

# Form 2

## APPLICATION FOR REGISTRATION:

Section 8 Professional Engineers Act 2002



### CONTACT DETAILS (All business contact details are available to the public)

<b>Title</b> <small>(Prof/Dr/Mr/Mrs/Ms/Miss)</small>		<b>First Name</b>	
<b>Middle Names</b>			
<b>Surname (family name)</b>			
<b>Business/Employer Name:</b>			
<b>Business/Employer Address*#</b> <small>(must be a street address – a postal box is not acceptable)</small>			
<b>Business Phone Number*#:</b>			
<b>Mobile Phone Number*#:</b>			
<b>Fax Number:</b>			
<b>Email Address*#:</b>			
<small>* Information is required in order to process application # If applying for non-practising or not currently employed as a professional engineer – provide contact address and details.</small>			

<b>Postal address for correspondence:</b>	
<b>Date of Birth:</b>	

### COMPETENCIES IN PROFESSIONAL ENGINEERING

Assessment by Assessment Entity		
Name of Assessment Entity	Area/s of Engineering	Date of Assessment

*Please provide evidence of assessment of competencies by an approved Assessment Entity (see attached notes for details). Note: it is a requirement of registration that this documentation be provided. The application will not be processed if this information is not included.*

OFFICE USE ONLY		Recommending
RPEQ NO:	IMIS ID:	Date
TRANS NO:	IMIS CHECKED:	Signed

FITNESS TO PRACTISE	
<p><i>You must answer the following questions truthfully to allow the Board to assess whether you are fit to practise as a registered professional engineer. If you do not answer all of the questions your application cannot be processed. It is an offence to give information in this form that you know is false or misleading in a material particular.</i></p>	
<p><b>OFFENCES:</b></p> <p>A. Do you have a conviction, other than a spent conviction for:</p> <p>(a) an indictable offence?</p> <p>(b) an offence against the <i>Professional Engineers Act 2002 (Qld)</i> or the <i>Professional Engineers Act 1988 (Qld)</i>?</p> <p>(c) another offence, relating to the practice of engineering, against a law applying, or that applied, in Queensland, the Commonwealth, another State, or a foreign country?</p> <p>If <b>YES</b> please provide a copy of the Court order and reasons for decision by way of attachment.</p> <p><b>SUSPENSION/CANCELLATION:</b></p> <p>B. Has your registration to practise as a professional engineer ever been suspended or cancelled in Queensland, interstate or overseas?</p> <p>C. Has your membership of an association of professional engineers, whether in Australia or a foreign country, been cancelled under the association's rules for disciplinary reasons?</p> <p>If <b>YES</b> please provide a copy of the notice of suspension or cancellation you received and explain the reasons for the suspension or cancellation by way of attachment.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>BANKRUPTCY:</b></p> <p>Are you currently affected by bankruptcy action? – see guidelines for details.</p> <p>If <b>YES</b> please provide a copy of your official bankruptcy documents and provide details of the circumstances surrounding your bankruptcy by way of attachment.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>CONTROL ACTION OF CORPORATION:</b></p> <p>Are you an executive officer of a corporation that is affected by control action? – see guidelines for details.</p> <p>If Yes please provide a copy of the official control action documents and explain the reason the company is affected by the control action by way of attachment.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>ISSUES AFFECTING COMPETENCE AND SAFE PRACTICE:</b></p> <p>Is there any mental, physical or other issue that impacts upon your ability to competently and safely practise as a registered professional engineer?</p> <p>If <b>YES</b> please provide details by way of attachment.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>CONSENT TO ELECTRONIC NOTICES UNDER THE ELECTRONIC TRANSACTIONS (QUEENSLAND) ACT 2001</b></p> <p>I consent to receiving all notices, certificates and other information from the Board by email. This applies to any notices, certificates and other information to be given after the date I submit this application. This includes any notices under the <i>Professional Engineers Act 2002</i>.</p> <p>Note: the email address to which notices will be sent will be the email address nominated in the contact details of this form. It is your responsibility to advise BPEQ about any change of your name or contact details within 21 days in writing. It is an offence to fail to do so unless you have a reasonable excuse.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## PRIVACY

