

**COMPETENCE ASSESSMENT  
REFERENCE GUIDE  
(CARG)**

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This guide is intended to assist engineers making application for Assessment for Admission (AFA) to one or more of the following competence based registers or IPENZ membership classes **OR** making a submission for Continued Registration Assessment (CRA) on any of the following competence based registers:

Engineering Role	<a href="#">Professional Engineer (PE)</a>	<a href="#">Engineering Technologist (ET)</a>	<a href="#">Engineering Technician (ETn)</a>
Current competence Registers	<a href="#">Chartered professional Engineer (CPEng)</a>	<a href="#">Engineering Technology Practitioner (ETPract)</a>	<a href="#">Certified Engineering Technician (CertETn)</a>
International registers	<a href="#">International Professional Engineer (IntPE)</a>	<a href="#">International Engineering Technologist (IntET)</a>	(No international register at present)
IPENZ Membership Classes	<a href="#">Professional Member of IPENZ (MIPENZ)</a>	<a href="#">Technical Member of IPENZ (TIPENZ)</a>	<a href="#">Associate Member of IPENZ (AIPENZ)</a>

Which registers and/or membership class you apply for is dependent on the nature of your engineering activities and experience. The qualifications you hold are also a guide. Click on the links above to see definitions for each of the engineering roles above or go to [www.ipenz.org.nz/ipenz/join](http://www.ipenz.org.nz/ipenz/join).

The guide is laid out for easy reference in sections which correspond to each section of the portfolio of evidence you should provide. IPENZ has also developed an on-line tutorial as further support for engineers preparing their portfolio of evidence: see [http://www.ipenz.org.nz/ipenz/forms/pdfs/Making\\_an\\_Application\\_For\\_Compentence\\_Assessment\\_tutorial.pdf](http://www.ipenz.org.nz/ipenz/forms/pdfs/Making_an_Application_For_Compentence_Assessment_tutorial.pdf).

Use the checklist below to ensure that you have provided all the necessary information.

## 1. APPLICATION DOCUMENTATION

You need to complete the documents as listed in the tables below. Please make **3 copies** of each of the required forms and evidence in the table below (other than the payment details for your assessment fee). Collate these into **3 separate bundles** that contain 1 of each of the required forms. You must send all 3 of these to the IPENZ national office, address as listed on the application form.

**NB:** If you are likely to require a Knowledge Assessment (see Appendix One), please provide an extra set of application documents (4 in total).

**Checklist:** Click on the link for each document to go to the relevant section of the guide.

Assessment for Admission *	Tick	Continued Registration	Tick
AFA: Competence Assessment for Admission (Form <a href="#">CA01</a> )	<input type="checkbox"/>	CRA: Submission for Continued Registration (Form <a href="#">CA02</a> )	<input type="checkbox"/>
<a href="#">Certified copy</a> of academic qualifications/professional memberships (if not already supplied to IPENZ)	<input type="checkbox"/>	<a href="#">Certified copy</a> of academic qualifications/professional memberships gained since last competence assessment	<input type="checkbox"/>
Competence Self Review (Form <a href="#">CA03</a> )	<input type="checkbox"/>	CRA Competence Self Review (Form <a href="#">CA13</a> ) since last competence assessment (Unless practice area changed materially – then fill in <a href="#">CA03</a> )	<input type="checkbox"/>
Work History Summary (Form <a href="#">CA04</a> ), annotated CV or web-based records	<input type="checkbox"/>	Work History Summary (Form <a href="#">CA04</a> ) or annotated CV since last competence assessment	<input type="checkbox"/>
Documentation of continuing professional development activities (Form <a href="#">CA05</a> ) or web based records	<input type="checkbox"/>	Documentation of continuing professional development activities (Form <a href="#">CA05</a> ) or web based records since last competence assessment	<input type="checkbox"/>
<a href="#">Work samples</a> . It is strongly recommended that you provide evidence in the form of work samples to back up the information you provide on Form <a href="#">CA03</a> . (Recommendations on the number of work samples to submit are provided on the Form <a href="#">CA03</a> .)	<input type="checkbox"/>	You do not need to provide any detailed <a href="#">work samples</a> unless you want to, but be aware that the assessment panel may request them from you.	<input type="checkbox"/>
Referee statements. You must supply your referees with a Referee Declaration and Evaluation (Form <a href="#">CA06</a> ) and your completed Form <a href="#">CA03</a> . Referees must forward forms directly to IPENZ National Office.	<input type="checkbox"/>	Referee statements. You must supply your referees with a Referee Declaration and Evaluation (Form <a href="#">CA06</a> ) and your completed Self Review Form <a href="#">CA13</a> . Referees must forward forms directly to IPENZ National Office	<input type="checkbox"/>
Assessment fee (only provide one copy of payment details form)	<input type="checkbox"/>	No fee required when submitting a portfolio of evidence for a CRA	

**\*NB:** If you are applying for IPENZ membership **ONLY** via credit schedule (see guidelines at <http://www.ipenz.org.nz/IPENZ/Forms/pdfs/Credit for Registrants from other Jurisdictions.pdf> ) you only need to fill in AFA Competence Assessment for Admission (Form [CA01](#)), including contact details for two referees and provide **ONE** copy of this to the IPENZ National Office along with certified copies of your qualifications and memberships/licenses. You do not need to pay an application fee.

If you are applying for CPEng via the **Trans Tasman Mutual Recognition Agreement** (TTMRA) you should fill in the above forms but only to demonstrate competence against Element 2 and element 11 (as appropriate) of the Competence Standard - see [http://www.ipenz.org.nz/IPENZ/Forms/pdfs/Credit for Registrants from other Jurisdictions.pdf](http://www.ipenz.org.nz/IPENZ/Forms/pdfs/Credit%20for%20Registrants%20from%20other%20Jurisdictions.pdf) for further information.

