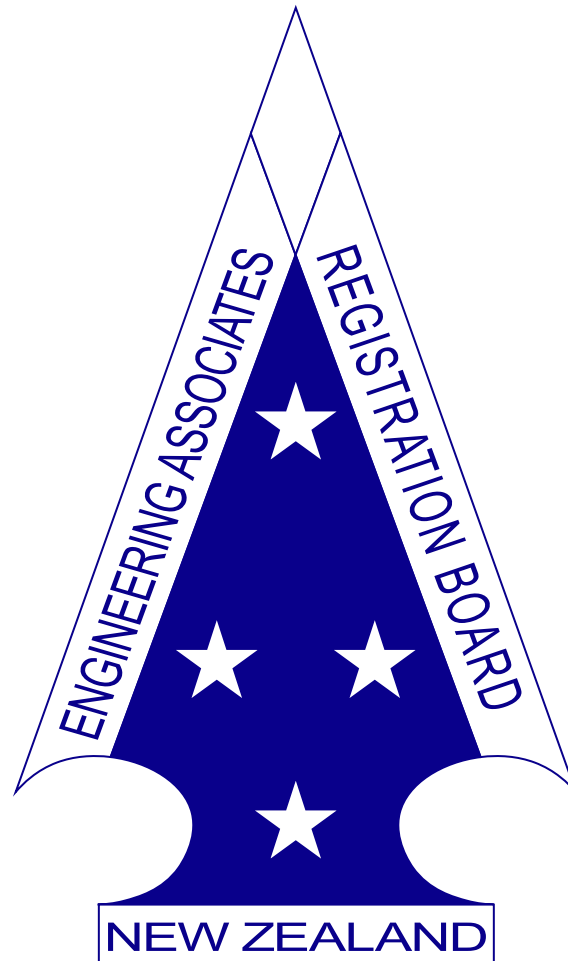


# Registered Engineering Associate (REA) Application Guide



“Hiranga Tohu – To hold up and qualify excellence”

## Introduction

The [Engineering Associates Act](#) provides the Engineering Associates Registration Board (EARB) the ability to register technical engineers. The Registered Engineering Associate (REA) credential records that REAs have high levels of skills and experience which are needed for public infrastructure and other engineering and technology projects.

The scope of an REAs' work is in the range between “*experienced tradesperson*” and “*experienced professional or chartered engineer*”.

## Benefits

The REA credential is a quality mark which is recognised by employers, customers, and insurers. New Zealand government legislation recognises REA under various Acts and Standards and by its skilled migrant scheme. REA confers its holder a point of difference from others. Current REAs are listed on the EARB website.

## Fees

Application fee:	\$150.00 (incl GST)
Annual registration fee:	\$200.00 (incl GST) April-March financial year

Note: fees are subject to change. Please refer to [the EARB website](#).

## Payment Methods

- Engineering Associates Registration Board, BNZ account: **02 0585 0003513 000**.
- Swiftcode/BIC: **BKNZNZ22**. Clearing code: **NZ020585**.

## Prerequisites for REA Registration

Candidates are required to evidence **all** of the requirements of **either** the (b) or (c) paths provided in **Table 1**:

