



BPB

Building Professionals Board

Building Professionals Act 2005

Application to renew accreditation – assessment against the accreditation scheme

Who should use this form

Accredited certifiers who seek to renew their accreditation **and** elect to be assessed against the requirements of the accreditation scheme need to complete this form.

NB: Where a certifier has not elected to be assessed against the requirements of the accreditation scheme at their first or second renewal of accreditation with the Board, the Board will assess the certifier against these requirements at their third renewal of accreditation.

When to submit the form

- You need to submit this form **before the expiry date** of your current accreditation. Where an application to renew an accreditation is received by the Board before the current accreditation expires, your current accreditation (in the categories of accreditation set out on the certificate of accreditation issued by the Board) will continue until the Board determines the application (unless it is suspended or cancelled for some other reason).
- If the Board does not receive an application to renew your current accreditation before the expiry date, your accreditation will expire and you will need to complete an *Application for accreditation*.

How to complete the form

- Complete the application form using BLOCK LETTERS and, where required, write clear crosses in the appropriate boxes (☐).
- Please ensure the information in your application is complete, that all of the required documentation is included and that the application is legible. If you do not provide all of the information required, your application will not be considered until all of the

information is received. You can attach additional pages if needed.

- You are encouraged to refer to **Applying for accreditation: a guide** in completing the form (available at www.bpb.nsw.gov.au).
- Please sign and date each page of your application.

Supporting documentation

- The form sets out the information you need to provide, and the documents you need to attach, to support your application. Any additional forms you need to complete and attach are available at www.bpb.nsw.gov.au.
- If your supporting documents are not in English, you must provide a certified copy of translated versions of those documents, in addition to certified copies of the original documents.
- Where the Board is not satisfied an applicant has the qualifications, skills, knowledge and experience required for the category(s) of accreditation sought, the Board can require the applicant to provide further written information, attend an interview, undertake an oral examination and/or provide a demonstration of their skills.

Inquiries about your application

You may direct any inquiries you have about your application to an accreditation officer on 02 9895 5950.

Notice of the Board's decision

The Board will notify you in writing of its decision on your application.

Office use only
Date received: ____/____/____

1. APPLICANT'S DETAILS**Name and date of birth**

Title		Given names			
Surname					
Date of birth					

Residential address

Unit/Street no.		Street			
Suburb			State		Postcode

Business address/details

Business name					
Unit/Street no.		Street			
Suburb			State		Postcode
PO Box			State		Postcode

Address for correspondence (select one)

Residential
 Business
 PO Box

Contact details

Res. tel.	()	Bus. tel.	()
Mobile		Fax	()
Email			

Applicants must **attach** a certified copy of their driver's licence, both the front and back, showing their current address. (See section 15 below as to how to obtain certified documents.)

Have you attached a certified copy of your driver's licence? Yes No

If you do not hold a current driver's licence, you should attach certified copies of documents that prove your identity and address (such as a passport and a council rates notice).

NB: The Board may require you to provide additional documents or information if you provide identification evidence other than a driver's licence.

2. APPLICANT'S ACKNOWLEDGEMENT

I acknowledge that:

- I am aware I can elect to be assessed by the Board against the requirements of the Building Professionals Board's Accreditation Scheme (the accreditation scheme) at either my first or second renewal of accreditation by the Board.
- I elect to be assessed as part of this application for renewal.
- If I do not make this election at either my first or second renewal of accreditation, the Board will assess me against the requirements of the accreditation scheme when I apply for my third renewal of accreditation by the Board.

- | | |
|--|--|
| <input type="checkbox"/> C7 Accredited certifier – structural engineering compliance | <input type="checkbox"/> C15 Accredited certifier – stormwater compliance |
| <input type="checkbox"/> C8 Accredited certifier – electrical services compliance | <input type="checkbox"/> C16 Accredited certifier - speciality hydraulic services compliance |

- D1 Accredited certifier – strata certification

Note: the authorities conferred by each category are identified in Schedule 1 of the Building Professionals Regulation 2007 (available at www.bpb.nsw.gov.au).

