

▶ **PATHWAY 6**

INITIAL REGISTRATION APPLICATION FORM

APEC ARCHITECTS FROM JAPAN, SINGAPORE OR CANADA

THIS COVER PAGE CONTAINS INFORMATION FOR THE APPLICANT, PLEASE READ BEFORE COMPLETING THE APPLICATION FORM

This application form is for:

APEC Architects from economies with which New Zealand has a bilateral cross-border registration arrangement under the APEC Architect framework, these currently being Japan, Singapore and Canada.

APEC Architects from these economies are entitled to registration in New Zealand subject to a domain specific assessment to ensure that they have sufficient knowledge of those aspects of the architectural process in New Zealand that are specific to New Zealand.

A Pathway 6 application requires:

- the form completed in full
- the required attachments (certified where necessary)
- the payment of the fee of NZ\$632.50 (GST included).

Instruction on how to use this form:

Please ensure you are using the latest version of this application form from the Board's website prior to sending in your application.

Download and save this form to your computer and then enter the details.

All questions must be answered. Please write N/A if this is an appropriate response for you to any question in this form.

Some boxes have a maximum number of characters and you may have to edit your text to fit. Do not type outside of the box space provided. Click in the blue shaded box and type; you may tab or click into the next box.

Please also read the small printed guidance notes in each section where included.

The application form must be filled out in full and the required attachments (certified where necessary) provided.

Note: Any documentation requiring certification must be authorised by the same person witnessing your declaration on this form.

All documentation:

Any documents not in the English language **must** be translated by a certified translator. These documents must also be provided in both their original language and in the official English translation.

Please include all documents in their original orientation to enable the Assessors to read without changing the orientation of the view. Please bookmark your application and the first page of each section of your attachments.

Please remove this cover page prior to emailing your application form and required attachments. All other pages must be sent to NZRAB.

Please email your application as one A4, colour, PDF to:

The NZRAB Administration Officer, info@nzrab.org.nz.

Next steps:

On receipt of the fully completed application form, required attachments (certified where necessary) and the fee NZRAB will work through some checking processes.

All communications through this process will be by email and must be forwarded through the NZRAB offices only. Applicants must not contact their Assessors directly for any reason.

A 2-3 hour interview will be organised as soon as practicable with two experienced Architects, known as Registration Assessors. This may take up to eight weeks to co-ordinate. You will be advised by email of the meeting location, date and time.

During your interview you will be required to demonstrate that you have sufficient knowledge of architectural practices and procedures to allow you to practise safely in New Zealand. Information regarding this can be found on the Board's website.

After the interview:

At the conclusion of the interview the Assessors will make a recommendation to the Board; the Board will consider the Assessors recommendation at its next meeting and you will be advised of the outcome in writing following the Board meeting.

▶ **PATHWAY 6** | **APEC ARCHITECTS FROM JAPAN, SINGAPORE OR CANADA** INITIAL REGISTRATION APPLICATION FORM

Database No. *(Office use only)*

▶ **PERSONAL DETAILS**

Title (Mr, Ms, Miss)

First Name

Middle Name(s)

Last Name

Previous Last Name

*(Please provide certified proof of name change
e.g. deed poll, marriage certificate)*

Preferred First Name

Previous Application:

Have you applied before?

Yes

No

Date if known

▶ **PERSONAL CONTACT DETAILS** *This is your private address*

Suite, Flat or Apartment No.

Street Address

Suburb

City / State

Post Code

*(Please check that you are using the
correct post code for your address)*

Country

Email: *Preferred*

Phone

Mobile

▶ **PRACTICE OR COMPANY PHYSICAL ADDRESS**

Practice or Company Name

Suite or Unit No.

Street Address

Suburb

City / State

Post Code

*(Please check that you are using the
correct post code for your address)*

Country

Phone

Web Site

www.

Work – Direct Dial

▶ **PRACTICE OR COMPANY POSTAL ADDRESS**

PO Box	
Suburb	
City / State	
Post Code	(Please check that you are using the correct post code for your address)
Country	

▶ **DATE AND PLACE OF BIRTH** *Refers: Registered Architects Rules 2006, Rule 8, Schedule 1(c)*

Date of Birth (day/month/year)	
Country of Birth	

▶ **AUTHORISATION TO PUBLISH CONTACT DETAILS** *Refers: Registered Architects Act 2005, Sections 18 - 22*

The Registered Architects Act 2005 requires that every Architect's name, registration number, expiry date and any penalty imposed in the last 3 years must be made available to the public on a register. The NZRAB makes this information available at www.nzrab.nz.

In addition to assist the public choose a suitable Registered Architect, your practice name, phone numbers and email address can also be shown on the Register, if you wish.

Tick one box only

I consent to have additional contact details available to the public via the NZRAB web register; or

I consent to have additional contact details available to the public via the NZRAB web register, but not my email address; or

I do not want my contact details available to the public.