## Compiling an Application

We recommend the following steps:

- Familiarise yourself with the competence standard that you will be assessed against – [Professional Engineer](#) (PDF 49kb) (PE), [Engineering Technologist](#) (PDF 70kb) (ET), or [Engineering Technician](#) (PDF 71kb) (ETn) all available from [www.ipenz.org.nz/ipenz/forms](http://www.ipenz.org.nz/ipenz/forms)
- Update your CV, Work History Summary (Form [CA04](#)) or online graduate development records to the level of key job roles, projects and achievements over the last 5 years.

*Note: company time recording or billing records may help to remind you about key projects.*

- Update your Continuing Professional Development Activities (Form [CA05](#)) to include CPD activities over the last 5 years. IPENZ members recording their CPD online in the IPENZ members' area may submit a copy of those records instead.

*Note: HR appraisal records may assist you to fill in any gaps.*

For key learning activities take the time to reflect briefly on the key learning that you gained, how it may have impacted on your practice, and contributed to demonstrating competence against any of the competence elements.

- Work through the appropriate Competence Self Review Form ([CA03](#) or [CA13](#)), using the questions as a guideline to identify suitable projects or activities from your CV, work history records or CPD records that best demonstrate competence against each element. These questions are intended to assist the candidate in identifying 'good evidence' to submit – alternatively check out the performance indicators in the relevant competence standard for guidance on 'good evidence' of competence. Reference these examples to where to find this evidence in your CPD Activities or Work History Summary. If you are applying for Assessment for Admission (AFA) it is strongly recommended that you back up your examples on the Competence Self Review by providing work samples and reference these on the form. Remember it is your responsibility as applicant to provide your best evidence of competence for assessment – don't rely on assessors to ask you to submit further information.

## COMPLETING THE APPLICATION FORM (CA01 OR CA02)

Fill in the "AFA: Competence Assessment for Admission (Form [CA01](#))" to gain entry to a current-competence based register or an IPENZ Membership class. You should also use this form if you are applying for IPENZ membership via credit schedule (see [http://www.ipenz.org.nz/IPENZ/Forms/pdfs/Credit for Registrants from other Jurisdictions.pdf](http://www.ipenz.org.nz/IPENZ/Forms/pdfs/Credit%20for%20Registrants%20from%20other%20Jurisdictions.pdf) for more information). Engineers who wish to become Design Verifiers or Recognised Engineer but are not yet CPEng registered must also use this form. If you are already CPEng registered but wish to become a Design Verifier or Recognised Engineer, you should use the [CA02](#) form.

Fill in “CRA: Submission for Continued Registration (Form [CA02](#))” if you are currently registered on a current competence-based register (such as CPEng, IntPE(NZ), ETPract, IntET(NZ) or CertETn) and are required to be assessed to remain on the register(s). Note that you must be assessed for current competence against the relevant standard at intervals not exceeding five years to remain on the registers. If you are a Design Verifier or a Recognised Engineer, competence for these quality marks will be assessed along with your assessment for continued CPEng registration. IPENZ as the Registration Authority will notify applicants who are due for review, and in most cases provide a timeframe for submission of evidence.

You can apply for one or more of the registers as well as IPENZ membership with one application.

Guidance on completing each section of the form follows.

### **1. Applicant Details**

Provide your full name and your IPENZ identity record number, if you know it, and your date of birth. Please make sure you repeat this information on all of the other application forms.

### **2. Select what you are applying for**

Use the links in the table under the [Introduction](#) to explore the different registers and membership classes before deciding what you would like to apply for. If you wish to apply for Recognised Engineer or Design Verifier, you should refer to the relevant guidelines on the IPENZ website – refer to Practice Field Guidelines on page 25.

A Recognised Engineer must be a CPEng and must demonstrate competence in dams safety engineering. There are two categories of Recognised Engineer – Category A and Category B. Category A Recognised Engineer is required sign off certain prescribed documents relating to high and medium potential impact dams – and must be assessed as competent to perform this work by the Competency Assessment Board. A Category B Recognised Engineer can be any CPEng with a general background in civil engineering.

A Design Verifier is a statutory function and requires a background in design in relation to prescribed equipment – pressure equipment, cranes and passenger ropeways (as per the PECRP regulations).. IPENZ is a Qualifications Issuing Agency and is required to assess and issue certificates of competence to engineers who have demonstrated the appropriate level of competence in this work. A Design Verifier is expected to be able to demonstrate competence to the CPEng competence standard. Guidelines for assessment are located on the IPENZ website.

### **3. Contact Details**

Please provide your home and business address and select which you would prefer your mail to go to, and the address you wish to be displayed on the appropriate web-based register once you achieve the standard for registration. The registers are publicly accessible and searchable on the IPENZ website therefore you may wish to use a business address for your register address.

You may choose *not* to have your contact details listed on the online registers. Indicate your preference under section 9.2 of the [CA01](#) or [CA02](#) form.

#### 4. Qualifications

List your qualifications in chronological order with the most recent first. Please include the length of the qualification as shown in the example on the form.

You should provide [certified copies](#) of your qualifications with your application. If you are undertaking an assessment for continued registration you should only provide copies of qualifications which you have received since your last assessment.

Normally applicants at Professional Engineering level will provide evidence of a four year engineering degree that is recognised under the Washington Accord; Engineering Technologists of a three year degree, recognised under the Sydney Accord; and Engineering Technicians of a 2 year diploma, recognised under the Dublin Accord.

If you do not have qualifications recognised under these Accords, you will need to provide sufficient evidence that you are able to comprehend and apply the accepted principles that underpin good practice in engineering. If you are applying for CPEng and/or MIPENZ in particular and do not have a Washington Accord accredited or equivalent degree, you will generally be required to undertake a [knowledge assessment](#). (see Appendix One). However significant study in the relevant field of engineering at a postgraduate level may be sufficient evidence to not require a knowledge assessment. The Assessment Panel will make the final decision on a case by case basis.

#### Certified Copies of Documents

You should provide **certified copies** of your qualifications and professional memberships with your application. This means that the *original* copies of your academic qualifications or memberships must be sighted and a *copy* signed as verification that it is a *true copy of the original* by one of the following:

- an AIPENZ, TIPENZ, MIPENZ or FIPENZ member (they must also state their membership number)
- Justice of the Peace
- IPENZ National Office staff member

Whoever certifies the qualifications needs to print their name, and state, where applicable, their registration or membership number, sign the copy of the qualification certificates and write the words “*I certify this to be a true copy*”.