Categories of accreditation I do not wish to renew

- I do not seek to have my accreditation renewed in the following category(s) of accreditation:

5. CORE PERFORMANCE CRITERIA

Applicants must demonstrate they have the core performance criteria set out in Schedule 1 of the scheme by successfully completing the *Certification Short Course* (UTS) or its equivalent, or by passing the Board's accreditation exam. The Board may permit an applicant to fulfil the requirements of the exam by an alternative means in limited circumstances.

- I have completed the *Certification Short Course*, University of Technology, Sydney, or its equivalent. Please **attach** a certified copy of your Certificate of Successful Completion, **OR**
- I have passed the Board's accreditation exam, **OR**
- I seek alternative testing because I have a medical, physical or other condition that would prevent me from being able to fairly demonstrate my knowledge and skills by undertaking the accreditation exam. Please provide details as to why you cannot undertake the exam and **attach** evidence of your relevant condition:

Please nominate the alternative means of testing you seek to undertake to demonstrate the core knowledge and skills and how that means of assessment will allow for a true and accurate demonstration of your skills and knowledge:

6. SPECIALTY PERFORMANCE CRITERIA

To identify whether you automatically have the specialty performance criteria (required for the category(s) of accreditation you are seeking) by having a recognised qualification or a recognised registration, please complete and **attach** the **Evidence checklist** that relates to the relevant category of accreditation (available at www.bpb.nsw.gov.au).

Where your qualification / registration does not cover **all** of the specialty performance criteria for the category of accreditation you seek, you need to provide other evidence that you have the relevant specialty performance criteria and how you obtained those criteria - **go to Question 7**.

Where you seek accreditation in categories of accreditation C1-C16 (except C5) and you are registered in the general area of practice on the National Professional Engineers Register identified in the relevant *Evidence checklist*, **go to Question 10**.

Where you seek accreditation in category of accreditation C5 and you are registered as a land surveyor with the NSW Board of Surveying and Spatial Information, **go to Question 10**.

7. SPECIALTY QUALIFICATION

If you have a recognised specialty qualification listed in Schedule 3 of the accreditation scheme, please complete this section.

If you do not have a recognised specialty qualification, **go to Question 8**.

Please provide the following details of the recognised specialty qualification(s) you hold that is relevant to the category(s) of accreditation for which you are applying:

Name of qualification	Graduation date	Institution attended

Please **attach** a certified copy of your academic transcript(s). If your documents are not in English, you must also attach a certified copy of an approved translation.

The Board will verify your qualification(s). Please complete and **attach** a **Verification of academic qualifications and registrations form** [Form 2] to allow the Board to make the necessary inquiries.

You also need to complete and **attach** an **Annotated performance criteria report** [Form 3] (available at www.bpb.nsw.gov.au) to demonstrate you have the specialty performance criteria you were not able to check in the relevant *Evidence checklist*.

8. OTHER QUALIFICATION

If you have a recognised specialty qualification and you completed Question 7 above, you do not need to complete this section - **go to Question 9**.

Where you do not hold a recognised specialty qualification that is listed in Schedule 3 of the scheme, you must instead **do one or both of the following** so as to demonstrate that you have a qualification that achieves learning outcomes that address all of the specialty performance criteria for the category of accreditation for which you are applying:

- Provide details of the qualification(s) you hold that includes units that achieve learning outcomes that address some or all of the relevant specialty performance criteria:

Name of qualification	Graduation date	Institution attended	Specialty performance criteria claimed

You also need to **attach** the following documents:

- a certified copy of your academic transcript(s). If your documents are not in English, you must also attach a certified copy of an approved translation,
- a completed a **Comparative analysis report** [Form 4] (available at www.bpb.nsw.gov.au) to demonstrate how the units you have completed in your qualification address some or all of the specialty performance criteria for the category of accreditation for which you are applying,
- copies of the course outlines and/or unit overviews that relate to your qualification, and
- a statement from the institution that granted your qualification that verifies the learning outcomes of your qualification address the specialty performance criteria as indicated in your completed Comparative analysis report. If you are not able to provide this statement, please provide reasons why you are unable to provide the statement:

AND/OR:

- Complete and **attach** an **Annotated performance criteria report** [Form 3] (available at www.bpb.nsw.gov.au) to demonstrate you have the specialty performance criteria you were not able to check in the relevant *Evidence checklist* and/or *Comparative analysis report* and how you obtained those criteria (through your experience, work, training and/or study).

