

ENGINEERING ASSOCIATES REGISTRATION BOARD

Hiranga Tohu – to hold up and qualify excellence



REAcap

REAcap – Registered Engineering Associate competency assessed practitioner

Information, Guidelines & Conditions for REAcap Applications

Recognition of Continuing Professional Development for Registered Engineering Associates

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Introduction

REAcap – Continuing Professional Development for REAs

The recognition of current competency is an important and essential element of contemporary occupational registration systems for many professions including, electricians, architects, professional engineers, health practitioners and building practitioners. Although the Engineering Associates Act has frequent references to the competency of persons registered under the Act and for the encouragement of better qualification in their work, there is no specific provision for statutory recognition of current competency. The Board established the voluntary REAcap scheme to provide current competency certification in conjunction with REA registration. REAcap follows similar principles to those used in the Act for initial REA registration, where a person's knowledge (academic qualifications and courses), engineering experience and responsibility are all considered. REAcap provides recognition of an REA's current competency and requires revalidation every four years.

REAcap Conditions

- REAcap is administered by the Engineering Associates Registration Board and is a voluntary assessment recognising current competency of REAs in their registered engineering discipline(s) continuing from their registration.
- The assessment is validated with a printed certificate, valid for up to 4 years. REAcap remains current along with the Engineering Associate Registration provided all annual fees are paid. If either lapses before the expiry date of the REAcap the certificate must be surrendered.
- REAcap requires the REA to observe the Code of Ethics issued by the Engineering Associates Registration Board.
- REAcap status is indicated on the REA's listing on the EARB website.
- The REA provisions under the Engineering Associates Act 1961 and its amendments, continue unchanged.

Procedure for REAcap Validation

1. Application Form

Complete and sign the REAcap Application Form (EARB 8) and its self-certified declaration.

2. Provide Evidence of Continuing Professional Development

- a. Prepare a schedule of your continuing professional development (CPD). This includes any completed or continuing academic study since attaining your engineering qualification, attendance at a course, lecture, forum, demonstration, seminar, webinar or conference and reading of relevant documents related to your work.
- b. The range of topics eligible for inclusion can be broad, and relate to improving personal skills, knowledge, competency, efficiency, productivity or other aspect of professional development. The topics are not restricted to engineering or technical matters and can include management and supervision of people or projects, health and safety, environmental issues, resources both human and material, training in compliance with standards and specifications, reading to maintain currency, accounting, marketing, and computer applications. **The target should be 50 hours of CPD over a 4 year assessment period.**
- c. The schedule should list the topic, subject or course and duration. Copies of certificates, or other evidence of attendance, should be supplied where available. Alternatively, applicants can self-certify if certificates are

not available or not applicable. Note that an application with certified CPD or other evidence of attendance is more likely to be successful than an application with significant amount of self-certified or uncertified CPD.

3. Example of Continuing Professional Development Schedule

Date	Title/Subject/Course	Provider	Duration	Cert
Feb-18	Prepare for Supervisor's Course on NZS 4224	self	2 days	N/A
Mar-18	Attended Havelock North Inquiry Seminar	Water NZ	3 hours	N
Mar-18	Faciliate Supervisor's course for NZS 4224	self	1 day	N/A
Apr-18	Introduction to Microsoft Excel	SystemNZ	6 hours	Y
May-18	Attended workshop on Foundation Passport - Civil	SiteSafe	4 hours	Y
Jun-18	Reading: Stormwater Management Devices in the Auckland Region	self	5 hours	N/A
Jul-18	Attended Conference: Engineering for Reliability	Eng NZ	4 hours	Y
Aug-18	Emergency First Aid	Red Cross NZ	4 hours	Y
Sep-18	Reading: Auckland Transport Code of Practice: Traffic Calming Device and Road Drainage	self	5 hours	N/A
Nov-18	Stress/Resilience Management	in house	6 hours	N
Jan-19	Financial Management	Price Waterhouse	8 hours	Y
Jan-19	Advanced 4WD Course	Toyota NZ	2 days	Y
Feb - June 19	Eng 3005 - Engineering Management	Open Polytech NZ	40 hours	Y
Feb-19	Attended workshop: Consents Process	Watercare	3 hours	N
Mar-19	Introduction to Information Management Systems	in house	1 hour	N
May-19	Attended Three Waters Reform Seminar	Water NZ	3 hours	N
Jul-19	Prevention of Bullying and Harassment in the Workplace	in house	4 hours	Y
Aug-19	Reading: NZS 4130 Polyethelene pipes for pressure applications	self	4 hours	N/A
Sep-18	Person in Charge Safety Programme	Auckland Council	4 hours	Y
Oct-19	Introduction to Cyber Security	SystemNZ	6 hours	Y
Nov-19	Attended Engineering NZ Annual Conference	Eng NZ	2 days	Y
Feb-20	Negotiation Skills	Employers Association	7 hours	Y
Mar-20	Emergency First Aid	Red Cross NZ	4 hours	Y
Apr-20	Attended Ozonation Webinar	Aquatec Australia	2 hours	N
Jun-20	Attended demonstration: Road surface testing devices	Auckland Council	2 hours	N
Aug-20	Reading: Design Manual Codes of Practice - Earthworks	self	4 hours	N/A
Oct-20	Port Safety Induction Briefing	Ports of Auckland	2 hours	N
Nov-20	Project Management and Accounting for Engineers	Verde Group	4 hours	Y
Feb-21	Reading: Asset Information Management and Data Standards	Watercare	4 hours	N
Mar-21	SiteSafe Supervisors Course	Site Safe	2 days	Y
Apr - June 21	Reading: Various publications on transport and general civil engineering topics	self	10 hours	N/A
Jun-21	Induction Safety Training for Auckland road tunnels	NZ Transport Agency	1 hour	N
Aug-21	Emergency First Aid	Red Cross NZ	4 hours	Y
Oct-21	Having that difficult conversation	in house	2 hours	Y
Nov-21	Introduction to Microsoft Access	System NZ	6 hours	Y
Dec-21	Attended Seminar: Road Network Maintenance	Fulton Hogan	3 hours	N
Jan-22	Attended Presentation: How to plan for an earthquake event; lessons for engineers	Christchurch City Council	4 hours	N