The Board of Professional Engineers of Queensland (BPEQ) will use the personal information you provide in and with this form to:

- update and maintain your name and contact details in its records and in its register of persons who are, or have been, registered professional engineers of Queensland (RPEQ);
- assess whether to approve your registration as a RPEQ and, in approving your registration, whether to impose a condition or conditions on your registration;
- if BPEQ decides to approve your registration—receive payment of your application and annual registration fee;
- assess whether to investigate, or authorise, in writing, an investigator to conduct an investigation of, your conduct or of your compliance with the *Professional Engineers Act 2002 (Qld)* (PE Act)
- assess whether to investigate, or authorise, in writing, an investigator to conduct an investigation of, a possible disciplinary ground of conviction for an offence related to the practice of engineering;
- assess whether to require you to undergo a health assessment;
- provide you with important information about matters affecting your registration and services offered by BPEQ; and
- Provide you with services and communications including, but not limited to, newsletters, updates, and online surveys.

BPEQ is authorised to collect this information by section 8(3) and 8(4) of the PE Act. BPEQ will publish your name and contact details in its register of persons who are, or have been, RPEQs, which is available to the public. BPEQ may use third parties to administer and deliver services and communications to you including, but not limited to, newsletters, updates, and online surveys. Some of these third parties may be located outside Australia. Personal information you provide with this application may be transferred to an entity outside Australia and stored outside Australia to administer and deliver these services and communications. By completing this application you agree to this transfer. If you do not wish your details to be used for any one or more of the above purposes please advise BPEQ in writing to PO Box 15213 CITY EAST QLD 4002 or [admin@bpeg.qld.gov.au](mailto:admin@bpeg.qld.gov.au).

## Applicant's Declaration:

RPEQ (practising)	Non-Practising Professional Engineer
<p>I hereby apply for registration as a practising professional engineer with the Board of Professional Engineers of Queensland and declare that the information in this application and accompanying documents is true and correct to the best of my knowledge and belief.</p> <p>Signature: _____ Date: _____</p>	<p>I hereby apply for registration as a non-practising professional engineer with the Board of Professional Engineers of Queensland and declare that the information in this application and accompanying documents is true and correct to the best of my knowledge and belief.</p> <p>I declare that I will not carry out, or be responsible for the carrying out of, professional engineering services in Queensland or for Queensland within the registration period to which this application relates.</p> <p>Signature: _____ Date: _____</p>

**TAX INVOICE    BOARD OF PROFESSIONAL ENGINEERS OF QUEENSLAND ABN 85 257 425 108**

SEE ATTACHED NOTES FOR CURRENT FEES FOR APPLICATION AND REGISTRATION

By **Cheque**    for ..... made out to The Board of Professional Engineers of Qld   

Or

By **Credit Card**                        Mastercard        Visa

Cardholder's Name:.....

Card No:    \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_

Total Fees A\$ .....    Expiry Date:    \_ \_ / \_ \_    Signature: .....

On completion of this application, please forward it together with any documentation required, and your fees to:

Lodgement by Post:  
The Assistant Registrar  
Board of Professional Engineers of Qld  
PO BOX 15213  
CITY EAST QLD 4002

Lodgement by Delivery:  
Board of Professional Engineers of Qld  
Level 15, 53 Albert Street  
BRISBANE

The above credit card information will be destroyed after payment has been accepted and is not stored by the Board of Professional Engineers.

**A receipt will be issued following registration.**

Contact Details:

Phone: (07) 3198 0000  
Email: [admin@bpeq.qld.gov.au](mailto:admin@bpeq.qld.gov.au)  
Web: [www.bpeq.qld.gov.au](http://www.bpeq.qld.gov.au)

**PLEASE DO NOT BIND APPLICATIONS AS THEY MAY NEED TO BE PHOTOCOPIED**

## **NOTES REGARDING APPLICATIONS FOR REGISTRATION**

NOTE: Original applications must be received by the Board (ie. by post or delivery – documents cannot be emailed or faxed to the Board).

