

Maintaining your CPEng registration

Guide to reassessments

August 2025

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Maintaining your CPEng Status

To maintain your Chartered Professional Engineer status, you need to demonstrate current competence within your area of practice. This means you must be reassessed at least every six years to demonstrate you meet the minimum standard for continued registration. This will require you to:

- » demonstrate that you are still able to practice competently in your current practice area to the standard of a reasonable professional engineer, and
- » show that you have taken reasonable steps to maintain your engineering knowledge and skills within your current practice area. You must be able to demonstrate an ongoing programme of continuing professional development consistent with our [CPD requirements](#).

Assessors will be looking for:

- » The technological, regulatory and good practice changes within your practice area since your last assessment or over the last six years, and what actions you've taken to stay up to date with these changes.
- » How your work records show the complexity and application of this new knowledge to your engineering work.
- » A copy of your current CV.

Our process

If you're due for reassessment in 2026 or later, your reassessment will be carried out under the updated CPEng Rules that take effect on 1 August 2025. These changes are designed to make the reassessment process more proportionate and risk-based, while still ensuring public confidence in the profession.

REASSESSMENT PATHWAYS

We now have two reassessment pathways:

Short: A streamlined desktop review, used when there are no known concerns or risks. Work samples are not required and an interactive assessment may not be needed.

Full: A more in-depth assessment that includes work samples and an interactive assessment, used when additional information is needed.

We'll assign you to a pathway using a set of defined criteria, including:

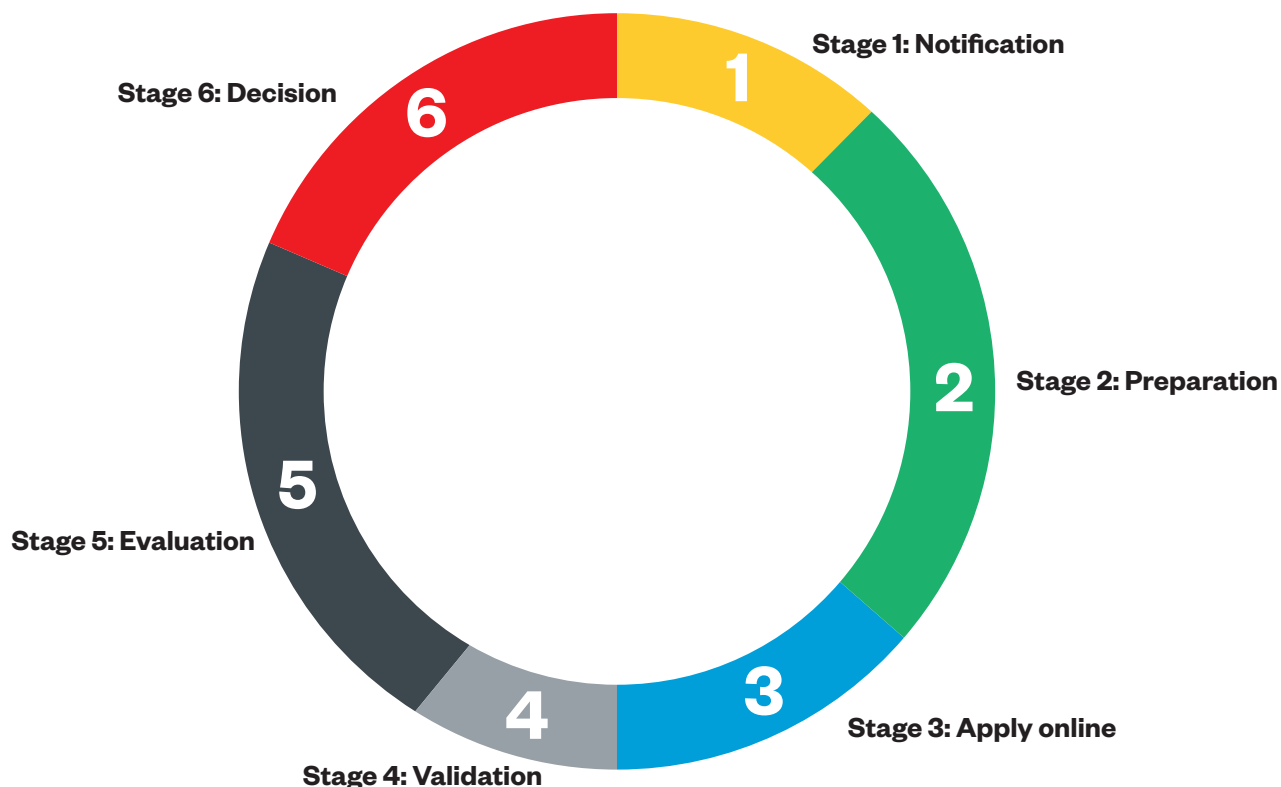
- » Whether there have been any complaints or concerns made against you
- » Your area of practice (structural, geotechnical, fire, recognised engineers and design verifier registrants automatically go to full assessment)
- » Your previous reassessment outcome
- » Whether this is your first reassessment
- » Whether you are applying to change or add a practice field
- » CPD compliance and referee feedback

QUALITY ASSURANCE CHECKS

To ensure fairness and consistency, a small number of registrants assigned to the short pathway will be randomly selected to go through the full pathway for quality assurance purposes. This doesn't mean there's any concern about your competence—it's simply part of our process to maintain standards. We'll let you know if this happens.