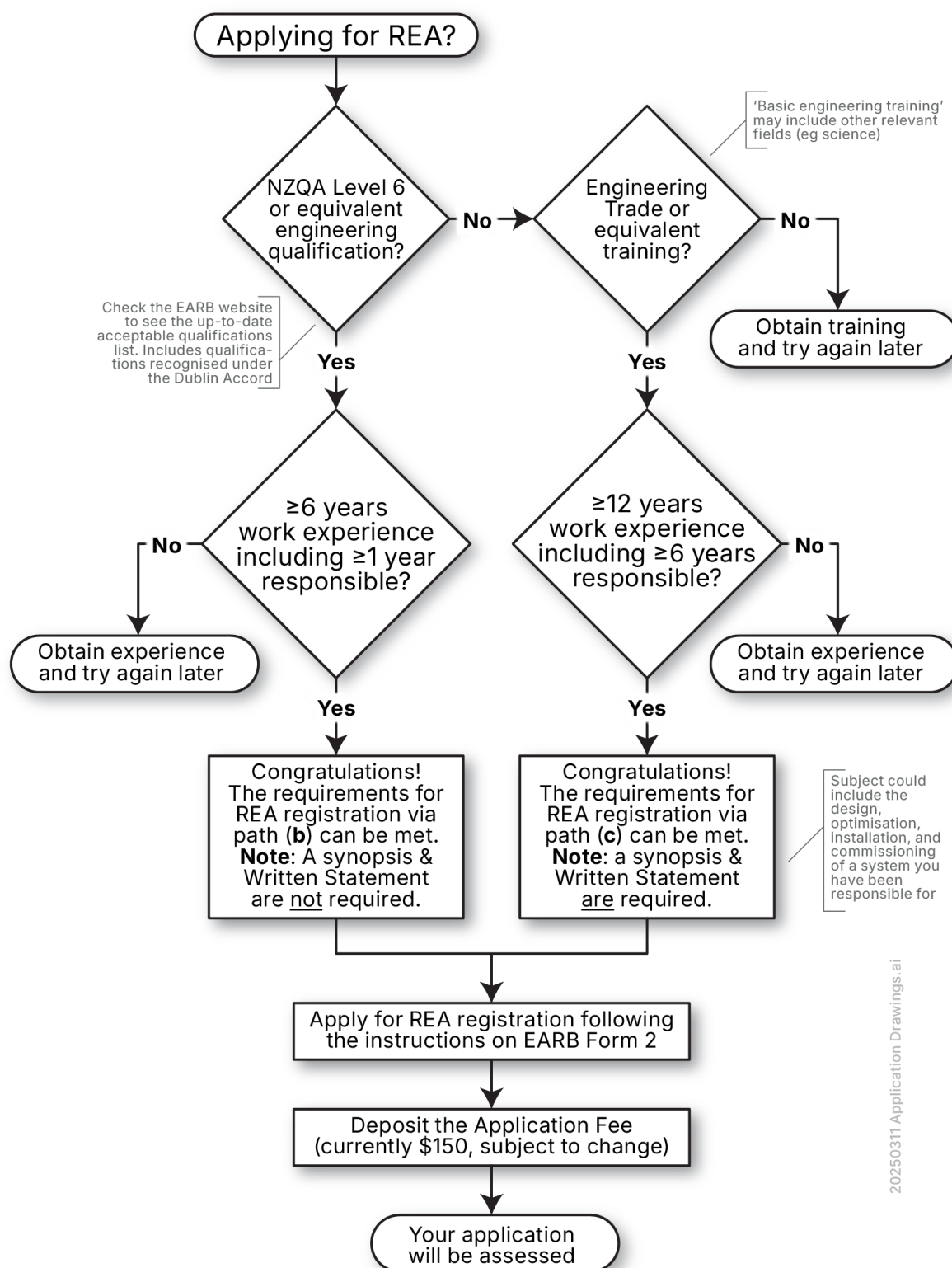
**Table 1:** Prerequisites for REA Registration via path (b) or path (c)<sup>1</sup>:

Minimum requirements:	Path: <u>section 11(1)(b)</u> :	Path: <u>section 11(1)(c)</u> :
<b>Recognised training and/or qualification(s):</b>	A Level 6 engineering qualification on the New Zealand Qualifications Framework, or equivalent. This includes qualifications recognised under the Dublin Accord	Engineering trade training typically including 3-4 years of basic engineering. Relevant alternative training will be considered (eg science)
<b>Engineering work experience:</b>	≥6 years of engineering experience including ≥1 years of responsible engineering experience, with verified references	≥12 years of engineering experience including ≥6 years of verified responsible engineering experience, with verified references
<b>Synopsis and Written Statement:</b>	None	<p><b>Synopsis:</b> A two-page summary about the candidate's <u>own experience</u> in an aspect of engineering and of which the candidate possesses expert knowledge (eg design, installation and commissioning of ...). This Synopsis must be first approved by the Board before proceeding to the Written Statement</p> <p><b>Written Statement:</b> Following the Board's approval of the Synopsis, the applicant must prepare and submit a Written Statement of at least 4,000 words about the same subject as the Synopsis</p>
<b>Character references:</b>	Two are required. They cannot be a family member (due to conflict of interest).	

