, who is responsible to maintain the Register of REA's and to carry out the instructions of the Board.

The Board's Duties

Broadly, the Board has to administer the provisions of the Act, and more specifically:

- To determine the standards of training, experience, responsibility and technical qualifications necessary for registration.
- To receive applications and from evidence submitted in writing, or obtained from interview, to decide the applicant's eligibility for registration.
- To maintain a register of registered persons, to issue certificates of registration and to keep other essential records.

In addition to the above duties, the Board considers that it also has a responsibility to ensure that registration continues to have meaning and value in that it gives an assurance that a registered person has sound technical knowledge and experience and is capable of carrying considerable responsibility. The Board must firmly guard and maintain these standards.

Qualifications for Registration

As described in **Section 11(1)** of the Act (& amendments) a person is eligible for registration by satisfying one of the following conditions:

Either

(a) Having been born before the 1st day of January 1936, has had a basic engineering training **and** has had not less than 12 years of engineering experience, including not less than 6 years in positions which are positions of responsibility in relation to engineering work,

Or

(b) Has had a basic engineering training **and** has had not less than 6 years of engineering experience, including 1 year in positions which are positions of responsibility in relation to engineering work, and holds a NZ Certificate in Engineering or a First Class Marine Engineer's Certificate valid throughout the Commonwealth or any other Certificate which, in the opinion of the Board, denotes a standard of knowledge and experience equivalent to or higher than is required for the NZ Certificate in Engineering,

Or

(c) Has had a basic engineering training, **and** has had not less than 12 years of engineering experience including not less than 6 years in positions which are positions of responsibility in relation to engineering work, and has demonstrated to the Board by submitting to it a Written Statement of not less than 4,000 words on a subject approved by the Board concerning an aspect of engineering with which the applicant has been associated that he/she possesses expert knowledge of the approved subject.

Explanatory Notes:

'**Basic Engineering Training**' is usually the first **3 - 4** years of practical engineering.

'(a) **Registration**' is for older persons who in their younger days did not have the opportunity to carry their education to the standard commonly expected and required today, but have by experience, industry and ability attained positions of high responsibility in the engineering field. As registration under (a) is restricted to those born before 1 January 1936, registration under this section will gradually disappear.

'(b) **Registration**' based upon the NZCE, 1st Marine or Board determined equivalent qualification is the most common pathway to REA. An equivalent qualification would need to be assessed at Level 6 or higher on the NZ Qualifications Framework.

'(c) **Registration**' is available to those applicants who do not hold N.Z.C.E., 1st Class Marine Engineer's Certificate or Board determined equivalent and who satisfy the Board that their basic training, experience and position(s) of responsibility are of a suitable standard. Applying involves:-

- An application to the Board for approval of experience and responsibility.
- Upon approval of the application and in response to the Board's advice, submitting a Synopsis of the proposed Written Statement (alternatively this may be sent with the initial application).
- Board approves Synopsis and invites the Written Statement. The Written Statement must have considerable engineering content clearly demonstrating the applicant's part in the work described and not merely a narrative type description. The subject or project to be covered must be one in which the applicant has been personally involved. Typically the involvement will be in investigation, design, documentation, contract management or operations. The applicant's role must be clearly identified.

A period of up to two years will be allowed for the submission of the Written Statement. If requested by the Board, and usually after the completed Written Statement has been submitted, applicants must be prepared to attend at their own expense, an oral examination by a Committee appointed by the Board, either at the Board's Office or elsewhere nominated by the Board.

See page REA Info – 13 for details and instructions on Registration under clause 11(1)(c).

Applying for Registration

A. Application for Registration Form (EARB 1)

(Refer to the enclosed example of completing the Application Form)

All applications for registration must be on form EARB 1. As the two sheet form becomes a statutory declaration when completed, the completed form is required as an original and photocopies, electronic or fax copies are unacceptable. The application fee must accompany form EARB 1, and the fee is not refundable should registration be subsequently declined.