If you are currently an IPENZ member, you do not need to submit certified copies of your qualifications unless requested to, as records of your qualifications are generally held on file. However, if you have obtained further qualifications since your last assessment, then include certified copies of these as outlined above.

#### 5. Professional Memberships/Registrations/Licenses

List any memberships of overseas engineering bodies or any registrations or licences to practice which you have held or currently hold.

In some cases, if you are a member of recognised overseas professional bodies and you are applying for CPEng or IPENZ membership, you may be given ‘credit’, requiring less documentation or assessment procedures.

If you have any overseas memberships or licenses then you should see [http://www.ipenz.org.nz/IPENZ/Forms/pdfs/Credit for Registrants from other Jurisdictions.pdf](http://www.ipenz.org.nz/IPENZ/Forms/pdfs/Credit%20for%20Registrants%20from%20other%20Jurisdictions.pdf) for details.

### **Overseas-based applicants**

There is nothing in the CPEng Rules or IPENZ Regulations that requires an applicant to reside or practice in New Zealand. However, element 2 of the competence standard requires applicants for a current competence-based register (CPEng, ETPract or CertETn) to demonstrate that they are able to comprehend and apply knowledge of good engineering practice that is specific to New Zealand.

If an applicant does not reside or practice in New Zealand, he/she will need to provide evidence of his/her competence to perform good New Zealand-specific engineering practice in his or her practice area.

If the candidate's practice area requires limited New Zealand-specific engineering knowledge (such as for software engineering where engineering practice is based largely on international standards and codes), there will be minimal evidence required. If, however, the candidate's practice area demands a high level of New Zealand-specific engineering knowledge (such as seismic engineering), evidence will be required to show that he/she is 'able to practice competently' in the New Zealand context, through activities such as:

- a. Performing engineering work for New Zealand-based clients;
- b. Working in an international company which has New Zealand offices, and he/she participates in New Zealand-based activities;
- c. Working in an environment where design codes, standards etc are based on New Zealand standards and codes. In such a situation, the candidate would need to show how he/she is aware of and applies these in the context of the New Zealand regulatory environment (e.g. application of the New Zealand Building Code);
- d. CPD includes development and/or training on New Zealand-specific practice. This CPD would normally be evidence in addition to one or more of (a) through (c) above. Note that passive CPD (e.g., private reading) alone is unlikely to provide sufficient evidence to satisfy the requirements for this element.

It is also important for overseas candidates undertaking a CRA, to show that they have maintained their competence for element 2 through relevant CPD. The extent of CPD required will be dependent on the extent to which New Zealand-specific practice in their practice area has changed. In areas of engineering which experience significant changes (for example due to changes in the regulatory environment, changes in 'good practice' or changes due to technological change), candidates will be expected to demonstrate a higher level of New Zealand-specific CPD than in areas of practice where change has not be so great.

## **6. Information for Assessment Purposes**

### **6.1 Practice Area**

Practice area means your area of practice, as determined by—

- (a) the area within which you have engineering knowledge and skills; and
- (b) the nature of your professional engineering activities.

Your practice area is a combination of both the area in which you hold specialised engineering knowledge and the nature of the activities you perform, and one or both of these may change over the course of your engineering life.

Assessment panels are required to assess whether your practice area description is a reasonable summary of your practice area (based on the evidence presented) and then they will assess your competence within that practice area.

You are required to describe your practice area through a small number of succinct statements of 15-25 words in total. See the [Example Table](#) below.

## 6.2 Design Verifier Applications

Design Verifiers must identify one or more of the three types of equipment that they wish to perform design verifications for – Pressure Equipment, Cranes or Passenger Ropeways.

## 6.3 Practice Field(s)

Having described your practice area you are then asked to select the practice field(s) with which your practice area most closely aligns. Your practice area may partly lie within two or more practice fields, but IPENZ asks that you select no more than two practice fields when completing the application form.

The 17 Practice areas are Aerospace, Bio, Building Services, Chemical, Civil, Electrical, Environmental, Fire, Geotechnical, Industrial, Information, Management, Mechanical, Mining, Petroleum, Structural, and Transportation. These fields are the disciplines adopted by the APEC Engineer Agreement.

### Practice Area Description - Examples

The following examples have been compiled to assist you in making decisions about which might be the most appropriate practice field(s) to select when completing Sections 6.1 and 6.2.

Applicant/ Candidate	Practice Area Description	Practice field(s)*
Engineer 1	<ul style="list-style-type: none"> <li>Coastal and Marine Engineering including floating structures</li> <li>dredging reclamation projects</li> <li>jetties, breakwater construction</li> <li>submarine pipeline construction</li> </ul>	Civil
Engineer 2	<ul style="list-style-type: none"> <li>Highway design and construction</li> <li>Sewerage reticulation and treatment facilities</li> <li>Water supply engineering</li> <li>Storm water drainage and flood control</li> <li>Environmental impact assessments</li> </ul>	Civil, Environmental

Applicant/ Candidate	Practice Area Description	Practice field(s)*
Engineer 3	<ul style="list-style-type: none"> <li>Teaching in process control and thermodynamics</li> <li>Post grad. student supervision</li> <li>Research and consultancy in biomass energy and biofuels</li> </ul>	Chemical, Bio
Engineer 4	<ul style="list-style-type: none"> <li>Precast concrete construction of industrial and commercial buildings</li> <li>Design and construction of steel framed industrial buildings and plant structures</li> </ul>	Structural

- Note: since the IPENZ Board decision to withdraw the privilege of using extended postnominals after 31 December 2008, the practice field information will now only be used for the selection of assessors. It will have no impact on the candidate's assessment, as the assessment panel will be assessing the candidate in his or her practice area.