<sup>1</sup> Path (a) has effectively closed as applicants must be born prior to 1936.

# Application Process

Figure 1: REA Application Flow Chart



The action steps are shown in **Figure 1**. Please remember to:

1. Include each required item on the application **Form 2** (note the check boxes).  
Note:
  - Path (c) applications (only) must include a synopsis of the proposed Written Statement.
  - If more than four Work History verifiers are required, please include additional **Form 2** forms to cover the need.
2. Complete the declaration requirements. Note: where multiple **Form 2s** are submitted each must have a statutory declaration (to cover the claimed work experience).
3. Have a Justice of the Peace or approved other person:
  - Take your statutory declaration that the information provided on each EARB **Form 2** is true and correct.
  - Certify copies of supporting documents that are provided with your application.
4. Please (addresses are provided below):
  - Courier the completed and signed **Form 2** along with the required supporting documents to the EARB.
  - Email your electronic version of **Form 2** (unchanged from the declaration) to the EARB. Note: a scanned version is not acceptable as we use the contents of the fields in the electronic form.
5. Send the appropriate one-page appendix (back of Form 2) to each person signing-off your work experience. They will complete the verification and email the document directly to the EARB.

## Contact Us

**Email:** [registrar@engineering-associates.org.nz](mailto:registrar@engineering-associates.org.nz)

**Web:** [www.engineering-associates.org.nz](http://www.engineering-associates.org.nz)

**Phone:** +64 4 472 3324

**Postal address:**

The Registrar  
Engineering Associates Registration Board  
Box 12011, Thorndon  
Wellington 6144  
New Zealand

**Courier address:**

The Registrar  
Engineering Associates Registration Board  
Level 6  
101 Molesworth Street 6011  
Wellington  
New Zealand

## Glossary of terms and abbreviations

**Table 2:** Glossary of terms and abbreviations

Term:	Description:
<b>Character reference</b>	A character reference is a written letter demonstrating the good character of the applicant. The reference must include the full name, and contact details of the referee, along with their signature and the date.
<b>Code of ethics</b>	The EARB code of ethics is available <a href="#">here</a> .
<b>CPD</b>	Continuing Professional Development
<b>EARB</b>	Engineering Associates Registration Board ('the Board')
<b>NZQA</b>	New Zealand Qualifications Authority
<b>NZQF</b>	New Zealand Qualifications Framework
<b>Path</b>	The path to registration as set out in The <a href="#">Engineering Associates Act section 11</a> .
<b>REA</b>	Registered Engineering Associate
<b>REAcap</b>	<b>REA Competency Assessed Practitioner</b> REAcap is an optional CPD -competency assessment and recognition programme run by the EARB for Registered Engineering Associates (REAs). Future legislation is likely to make CPD compulsory
<b>Responsible</b>	An applicant's responsible experience is evidenced by technical, engineering, organisation, staffing, logistics, management, and/or budgeting roles. The Board is the sole arbiter of sufficient responsible experience to meet the bar for registration.
<b>Statutory declaration</b>	A statutory declaration is a written statement signed in front of an authorised person and declared to be true. <a href="#">Refer here</a> .
<b>Synopsis</b>	Required for pathway (c) only. A two-page summary about the candidate's own experience in an aspect of engineering and of which the candidate possesses expert knowledge (eg design, installation and commissioning of ...). This Synopsis must be first approved by the Board before proceeding to the Written Statement.
<b>Verified</b>	Under Section 13 of the Act the Board may require an applicant to verify or confirm the applicant's information for registration by signing a Statutory Declaration in front of a Justice of the Peace or other approved authority.
<b>Written Statement</b>	Required for pathway (c) only. A Written Statement or essay sets out the applicant's role and responsible work as summarised in the Synopsis once the Synopsis and the subject is approved by the Board. It describes the applicant's responsible engineering experience and demonstrates the applicant's expert knowledge in that area. It should include supporting information such as job descriptions, organisation diagrams providing evidence of the responsibility and expertise claimed. The Written Statement must be at least 4,000 words long.

End.