Character References & Qualifications

Two recent character references are required – originals.

Copies only (not originals) of Certificates or other evidence for those qualifications listed. Applicants seeking registration under Clause 11(1) (b) by virtue of an academic qualification other than NZCE or 1st Marine, or the subsequent NZQA approved Level 6 engineering diplomas should ensure that an appropriate formal assessment of the qualification is supplied with their application. Contact the Registrar for guidance if required.

B. Engineering Experience & Responsibility History

(Refer to the enclosed example of a Work Experience History)

‘Basic Engineering Training’ is the first 3 or 4 years of the applicant’s engineering experience which may be a regular apprenticeship, cadetship or other practical training. Confirmation is required.

Engineering Work Experience History describes the applicant’s practical engineering experience following completion of basic training. This must describe exactly the applicant’s personal tasks duties and responsibilities, the magnitude of the work, staff controlled including their numbers, trades and types of work. A typewritten CV (Curriculum Vitae) on A4 sized paper is preferable. Detail each period separately (month & year for both start & finish of each period). All experience that is to be considered must be confirmed, preferably on form EARB 1B.

‘Responsibility’ is the extent to which an applicant carries the responsibility for his or her own decisions and also for the actions of others. This may be in regard to technical problems, engineering organisation, engineering staffing, engineering management including budgeting, engineering experience, materials procurement, research etc. The Board is the sole judge of adequate responsibility for registration. This may be judged on the applicant’s description plus the confirmation on form EARB 1B. If necessary, additional enquiries will be made by the Board. The applicant should indicate the limits of the responsibility, and if available an organisation diagram and also a formal job description is of considerable assistance in indicating responsibility. Form EARB 1B must in general be used for confirmation of responsibility.

‘Competency’. In determining a candidate’s application for registration, the Act requires the Board to ensure the candidate shows a reasonable standard of general competency in the branch(es) of engineering in which the experience and responsibility is(are) being considered, or alternatively having a highly specialised knowledge in a particular branch of engineering. A candidate’s level of competency should be verified or at least supported by one or more of the supporting documents (EARB 1B) covering the most recent periods of the Work History.

C. Confirmation of Experience & Use of Form EARB 1B

Form EARB 1B together with the portion of the Experience History to be confirmed, is sent by the candidate to the person who can confirm the described work and responsibility, and who may comment on the form regarding the claims made by the applicant. Where appropriate the person confirming the experience should also comment upon the candidate’s level of competency within the branch of engineering described. The form is then signed and sent direct to the Registrar together with the copy of the relevant portion of the Experience History.

The person confirming should be familiar with the standard required by the Board for registration (i.e. an REA is the most senior of the Technician Group and should be able to accept responsibility less only that of a professional engineer, sometimes assisting to train a graduate and at times accepting the full responsibilities

for certain sections of the professional engineer's duties).

Alternative Confirmation e.g. references, letters, certified* statements of service, a certified* statement summarising sea service, or copies of Armed Services records may be provided instead of using form EARB 1B. Self-employed applicants may in addition to using the EARB 1B forms with associated engineering companies or organisations, use letters from clients, firms, organisations and persons for whom they have performed work to confirm the whole or portions of their statements. Where the confirming information is considered insufficient, it may still be necessary to insist on the use of form EARB 1B.

***Note:** Where copies of references, statements of service or letters are provided as evidence, each copy must be individually **certified** that it is a true copy of the original, by a person authorised to take statutory declarations.

D. Application to Submit Written Statement (Clause 'c')

In addition to the above requirements, an application for registration under Clause 11(1)(c) (the submission of a Written Statement), may be accompanied by a Synopsis of the proposed Written Statement instead of waiting for the Board to first approve the initial application. The Synopsis sets out the title, and the proposed main headings with a brief indication of their content. The total Synopsis would not be expected to extend over more than two A4 typed sheets. **Note:** As the subject has to be pre-approved by the Board, the Written Statement should not be commenced until the applicant has been notified.