### Poor practice area descriptions

Some examples of poor practice area descriptions include:

- "I have specialised in management and have over 30 years experience as an engineer, currently leading multidisciplinary teams consisting of engineers, architects, IT specialist and planners located in New Zealand, Thailand, Singapore and Malaysia advising on the facilitation of key strategic infrastructure projects valued at up to NZ\$500 million."
- Structural design.
- Project management; Procurement; Contracts management

The reason why these practice area descriptions are poor is that they do not identify the engineer's knowledge base and the nature of his/her engineering activities.

- Description 1 gives no indication of any engineering involvement in the projects - is it transportation, energy management, water supply or waste water management? Engineering management is acceptable but the practice area description needs to show how engineering is involved - the candidate has to provide clear evidence that he/she analyses and solves complex engineering management problems and manages complex engineering management activities in this practice area.
- Description 2 lacks specific detail - is the engineer claiming to be competent across all aspects of structural engineering? Some details - such as 'reinforced concrete structures - dams, bridges and related structures' - are required.
- Description 3 - like description 1 - lacks any indication of the engineering involvement. Additional information is required to show the engineer's engineering involvement - such as 'Project management of design and construction of industrial plant'.

### 6.4 Assessment Centres

Assessments are normally carried out in one of the three main centres in New Zealand. However, if there are sufficient applicants from other centres where there are a number

of locally based assessors available, then assessments may be arranged in that centre with the agreement of all parties involved. In the past a limited number of interactive assessments have been held in Hamilton for example.

## **UK assessments**

Applicants practising in the UK who have a Washington Accord accredited degree (or recognised equivalent) may apply for assessment for MIPENZ and/or CPEng in the UK. However, such applicants should be warned that completing the assessment may take longer and cost more than assessments carried out in New Zealand. Arrangements will be made on a case-by-case basis.

## **7. Referees**

Please record the names and contact details of your two independent referees who meet the eligibility criteria (see page 15). Referees will need to fill out a Referee Declaration and Evaluation (Form [CA06](#)), and send it directly to the IPENZ National Office. Please see the section on [CA06](#) for more guidance.

## **8. To be completed by those applying for IPENZ Membership or for promotion to a higher class of membership**

Fill out this section if you are applying for IPENZ membership or if you are already a member but wish to move to another class of membership (eg. GIPENZ moving to MIPENZ, TIPENZ moving to MIPENZ). This section determines the level of IPENZ communications that you will receive in future.

## **9. Privacy Requirements and Declarations**

### **9.1 – 9.3**

You must fill in all of these sections. If you leave a section blank, your application will not be processed.

### **9.4 For TTMRA Applicants Only**

If applying for CPEng via Trans-Tasman Mutual Recognition Agreement (TTMRA) please fill in the details of your RPEQ registration.

### **9.5 Declarations and Authorisation for Membership/Registration**

Please tick the relevant boxes which relate to those membership classes and registers you are applying for. You can download the relevant codes as mentioned in these declarations below: The final two boxes which authorise IPENZ to contact referees and certify that all the information you have provided is accurate **must** be ticked by all applicants. Then sign and date the form.

## **Codes of Ethics and Regulations for Competence Registers**

Click here for information on the [IPENZ code of ethics](http://www.ipenz.org.nz/ipenz/who_we_are/ethics_inc.cfm) for IPENZ members ([www.ipenz.org.nz/ipenz/who\\_we\\_are/ethics\\_inc.cfm](http://www.ipenz.org.nz/ipenz/who_we_are/ethics_inc.cfm)).

The following documents are available from [www.ipenz.org.nz/ipenz/forms/pdfs](http://www.ipenz.org.nz/ipenz/forms/pdfs)

Click here for the [CPEng code of ethical conduct](#) (PDF 23kb).

Click here for the [code of ethical conduct for Competence Registers](#) (PDF 50kb) extracted from the IPENZ Regulations for Competence Registers.

Click here for the full [IPENZ Regulations for Competence Registers](#). (PDF 163kb) (includes code of ethics as above).

## 10. Assessment Fee

The fee for Competence Assessments for Admission (AFA) is payable on submission of the application and portfolio of evidence. Use the table on the form to calculate your likely fee which you can then pay either by cheque or credit card. A refund will be given if the assessment is completed without needing to use all the assessment tools you paid for. Applicants who have not previously successfully demonstrated competence to a level equivalent to that applied for (referred to as a 'not previously assessed' candidate) are normally required to undertake an interactive assessment.

If an AFA applicant has previously demonstrated competence to an equivalent level to that applied for (referred to as a 'previously assessed' candidate), IPENZ considers that competence may be adequately demonstrated through a 'desktop' only assessment, and so does not require payment for the interactive at the time of application. However, the final decision on the need for an interactive rests with the assessment panel, and if subsequently it requires an interactive assessment, then applicant will be asked to pay the balance of the fee (for an AFA involving an interactive, as listed on the CA01 form before completing the assessment).

The cost of a 'desktop' assessment for Continued Registration Assessments (CRA) based on evaluation of the written evidence portfolio is covered by the annual fees so no fee is payable with your application. However if the assessment panel requires the use of additional assessment tools (such as an interactive assessment) to complete the assessment, you will be advised as you will need to pay a further fee (as listed on the CA02 form) before the panel can complete the assessment.

## COMPLETING THE COMPETENCE SELF REVIEW (FORM CA03 OR CA13)

This is the key document of your application which shows that you are able to demonstrate competence against each of the elements of the relevant competence standard.

If you are applying for an Application for Admission (AFA):

- use Form [CA03](#).

If you are currently registered (CRA), and making your submission to maintain your registration and you have:

- had no material change to your practice area, use Form [CA13](#)

- moved into an engineering management role, use Form [CA13](#)
- had a substantive change to your practice area involving the requirement to develop new knowledge of underpinning engineering principles, use Form [CA03](#)

The respective self review forms include guidance on the number of examples to provide and the nature of the information to be provided. However in general terms you should

- cross reference your examples to your work samples, work history form or CPD records
- when using the same piece of work for a number of elements, make sure to provide clear information when first referencing it. As a guide you should provide: the name of the job, significance of the project (e.g. size and cost), your role in the project and the key issues and outcomes
- note the technical or managerial complexity of the project, taking into account the definitions provided on page 2 of the form. Examples cited should demonstrate a level of complexity consistent with the appropriate register(s).

