

▶ **PATHWAY 2**

APPLICATION FORM

ARCHITECTURAL DESIGNERS AND TECHNICIANS AND SOME OVERSEAS APPLICANTS

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

This application form is for:

- applicants with degrees in architecture that are not recognised by the NZRAB
- applicants who lack the required work experience
- architects registered in offshore jurisdictions other than Australia
- applicants with undergraduate qualifications in architecture, e.g. Bachelor of Architectural Studies (BAS) or Diplomas in Architectural Technology
- designers, architectural technicians, and those without any qualifications in architecture, but with significant work experience in architecture.

This application will be assessed by the Qualifications and Experience Assessment Panel (QEAP) who are experienced architects and academics. QEAs are based on the completed application form and required attachments. There are no interviews.

A QEA application requires:

- the form completed in full
- the required attachments (certified where necessary)
- the payment of the fee of NZ\$517.50 (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.

Please include all documents in their original orientation to enable the QEAP to read without changing the orientation of the view. These documents must be provided in both their original language and in the English translation.

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 throughout this process will be by email and must be forwarded through NZRAB offices only. Applicants must not make direct contact with Panel members.

If your application and supporting documents are all correct it will be forwarded to the next meeting of the QEAP for assessment. You will be advised by email when that meeting will be held.

After the Assessment:

Once the assessment is completed, applicants receive a determination in writing. QEAP decisions are final.

The determination will either say that the applicant is ready for an initial registration assessment immediately, or specify additional study or work experience that is required. The determination stands for five years.

When applicants have completed any requirements as determined by the QEAP they will need to provide written evidence of this so that the QEAP can then determine whether or not the applicant has met the conditions of the determination to enable them to proceed to apply for an initial registration assessment.

▶ **PATHWAY 2 | ARCHITECTURAL DESIGNERS AND TECHNICIANS AND SOME OVERSEAS APPLICANTS 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	
How long have you resided in New Zealand? (years/months)	
How long have you worked in the architectural field in New Zealand?	

▶ COMMUNICATIONS

Please indicate the address you would prefer to receive communication from NZRAB.

Tick one box only

Personal; or

Practice or Company

▶ 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 degree 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 and academic transcript was not issued in English then you must also provide an official transcript into the English language. All documents must be certified by the same person witnessing your declaration on this 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	

► QUALIFICATIONS

In the following table identify which papers or courses in your **qualification(s)** cover the following topics. If your courses or papers did not cover some of these topics please leave that line blank.

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

	Course or Paper Number	Course or Paper Name	Points/Grades value if/where known
Architectural design			
Building construction and materials			
Structures			
Building environment and services			
Sustainability principles			
History of architecture			
Theory of architecture			
Professional practice principles			
Communication			
Design in the urban context			
Light timber framed construction			
Seismic design			

► CURRICULUM VITAE

Attach your **Curriculum Vitae** (CV) outlining a chronological summary of your overall career history.

The CV should be arranged by the name of the architectural practice, period employed there including dates from/to, your position or role within the practice, name of the projects worked on, location, type of project, project value and your role in the project. Also identify within the CV where in your work experience you have covered the following:

- architectural design,
- building construction and materials,
- structures,
- building environment and services,
- sustainability principles,
- design in an urban context,
- light timber framed construction, and
- seismic design.

► PROJECT RECORD FORMS *(The Panel is looking for your involvement across all of the experience areas).*

Attach Project Record Forms (PRF's) for any period working in New Zealand or in other countries prior to making this application. (Project Record Forms are available on the Board's website)

Number of forms attached:

► EXPERIENCE PORTFOLIO

Attach a portfolio to indicate a range of your work in digital pdf form which must be **no** more than **10 x A4 pages** (including any cover page) covering a maximum of five of your recent projects in your CV. The portfolio should primarily reflect your own work including evidence of your own design, sketches, development as well as captioning required to identify your role in collaborative design work.

► **REFEREES** *Refers: Registered Architects Rules 2006, Rule 8, Schedule 1(c)*

Please record the contact details of two independent referees. "Independent" means **not** a family member. The referees should be employers, clients or consultants and one of your referees must not be from your current 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	

► **REGISTRATION AS AN ARCHITECT, ARCHITECTURAL DESIGNER OR TECHNICIAN OTHER JURISDICTIONS**

Please attach proof of your registration as an Architect, Architectural Designer or Technician in other jurisdictions overseas or in New Zealand.

Registration Authority Name/s	Date of Initial Registration/s	Registration No/s	What is your current registration status

Not applicable

► **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.

► **ENGLISH LANGUAGE ABILITY**

Attach evidence of competence in the English language, where you have **not** studied at a New Zealand University or where the medium of instruction for your architecture qualification(s) was **not** English. The evidence options are:

- an International English Language Testing System (IELTS) certificate with an overall band score of at least 7.5 with a minimum of 7 in each of the bands speaking, listening, writing and reading; or
- a letter from your New Zealand employer confirming that your English is satisfactory in the context of practising architecture.

Evidence Attached	Not applicable
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► **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.
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▶ DISABILITY

Please inform the Board in writing and provide evidence of any disability that you would like considered during your 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

Samoaan

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) and academic transcript(s)

Your curriculum vitae

QEAP Project Record Forms

A portfolio of your work (Maximum 10 x A4 pages)

Evidence of registration as an Architect in other jurisdictions (if applicable)

Evidence of competence in the English language (if applicable)

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 (see 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 transcript/s is/are attached
- a certified colour copy of my photographic ID is 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

► PAYMENT DETAILS

The fee for a Pathway 2 Architectural Designers and Technicians and some Overseas Applicants is **NZ\$517.50** 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 '**P2**' and your '**last name**'.

or

- Electronic transfer to: NZRAB – ASB – Key accounts, Wellington. Please use as a bank transfer reference '**P2**' 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.