4. Continuing Engineering Experience

Please provide a copy of your current CV, or an updated work history as was required for your original REA registration application. It should clearly show when you received REA and provide a brief synopsis of the engineering related experience since then. The range of experience being assessed is not restrictive and allows for the very wide types of occupational activity encountered by REAs. All types of engineering experience are accepted. We accept related positions in management, marketing of engineering services or merchandise, human resources applications, training and teaching facilitators, consultancies, local and central government agencies and enterprises, and private and public companies in the engineering industry. There is no minimum time requirement, but the assessors expect that you have continued to be involved in a related engineering occupational activity since the issue of the REA. Please describe any period when you were not involved in a related engineering occupational activity since the issue of REA, or if your registration was not continuous. Details to be included in the CV or on a separate schedule are, name of organisation (e.g. employer), title of position, period (mths/yrs) for each position, person to whom responsible, and a brief description of your occupational activity for each position if that is not clear from the CV. Please ensure that your name is recorded on each sheet.

5. Continuing Engineering Responsibility

Responsibility is expected to continue from that recorded in your Work History Experience Confirmation submitted with the original registration application. Responsibility can involve supervision, management, or control of any one or combination of tasks involving projects, design, tender preparation, contracts, construction, allocation of labour and/or other resources, teaching or training, representations to clients,

operational and employment issues of engineering and related staff. The assessment system recognises solo businesses, REAs in management positions with minimum directly related engineering activities, marketing, human resource applications and other diverse occupations.

6. Audit Confirmation Details

Wherever possible, please provide the names and contact details of someone in a position to confirm the occupational activities that are described in your submission. For those in sole positions, contact details from customers, clients, contractors, other engineering practitioners or suppliers are acceptable. The Board may perform audits on randomly selected applications to ensure the accuracy and relevance of declarations.

7. Special Provisions

- a. If you were first registered within twelve months of applying for REAcap you need to support your application with a current CV that confirms that you are still working in an engineering related field. Please provide the list of any CPD (para 2) to ensure the Board's records remain current. In these circumstances the ensuing REAcap validation will expire four years from the date of the REA Certificate of Registration.
- b. If you hold CPEng¹ registration, you will have gained that credential since 2002, and need only to support your application with a current CV that confirms your current occupational activity and responsibility. Please also send a copy of the "Professional Development" and qualifications as submitted for your CPEng application. A photocopy of the CPEng certificate should also be enclosed with the REAcap application.

8. Submit the REAcap Application

Forward the original of the completed REAcap Application Form and the supporting documents (Schedule of continuing professional development, CV or work history, and names of supporting persons or other references) to the Registrar, Engineering Associates Registration Board, enclosing the relevant application fee and the accompanying remittance advice. Ensure all sheets contain your name and Application No. Completed applications will be processed in the order they are received.

9. REAcap Certificate

Following approval of the application, the validation certificate will be issued. The List of REAs on the Board's website will indicate those REAs who have been certified with REAcap status. To retain the REAcap status your REA registration must remain current and the annual REAcap fee paid. The annual fee will be included with the annual REA fee notice sent out at the beginning of April each year.

