



BOARD OF
**PROFESSIONAL
ENGINEERS**
OF QUEENSLAND

RENEWAL OF REGISTRATION — EXPLANATORY NOTES

Approved 27 March 2019
Version 1



CONTENTS

About Renewal of Registration	1
How to apply	1
How to complete the form	1
Personal Details	1
Area of engineering and practising status	1
Continuing registration requirements	1 - 2
Fitness to practise	2 - 3
Declaration	3
Fees	3
False or misleading statements in form or documents attached to form	4
Logdement	4
Processing Period	4
Amending form during processing period	4
Notification requirements during processing period	4
Further information during the processing period	4 - 5
Privacy	5
Consent to electronic communications	5



ABOUT RENEWAL OF REGISTRATION

The registration year is from **1 July to 30 June**. RPEQs must renew their registration annually. Registration lapses if no registration renewal application is received by 30 June.

You may apply to BPEQ between **1 April** and **31 May** each year (*the renewal period*) for renewal of your registration.

HOW TO APPLY

Registration renewals are to be completed online through the **'My Account'** portal. If you have not satisfied BPEQ's continuing registration requirements or have a fitness to practise issue, you will be required to complete a paper form.

HOW TO COMPLETE THE FORM

You must fully complete the form and attach all required documents. If you do not, your form will be invalid and will not be processed.

Do not staple or glue your form or affix sticky notes to your form. Ensure all documents you provide are on A4 paper. Original documents will not be returned.

Copies of documents must be certified in accordance with BPEQ's [Verification of Documents policy](#). Documents or copies of documents in languages other than English must be translated.

Please contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 if you have any questions or need help filing out the form.

PERSONAL DETAILS

Personal information will be collected to authenticate your identity when you contact BPEQ to discuss your registration and assist BPEQ in performing its functions under the PE Act.

If you do not have a business/employer address (e.g. you are not practising or are not practising predominantly at one place) then your residential address will be used as your primary contact address.

AREA OF ENGINEERING AND PRACTISING STATUS

You must state each area of engineering in which you seek renewal of your registration. If you do not list an area of engineering, you will not be renewed in it. You cannot be renewed in an area of engineering for which you have not been assessed as qualified. If you wish to be registered in an area of engineering in which you are not already registered, you will need to make another registration application (for more information see BPEQ's [General Registration Process policy](#)).

You must indicate whether you are applying for renewal of your registration as a practising professional engineer or non-practising professional engineer.

CONTINUING REGISTRATION REQUIREMENTS

You must state whether you have satisfied continuing registration requirements.

Continuing registration requirements are requirements that, if satisfied, demonstrate that an applicant for renewal of registration has maintained competency in the practice of engineering in each area of engineering for which the applicant is registered.

You will satisfy the continuing registration requirements if:

- you are registered for participation in the continuing professional development (CPD) requirements of a BPEQ assessment scheme and have complied with the scheme; or
- otherwise—you have complied with BPEQ's CPD requirements.



BPEQ's requirements are 150 hours of structured CPD in three years before the date you sign the declaration on your form.

If you declare that you have complied with BPEQ's CPD requirements, BPEQ may audit your CPD and you will be required to provide a copy of your CPD log. BPEQ may require further evidence of your completion of CPD including, but not limited to, receipts for payment of attendance fees and notes taken during activities. You must provide this information at your cost.

If you have not satisfied BPEQ's CPD requirements, you must state the extent to which you have satisfied the requirements and explain why you have not fully satisfied them. Attach all relevant documents.

For more information see BPEQ's [Continuing Registration Requirements](#) policy.

FITNESS TO PRACTISE

You must make various declarations about issues that might affect your fitness to practise as a RPEQ. For these declarations:

Bankruptcy means:

- you are a bankrupt in respect of a bankruptcy from which you have not been discharged, whether in Australia or in an external territory or foreign country
- you have the status of an undischarged bankrupt under the law of an external territory or a foreign country;
- your property is subject to control by the Official Trustee or another specified registered trustee or a solicitor, whether under a personal insolvency or otherwise, under the *Bankruptcy Act 1966* (Cth) (**Bankruptcy Act**) or the corresponding law of an external territory or foreign country;
- you have executed a personal insolvency agreement under Bankruptcy Act or the corresponding law of an external territory or foreign country, and the terms of the agreement have not been fully complied with;
- you are party to a debt agreement under the Bankruptcy Act or the corresponding law of an external territory or a foreign country.

Control action means:

- execution of a deed of company arrangement under the Corporations Act 2001 (Cth) (**Corporations Act**) or the corresponding law of an external territory or a foreign country;
- a winding-up, whether or voluntarily under court order, under the Corporations Act or the corresponding law of an external territory or foreign country;
- appointment of an administrator, liquidator, receiver, or receiver and manager under the Corporations Act or the corresponding law of an external territory or foreign country.

Conviction means a conviction by or before any court for an offence, whether recorded, in Australia or overseas.

Rehabilitation period, for a conviction, means —

(1) in relation to a conviction on indictment recorded against a person who in relation to that conviction was not deal with as a child —

- (i) a period of 10 years commencing on the date the conviction is recorded; or
- (ii) where an order of a court made in relation to the conviction has not been satisfied within that period of 10 years—a period terminating on the date the order is satisfied;

whichever period is the later to expire; or

(2) in relation to a conviction recorded against a person where paragraph (1) above does not apply—

- (i) a period of five years commencing on the date the conviction is recorded; or



- (ii) where an order of a court made in relation to the conviction has not been satisfied within that period of five years—a period terminating on the date the order is satisfied;

whichever period is the later to expire.