The Board will verify your qualifications and other training. Please complete and **attach** a **Verification of academic qualifications and registrations form** [Form 2] to allow the Board to make the necessary inquiries (available at www.bpb.nsw.gov.au).

9. EXPERIENCE

Applicants must have the experience required by the accreditation statement in Schedule 2 of the scheme for the relevant category of accreditation they seek.

Please complete and **attach** an **Annotated resume** [Form 5] for the Board to determine whether you have the required experience (available at www.bpb.nsw.gov.au).

Applicants must also provide the names of at least two referees who can verify the experience required by the relevant accreditation statement:

Name of referee	Business telephone
1.	
2.	
3.	

The Board requires the nominated referees to verify the applicant's experience. Please **attach** a **Referee's statement** [Form 6] for each referee you have listed above, completed by that referee (available at www.bpb.nsw.gov.au).

10. RELEVANT RECOGNISED REGISTRATION

You only need to complete this section if you hold a registration on the National Professional Engineers Register (NPER) in a relevant general area of practice, or as a land surveyor issued by the NSW Board of Surveying and Spatial Information (BOSSI) and seek accreditation in categories of accreditation C1-C16.

Please list the current registration you hold on NPER, or as a land surveyor issued by BOSSI, which is relevant to the category(s) of accreditation for which you are applying:

Registration held	Registration no.	Date of registration

Where you hold a relevant registration on NPER, please **attach** a certified copy of your current certificate of registration.

The Board will verify your registration on NPER or as issued by BOSSI. Please complete and **attach** a **Verification of academic qualifications and registrations form** [Form 2] to allow the Board to make the necessary inquiries.

11. SUITABILITY OF APPLICANT TO BE AN ACCREDITED CERTIFIER

Under section 7 of the Act, an application for accreditation can be refused on certain grounds, including where the Board is not satisfied the applicant is a fit and proper person.

Please complete and **attach** a **Fit and proper person declaration** [Form 7] for the Board to make an assessment under section 7 of the Act (available at www.bpb.nsw.gov.au).

12. PROFESSIONAL INDEMNITY INSURANCE

Limit of indemnity for any one claim \$ _____

Whether the limit of indemnity for any one claim is inclusive of relevant expenses or exclusive of relevant expenses? _____

The limit of indemnity in respect of all claims made in any one year \$ _____

Whether the limit in respect of all claims made in any one year is inclusive or exclusive of relevant expenses? _____

Is the contract an individual, partnership or company contract, or council general insurance policy?

Partnership and company contracts

For partnership and company contracts, you also need to provide the following information:

- the number of accredited certifiers who are directors or employees of the company as at the date on which the contract was issued: _____

or

- if the contract is the fourth or subsequent contract issued to the company, whether by the same or another insurer, the average number of accredited certifiers who have been directors or employees of the company during the previous three years: _____

You must attach a certified copy of a certificate of currency for the insurance, which includes all the following information:

- the identifying number of the insurance contract,
- the name of insurer,
- the retroactive date,
- period of insurance cover,
- clarifies that the insurance indemnifies the certifiers statutory liability as an accredited certifier,
- the limit of indemnity in respect of any one claim (in \$),
- whether the limit in respect of any one claim is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the Building Professionals Regulation 2007,
- the limit of indemnity in respect of all claims made in any one year (in \$), and
- whether the limit in respect of all claims made in any one year is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the Building Professionals Regulation 2007.

Note: An insurance contract must be held by an accredited certifier that satisfies section 63 of the Building Professionals Act 2005 and Part 4 of the Building Professionals Regulation 2007.

13. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

To renew an accreditation for the second or third time with the Board, accredited certifiers who held an accreditation immediately before 1 March 2007 must have successfully completed two courses approved by the Board in the calendar year preceding the current year **and** must have undertaken training or education in areas of the technical specialty that is relevant to the certifier's current category(s) of accreditation.

NB: For all certifiers accredited before 1 March 2007, their second renewal period is the period 1 March 2008 to 28 February 2009 and their third renewal period is between 1 March 2009 and 28 February 2010.

