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## **Building Officials Institute of NZ LICENSING PROGRAMME 2010 For Building Officials**

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### **Renewal / Request for Upgrade Form**

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**(The information required for this form relates to the past three years)**

**Applicant's Name:** \_\_\_\_\_

**Fees:**

<b>\$140.63 (inc GST)</b>	<b>Renewal - Members</b>
<b>\$168.75 (inc GST)</b>	<b>Request for Upgrade - Members</b>
<b>\$196.88 (inc GST)</b>	<b>Renewal – Non Members</b>
<b>\$225.00 (inc GST)</b>	<b>Request for Upgrade – Non Members</b>
<b>\$646.88 (inc GST)</b>	<b>Minimum for interview application process plus whatever actual costs for this process to be actioned i.e. travel venue etc.</b>
<b>\$112.50 (inc GST)</b>	<b>Interview or Assessment Postponement as explained under 16.1 and 16.2</b>

# Applicant Checklist

Applicant's Name \_\_\_\_\_

## I AM APPLYING FOR A:

- Renewal of my current Licensing Class/es

Or

- Requesting an upgrade to my current Licensing Class/es

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## FOR RENEWING MY CURRENT LICENSING STATUS I HAVE INCLUDED:

- Competency assessment form/s from my BCA (if relevant)
- CPD Log/Supporting Attendance Certificates (if not already supplied)

## FOR REQUESTING AN UPGRADE TO MY CURRENT LICENSING STATUS I HAVE ALSO INCLUDED:

- Evidence/Reports/Certificates to support requests for upgrade to current Licensing Class/es
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### Part 1: PERSONAL DETAILS

- Complete any part of this section to advise of any changes.

### Part 2: EDUCATION

- Copies of any Certificates for qualifications gained in the preceding three years to be added to your licensing profile.

### Part 3.1: BUILDING OFFICIALS INSTITUTE OF NZ MEMBERSHIP

- Please list ID number if you are a current member of the Building Officials Institute of NZ.

### Part 3.2: MEMBERSHIP OF OTHER PROFESSIONAL ORGANISATIONS

- Details of membership type and name and address of organisation joined within the preceding year.

### Part 4: CURRENT LICENSING CLASS/ES TO BE RENEWED

- Indicate the license class/es to be renewed.

### Part 5: LICENSING CLASSES TO BE /UPGRADED

- Indicate the license class/es to be renewed or upgraded.

### Part 6: CONTINUING PROFESSIONAL DEVELOPMENT

- Completed CPD Logs and copies of Attendance Certificates for training undertaken over the past 3 years (if not already supplied to the Training Academy)

### Part 7: DECLARATION

- Applicant's declaration has been signed and dated.

### Part 8: FEE INCLUDED

- The appropriate Fee is included with application.

### Part 9: EMPLOYERS DECLARATION

- Employers declaration has been signed and dated.

**Note:** please provide a current photo.

**PART 1: PERSONAL DETAILS**

<b>TITLE</b>	<b>SURNAME</b>	<b>GIVEN NAMES</b>

**JOB TITLE** \_\_\_\_\_

**DATE OF BIRTH:**     /     /

**POSTAL ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER'S NAME & ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDRESS FOR CORRESPONDENCE:**

**POSTAL**

**BUSINESS**

**CONTACT NUMBERS**

( )	Home	( )	Work
		( )	Fax
	Mob		E-Mail

**PART 2: EDUCATION (SINCE YOU WERE LICENSED)**

<b>Tertiary Education</b>	<b>Dates of Attendance</b> <u>(From - To)</u>	<b>**Qualification</b> <u>Obtained</u>
<b>**Attach Certified Copy of Certificates for each qualification</b>		

<b>Continuing Education</b>
(refer to CPD log)

Are you currently studying towards any other qualifications?

Yes

(Please specify): \_\_\_\_\_

No

**PART 3.1: BUILDING OFFICIALS INSTITUTE OF NEW ZEALAND MEMBERSHIP**

I am a current *financial* member of the Building Officials Institute of New Zealand:

**YES / NO**

**ID Number:** \_\_\_\_\_

**PART 3.2: MEMBERSHIP WITH OTHER PROFESSIONAL ORGANISATIONS**

MEMBERSHIP TYPE	NAME AND ADDRESS OF ORGANISATION

Do you have any registered status? (for example a Registered Plumber, Gasfitter, Drainlayer or Registered Architect)?

Yes

(Please specify): \_\_\_\_\_

No

**PART 4: CURRENT LICENSING CLASSES TO BE RENEWED**

Please identify with ticks (✓) the current licensing class/es held to be renewed.

	Building		Plumbing & Drainage	
	Consent Approvals	Inspections	Consent Approvals	Inspections
<b>3</b> Unlimited scope				
<b>2</b> No more than 3 storeys, up to 2000m <sup>2</sup>				
<b>1</b> No more than 2 storeys, up to 500m <sup>2</sup>				

**PART 5: LICENSING CLASSES TO BE UPGRADED**

Please identify with ticks (✓) the licensing class/es held to be upgraded.