E. Summary & Checklist

Send the Application for Registration, statutory declaration, & other documents to:

The Registrar, Engineering Associates Registration Board
P O Box 12 011, Thorndon
Wellington 6144, New Zealand

If being sent by courier to Engineering Associates Registration Board, 6th Floor, Molesworth House 101 Molesworth St, Wellington, 6011 New Zealand

- Enclose copies of certificates for academic and technical qualifications, and
- Copies of any certificates relating to experience or responsibility. Ensure that they are **certified copies**, by a person authorised to take statutory declarations.
- Enclose the two recent character references (originals please).
- Enclose Work Experience History(s) for basic and subsequent engineering work experience. Ensure that the levels of responsibility are adequately defined and described. If in the form of a resumé or CV, ensure that all sheets and any attachments are intact, and in a logical sequence. Each period should be defined by months & years.
- Ensure that all confirmation documents (form EARB 1B) have been arranged with the relevant persons.
- If a Clause (c) application, a Synopsis of the proposed Written Statement may be included with the initial Application for Registration.

Completing the Application Form



ENGINEERING ASSOCIATES REGISTRATION BOARD

APPLICATION FOR REGISTRATION UNDER THE ENGINEERING ASSOCIATES ACT 1961

To: The Registrar, Engineering Associates Registration Board, PO Box 12-011, Wellington 6144, New Zealand

I *Full name of applicant*

Full Name

of *Full address of applicant*

Full Address & Postcode

hereby make application for registration under the Engineering Associates Act 1961 and declare that:

- (a) I was born on the day of 19..... at..... (place\country of birth)
- (b) I seek registration under Section 11, paragraph (1) (a) or (b) or (c) of the above Act (circle one).
- (c) My qualifications, basic training, relevant experience and responsibilities on which I apply for registration, have been set out on page two of this form and on the attached pages which are deemed to be included in this declaration.
- (d) Confirmation of the following periods of my work experience and responsibilities are being certified on Forms EARB 1B and these will be posted directly to the Registrar by the following:

Period	Name	Occupation	Address
--------	------	------------	---------

Confirmation of training experience and responsibility is required preferably using the EARB 1B forms. Self-employed applicants may in addition to using the EARB 1B form with associated engineering companies or organisations, use letters of reference from clients, firms, organisations, or others for whom they have performed work to confirm whole or part of their statements. Note, statements without confirmation will be disregarded by the Board.

- (e) Evidence of good character, reputation and conduct is given by the following referees. Two are required, please provide name, address, occupation and how you know them. Those nominated as character referees should not be related to you. Ideally, these referees should not be the same as those nominated to confirm work history, however, if unavoidable one may be acceptable. Please attach original written references.

Two written recent character references are required from persons other than those providing confirmation.

- (f) I am a financial member of the following Association recognised under the Act:
.....*Refer to list of associations recognised under the Act*..... (Delete if not applicable)

And I make this solemn declaration believing the same to be true and by virtue of the Oaths and Declarations Act 1957

..... Signature of Applicant

Declared at..... this day of
Month *Year*

before me (*print name*).....
Justice of the Peace, Solicitor, or other person authorised to take statutory declarations

Signature of above

1. GENERAL EDUCATION (Full time Secondary)

(This does NOT include part time or night classes taken whilst at work following completion of regular full time schooling).

(i) I completed full years of secondary education.

(ii) The names of the secondary schools, including the locations, towns, cities and/or countries in which they were situated, and the years during which I attended were :

.....
.....

(iii) I have passed the secondary examinations described below. I enclose photocopies of certificates, diplomas, or other evidence of those qualifications:

.....*Note: Originals are not required – copies are acceptable*.....
.....

2. TECHNICAL EDUCATION

(i) After completing my secondary schooling I attended tertiary educational establishments and studied technical or scientific subjects for years.