Please indicate below the approved courses and technical training / education you have undertaken in the previous calendar year and attach the required information.

Approved courses

I have successfully completed the following courses approved by the Board for the previous calendar year:

- Accredited certifiers: Legislative Requirements
- Accredited Certifiers: Professional Practice

Attach a certified copy of the Certificate of Successful Completion you received for each course.

If you have not successfully completed the two CPD courses list above, you must **attach** an explanation as to why you have not completed one or both of these courses.

Technical training / education relevant to current category(s) of accreditation

- I have participated in, and satisfied the requirements of, the CPD program conducted by a professional association, institute or organisation that is recognised in Schedule 5 of the accreditation scheme during the previous calendar year, relevant to my category(s) of accreditation.

Categories A1 to A3

- **Attach** a certified copy of notification from the Australian Institute of Building Surveyors or a certified copy of certificate of attainment from the Association of Accredited Certifiers of the number of points you have accumulated during the most recent 12 month CPD period.

All other categories

- **Attach** a list of CPD activities or details of an approved course/program you have undertaken during the previous calendar year, and
- **Attach** evidence that you participated in each of those activities or course/program (e.g. certified copies of certificates received or a statement from the relevant education institution).

OR

- I have successfully undertaken 25 hours of training or education in a course or program approved by the Board.

Attach a certified copy of your academic transcript or some other form of documentary evidence to demonstrate you have undertaken the training or education.

OR

- I have successfully undertaken training and/or education, approved by the Board, which is equivalent to that required by a CPD program offered by a professional association, institute or organisation that is recognised in Schedule 5 of the accreditation scheme during the previous calendar year, relevant to my category of accreditation

Attach the following:

- a list of CPD activities or details of an approved course/program you have undertaken during the previous calendar year, and
- evidence that you participated in each of those activities or course/program (e.g. certified copies of certificates received or a statement from the relevant education institution).

If you have not crossed one of these three boxes, you must **attach** an explanation.

NB: Incorrect or misleading information may lead to cancellation of your accreditation. Further, under sections 307B and 307C of the Crimes Act 1900, a person can be found guilty of an offence if the person gives false or misleading information or documents (maximum penalty for each offence is imprisonment for two years and/or a fine of \$22,000).

14. OTHER INFORMATION

Applicants must also **attach** the following information:

- (a) A list of the projects in connection with which the person has issued complying development or Part 4A certificates under the *Environmental Planning and Assessment Act 1979* for the person's previous 12 month accreditation period, indicating:
- the type of certificate issued by the person in relation to each project i.e. compliance, construction, complying development, occupation and/or subdivision certificates,
 - the classification of any building involved in each of the listed projects,
 - the name of the local government area in which the project is located and the address of the land or premises concerned (including the lot and deposited plan number),
 - the estimated cost of each of the listed projects (except for subdivision certificates),
 - for subdivision certificates, the number of lots that will be created by the subdivision,
 - the name of the applicant for each certificate,

- the owner of the land or premises concerned, and
 - the name of the principal contractor.
- (b) A list of projects in connection with which the person has issued strata certificates under the *Strata Schemes (Freehold Development) Act 1973* and/or *Strata Schemes (Leasehold Development) Act 1986* for the person's previous 12 month accreditation period, indicating:
- the classification of the building involved,
 - the name of the local government area in which the project is located and the address of the land or premises concerned (including the lot and deposited plan number),
 - the name of the applicant for the certificate,
 - the owner of the land or premises concerned, and
 - the number of lots created by, or the subject of, the strata plan, strata plan of subdivision or notice of conversion to which the strata certificate relates.

15. GENERAL DECLARATION

I acknowledge and agree that:

- I will provide any information, documents or assistance required by the Board to assess the application,
- I have made myself aware of, and understand, my statutory responsibilities under the *Environmental Planning and Assessment Act 1979*, the *Environmental Planning and Assessment Regulation 2000*, the *Building Professionals Act 2005* and the *Building Professional Regulation 2007* or in the accreditation scheme,
- The Board may provide any information about me as may be required by law,
- I will maintain the required professional indemnity insurance during any period of accreditation granted by the Board and I will provide evidence of this insurance to the Board,
- I will abide by the code of conduct contained in Schedule 4 of the accreditation scheme,
- The Board or its officers or agents are not liable for any loss or damage that may arise by virtue of any documentation or information provided in relation to this application or pursuant to any inquiry made by the Board, and
- I will advise the Board immediately of any change in circumstance which may be relevant to my accreditation.