	Building		Plumbing & Drainage	
	Consent Approvals	Inspections	Consent Approvals	Inspections
<b>3</b> Unlimited scope				
<b>2</b> No more than 3 storeys, up to 2000m <sup>2</sup>				
<b>1</b> No more than 2 storeys, up to 500m <sup>2</sup>				

## PART 6: CONTINUING PROFESSIONAL DEVELOPMENT

### CPD Allocation of Points

Activity	Allocation of Points
<b>Conferences,</b>	
<b>Maximum 20 per annum</b>	
Institute Annual Conference / AIBS Conference	4 CPD points per day
<b>Training Courses/Seminars</b>	
<b>Maximum 30 per annum</b>	
Training Academy courses as per Prospectus	5 points per day or 2.5 points per ½ day
Training Academy endorsed short courses, seminars, workshops (refer to <a href="http://www.boinz.org.nz/training-academy/cpd-programme.php">http://www.boinz.org.nz/training-academy/cpd-programme.php</a> )	0.5 points per hour
Other training providers/organisations	0.5 points per hour
Institute Special Interest Group Forums (SIGs)	0.5 points per hour
<b>Meetings</b>	
<b>Max 20 points per annum</b>	
Active participation in an Institute project team	1 point per hour
Government, LGNZ or Standards NZ committee	1 point per meeting
Institute Board meeting	4 points per day
Institute meetings including where a guest speaker is invited / training day approved by Training Academy, including regional and branch meetings	0.5 points per hour
<b>Academic Courses and Individual Studies</b>	
<b>Maximum 30 points per annum</b>	
Undergraduate studies (excluding National Diplomas in Building Surveying)	5 points per subject
Post graduate studies (excluding National Diplomas in Building Surveying)	10 points per subject
National Diploma in Building Surveying (Small Buildings)* #	10 points per successfully completed Unit Standard (1-10 Credits) 20 points per successfully completed Unit Standard (11-25 Credits)
National Diploma in Building Surveying (Medium – Large Buildings) * #	10 points per successfully completed Unit Standard (1-10 Credits) 20 points per successfully completed Unit Standard (11-25 Credits)
*Evidence = Record of Learning from NZQA #See Unit Standard Listing	
<b>Published Material &amp; Lectures</b>	
<b>Maximum 10 per annum</b>	
Professional research, the results of which culminate in published form (> 4,000 words)	5 points per paper
Preparation and presentation of lecture/paper (> 4,000 words)	5 points per paper
Preparation of article published in official BOINZ magazine (> 1000 words)	3 points per article
<b>Professional Reading</b>	
<b>Maximum 10 per annum</b>	
Professional and Technical reading	1 point per 2 hours reading.

## CPD Points Log

Date	CPD Activity	Training Provider	Location	CPD Points
<b>Conferences (Maximum 20 CPD points per annum)</b>				
<b>Training Courses, Seminars, (Maximum 30 points per annum)</b>				
<b>Meetings (Maximum 20 CPD points per annum)</b>				
<b>Academic Courses and Individual Studies (Maximum 30 CPD points per annum)</b>				
<b>Published Material &amp; Lectures (Maximum 10 CPD points per annum)</b>				
<b>Professional Reading (Maximum 10 CPD points per annum)</b>				
			<b>Total</b>	

I hereby certify that I have undertaken continuing professional development for the period.

1<sup>st</sup> January: \_\_\_\_\_ to 31<sup>st</sup> December \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Membership No: \_\_\_\_\_

Organisation: \_\_\_\_\_

**Please ensure you attach copies of your certificates for non-Training Academy courses.**

## **PART 7: DECLARATION**

1. All information provided in this application is true and correct.
2. The applicant agrees to provide any additional information in connection with the investigation as may be required.
3. To abide by the Code of Ethics adopted by the Institute.

**Signature of Applicant** \_\_\_\_\_ **Date of application** \_\_\_\_\_

## **PART 8: FEE**

**I have included my fee for:**

- |                           |  |                          |
|---------------------------|--|--------------------------|
| <b>\$140.63 (inc GST)</b> | <b>Renewal - Members</b>   | <input type="checkbox"/> |
| <b>\$168.75 (inc GST)</b> | <b>Request for Upgrade - Members</b>   | <input type="checkbox"/> |
| <b>\$196.88 (inc GST)</b> | <b>Renewal – Non Members</b>   | <input type="checkbox"/> |
| <b>\$225.00 (inc GST)</b> | <b>Request for Upgrade – Non Members</b>   | <input type="checkbox"/> |
| <b>\$646.88 (inc GST)</b> | <b>Minimum for interview application<br/>process plus whatever actual costs<br/>for this process to be actioned i.e.<br/>travel venue etc.</b> | <input type="checkbox"/> |
| <b>\$112.50 (inc GST)</b> | <b>Interview or Assessment<br/>Postponement as explained under 16.1<br/>and 16.2</b>   | <input type="checkbox"/> |

**PART 9: EMPLOYERS DECLARATION**

I, \_\_\_\_\_  
*(name of the employer)*

of \_\_\_\_\_  
*(name of organisation)*

have reviewed the licensing Renewal / Request for Upgrade form provided by

\_\_\_\_\_  
*(name of applicant)*

and verify that the details are true and correct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_