(ii) The names of the tertiary educational providers, including the locations, towns, cities and/or countries in which they were situated and the years during which I attended them were:

.....
.....

(iii) I have completed the tertiary courses described below. I enclose photocopies of certificates, diplomas, degrees or other evidence of those qualifications.

.....*Note: Originals are not required – certified copies are acceptable*.....
.....
.....

3. ENGINEERING EXPERIENCE

(i) For my basic engineering training I served an apprenticeship/a cadetship/a formal training agreement as a:

.....*Usually the first 4 or 5 years of an applicant's early engineering work experience*.....

from.....to.....with.....

(ii) A history of my total engineering experience arranged in chronological order is attached.

(iii) My periods of engineering responsibility, which I claim will meet the Board's requirements for registration are also clearly identified in the attached engineering work history and are certified on Forms EARB 1B which are being posted directly to the Registrar.

Example of Work Experience History

APPLICANT'S NAME: WORK HISTORY

Period: Jan 90 – May 95

Employer - NZ Engineering Co Ltd, 11 Forth Street, Auckland.

Position - Apprentice.

Responsible to Mr H F O'Connor, Workshop Foreman.

Duties - Normal workshop training in all aspects of fitting and turning, including 6 months in the drawing office.

Supported by certified reference (Not supported by Form 1B).

Period: June 95 - December 98

Employer - as above.

Position - Fitter.

Responsible to Mr H F O'Connor, Workshop Foreman.

Duties - Mainly repairing and overhauling mechanical plant (Not supported by Form 1B)

Period: February 99 - December 06

Employer - Atlas Shipping Co, 116 Customhouse Quay, Wellington.

Position - Marine Engineer grades 6th to Chief on various ships.

Responsible to – Mr G R Williams, Chief Engineer.

Duties - Normal duties of marine engineer including watch keeping. Enclosed is a list of positions held, ships tonnages, HP's and service certified by the Staff Superintendent. During service at sea I obtained 1st Class Marine Engineer's Certificate on 17 May 1999.

(Supported by certified reference) (Not on Form 1B).

Period: January 07 - July 07

Touring NZ after discharge from Merchant Navy including working part-time on a farm (Not Engineering).

Period: August 07 - December 13

Employer - Southend Hospital, Dunedin.

Position - Assistant Engineer.

Responsible to Mr C D Moore, Chief Engineer.

Duties - General maintenance and operation of boiler house plant and other installations including fire alarm system, H & V, refrigeration, sterilisation and cooking facilities. Subordinate staff 2 fitters, 2 electricians, 1 carpenter 4 boiler attendants (Supported by Form 1B).

Period: January 14 to present

Employer - Southend Hospital, Dunedin.

Position - Chief Engineer.

Responsible to: Mr J K Bradley, Deputy Chief Executive

Responsible for the operation, maintenance and extension of all mechanical, electrical and other engineering services and the design and construction of new plant and buildings. Some of the major works undertaken include *(give examples briefly)*. Capital and operating expenditure (excluding salaries) for which I am responsible is currently \$5.5M per annum. The total number of beds in the hospital is 500 and I have the following staff under my direction: 2 Assistant Engineers, 4 fitters, 3 electricians, 2 carpenters, 2 painters, 2 plumbers, 15 boiler attendants, 3 trades apprentices, 1 personal assistant, 2 office administrators (Supported by Form 1B).