Engineers are encouraged to exercise judgement over the level of detail provided with different examples. Less detail may be needed for substantial, obviously complex projects or activities than for smaller scale projects where the complexities may not be immediately apparent to the assessment panel. The objective is to supply sufficient information to enable straightforward verification of your evidence by the panel, and not to leave the panel with substantive questions or information gaps that require further investigation before the panel can verify that the minimum standard has been met.

For each element of the competence standard you are asked for examples of how you have met the standard for each element at the level you are applying for (PE, ET or ETn).

When filling out this form you should be familiar with the relevant competence standard at the level which you are applying. Links to the competence standards can also be found on the Competence Self Review Form.

Assessment panels cannot rely on 'implied evidence' – they can only use evidence which clearly shows you are able to do the things required by the competence element. For this reason it is important to identify specific examples that best demonstrate your competence. For example, for an assessment for admission, it is not acceptable to record (for element 10). "I am a senior executive and must be able to communicate clearly to perform my job". You must give specific examples of your communication requirements (e.g. chairing client meetings, managing contractors, reporting to senior management).

When completing your competence self-review form, always write in the first-person. Use "I" statements as opposed to "we" - even if you were working as part of a group. It is important to identify your personal contribution and those things for which you took responsibility. You should also identify any parts of the project for which you did **not** have personal responsibility.

For more specific advice on filling out this form please refer to the [Practice Field Guidelines](#) in Appendix Two.

**NB:** TTMRA Applicants only need to demonstrate competence in engineering practice that is specific to New Zealand – primarily this can be done by filling out Element Two, however, it is strongly recommended that you fill out Element Eleven as well (to show how you have maintained currency with New Zealand engineering practice).

## DOCUMENTING YOUR WORK HISTORY

### Work History Summary (Form CA04) or annotated CV

A work history summary should show that you are working within your practice areas and show your major achievements, key projects, and activities in your work.

If you have a detailed CV which clearly shows your engineering work history it is acceptable to provide this instead of Form [CA04](#). CVs should relate to engineering work history only. However if sending in a CV you should ensure that you reference clearly your major responsibilities and achievements and that these relate to your practice area description.

If you have been using the web-based recording tools to record your competence development, you can print these off and use them in place of Form [CA04](#) as well.

Your work history should show that you have sufficient experience to have developed your competence to meet the relevant standard. If you hold an Accord recognised qualification and have participated in a recognised graduate development programme – (either the IPENZ graduate development programme, or a graduate programme run by an [IPENZ endorsed employer](#) or Professional Development Partner) you are advised to have at least 3 ½ to 4 years of post graduate work experience before applying. (Different requirements apply for the International Registers – see the website for information on [IntPE requirements](#) and [IntET requirements](#)).

If you have an Accord recognised qualification and are not on a recognised graduate development programme as above, you will probably need more time - 4 ½ to 5 years of work experience before applying (see above for the International Register requirements).

If you do not have Accord recognised qualifications and you have not undertaken significant post graduate study you will probably need a much longer period of experiential learning before being able to demonstrate that you meet the competence standard.

## RECORDING YOUR CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES (FORM CA05)

All IPENZ Competence Assessments require you to provide a summary of your professional development activities over the last five years, and any relevant professional development activities that occurred outside of this time and impacted substantively on the development of your professional engineering competence.

You are also required to demonstrate that you have “taken reasonable steps to maintain the currency of” your professional knowledge and skills. IPENZ encourages members to have a professional development plan in place, and details of your plan would be good evidence to include in the competence self review form.

Taken as a whole the CPD you present should show how you have taken reasonable steps to maintain your competence in your practice area, taking account of the full range of competence elements. To meet this requirement would normally require a minimum of 50 hours per year, but achievement is assessed on the learning and its application, NOT the total hours spent. The emphasis is on the relevance of CPD, rather than the quantity of it and for this reason applicants are asked to comment on the learning or benefits of key CPD activities to their engineering practice.

If you are currently an IPENZ member you may have been using the web-based system for recording your CPD activities, in which case you may use a printed version of your records instead of the [CA05](#) form.

## ORGANISING REFEREES' STATEMENTS

### Referee Declaration and Evaluation Form (Form CA06)

You should select two referees using the criteria below, and give them each

1. a Referee Declaration and Evaluation (Form [CA06](#)), with your practice area description copied from your [CA01](#) or [CA02](#) form, along with the date the referee must submit the completed form to National Office;
2. a copy of your completed competence self-review form (Form [CA03](#) or [CA13](#)).

Referees must fill out the [CA06](#) form referencing your competence self-review form and send it to the IPENZ National Office by the date you specified on the [CA06](#) form. To make it easier for your referees we suggest you provide them with a stamped envelope addressed to the IPENZ National Office.

It is your responsibility to set the due date the completed form should be submitted to IPENZ by on the front page of the form.

### Who is eligible to be a referee?

The requirements for referees are that they (i) have successfully undertaken a competence assessment to at least the same level of competence as you are applying for, and (ii) are 'independent'.

To meet requirement (i), referees should either have been assessed in the last 5 years, or be members of a recognised professional engineering body which has an ethical obligation on its members to maintain their professional competence. The list of recognised bodies is at: [http://www.ipenz.org.nz/ipenz/Join/Credit\\_For\\_Registrants.cfm](http://www.ipenz.org.nz/ipenz/Join/Credit_For_Registrants.cfm)

Referees must also be independent. 'Independent' is not defined in the Rules or Regulations, but is taken to mean they should have no vested interest in the outcome of the assessment. While it may be alright for you to have one engineer from your immediate workplace as a referee, it is preferable that the other referee is from outside your immediate workplace – especially if you work for a small organisation.