### **1. FEES**

Applications received from **1 July 2017 – 24 December 2017** must include the application fee (\$59.55) plus the annual registration fee (\$219.95) (ie. total \$279.50).

Fees for **non-practising** are the application fee (\$59.55) plus the annual non-practising registration fee (\$109.95) (ie. total \$169.50).

Successful applicants would then be registered to 30/06/18.

Applications received from **25 December 2017 - 31 May 2018** must include the application fee (\$59.55) plus the six month registration fee (\$110.95) (ie. total \$169.50). No six month concession fee is applicable for non-practising.

Successful applicants would then be registered to 30/06/18.

Applications received from **1 June 2018 - 30 June 2018** must include the application fee (\$59.55) plus the full annual registration fee (\$219.95) (ie. total \$279.50).

Fees for **non-practising** are application fee (\$59.55) plus the annual non-practising registration fee (\$109.95) (ie. total \$169.50).

Successful applicants would then be registered to 30/06/19.

Applications for adding additional areas of engineering to existing registration must include the application fee (\$59.55). Successful applicants will have this detail added to existing details and be registered to end of financial year.

For applications received by the Board **after 30 June 2018** – fee amount to be advised.

Payment must be successfully accepted before the application can be further processed.

Fees are GST exempt.

## 2. APPROVED ASSESSMENT ENTITIES

**The Australasian Institute of Mining and Metallurgy (AusIMM)** has been approved to assess competencies in the following areas of Engineering:

- Mining
- Environmental
- Geotechnical (Mining)
- Metallurgical

Please contact AusIMM (+61 3 9658 6100) or see [www.ausimm.com](http://www.ausimm.com) for further detail on the assessment process.

**Civil Aviation Safety Authority (CASA)** – those who hold a CASA Instrument of Authority as an authorised person for part 21, subpart 21.M under regulation 201.001 of the *Civil Aviation Safety Regulations 1998 (Cwlth)* may be registered in the area of Aeronautical Engineering.

**Engineers Australia** has been approved to assess competencies in the following areas of Engineering:-

General Areas of Engineering:

- Biomedical
- Chemical
- Civil
- Electrical
- Environmental
- Information, Telecommunications and Electronics Engineering (ITEE)
- Mechanical
- Structural

Specific Areas of Engineering:

- Aerospace
- Building Services
- Fire Safety
- Heritage and Conservation
- In-Service Inspection of Amusement Rides and Devices
- Management
- Naval Architecture
- Oil and Gas Pipeline
- Petroleum
- Pressure Equipment Design Verification
- Subdivisional Geotechnics

Please contact the Membership Services Team at [MemberServices@engineersaustralia.org.au](mailto:MemberServices@engineersaustralia.org.au) or on +61 2 6270 6555 or Toll Free: 1300 653 113 or see [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au) for further detail on the assessment process.

**Institution of Chemical Engineers (IChemE)** has been approved to assess competencies in the area of Chemical Engineering

Please contact the Director Australasia on 03 9642 4494 or email [austmembers@icheme.org](mailto:austmembers@icheme.org). or see [www.icheme.org/RPEQ\\_registration](http://www.icheme.org/RPEQ_registration) for further detail on the assessment process.

**Institution of Fire Engineers Australia (IFE)** has been approved to assess competencies in the area of Fire Engineering:

Please contact IFE on 08 8278 9844 or email [admin@ife.org.au](mailto:admin@ife.org.au) or see [www.ife.org.au/member-services/registration-as-a-professional-engineer-in-queensland-rpeq/](http://www.ife.org.au/member-services/registration-as-a-professional-engineer-in-queensland-rpeq/) for further details on the assessment process.

**Institute of Public Works Engineering Australasia Queensland Division (IPWEAQ)** has been approved to assess competencies in the area of Civil Engineering – Public Works

Please contact the RPEQ Administrator IPWEAQ on 07 3632 6801 or email [rpeq@ipweaq.asn.au](mailto:rpeq@ipweaq.asn.au) or see [www.rpeqassessment.com.au/](http://www.rpeqassessment.com.au/) for further details on the assessment process.