Occupational Knowledge Development: *It is also recommended that continued formal career training and professional development is also listed, for example:*

July 99	- Worksite Safety
December 11	- NZ Institute of Management Certificate in Supervision
May 13	- NZSS 3910 Familiarisation Course
June 14	- Worksite Safety refresher course
September 16	- Having the Difficult Conversation, NZ Institute of Management
January 17	- Risk Assessment Seminar, Otago University
July 18	- Healthcare Engineering Conference, Palmerston North
October 18	- Contracts Seminar, Otago Polytech

Registration under Section 11(1) (c) of the Engineering Associates Act

Submission of a 'Written Statement'

Introduction

Registration under 11(1)(c) is available to those applicants who satisfy the work experience and responsibility criteria, but who do not hold NZCE, 1st Class Marine Engineer's Certificate or an equivalent qualification (assessed at least Level 6 on the NZ Qualifications Framework - NZQF). Such an applicant is to submit to the Board a 'Written Statement' of 4,000 - 5,000 words on a subject approved by the Board on an aspect of engineering with which the applicant has been personally involved. The 'Written Statement' must demonstrate that the applicant possesses expert knowledge of the approved subject, and has achieved a standard of knowledge and experience warranting registration.

Rules for Application under 11(1) (c) of the Act

- 1. Application:** The applicant shall apply for registration on Form EARB 1 together with all the supporting documentation required for all applications, and indicating his or her wish for consideration under 11(1)(c). The application will be considered by the Board at its next meeting.
- 2. Synopsis of Proposed Written Statement:** If the information supplied satisfies the Board that the applicant's basic training, experience and position of responsibility are of a suitable standard and meet the Act's requirements, the applicant will be invited to submit a Written Statement. The applicant should then forward to the Registrar, a Synopsis of the proposed Written Statement setting out the title and the intended main headings with an indication of content under each. The subject or project to be covered must be one in which the applicant has been personally involved. Typically the involvement will be in investigation, design, documentation, contract management or operations. The applicant's role must be clearly identified.

Alternatively the applicant may submit a Synopsis of a proposed Written Statement with the original Application for Registration. Both the application and the Synopsis can then be considered by the Board at the same meeting.

Once the Synopsis has been approved by the Board, the applicant will be advised by letter and invited to submit the Written Statement on the described subject.

- 3. Written Statement:** The Written Statement must be of 4,000 - 5,000 words, must be typed and should be clearly expressed in acceptable English, logically arranged, and must cover a subject or project on which the applicant has been personally involved. The Written Statement must have considerable engineering content clearly demonstrating the applicant's part in the work described, and must not be merely a narrative type description.

The Written Statement should be supported by any relevant calculations, drawings or sketches which should have been personally carried out or supervised by the applicant. The extent of the applicant's involvement must be clearly identified.

Where the applicant has incorporated in the Written Statement any resources whatsoever other than their own personal material (e.g. extracts from Standards, codes, textbooks, data, other reports etc.) these must be clearly identified in the text and the source referenced.

A period of up to two years will be allowed for the submission of the Written Statement, as from the date of the letter of approval of the subject and the invitation for the proposed Written Statement.

The Written Statement must be accompanied by a Statutory Declaration that it is entirely the applicant's original work; any use of material published by other persons must be acknowledged at the conclusion of the Statement. (A Statutory Declaration form is available from the Registrar).

- 4. Interview:** If requested by the Board, applicants must be prepared to attend at their own expense, an oral examination by a Committee appointed by the Board, either at the Board's Office or elsewhere nominated by the Board. If required, any such interview would normally take place following the receipt and consideration by the Board of the completed Written Statement.

REA – Summary of Registration Procedures

Requirements for Registration

Reg. Eligibility	Section 11(1)(a)	Section 11(1)(b)	Section 11(1)(c)
Age	D o B < 1 Jan 1936	N/A	N/A
Academic Qualifications	N/A	NZCE/1 st Marine/equiv* ¹	N/A
Basic Engineering Training	≥ 3 years apprenticeship or equivalent practical engineering training.		
Engineering work experience Including	≥ 12 years	≥ 6 years	≥ 12 years
Responsible work experience	≥ 6 years	≥ 1 year	≥ 6 years

