



YOUR RPEQ REGISTRATION IS DUE FOR RENEWAL

5 STEP ONLINE RENEWAL PROCESS

1. Visit www.bpeq.qld.gov.au
2. Sign-in to 'My Account' (sign-in name is your RPEQ number)
3. Click renew now
4. Answer online renewal questions
5. Make payment

To renew online registrants must be able to answer YES to either question one (1) or question two (2) of the continuing professional development (CPD) questions (Section C) and NO to ALL fitness to practice (FTP) questions (Section D). 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.

HOW TO PAY

After answering the online renewal questions, you have three payment options:



ONLINE

through 'My Account' using a credit card



EMAIL

complete Direct Debit Request Form or provide credit card details (see Tax Invoice) and send to:
finance@bpeq.qld.gov.au
along with Tax Invoice



POST

complete Direct Debit Request Form or provide credit card details (see Tax Invoice) and post to:
**PO Box 15213,
CITY EAST QLD 4122**
along with Tax Invoice

NB: BPEQ only accepts payment by VISA or Mastercard. The Direct Debit Request Form is available from www.bpeq.qld.gov.au

CHANGING YOUR REGISTRATION TYPE

You will need to complete a manual renewal application form.

IF YOU ARE CHANGING FROM NON-PRACTISING TO PRACTISING, YOU MUST ALSO PROVIDE THE FOLLOWING INFORMATION WITH YOUR RENEWAL APPLICATION FORM:

Evidence that you have undertaken at least 150 hours of structured CPD in the previous five years.

OR

Evidence that you are currently chartered (or equivalent) with one of BPEQ's approved assessment entities.

IF YOU ARE CHANGING FROM PRACTISING TO NON-PRACTISING YOU SIMPLY NEED TO TICK THE 'NON-PRACTISING' BOX ON THE MANUAL RENEWAL APPLICATION FORM.

NB: manual renewal application forms are available by contacting BPEQ directly.