



REGISTRATION RENEWAL GUIDELINES

Key Dates

The registration year is from 1 July to 30 June.

Registration renewal applications for 2018/19 are due by **31 May 2018**.

RPEQs will receive a renewal notice by post and email in early April - sent to the postal and email address notified to BPEQ.

2018/19 Registration Fees

RPEQ Practising **\$219.95**

Non-Practising Professional Engineer
\$109.95

5 Step Online Renewal Process

1. Visit www.bpeq.qld.gov.au
2. Sign-in to 'My Account'
3. Click renew now
4. Answer online renewal questions
5. Make payment

To renew online registrants must be able to answer **NO** to ALL fitness to practice (FTP) questions and **YES** to question one (1) of the continuing professional development (CPD) questions. If you cannot renew your registration online you will need to complete a manual renewal application form.

For online renewal a declaration form must be read and accepted. The PE Act provides that it is an offence to state anything on the form that you know is 'false or misleading in a material particular'. BPEQ may cancel registration where it has reasonable grounds to believe that the person has been registered because of a materially false or misleading representation.



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 place of business 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* has expired and has not revived under that Act.

What is an “executive officer for a corporation?”

- 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?

- 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*.

Who is an “executive officer of a corporation affected by control action?”

- 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 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.

Contact BPEQ's Legal, Compliance and Investigations Unit at legal@bpeq.qld.gov.au or on 07 3210 3100 if you have any questions about your declarations regarding bankruptcy or insolvency issues.



Continuing Professional Development

Practising professional engineers undertake a minimum of 15 hours of structured CPD over a three year period.

RPEQ 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 online renewal a declaration form must be read and accepted.

For manual renewal application forms, 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.

For more information about the restoration process contact admin@bpeq.qld.gov.au or call 07 3210 3100.

Need to get in touch

Contact BPEQ at admin@bpeq.qld.gov.au or by calling 07 3210 3100 if you have any questions or difficulties with the renewal process.

Or for legal matters legal@bpeq.qld.gov.au.