Documents Required for an Application for Registration

Form EARB 1(2sheets)* ²	Certified original	Certified original	Certified original
Qualification certificates* ²	Photocopy	Photocopy	Photocopy
Qualification assessment(NZQA)* ²	N/A	Photocopy* ¹	N/A
Character References* ²	2 recent originals	2 recent originals	2 recent originals
Experience References* ² (if any)	Certified photocopies	Certified photocopies	Certified photocopies
Work Experience History* ² (CV)	Yes	Yes	Yes
Form EARB 1B Confirmation	Signed original for each applicable period of Work Experience History		
Written Statement Synopsis	N/A	N/A	Optional with Application* ³
Application Fee (incl GST)* ²	NZ\$150.00	NZ\$150.00	NZ\$150.00

Registration Process

All documents* ² send to Registrar	By applicant	By applicant	By applicant
Form EARB 1B Confirmations	Sent directly to Registrar from persons confirming Experience History periods		
Application considered	↓		
	@ Board Meeting	@ Board Meeting	@ Board Meeting
	↙ ↘	↙ ↘	↙ ↘
Approved by Board	Yes	Yes	Yes
	↓	↓	↓
Advice to applicant	Letter	Letter	Invite synopsis* ³
	↓	↓	↓
Interim action	↓	as required	Approve synopsis* ³
	↓	↓	↓
Other submissions	↓	As required	Written Statement* ⁴
	↓	↓	↓
Other Board Approval	↓	As required	Written Statement
	↓	↓	↓
Other advice to applicant	↓	As applicable	Approved
	↓	↓	↓
Initial Registration Fee (incl GST)	NZ\$95.00	NZ\$95.00	NZ\$95.00
Certificate of Registration	Issued	Issued	Issued

Continuing Registration

Annual fee due 1 April (incl GST)	NZ\$95.00 reduced by NZ\$10.00 if paid by 1 July. Late payment penalties apply.
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Notes: *1 Overseas academic qualifications assessed against NZCE or Qualifications Framework by NZQA.

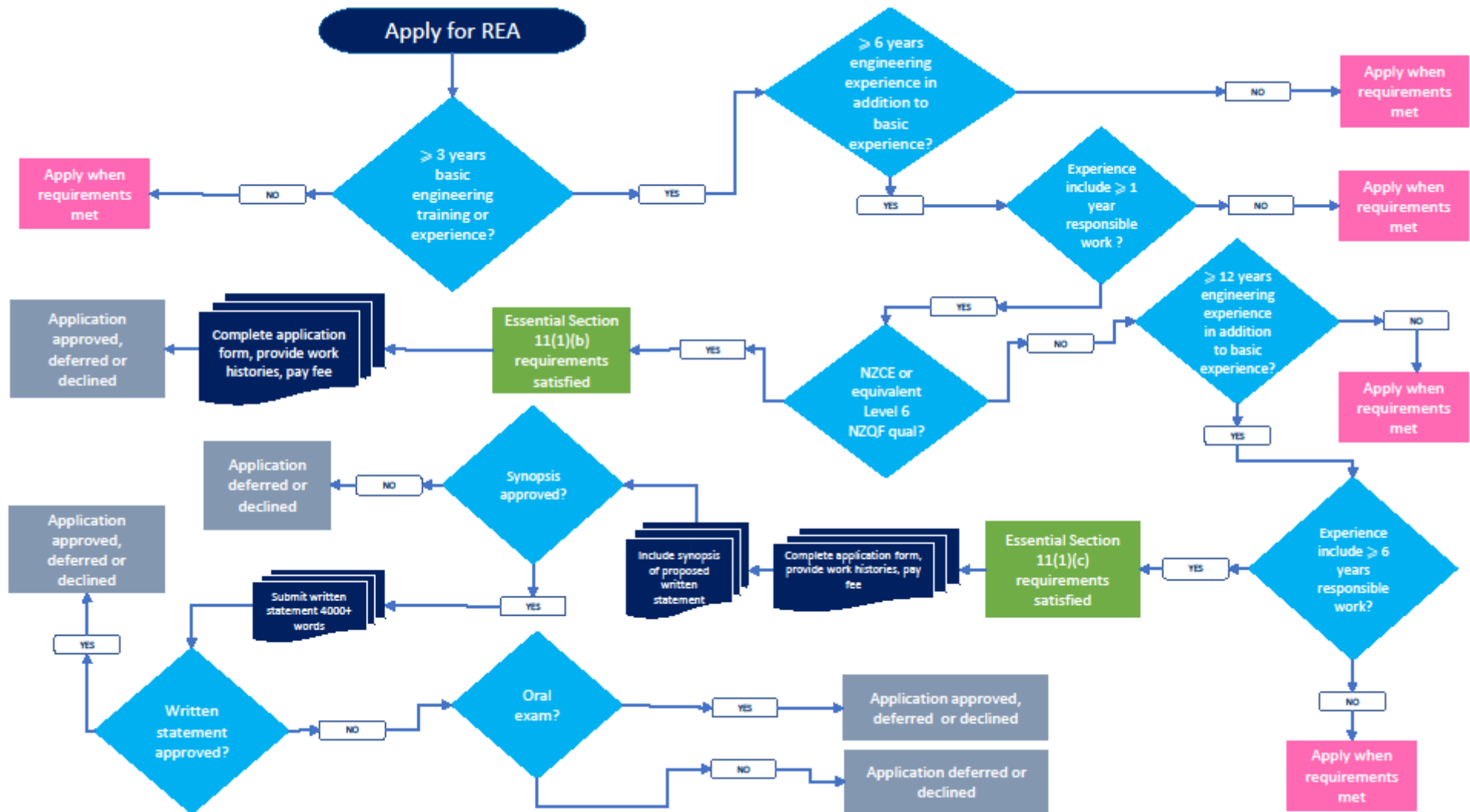
*2 Document to be enclosed with Application for Registration.