Ideally referees will have sufficient first-hand experience of your **recent** engineering activities to be able to evaluate your competence against the quality mark(s) for which you are applying. Generally speaking your referees are likely to be a current or former manager/supervisor, engineering colleague or client – so long as they are able to confidently assess your competence as an engineer and attest to your ethical behaviour. Referees do not need to be in the same field of engineering as yourself.

If you are unsure if one or both of the engineers you wish to select as referees meet the eligibility criteria - they may not be sufficiently independent or they may not have demonstrated competence to the required level, you could use them as a third (or fourth) referee after identifying 2 referees who clearly comply with the eligibility criteria.

### **Referees for CPEng Applicants**

Referees must either be CPEng registered or have CPEng equivalence. 'CPEng-equivalent' is not defined in the Rules, but for the purposes of being a CPEng referee the Registrar applies the following interpretation.

'CPEng equivalence', for the purposes of being a referee, means a qualification or title requiring the same level of competence to that required of a Chartered Professional Engineer.

It requires

- (i) attainment of competence to the CPEng standard; and
- (ii) reasonable evidence that the competence is current.

As the rule is currently interpreted, to demonstrate CPEng equivalence a person must:

1. have undergone a competence assessment to the same standard as CPEng, as evidence by either of
  - a. registered on the International Professional Engineers Register in any jurisdiction
  - b. Professional Membership of IPENZ or an equivalent professional body; or registration which requires competence assessment meeting the standard implied by the Engineers Mobility Forum and APEC Engineers agreement
2. provide evidence of currency in the form of proof of
  - a. having undergone a competence assessment as described above in the last five years
  - b. membership of a professional body or registration which requires compliance with a code of ethical conduct that includes active participation in CPD to maintain competence, and proscribes practicing beyond one's current competence; and being actively engaged in professional engineering activities.

The acceptance of CPEng equivalence will be determined by the Registrar on a case-by-case basis.

### **Referees from outside New Zealand**

Referees need not work in the same field of engineering as the applicant, but should have a sound knowledge of good professional engineering practice in New Zealand. This does not require that they currently reside or practise in New Zealand, but if they are currently overseas, they should comment on the extent to which they can make an evaluation of the candidate's competence for element 2.

If a referee with membership or registration from another jurisdiction is normally resident outside New Zealand, he/she should also submit a copy of his or her CV so that the assessors can make a judgement on the referee's knowledge of good engineering practice specific to New Zealand.

## 2. WORK SAMPLES

If you are applying for Assessment for Admission (AFA) in particular, you are strongly encouraged to submit evidence in the form of work samples of key examples cited in your Competence Self Review which demonstrate your competence across most elements of the relevant standard. For example one sample might show your risk identification and management skills, while another could demonstrate your engineering analysis and problem solving skills.

Applicants for Continued Registration Assessment (CRA) are not asked to present work samples with their initial submission, however a recent example of your work could make it easier for the assessment panel to recognise your current competence.

You should use “I” statements as opposed to “we” even if you were working as part of a group. It is important to identify those parts of the project for which you took responsibility and your personal contribution to the project overall. You should also be able to clearly identify any parts of the project for which you did **not** have personal responsibility.

The work samples should make it easy for the assessment panel to verify competence. Choose your examples carefully. The choice of samples is also important as it can help demonstrate that your decision making demonstrates sound engineering judgment. You should outline at the start of each sample exactly how and why you have chosen each sample.

### Examples of types of work samples

Work samples could relate to:

- an engineering problem requiring a physical solution – for instance your work may have involved the investigation and/or design and implementation of a structure, a product, a transmission system or other physical subject
- an engineering problem requiring an abstract solution involving software engineering, information technology, chemical or some other type of process
- an engineering research project, provided that the work has taken you from investigation and design through to implementation.

For more specific guidelines relating to different practice fields, please refer to the [Practice Field Guidelines](#) in Appendix Two.

## 3. FAQs ABOUT APPLICATIONS:

For frequently asked questions about applications please visit:

<http://www.ipenz.org.nz/ipenz/join/faq.cfm>

## 4. THE ASSESSMENT PROCESS

- **What does competence assessment involve?** To apply for a competence assessment, you must submit a portfolio of evidence which shows that you meet the relevant competence standard. Your portfolio includes your Work History Summary, CPD Activities, competence self-review and work samples. Assessors will also have access to the referee inputs as well.

Remember: Actual performance is the only determinant of competence. The evidence you present must show that you are able to do the things required by each of the competence elements. The applicant is responsible for presenting his/her best evidence to demonstrate competence.

Once an application has been received IPENZ will convene an assessment panel of at least two assessors to assess the application. Assessors are required to use the following assessment tools *unless* they decide they are unnecessary.

- **“Desktop” assessment** – This involves the review of your portfolio of evidence.
- **Interactive assessment** – This is a face-to-face meeting with the assessment panel and is a unique opportunity for you to present your best evidence to the assessment panel in a one-on-one situation. Accordingly, you should make sure you are well-prepared prior to the meeting. The interactive assessment is usually run in the style of a professional conversation, which centres on your leading the conversation, explaining how you consider your experience in current and prior roles shows how you meet the required standard of competence. The conversation is designed to empower and enable you to demonstrate the way you do things. Assessors do not expect a PowerPoint presentation, but they do expect you to be ready to provide your strongest evidence and to respond to questions related to that evidence. All candidates who have not previously been assessed should expect to undertake an interactive assessment.
- **Controlled written assignment** – The Assessment Panel will use the written assignment as further evidence for the assessment. If you have been practising as an engineer for a significant time, and your current position indicates strongly that you meet the Competence Standard, the Assessors may exempt you from this assignment. However, if you have qualifications *not* assessed as equivalent to the relevant Accord qualification you will not normally be exempt from a written assignment.

The assessment panel will decide on the nature and topic of the written assignment after completion of the interactive assessment. In the past this has often been conducted in the afternoon on the day of an interactive assessment, however, assessment panels may decide to set you other written work that is carried out in a controlled or time-bound situation at a later date. For example, the Assessment Panel may set an assignment you are expected to complete in your normal work environment, with the topic title being emailed to you, say, at 9am in the morning with a deadline of 5pm for you to email your written assignment back to the assessors.