Revival, for any conviction for which a rehabilitation period has expired, means the following:

- (1) Subject to paragraph (2) below, where a person who has incurred a conviction —

- (i) in relation to which the rehabilitation period is running; or
(ii) in relation to which the rehabilitation period has expired;

is again convicted for an offence in Australia or overseas —

- (iii) in the case referred to in subparagraph (i) above—the rehabilitation period in relation to that conviction commences again to run on the date the offender is again convicted and any part of the rehabilitation period that elapsed between that conviction and that date is disregarded; and

- (iv) in the case referred to in subparagraph (ii) above—that conviction is taken to be revived and the rehabilitation period in relation to that conviction commences again to run on the date of the revival of that conviction.

- (1A) However, if the subsequent conviction is quashed on appeal, the provisions of subparagraphs (iii) or (iv) above (whichever is appropriate) do not apply and it is as if the subsequent conviction had not been incurred.

- (2) Paragraph (1) above does not apply where the offence for which a person is subsequently convicted is a simple offence or a regulatory offence or an offence that if committed in Queensland would be a simple offence or a regulatory offence or an offence in respect of which the offender could be dealt with in summary proceedings unless the court by which the person is subsequently convicted is satisfied that, having regard to the public interest, previous convictions recorded against the person, or any of them, should be revived and pronounced accordingly in its order.

- (3) Where a court pronounces in its order that one or some only of several convictions recorded against a person are to be revived the provisions of paragraph (1) above applies in respect of that conviction or those convictions.

The list of issues that might affect your fitness to practise is not exhaustive. If you have any doubt about whether an issue might affect your ability to competently and safely practise as a RPEQ, you must contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 to discuss before lodging your notice.

Spent conviction means a conviction in Australia or overseas for which any rehabilitation period (or equivalent overseas concept) has expired and that is not revived.

DECLARATION

If you do not make the declaration, your form will be invalid and will not be processed.

FEES

	Registration Period	Registration Fee
practising professional engineers	1 July 2019 – 30 June 2020	\$ 227.65
non-practising professional engineers	1 July 2019 – 30 June 2020	\$ 113.80

Fees are subject to change and are GST exempt.

You must complete the Tax Invoice/Direct Debit Request Form available online/attached with the form, otherwise your renewal application will be invalid and your registration will not be renewed.



FALSE OR MISLEADING STATEMENTS IN FORM OR DOCUMENTS ATTACHED TO FORM

Making a false or misleading statement in your notice or providing a false or misleading document with your notice is also an offence against the PE Act and is a ground for disciplining a RPEQ or cancelling registration.

LODGEMENT

For RPEQs who need to complete a paper form, you can lodge the form by post to:

PO Box 15213
CITY EAST QLD 4002
AUSTRALIA

by delivery to BPEQ's office at:

Level 15, 53 Albert Street
BRISBANE QLD 4000
AUSTRALIA

or email it to:

finance@bpeq.qld.gov.au

PROCESSING PERIOD

When BPEQ is processing your application, you will continue to be registered until the earliest of the following days:

- if BPEQ decides to renew your registration—the day a new certificate of registration is given to you;
- if BPEQ decides to refuse your registration—the day stated in BPEQ's notice of decision to you;
- if your application lapsed—the day it lapses; or
- your registration is cancelled or suspended.

AMENDING FORM DURING PROCESSING PERIOD

To amend your form during the processing period, email the amendments from your email address stated in the form to admin@bpeq.qld.gov.au.

NOTIFICATION REQUIREMENTS DURING PROCESSING PERIOD

During the processing period, you must amend your form immediately if any of the information in your form changes. This includes, but is not limited to:

- any of your personal or business/employer information changes; or
- a fitness to practise issue arises that you did not declare on the form.

If your registration is renewed and it is subsequently revealed that information in your form or documents attached to it changed but you did not amend the form, you can be prosecuted for the false or misleading statement/document offence detailed above and disciplined and your registration can be cancelled.

FURTHER INFORMATION DURING THE PROCESSING PERIOD

During the processing period, BPEQ may write to you and require you to provide other relevant information it reasonably requires deciding your application. If you delay in providing this information, it will delay the processing of your application. If BPEQ requires other information from you, it will give you a notice stating:

- the required information;
- the time by which you must give the information to BPEQ; and
- if you do not give the information to BPEQ within a certain time (at least 21 days after the date of the notice) your application will lapse.



You may request an extension of time to give BPEQ the information, which BPEQ may grant if satisfied it would be reasonable in all the circumstances.

If you do not provide the requested information within the time stated, your application will lapse.

PRIVACY

The personal information you provide in your form will be used by BPEQ to administer the PE Act, including but not limited to assessing whether to renew your registration and, if your registration is renewed, assessing whether to impose conditions. BPEQ is authorised to collect the information by the PE Act.

BPEQ may use third parties to administer and deliver services and communications to you including, but not limited to, maintaining BPEQ's register of RPEQs, 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 the form, you agree to this transfer.

Please visit www.bpeq.qld.gov.au for more privacy information and information about how to access or amend documents containing your personal information.

CONSENT TO ELECTRONIC COMMUNICATIONS

By completing the form, you consent to BPEQ giving you information, including notices under the PE Act, by email to your email address.