10. REAcap Application Fee Non-refundable

There is no refund of any application fee if your REAcap Application is declined or deferred. You may, however, reapply within two years from the date of the advice declining the application, with an additional fee payable of 50% of the original REAcap application fee.

11. Subsequent REAcap Reassessment Validation Procedures

The REAcap validation has an expiry date up to four years following the approval date and on the anniversary date of the initial Engineering Associate Certificate of Registration. In the months before your REAcap expiry date you will receive a new REAcap revalidation form and guidelines. In general, it will be necessary for you to follow the same procedures as for the first REAcap application. Ongoing revalidation costs are included in the annual REAcap fee.

¹ CPEng – A Chartered Professional Engineer registered through Engineering New Zealand, as the Registration Authority.

12. REAcap Fees

The REAcap fee structure is based upon an initial assessment administration fee, followed by an annual retainer fee which covers the subsequent four yearly re-assessment cost. The fees include the costs for assessments, auditing of selected declarations, scheme administration costs, and the validation certificate issued. The schedule of fees is detailed on the REAcap Fees Notice which becomes the Tax Invoice when paid. The current REAcap fees are detailed on the website [here](#).

Appendix 1 - Outline of REAcap Application Assessment Procedures



Appendix 1

Outline of REAcap Application Assessment Procedures

Assessment Criteria

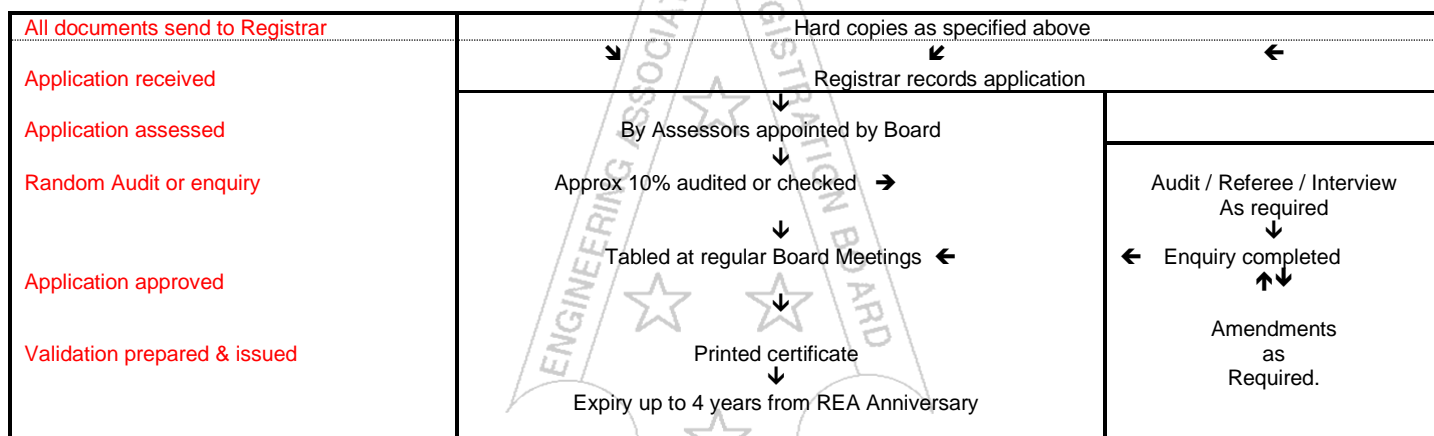
Continuing professional development amounting to 50 hours within the preceding 4 year period, continuing engineering related experience and responsibility.

Elements	Continuing Professional Development	Experience	Responsibility
Period of Review	Since REA	Since REA	Since REA
Minimum Requirement	50hrs for previous 4yrs	Continuing engineering	Continuing responsibility

Documents Required for an Assessment Review

Application Form EARB 8 (05)		Original hard copy	
CPD certificates	Photocopy	N/A	N/A
CV or Work Experience History	N/A	Brief summary	Brief summary
Supporting Confirmation	N/A	Contact reference	Contact reference
Assessment Fee (incl GST)	As scheduled on fees notice and website .		

Competency Assessment Process



Continuing Competency Certification

REAcap annual fee due 1 April (incl GST)

The Board's [website](#) provides up to date fees information.

Revalidation Reminder

Usually within 6 months prior to expiry, sent by Registrar.

REAcap Application Checklist

The following documents comprise the application for REAcap validation:-

- Completed and signed original of the Form EARB 8, 'Application for REAcap Validation'
- Schedule of Continuing Professional Development (CPD)
- CV or updated Work History describing work experience and responsibilities subsequent to REA
- Schedule of names & contact addresses of persons who can verify the CV/Work History details (if not included in the CV/Work History)
- The REAcap application fee and its accompanying remittance advice. Please include the remittance advice even if a nil payment.

*** Please ensure that all sheets show your name ***