- **Knowledge assessment** – The knowledge assessment is an assessment tool to assist in determining the extent to which you meet element 1 of the competence standards. The performance indicators for element 1 require you to demonstrate that you:
  - (i) have acquired the level of engineering knowledge equivalent to a relevant Accord qualification, and are able to:
  - (ii) apply this knowledge in working from first principles; or
  - (iii) read literature, comprehend, evaluate and apply new knowledge.

Knowledge assessments are most likely if you do **not** have a Washington, Sydney, or Dublin Accord qualification. You can apply for a knowledge assessment separately from applying for membership or registration. For further information see [Appendix One](#).

- **Request for further information** – If the assessment panel does not receive the information it requests, then progress of your application will cease until the panel receives it. If you are requested to supply additional information or referee details, and this information is not received within 6 months, your application may lapse. They may approach you or your referees for further information to help assess whether you meet the competence standard.
- **Additional referees** – The panel may also require you to provide extra independent referees if it feels it is necessary.

Assessment panels are required to consider not only those registers for which an applicant has applied, but also other registers for which the applicant may qualify – these are referred to as the ‘relevant registers’. For example, an applicant for CPEng may also be considered for IntPE.

All competence assessment recommendations made by assessment panels are presented to the IPENZ Competence Assessment Board for final approval as a quality assurance measure. If the Board proposes to decline your application, you will be notified of the proposed decision along with the reasons, and you will be invited to make a written submission within a specified time. The Board will then consider your submission before making its final decision on your application.

#### **TRACKING PROGRESS OF YOUR ASSESSMENT**

An online system allows candidates to check the progress of their assessment at their convenience by accessing the Members’ Area of the IPENZ web site.

As soon as you lodge documents for a competence assessment for any register or Membership class with IPENZ, a link will be automatically generated in the entry page to the Members’ Area under the heading “Competence Assessment”. The date this record was last updated will be shown, reflecting the last action taken in regard to your assessment.

Typically this will be in a list with the last line being the current status of the assessment, such as:

- Application received – 20/05/08 View Details
- Assessment panel assigned to application – 27/05/08
- Interactive assessment scheduled – 27/05/08
- Written assessment scheduled – 17/08/08
- Initial assessment completed, recommendation made – 27/08/08
- Competence Assessment Board decision made – 03/09/08
- Application referred back to assessment panel– 04/09/08

The link “View Details” in the Application received line takes you to a page listing the documents (and dates) received as your portfolio of evidence and other details such as fees paid, practice area description, practice fields, referee names and referee reports received.

All continued registration assessments will have “CRA Notification” as the first line in the process.

The example above shows the events involved for a typical assessment for admission involving an interactive assessment. It shows that the assessment panel made a recommendation to the Competency Assessment Board (CAB) but after it met, the CAB

decided that it needed clarification on the recommendation or supporting documentation and referred the matter back to the assessment panel.

Once an assessment is completed, the above information is removed from the web site.

Members are encouraged to regularly check on progress of their assessments by accessing the Members' Area. If after checking the web site you still have questions about the progress of your assessment, either email or telephone IPENZ National Office for clarification.

#### **NOTIFICATION OF ASSESSMENT OUTCOMES**

If the assessment panel finds that a desktop assessment alone is sufficient to determine competence, you will normally be advised in writing of the assessment result approximately twelve weeks after IPENZ receives your documentation.

If an interactive assessment is required, you will normally be advised in writing of the assessment result about six to eight weeks after the interactive assessment

## APPEALS AND PROCEDURAL REVIEWS

### Applicants for IntPE(NZ), ETPract, IntET(NZ) and CertETn:

Provision is made for either a process review or a review of the evidence and the final decision on registration under Regulation 32 of the IPENZ Regulations for Competence Registers:

*(1) A person may, in accordance with this clause, apply to the Institution for a review of a **registration decision** on only one of the two following grounds:*

- (a) that the assessment was not carried out in accordance with the procedures set out in these Regulations, and/or*
- (b) that the decision reached by the Competency Assessment Board is manifestly at odds with the evidence presented in the application.*

*(2) The application must be—*

- (a) made in writing within 14 days after the applicant is notified of the assessment decision; and*
- (b) accompanied by—*
  - (i) a statement of how the applicant considers that the assessment was not carried out in accordance with the procedures set out in these regulations and/or the decision reached by the Competency Assessment Board is manifestly at odds with the evidence presented with the application; and*
  - (ii) any evidence that the applicant wishes to be considered in the review; and*
- (c) accompanied by the charge for reviews set out in Schedule 2.*

*(3) A person may apply only once under this clause for review of a particular registration decision, and the decision made under these Regulations in respect of the application shall be final and binding on both the Institution and the person concerned.*

The charge for such a review of decision procedures is \$750 (refer to Schedule 2 of the IPENZ Regulations for Competence Registers).

### Applicants for CPEng

CPEng applicants have the choice of making an appeal to the Chartered Professional Engineers Council or requesting a procedural review by the Registration Authority. There is nothing stopping an applicant seeking both a procedural review and making an appeal – except he/she must lodge the appropriate documents with the appropriate authority within the times specified. Applicants seeking a procedural review should apply to the Chartered Professional Engineers Council within the appeal time period requesting an extension of deadline if they wish to await the outcome of the procedural review before lodging an appeal.



Under Rule 31 of the CPEng Rules:

(1) *A person may, in accordance with this rule, apply to the Registration Authority for a review on the ground that the assessment was not carried out in accordance with the procedures set out in the Act or these rules.*

(2) *The application must be—*

(a) *made in writing within 14 days after the applicant is notified of the assessment decision; and*

(b) *accompanied by—*

(i) *a statement of how the applicant considers that the assessment was not carried out in accordance with the procedures set out in the Act or these rules; and*

(ii) *any evidence that the applicant wishes to be considered in the review; and*

(c) *accompanied by the charge for reviews set out in Schedule 2.*

The charge for a procedural review is \$750 (refer to Schedule 2 of the CPEng Rules).

