

# 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 must provide **all** of the requirements for **either** Path (b) or Path (c) shown in **Table 1** below:

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

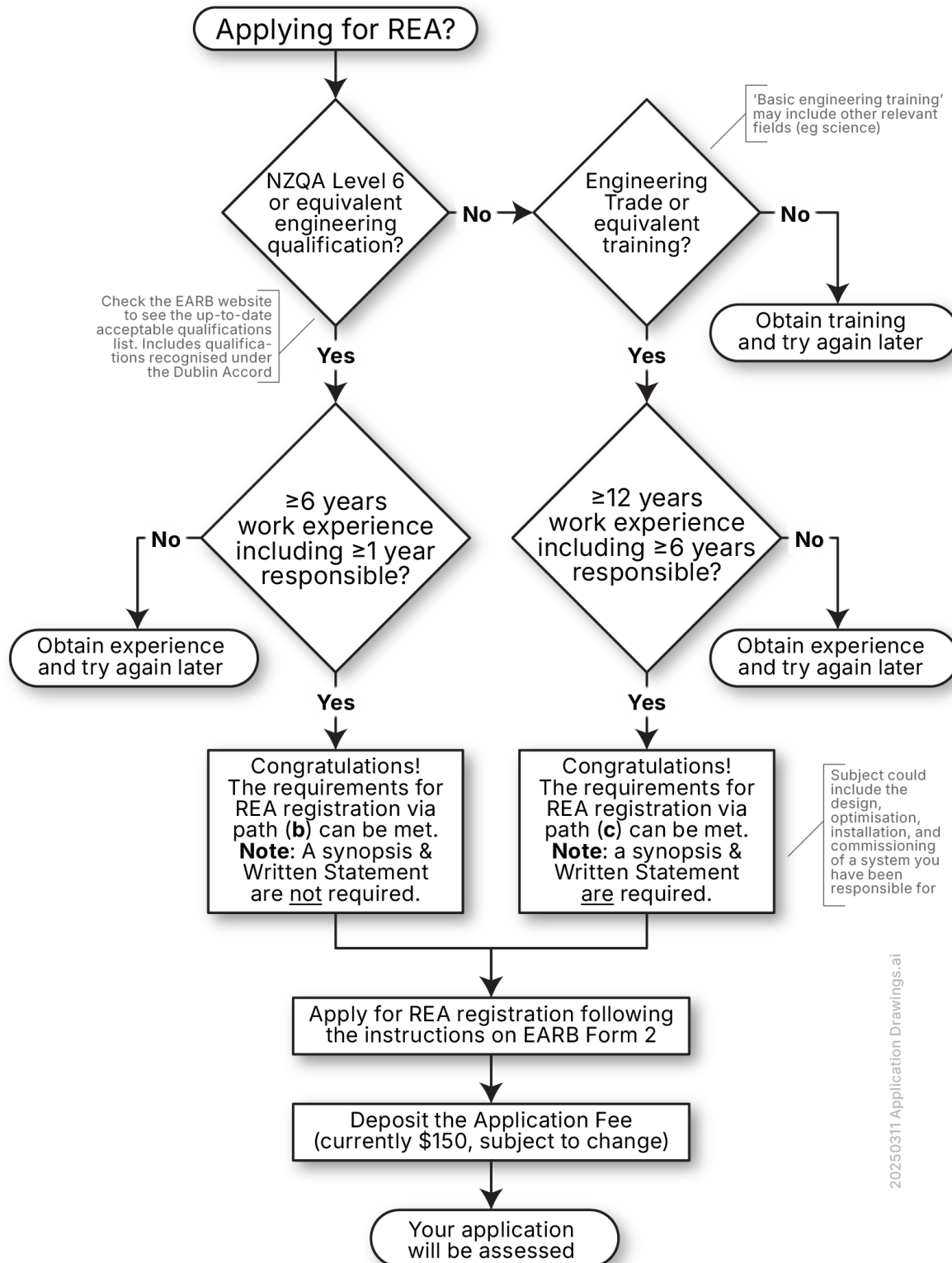
Minimum requirements:	Path: <u>section 11(1)(b)</u> :	Path: <u>section 11(1)(c)</u> :
<b>Recognised training and/or qualification(s):</b>	A Level 6 engineering qualification on the New Zealand Qualifications Framework, or equivalent. This includes qualifications recognised under both the Sydney and Washington Accords	Engineering trade training typically including 3-4 years of basic engineering. Relevant alternative training will be considered (eg science, surveying, marine engineering)
<b>Engineering work experience:</b>	≥6 years of <u>verified</u> engineering experience including ≥1 years of <u>verified</u> responsible engineering experience	≥12 years of engineering <u>verified</u> experience including ≥6 years of <u>verified</u> responsible engineering experience
<b>Synopsis and Written Statement:</b>	None	<p><b>Synopsis:</b> A two-page summary of the applicant's <u>own engineering experience</u> where the applicant has expert knowledge (eg design, installation and commissioning of ...).</p> <p>Supply this Synopsis for approval by the Board and then prepare the Written Statement</p> <p><b>Written Statement:</b> After receiving the Board's approval the applicant prepares and submits 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 must not be a family member (due to possible conflict of interest).	

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

# Application Process

The action steps are shown **Figure 1** in below:

**Figure 1:** REA Application Flow Chart



# Submission of Documents

## Reminder

Please remember to:

1. Include each required item on application **Form 2** (note the check boxes). Note:
  - Path (c) applications (only) must include a synopsis of the proposed Written Statement.
  - If the applicant has more than four Work History verifiers please use additional **Form 2** forms. Complete the full information for each **Form 2** used, as this is needed to corroborate the work experience claimed.
2. Obtain a Justice of the Peace or other approved person to:
  - Take your statutory declaration that the information provided on each EARB **Form 2** used is true and correct.
  - Certify the copies of supporting documents that are provided with your application.
3. Use the EARB addresses provided on **page 6** (email and courier).

## Acceptable Document Formats

Email submission of documents in PDF format is preferred. Acceptable formats are (most preferred to least preferred):

- Electronic PDF form, digitally signed (cryptographic) – including the statutory declaration of **Form 2** and certified copies of the required documents by email.
- PDF form – scanned, including the statutory declaration of **Form 2** and certified copies of the required supporting documents by email.
- Physical paper form – including the statutory declaration of **Form 2** and certified copies of the required supporting documents.

## Completed Work History Verification: Appendices to Form 2 (1 page each)

Each Work History verifier must complete their verification (Appendix Form 2) and provide it directly to the EARB.

Acceptable formats for Work History verification are (most preferred to least preferred):

- PDF form (digitally signed) by email.
- PDF form with typed or image signature by email.
- PDF (other) by email.
- Image (JPG, PNG etc) by email.
- Physical document by post or courier

## 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
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**Courier address:**

The Registrar Engineering Associates Registration Board Level 6 101 Molesworth Street Wellington 6011 New Zealand
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## 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 voluntary 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 requires each applicant to verify their information for registration by signing a Statutory Declaration in front of a Justice of the Peace or other approved authority. Note: Work History verification uses a non-statutory declaration.
<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.