*3 Synopsis of proposed Written Statement can be sent with the original Application for Registration.

*4 Accompanied by a Statutory Declaration that it is the applicant's own work.

REA – Application Flowchart

This flowchart provides an initial determination of whether an application should be made under Section 11(1)(b) or Section 11(1)(c) and outlines the process for each.



REA Registration

Registration Approval

After the application for registration has been approved by the Board, the applicant will be notified and requested to pay the initial registration fee. This fee must be paid before the registration formalities may be completed, the applicant's name entered in the Register, and a Certificate of Registration issued. Thereafter, to remain on the register the annual registration fee must be paid by the due date.

When registered, the Certificate of Registration may be displayed, and the post nominal 'Registered Engineering Associate' or the letters REA may be placed after the registrant's name.

The Register

The Register records the names of the persons registered, details of address, qualifications at time of registration and such other particulars as are prescribed. The Register must be open to inspection by the public during reasonable office hours. Provision is also made for the supply of certified copies of any entry in the Register. The Privacy Act does not amend or repeal the provisions of the Engineering Associates Act 1961.

Information held in the Register includes:

- Full name, address, date of birth, academic qualifications & membership of constituent Association
- Date and allocated N^o of Application for Registration
- Registration details – Certificate of Registration N^o & date, Engineering Discipline & Section of Act

A List of Registered Engineering Associates is included in the Board's website, providing surname and initials, engineering discipline, Certificate of Registration No and year, and the NZ region. REAcap validation details are shown as applicable.

Code of Practice

The Act provides for certain conditions and professional conduct that are to be observed by all persons registered and these are detailed in a Code of Practice issued by the Board for acknowledgment by all REAs. Registration remains current provided the annual fee is paid when due.