CPEng applicants who are dissatisfied with the outcome of the review (or the Registration Authority decision on their application) may lodge an appeal to the CPEng Council. Note that appeal rights are not affected in any way by a decision to seek (or not to seek) a procedural review of the Registration Authority's decision. Further information on how to lodge an appeal can be obtained from:

The CPEng Council  
Level 4  
32 The Terrace  
PO Box 3058  
Wellington

The Chartered Professional Engineers Council website is  
<http://www.cpec.org.nz/index.htm>

## APPENDIX ONE – KNOWLEDGE ASSESSMENTS

### KNOWLEDGE ASSESSMENTS AS PART OF THE COMPETENCE ASSESSMENT PROCESS

The general process for those needing a knowledge assessment is as follows:

- a. IPENZ identify those applicants who need a knowledge assessment and a knowledge assessor is appointed to the assessment panel. The knowledge assessor is someone with a background in both engineering education and professional engineering in industry.
- b. The knowledge assessor reads your paperwork to become familiar with your application.
- c. You are then contacted by the knowledge assessor, usually first by telephone and then by email. This assessor introduces him/herself to you and requests the following if it has not already been provided with your initial application (for example on the [CA03](#) form, and by way of extra documentation)
  - **Review of Study and learning**
    - Transcripts and grades for papers studied at school/ college/ polytechnic/ university in all areas (not just engineering)
    - a few words on post-school papers/units taken to describe the subject material (more than is provided in a transcript)
    - a note on any major topics studied, either by formal learning, CPD and other learning in or outside of work
    - notes on what you consider to be the key new developments and critical issues in your practice field.
  - **Modelling and Application**
    - brief notes on the key mathematical, physical or conceptual models that you have used to predict engineering outcomes
    - a list of the tools (especially software tools) you have used for analysis, simulation, visualisation, synthesis, design
    - brief notes on your views of the accuracy and limitations of these tools and how you know they give reliable, usable results
  - **Handling Information, Experimental Methods**
    - a list of laboratory procedures that you are familiar with
    - brief notes on: the sources of research information that you use at work; your methods for drawing conclusions; some experiments that you have designed/conducted including your assessment of experimental error; any construction and test of components/sub-systems that you have carried out.
- d. Once the information requested in (c) has been supplied, a meeting is arranged between the candidate and the knowledge assessor. Where possible, this has been face-to-face at the candidate's workplace, but in some cases it has been carried out by telephone.
- e. The interview takes place and the assessor discusses with the candidate the following:
  - The extent of the candidate's knowledge across a broad spectrum of mathematics, engineering and management topics.

- The design process that is used by the candidate.
  - Modelling and application examples supplied by the candidate
  - Application of research by the candidate.
- f. After the interview the assessor documents the assessment findings and provides a report to the other panel members.
- g. The whole panel reviews the material supplied by the candidate, the knowledge assessment, the interactive assessment and the written assessment before making recommendations to the IPENZ Competence Assessment Board.

## **FAQs about Knowledge Assessments**

### **Q. What is the profile of a typical candidate for knowledge assessment?**

**A.** Every case has been different in many ways and so there is not a single profile. However, some typical examples include:

- People who have completed NZCE (or similar qualifications overseas) and worked for several years in organisations which value on-the-job learning and career development.
- Those who have degrees in subjects allied to engineering followed by further study in engineering (say at Masters level) or in other areas.
- Those who have completed non-Washington Accord engineering degrees overseas.

Experience to-date has shown that the majority of knowledge assessment applicants have university qualifications - but in non-engineering disciplines. These include architecture, chemistry, geography, geology, management, mathematics, physics, science and surveying. In reality, it is not the profile that is important; it is the candidates' quest for knowledge and the way in which they apply it.

### **Q. Why do you need such detailed information on my education including my time at school?**

**A.** This information helps to build up an educational profile of the candidate. In many cases, subjects studied at school have relevance to engineering. Examples of this would include mathematics, physics, chemistry, engineering drawing. Also by being asked for a complete list of subjects, candidates have revealed a large amount of relevant information that has not been disclosed in the initial application to IPENZ. In one case a successfully completed year of relevant study at university was disclosed.

### **Q. As a candidate, how can I make the knowledge assessment as painless for myself as possible?**

**A.** The IPENZ processes are competence-based. This means that the assessment panels are not there to "test" the candidate or to "trip them up". Rather they are there to gather sufficient valid and reliable evidence that shows that the candidate meets the elements of the competence standard. For the knowledge assessment, it is helpful if candidates provide as much of the information outlined above as possible.

## **APPENDIX TWO – PRACTICE FIELD GUIDELINES**

These guidelines are still being prepared and will be included when they are finalised

Currently guidelines have been written for:

### **Academics**

<http://www.ipenz.org.nz/ipenz/join/documents/Guidance-Notes-for-Engineering-Academics-October-2007.pdf>

### **Transportation Engineering**

<http://www.ipenz.org.nz/ipenz/forms/pdfs/IPENZ%20Transportation%20Assessment%20Guidelines%20-%20May%202007.pdf>

### **Structural Engineering**

[http://www.ipenz.org.nz/ipenz/forms/pdfs/Practice\\_Field\\_Guidelines-Structural\\_Final\\_version.pdf](http://www.ipenz.org.nz/ipenz/forms/pdfs/Practice_Field_Guidelines-Structural_Final_version.pdf)

### **Recognised Engineers**

[http://www.ipenz.org.nz/ipenz/Forms/pdfs/Guidelines\\_for\\_assessment\\_of\\_recognised\\_engineer.pdf](http://www.ipenz.org.nz/ipenz/Forms/pdfs/Guidelines_for_assessment_of_recognised_engineer.pdf)

### **Design Verifiers**

[http://www.ipenz.org.nz/ipenz/forms/pdfs/Design\\_Verifier\\_Guidelines.doc](http://www.ipenz.org.nz/ipenz/forms/pdfs/Design_Verifier_Guidelines.doc)

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