**The Institution of Structural Engineers (IStructE)** has been approved to assess competencies in the area of Structural Engineering.

Please see [www.istructe.org/near-you/australasia/australia](http://www.istructe.org/near-you/australasia/australia) for further information on the assessment process.

**Professionals Australia** has been approved to assess competencies in the following areas of Engineering:

- Civil
- Electrical
- IT&T
- Management
- Mechanical
- Structural

Please contact Professionals Australia on 1300 273 762 or email [rpeng@professionalsaustralia.org.au](mailto:rpeng@professionalsaustralia.org.au) or see [www.professionalsaustralia.org.au/rpeng/](http://www.professionalsaustralia.org.au/rpeng/) for further details on the assessment process.

**Royal Institution of Naval Architects (RINA)** has been approved to assess competencies in the area of Naval Architecture

Please contact the Professional Affairs Manager on +44 (0)20 7235 4622 or email [lstaples@rina.org.uk](mailto:lstaples@rina.org.uk). or see [www.rina.org.uk/RPEQ](http://www.rina.org.uk/RPEQ) for further detail on the assessment process.

### 3. ASSESMENT OF COMPETENCIES

In order to demonstrate their competencies in professional engineering, an applicant must undertake an assessment from one of the approved assessment entities for the relevant area of engineering.

Engineers who hold an Instrument of Authority from CASA have the necessary qualifications and competencies to apply directly to the Board for registration as an RPEQ without the need for assessment by an approved assessment entity noted above.

#### **Providing Evidence of Competency:**

Applicants will need to provide a copy of a letter / notification from an approved assessment entity confirming they have been assessed and are eligible for RPEQ registration.

**Note:** A migration skills assessment DOES NOT meet the requirements for RPEQ registration.

Applicants with a CASA Instrument of Authority will need to provide a certified copy of a current Instrument of Authority.

NOTE: THE APPLICANT IS NOT REQUIRED TO BECOME A MEMBER OF AN APPROVED ASSESSMENT ENTITY IN ORDER TO UNDERGO A COMPETENCY ASSESSMENT FOR RPEQ REGISTRATION.

### 4. EXISTING RPEQS APPLYING FOR REGISTRATION IN ANOTHER AREA OR APPLYING FOR A SECOND AREA

If you are a currently registered RPEQ applying for registration in a second area of registration (or changing to another area of registration under the new assessment scheme), only the application fee is required to be included with this application, and you also need to provide evidence of competency as per above.

### 5. GUIDELINES FOR COMPLETING THE APPLICATION FORM

#### **Contact details - place of business:**

The Board requires a street address for your contact details, shown as “place of business”. A post office box is not sufficient and applications without a street address will not be accepted. The *Professional Engineers Act 2002* provides that your contact address is made available to the public.

#### **Fitness to practice:**

Please contact the Board’s Senior Legal Officer on (07) 3198 0000 if you have any questions about your declarations about bankruptcy or insolvency issues.

#### **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 “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.

**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.

**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.

If you answer ‘Yes’ to any of the Fitness to Practise questions, you must provide the documentation as requested on the application form.

**6. NOTES FOR NON-PRACTISING PROFESSIONAL ENGINEER**

The category for non-practising professional engineers has been established for those professional engineers who are retired or are on a career break such as maternity leave.

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

To change from a non-practising professional engineer to a practicing professional engineer the applicant will need to demonstrate they have maintained competency in the area of engineering for which they are registered. This may include evidence they are a current Chartered Professional Engineer (or equivalent) with one of the Board’s approved assessment entities (see 1. above) or a Continuing Professional Development (CPD) Log evidencing at least 150 hours of CPD over the past 5 years.

Changes from non-practising to practising or practising to non-practising can be done at the annual renewal period (1 April – 31 May). For changes outside the renewal period an application fee is applicable and an adjustment to the annual registration fee will apply.