A **Code of Professional Ethics** is also included which states:-

In undertaking their engineering activities, Registered Engineering Associates shall;

1. Promote and maintain efficiency, good management, proper conduct, high ideals of courtesy and personal integrity, with understanding and cooperation between themselves and others.
2. Uphold the dignity, standing and reputation of REAs and other engineering professionals, and promote their interests, integrity, status, and welfare.
3. Not be involved in illegal, dishonourable, improper and objectionable practices.
4. Commit to the ongoing development of all members of the engineering profession, and to continuous improvement in knowledge and competence.
5. Apply their skills and knowledge ethically and in a spirit of fidelity and fairness to their clients or employers for whom they act, and work within their areas of competence.
6. Uphold the public interest, especially in matters of health and safety and the protection of life and the well-being of the community.
7. Recognise the need for sustainable management of resources and to minimize adverse effects on the environment.

There are disciplinary measures for offences against the Act such as false or fraudulent representation, complaints, misconduct or convictions.

Schedule of Fees

Fees

The Schedule of Fees in accordance with the Engineering Associates Fees Regulations 2013, effective **1 July 2013** incl GST are (NZ\$):-

For an application for Registration	\$150.00
For annual Registration	\$ 95.00

Less **\$10.00** after first year of registration if fee paid before 1 July.

The annual registration fee applies for every year of registration, and is paid in advance when due on the 1st April each year, in response to a request notice from the Board. If not paid by the prescribed 'overdue date' the name of the REA is "Struck off" the Register, and to be restored incurs another application for registration fee as well as the outstanding annual fee in arrears.

Total Fees for an Application for Registration

The fees for an Application for Registration are in two stages as follows:-

- (a) Application fee which accompanies the Application for Registration - \$150.00
- (b) Initial 'Annual Registration' fee after Board approves Registration - \$95.00

Total fees for a successful application would then be a combination of the above. Payment is made in two stages;

- (a) The \$150 fee for an 'Application for Registration' should accompany the documents comprising the application for registration to become an REA.
- (b) The subsequent initial annual registration fee of \$95 should be paid after your application has been approved. You will be advised if your application is successful and requested to pay the initial annual registration fee. Please do not forward the initial registration fee with the application fee.

Payment

All payments should be made payable to: Engineering Associates Registration Board and nd can be by:

- Internet banking or direct credit to the Board's bank account – BNZ 020 585 0003513 00. Internet banking is the preferred method of payment (please advise payment details with your application and ensure your name is entered in the 'reference field')
- Foreign exchange transfer. Swiftcode or BIC is BKNZ NZ22. Clearing code is NZ020585. Ensure sufficient funds are included to account for international bank and transfer fees.
- cheque crossed 'Not Transferable'
- bank cheque or bank draft
- Cash or cheque in person at the Board's offices

EFTPOS, credit and debit card transactions are not accepted. Please do not send cash as no responsibility is accepted for cash sent by post or courier.

Application Summary & Checklist

Send the completed Application for Registration and signed statutory declaration to:

**The Registrar
Engineering Associates Registration Board
P O Box 12 011
Thorndon
Wellington 6144
New Zealand**

If being sent by courier to:

**The Registrar
Engineering Associates Registration Board
6th Floor
Molesworth House,
101 Molesworth St
Wellington 6011
New Zealand**

Enclose the following with the application:-

- The application fee **NZ\$150.00 incl GST** (otherwise indicate how fee is being paid e.g. internet banking)
- Copies of certificates for academic and technical qualifications
- Copies of any certificates relating to experience or responsibility. Ensure that they are **certified copies**, endorsed by a person authorised to take statutory declarations (e.g. a Justice of the Peace)
- The two recent character references (originals only please).
- Work history for basic and subsequent engineering work experience. Ensure that the levels of responsibility are adequately defined and described. Note, if the experience and responsibility histories are in the form of a resumé or CV, ensure that all sheets are intact and in a logical and clear sequence, and that any attachments (e.g. organisation diagrams or supporting documents) are enclosed. Check that each period is defined by months & years.

Ensure that all confirmation documents (Work History - form EARB 1B) have been arranged with the relevant persons.

If a Clause (c) application, a Synopsis of the proposed Written Statement may be included with the initial Application for Registration