I solemnly and sincerely declare that:

- The particulars contained in this application and accompanying statements are true and correct.

I acknowledge that:

- Under section 307A of the *Crimes Act 1900*, I can be found guilty of an offence if I make a false or misleading statement in this application and the penalty for making a false or misleading statement is two years' imprisonment and/or a fine of \$22 000, and
- Under section 8(2)(a) of the *Building Professionals Act 2005*, the Board may suspend or cancel my certificate of accreditation if I have been issued with the certificate on the basis of a misrepresentation I have made, whether or not made knowingly.

16. SIGNATURES

Applicant's signature: _____

Date of application: / /

Witness' signature: _____

Witness' name: _____

Date: / /

17. FEE

Please **include** the appropriate accreditation fee with your application:

- \$1500 for categories of accreditation A1, A2 and A3 and B1 or a combination of any of these categories applied for in this application, or
- \$750 for categories of accreditation C1-C16 or D1 or a combination of any of these categories applied for in this application.

The fee can be paid by one of the following methods:

- cheque or money order (made payable to the Building Professionals Board)
- Mastercard or Visa card – please contact the BPB on 02 9895 5950 to arrange payment.

NB: If your application is refused, your application fee will not be refunded. If you withdraw your application before it is determined, part of your application fee may be refunded. If you apply for accreditation in multiple categories of accreditation, the maximum fee you need to pay is \$1500.

18. CHECKLIST

Please **identify** the information you have attached to support your application. Where a certified copy of a supporting document is required, the copy must be certified by a Justice of the Peace.

- A certified copy of photographic identification.
- A certified copy of Certificate of Successful Completion of the Certification Short Course, from the University of Technology, Sydney.
- Evidence of a medical, physical or other condition to support an application to undertake alternative testing in lieu of the accreditation exam.
- Evidence checklist for the category(s) of accreditation sought.
- Annotated performance criteria report* [Form 3].
- Certified copy of academic transcript(s).
- Certified copy of an approved translation of academic transcripts (where necessary).
- Statement from relevant education/training institution that verifies the learning outcomes of your qualification (other than a recognised specialty qualification) address the relevant specialty performance criteria.
- Comparative analysis report* [Form 4] (where necessary).
- Copies of the course outlines and/or unit overviews that relate to a qualification other than a recognised specialty qualification (where necessary).
- Annotated resume* [Form 5].
- Referee's statement 1* [Form 6].
- Referee's statement 2* [Form 6].
- Referee's statement 3* [Form 6].
- Certified copy of current certificate of registration on NPER (where necessary).
- Verification of academic qualifications and registrations form* [Form 2].
- Fit and proper person declaration* [Form 7].
- A certified copy of a certificate of currency of professional indemnity insurance.
- If your insurance expires on the date your existing accreditation expires, a certified copy of your insurance certificate that will commence on that date.
- A list of CPD activities, or details of an approved course/program, undertaken during the previous calendar year.
- Evidence of participation in each of those activities or course/program (e.g. certified copies of certificates received or a statement from the relevant education institution).

- A certified copy of the Certificate of Successful Completion for CPD approved course *Accredited certifiers: Legislative Requirements* for the preceding calendar year.
- A certified copy of the Certificate of Successful Completion for CPD approved course *Accredited certifiers: Professional Practice* for the preceding calendar year.
- A list of all projects in connection with which you have issued certificates for the last period of accreditation (12 months).
- Applicable application fee.
- Other – please list any other information you have attached to support your application:

19. WHERE TO SEND YOUR APPLICATION

Please send your completed application to:

The Director
Building Professionals Board
PO Box 3720
PARRAMATTA NSW 2124

If you have any questions about your application, please contact the Building Professionals Board tel 02 9895 5950, fax 02 9895 5949 or email bpb@bpb.nsw.gov.au