



## NZRAB Continuing Registration Policy

Approved 9 December 2020

### 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.

### 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 their annual registration, the architect shall be recorded on the New Zealand Architects Register as “expired”, or “expired for more than one year”, as applicable.

### Five yearly assessments

6. Every five years, as required by 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 their 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, their role and/or specialisation, or services offered to the public.

### Competence Review Procedures

8. Each year the Board shall identify those architects who in that year are due for assessment 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. Architects due for review shall be required to fill out and sign a Competence Review Evaluation Form to provide written evidence in regard to the nature of their work, steps taken to stay current, and other information as required under the Rules.
10. The written evidence provided by each architect shall be assessed by an Evaluation Panel comprising two NZRAB registration assessors.

11. If, on the basis of the evidence provided, the Evaluation Panel concludes that the architect meets the minimum standard for continued registration, the 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.
12. Following Board approval, architects that have met the required standard shall be advised in writing that they are entitled to apply for annual Certificates of Registration for each of the next five years.
13. If the evidence presented is insufficient to indicate that the architect meets the minimum standard for continued registration, then additional information shall be sought.
14. In the event that this further submission is insufficient to indicate that the architect meets the minimum standard for continued registration, the matter shall be passed to another Evaluation Panel to conduct an interactive (face-to-face) assessment.
15. If, on the basis of the interactive assessment, the second Evaluation Panel concludes that the architect meets the minimum standard for continued registration then the 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.
16. If an architect being recommended for continuing registration is a member of the Board, or if a majority of the Board members are conflicted in regard to an architect being recommended for continuing registration, then the Board's decision in that regard shall be delegated to the three registration conveners or their nominees if they themselves are Board members or believe themselves to be conflicted.
17. 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 shall recommend to the Board that the architect's registration be suspended (Rule 27(1)(b)).

#### **Registration suspension/cancellation/conditions**

18. The Board will consider the Evaluation Panel's recommendation and decide in principle whether or not to suspend the architect's registration.
19. 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 (Rule 28).
20. The Board shall then constitute a review panel of two assessors which shall consider the architect's written submission and invite the architect to make an additional verbal submission, should the architect so wish.
21. 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 (the Act Section 13 and Rule 30).
22. The written correspondence with the architect advising that their registration is going to be suspended shall include advice in regard to having another competence review in the next 12 months, which shall be restricted to:
  - a) providing the architect with the assessor's report that recommended their suspension

- b) suggesting that the suspended architect could undertake professional development that relates to any issues raised by the assessors and/or join a Practice Support Group or an Office Training Group
  - c) suggesting that the suspended architect could find an appropriate mentor to assist.
23. Twelve months after the architect's registration has been suspended, it shall be cancelled, (Rule 30 (3)(b)), unless in the meantime there has been another, this time successful, Competence Review (Rule 31).

### **Competence Review Evidence**

24. Throughout the Competence Review procedure, the architect may present any evidence that they consider appropriate to indicate that they meet 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.

#### Rule 21(1)(a)

25. 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.

#### Rule 21(1)(b)

26. Architects that have fully participated in the NZRAB's Continuing Professional Development (CPD) framework shall be deemed on that basis to have met the requirements of Rule 21(1)(b) in that they have "taken reasonable steps to maintain the currency of (their) architectural skills and knowledge since the last assessment."
27. "Full participation in the NZRAB's CPD framework" shall be defined as 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, and, in addition, a further 100 points must be core aspects of the practice of architecture relevant to all architects. 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 carry out the Competence Review procedure.
28. 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, or in other exceptional circumstances, they have had less time within which to accrue CPD points.
29. CPD points for professional development activities done within the CPD framework shall be awarded as per the NZRAB CPD Points Allocation Policy.

30. An architect being reviewed who has not achieved their CPD points targets shall be assessed in terms of Rule 21(1)(b) on the basis of whether the architect has taken reasonable steps to maintain the currency of their architectural skills and knowledge relative to the nature of the architect's current work, their role and/or specialisation, or services offered to the public.
31. Evidence that the architect has taken reasonable steps to maintain the currency of their architectural skills and knowledge shall be assessed on its merits and may include:
  - a) CPD points gained
  - b) other professional development activities
  - c) research
  - d) anything else that the architect has done to stay current either as a part of or apart from the architect's day-to-day work.

### **Interactive Assessments**

32. Where an interactive assessment is required, the Evaluation Panel shall 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 (Rule 24(2)(d)).
33. Where an Evaluation Panel's report to the Board recommends that continuing registration be declined, the report shall be peer reviewed prior to submission to ensure the language is appropriate.

### **Early Competence Reviews**

34. Architects not due to have a Competence Review may have one on request.
35. Architects who have achieved their CPD points target in four years or less shall be advised of their entitlement to an early competence review.

### **One-off Competence Reviews**

36. Where there are specific reasons or concerns, the Board may require an architect to undergo a one-off competence review prior to the architect's five-year registration cycle being completed (the Act section 12(1)).
37. When a concern is expressed, it shall be placed before two Registration Convenors who shall determine whether or not further action is required, in which case the architect shall be advised and invited to respond in writing. The concern and the architect's response shall then be reviewed by the same two Registration Convenors, who shall decide whether or not a competence review is required.
38. If a competence review is required, the review shall proceed as normally, excepting that the information that led to the review being required shall be made available to the Evaluation Panel as well as to the architect, the review shall be interactive, and the architect will not be charged a fee or fees.

### **One-off Competence Reviews—Disciplinary Matter**

39. Where an architect has been subject to a disciplinary penalty under section 26 of the Act, they must undergo a competence review 12 months after the Board's decision to have taken the section 26 action.
40. In these circumstances, the Investigating Committee's Report or Investigating Panel's Report, as the case may be, that led to the disciplinary action being taken by the Board will be made available to the Evaluation Panel. The architect must provide the usual information for a competence review, and the review will be interactive.

**Voluntary Suspension**

41. 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.
42. When an architect in voluntary suspension seeks to revive their registration more than five years after the architect was first registered or last had a Competence Review, they must have a successful interactive Competence Review before being issued with an annual Certificate of Registration.