▶ **COMMUNICATIONS**

<i>Please indicate the address you would prefer to receive communication from NZRAB.</i>	<i>Tick one box only</i>
	Personal; or
	Practice or Company

▶ **CONVICTIONS** *Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(g)*

Provide details of any convictions by any Court, in New Zealand or elsewhere, for an offence punishable by imprisonment for a term of six months or more.

▶ TERTIARY QUALIFICATIONS

List all your relevant tertiary qualifications; for example University Degrees or Diplomas.

Attach a certified copy of your tertiary qualification(s) to this application and, if the qualification is not recognised by NZRAB, a certified copy of your academic transcript(s) from the institution(s) showing the names of the papers or courses taken by year and grades/points obtained must be included. If your tertiary qualification was not in English a certified copy of the original qualification and academic transcript must be forwarded with the certified English translations. *(These documents must be certified by the same person authorising this application form).*

If more than two qualifications, please include these on a separate piece of paper in the same format as below.

Qualification		Qualification	
Name of Institution		Name of Institution	
Institution Web Address www.		Institution Web Address www.	
Country		Country	
Date Transcript Issued/Year Awarded		Date Transcript Issued/Year Awarded	

▶ CURRICULUM VITAE OR WORK HISTORY

Please attach a copy of your **current** Curriculum Vitae (cv) or a work history.

CV or work history attached

▶ REGISTRATION CERTIFICATE

Please attach a certified copy of your **current** registration certificate, or a letter from the registration authority in your home economy verifying that you have a **current** registration.

Certificate attached

▶ APEC ARCHITECT REGISTRATION

Please attach a certified copy of your APEC Architect certificate from your home economy, or a letter from the registration authority in your home economy verifying that you are an APEC Architect.

Certificate or letter attached

▶ REFEREES Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(e)

Please record the contact details of two independent referees. "Independent" means not a family member. In addition, one referee must not be a business partner or your employer/manager, and one referee must not be from your current normal place of work. An NZRAB Board member, QEAP member or Assessor cannot be a referee. That apart, you are entitled to nominate whoever you wish. Do not send written references.

Name	
Phone	
Email	
Name	
Phone	
Email	

▶ PHOTOGRAPHIC ID

Please attach a certified colour photographic ID with this application (e.g. current drivers licence, passport, etc).

Certified colour photographic ID provided with this application.

▶ DISABILITY

Please inform the Board in writing and provide evidence of any disability that you would like considered in the assessment process.

Information and evidence of disability provided with this application.

Not applicable

▶ FEE

Information regarding the fee can be found on page 8.

▶ FOR STATISTICAL PURPOSES

How many New Zealand Registered Architects are employed in the practice you work in?

Please tick your ethnicity

NZ European
Maori
Samoan

Cook Island Maori
Tongan
Niuean

Chinese
Indian
Decline to answer

Other:

▶ ATTACHMENTS CHECKLIST

- Each field in the application form is completed, even if this is N/A (Not applicable)
- Certified proof of change of name (if applicable)
- Certified copy of each of your qualification(s)
- A copy of my curriculum vitae
- Certified copy of my current registration(s) as an Architect in other jurisdictions
- Certified evidence of my APEC Architect certification
- Certified colour photographic ID
- Evidence of any disability (if applicable)
- Advice on how the fee has been paid (*Cheque/credit card/direct credit, see page 8*)

▶ **Remember to complete and include the checklist items above.**

▶ **Please retain a copy for your records.**

► DECLARATION

The following declaration must be completed and signed in the presence of a person authorised to witness Statutory Declarations (as below).

Applicant:

I, (Print Full Name)

do solemnly and sincerely declare that:

- all the information contained in this application and the attachments is true and correct.
- a certified copy of my change of name is attached (if applicable).
- a certified copy of my qualification(s) and/or transcripts is/are attached.
- a certified copy of my current overseas registration(s) is/are attached.
- a certified copy of my APEC Architect certification is attached.
- a certified copy of my colour photographic ID is attached.
- I have met the required level of competency to be registered on the New Zealand Registered Architects Register in accordance with the Registered Architects Act 2005.
- I will adhere to the Registered Architects Rules 2006; including the Code of Minimum Standards of Ethical Conduct for Registered Architects (attached).
- I understand that the personal information supplied in this form has been collected for a lawful purpose connected with a function or activity of the NZRAB and it is necessary to collect this information for that purpose.
- And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

Signature of
Applicant:

Date:

Authorised Witness:*

I have taken the above declaration, checked and certified the copies of the documentation listed above. *(The above listed documents must be certified by the same authorised witness who signs this application form).*

Declared at
(City):

This: _____ day of _____ 20 _____

before me a:

(Justice of the Peace/ Solicitor/ Lawyer
or other person authorised to take
a statutory declaration)*

Signature:

Print Full Name:

An authorised person may be one of the following:

- a registered Justice of the Peace
- a Lawyer
- a Notary Public
- a Police Officer authorised to take such declarations
- an authorised person at a New Zealand Embassy or High Commission

For further information:

Visit www.nzrab.nz, E-mail info@nzrab.org.nz, Phone +64 4 471 1336

► CODE OF MINIMUM STANDARDS OF ETHICAL CONDUCT FOR REGISTERED ARCHITECTS

(Source: Registered Architects Rules 2006, part 3, applicable from 1 January 2018)

46. Uphold the law

A registered architect must abide by the laws and professional codes of ethics and conduct in force in the countries and jurisdictions in which the architect performs professional activities.

