



## REGISTRATION RENEWAL GUIDELINES

The registration year is from 1 July to 30 June.

Registration renewal applications for 2017/18 are due by **31 May 2017**.

BPEQ will post an Application for Renewal of Registration notice to each RPEQ in early April to the correspondence address provided by the RPEQ and recorded on the BPEQ register.

2017/18 Annual registration fees:

Practising Professional Engineer **\$212.50**

Non-Practising Professional Engineer **\$106.25**

You may renew your registration either [on-line](#) OR by completing the renewal form and returning it to BPEQ by mail or scanning and emailing to [admin@bpeq.qld.gov.au](mailto:admin@bpeq.qld.gov.au).

On-line renewal of registration is the preferred option.

### Instructions for On-line Renewal

1. Access [www.bpeq.qld.gov.au](http://www.bpeq.qld.gov.au)
2. Click **Sign In** button on top right hand corner of home screen.
3. **Username** is RPEQ registration number.
4. Click **“Hi [Your Name]”** on the top right hand corner to access Account Profile Information.
5. Click **Renew Now** button to commence renewal process.

**IMPORTANT:** To renew on-line registrants must be able to answer NO to all fitness to practice (**FTP**) questions and YES to the first continuing professional development (**CPD**) question. Alternatively, the hard copy renewal form is to be completed and submitted to BPEQ. The application for renewal is to include supporting documents relating to your YES answer to the FTP questions or NO to the 1st CPD question.

### Continuing Professional Development

BPEQ expects that a registered professional engineer undertake a minimum of 150 hours of structured CPD over a three year period.

Current Approved CPD Assessment Schemes are: NER / CPEng (EA), CP (AusIMM), CEng (IFE), CEng (RINA), RPEng (Professionals Australia), and MIStructE (IStructE).

Practising professional engineers may be subject to an audit carried out on behalf of BPEQ by an approved assessment entity, or by assessors directly contracted by BPEQ.

CPD does not apply to non-practising professional engineers.

For more information visit the [CPD page](#) on the BPEQ website.



## Signature

For on-line renewal a declaration form must be read and accepted.

For hard copy renewal notice, the declaration must be signed by the engineer applying for renewal.

Non-practising professional engineers must declare that they will not carry out, or be responsible for the carrying out of, professional engineering services in Queensland or for Queensland.

It is an offence under the PE Act to state anything on the form that you know is 'false or misleading in a material particular' and BPEQ may cancel an engineer's registration where it has reasonable grounds to believe that the engineer has been registered because of a materially false or misleading representation.

## Expiry of Registration

Registration automatically expires if no registration renewal application is received by 30 June. No registration renewal applications will be accepted after 30 June.

Persons whose registration has expired will be required to submit an Application for Restoration of Registration and pay an additional fee as well as the annual registration fee. BPEQ may also require the applicant to provide evidence that they have maintained their competency in their area of engineering by submitting evidence of CPD.

## Definitions

### Contact details - place of business:

BPEQ requires a street address for your contact details, shown as "place of business". A post office box is not sufficient and renewals without a street address will not be accepted. The PE Act provides that your contact address is made available to the public.

### What is a "spent conviction?"

A spent conviction means a conviction for which the rehabilitation period under the *Criminal Law (Rehabilitation of Offenders) Act 1986 (Qld)* has expired and has not revived under that Act.

### What is an "executive officer for a corporation?"

Executive officer, for a corporation, means:

- you are a director of the corporation; or
- you are an executive officer of the corporation; or
- you are concerned with or take part in the corporation's management.

### What is "control action" for a corporation?

Control action, for a corporation, means:

- the corporation has executed a deed of company arrangement under the *Corporations Act 2001*; or
- the corporation is the subject of a winding-up under the *Corporations Act 2001*; or
- the corporation is the subject of an appointment of an administrator, liquidator, receiver, or receiver and manager under the *Corporations Act 2001*.



### Definitions continued

#### **What is an “executive officer of a corporation affected by control action?”**

You are an executive officer of a corporation affected by control action if:

- you were an executive officer when the corporation became affected by the control action; or
- you were an executive officer within 1 year before the corporation became affected by the control action if 5 years have not elapsed since it became affected by the action.

#### **What is “subject to bankruptcy action?”**

You are subject to bankruptcy action if:

- you are bankrupt under the *Bankruptcy Act 1966* or the law of an external territory and you have not been discharged from that bankruptcy; or
- you have the status of an undischarged bankrupt under the law of an external territory or the law of a foreign country; or
- any of your property is subject to control under section 50 or Division 2 of Part X of the *Bankruptcy Act 1966* or a corresponding provision of the law of an external territory or the law of a foreign country; or
- you have executed a personal insolvency agreement under Part x of the *Bankruptcy Act 1966* or the corresponding provisions of the law of an external territory or the law of a foreign country and you have not fully complied with the terms of the agreement.

### Enquiries and assistance

Please contact BPEQ on (07) 3198 0000 or [admin@bpeq.qld.gov.au](mailto:admin@bpeq.qld.gov.au) if you have any questions or difficulties with the renewal process.

Please contact BPEQ’s Senior Legal Officer on (07) 3198 0000 or at [legal@bpeq.qld.gov.au](mailto:legal@bpeq.qld.gov.au) if you have any questions about a declaration of bankruptcy or insolvency issues.