47. Honesty and fairness

A registered architect must perform the architect's professional activities with both—

- (a) honesty; and
- (b) fairness.

48. Professional judgement

A registered architect must exercise unprejudiced and unbiased professional judgement.

49. Skill, care, and diligence

- (1) A registered architect must perform the architect's professional activities with reasonable skill, care, and diligence.
- (2) A registered architect who becomes aware that the architect's professional advice has not been followed, and considers that a failure to follow that advice may lead to significant harm, damage, or financial loss, must advise the recipient of the advice of the potential consequences.

50. Obligations to report on risk

If a registered architect has reasonable grounds to believe that an architectural matter with which the architect is professionally involved could put the safety of any person at risk, the architect must bring the matter to the attention of the appropriate person or authority.

51. Misrepresentation

A registered architect must not represent or promote the architect's capability, business, or professional services and activities in a false, fraudulent, misleading, or deceptive manner.

52. Conflicts of interest

A registered architect must—

- (a) avoid any significant conflict of interest; or
- (b) manage any significant actual or potential conflict of interest and disclose it to all relevant parties.

53. Abuse of authority

A registered architect must not abuse the architect's professional authority.

54. Malicious criticism

A registered architect must not maliciously or in bad faith criticise or attempt to discredit another registered architect or another registered architect's practice.

55. Conflicts of professional appointment

If a registered architect, acting in the architect's own capacity or representing a practice, is approached to provide professional services in relation to a project, and the architect knows that another registered architect has a current agreement for services for that project, the architect must notify the other registered architect.

56. Remuneration and inducements

A registered architect, in respect of the architect's professional activities,—

- (a) must be remunerated solely by the fees and benefits specified in the architect's written terms of appointment or employment agreement; and
- (b) must not offer or accept any significant inducement that creates, or may create, a conflict of interest; and
- (c) must not offer any significant inducement to procure an agreement for services or gain an unfair advantage.

57. Professional reputation

A registered architect must—

- (a) build the architect's professional reputation on the merits of the architect's own performance; and
- (b) acknowledge the contributions of others to projects where those contributions are significant.

58. Competence

A registered architect must—

- (a) actively maintain the currency of the architectural knowledge and skills that are relevant to the architect's work; and
- (b) perform only architectural work for which the architect is competent, or obtain appropriate support to ensure that the work is completed to a competent standard; and
- (c) if the architect tasks others to do architectural work, ensure that their work is appropriately supervised so that the work is completed to a competent standard.

58A. Terms of appointment

- (1) A registered architect must provide professional services only if—
 - (a) written terms of appointment appropriate to the commission or services to be undertaken have been provided; and
 - (b) the client, having agreed to the written terms of appointment, has provided an instruction to proceed.
- (2) The written terms of appointment must cover—
 - (a) the scope of the work; and
 - (b) the allocation of responsibilities; and
 - (c) any limitation of responsibilities; and
 - (d) fees, or any methods for calculating fees; and
 - (e) how billing will occur.

58B. Client communication

A registered architect must—

- (a) ensure that, where applicable, effective systems are in place during a commission to establish and monitor its quality, budget, cost estimates, and time line; and
- (b) advise the client in a timely manner of any significant issues that arise, or are identified, at any time during the commission.

58C. Confidentiality

A registered architect must observe the confidentiality of their clients' affairs and must not disclose confidential information without the prior consent of the client unless required by law to do so.

58D. Registration status of others

A registered architect who owns, manages, or controls a practice must ensure that nothing is done by the practice that creates, or may create, the impression that an unregistered person working for the practice is a registered architect.

► PAYMENT DETAILS

The fee for a Pathway 6 APEC Architects from Japan, Singapore and Canada application in New Zealand is **NZ\$632.50** incl GST. A complete application includes the fee and the application will not be processed until the fee is received in full.

Payment can be made by either of the following methods:

- A New Zealand cheque payable to NZRAB and mailed to the NZRAB;

or

- Visa or MasterCard credit cards through the facility on the Board's website www.nzrab.nz/store/. In the 'extra info' box enter '**P6 APEC**' and your '**last name**'.

or

- Electronic transfer to: NZRAB – ASB – Key accounts, Wellington. Please use as a bank transfer reference: '**P6 APEC**' and your '**last name**'.

NZRAB BANK DETAILS:

12	3192	0032560	00
Bank	Branch	Account	Suffix

Note: For payments made from overseas banks the Swift Code is **ASBBNZ2A**. Please instruct your bank that, in addition to your fee, you will also pay the bank charges for both your bank and the NZRAB's receiving bank in New Zealand.

Please indicate the method of payment and date payment made:

Method of payment (Tick one box only)	Cheque	Visa	MasterCard	Electronic Transfer
Date payment made				

An invoice is not automatically provided however should you require a receipt please request one when submitting your application.