Your application for continued registration will go through the following stages of our process:

CPEng assessment process.



Stage 1: Notification

Each year, Engineering New Zealand reassesses over 500 CPEng registrants. To ensure these are processed as efficiently as possible, reassessments are grouped into cohorts with specific due dates throughout the year. You will be notified of your upcoming reassessment at least three months in advance of your due date.

It is important you provide your completed application by the due date specified in the notification sent to you. The Chartered Professional Engineers of New Zealand Rules (No 2) 2025 (the [CPEng Rules](#)) (Rule 25(2)) require us to proceed with your reassessment based on the information that you have provided by the due date. This means that if you fail to submit on time, the Competence Assessment Board (CAB) may propose suspending your CPEng registration.

Stage 2: Preparation

Defining the standard

If your practice area has not changed materially since your last assessment:

To meet the minimum standard for continued registration, you must demonstrate:

- » You are still able to practice competently in your current practice area to the standard of a reasonable professional engineer¹; and
- » You have taken reasonable steps to maintain the currency of your professional engineering knowledge and skills within your current practice area since your last assessment.

¹ As defined in CPEng Rule 6.

If your practice area has changed materially since your last assessment:

You will need to demonstrate that you meet the minimum standard for registration within your current practice area. This will require you to go through a more detailed application process to demonstrate your engineering knowledge in your new practice area. Please [contact us](#) so we can open the correct assessment for you². You will need to indicate whether there have been any changes to your practice field or practice area description. Applying for changes to your practice area or registered practice field(s) will direct your application to a full assessment process.

- » Minor changes to your practice area are acceptable and do not constitute a material change; for example, if you are a structural engineer who is still working in the same practice area but are now in a more management-focused role.
- » Materially different changes to practice areas include:
 - Changing to a fundamentally different engineering discipline, for example from an electrical to a structural field;
 - Changing to a new specialisation within your field (for example, dam safety, design verification, heavy vehicle certification).

How to prepare

KEEP TRACK OF YOUR WORK AND CPD

If you're a member of Engineering New Zealand, it's easy to keep track of your development by regularly recording your work and CPD in our member area online. If you're not a member, you'll need to ensure you save relevant work and CPD records and have them ready to use for your reassessment. Please use [Supporting Document C – CPD Activity Report](#) to record your CPD.

ATTEND AN INFO SESSION

Throughout the year, Engineering New Zealand hosts information sessions for engineers preparing for their CPEng reassessment. Keep an eye on the Registration Authority's [website](#) – or if you're a member of Engineering New Zealand, sign up to our fortnightly newsletter, Discover, to make sure you don't miss out.

READ THROUGH THE APPLICATION FORM

[Appendix 4](#) provides you with an offline version of the online application, to help you prepare. This will help ensure there are no surprises when you start completing your application online.

Stage 3: Apply online

The information that must be provided to demonstrate current competence is set out in the [CPEng Rules](#). The online application portal will guide you through all the information you need to provide, as detailed below.

a) Profile

Check your personal details and contact information and ensure these are up to date. If you have completed any new relevant qualifications or have any new registrations on other professional engineering registers since your last assessment, please save these to your profile.

b) Employment status and previous assessment details

In this section, we ask you to:

- » Review your current practice field, practice area description, registration classes, and Engineering New Zealand memberships.
- » Tell us if there have been any material changes to your practice area.
- » Let us know if you want to apply for continued registration in a different field or class.
- » Provide your current employment details.

² We can also assist you if you need to add a practice field to your registration before your next reassessment.

If you are:

- » Applying for a new field, practice area, or class, or
- » Currently unemployed or based overseas,

then you'll also need to complete sections c) and d), as well as the evidence section.

c) Chartership and practice details

In this section you'll choose the membership and registrations you want to be assessed for, describe your practice area, and select your practice field.

d) Practice Area and Practice Fields

If you've indicated you're applying for a new practice field or practice area, or your practice area has changed materially, you'll need to provide us with more information in this section. CPEng rules define practice area as follows:

“practice area means an engineer’s area of practice, as determined by— the area within which he or she has engineering knowledge and skills; and the nature of his or her professional engineering activities.”

This is the area that we'll assess your competence for. A short description helps us assign the right Assessment Panel to your application.

PRACTICE AREA DESCRIPTION (PAD)

You will need to review your Practice Area Description to check it is still relevant to the work you've been doing since your last assessment. The evidence you submit will need to support all of the words in your PAD. Your practice area description is used to guide our assessment but is not published on the online CPEng register as it is not intended to represent a full scope of your engineering practice or competence. You can practice in other areas or fields of engineering if you are undertaking work that you can complete successfully within your competence, as governed through self-regulation and your annual commitment to the Code of Ethical Conduct.

Describe the area you have engineering knowledge and skills in. Focus on your core current practice area. Your PAD should not exceed 15-25 words. Avoid using personal pronouns such as 'I' or 'me', job titles or project names, company names, and any engineering activities that are not evidenced within your assessment.

Use the format: **[Nature or actions] of/for/in [engineering knowledge or skills].**

Some successful examples are:



Design and construction monitoring of water and wastewater systems.



Process engineering, operation and training for wastewater treatment plants.



Structural design and construction monitoring of low and medium rise structures.

PRACTICE FIELD

Engineering practice fields are loosely defined terms used to indicate the nature of engineering work carried out by engineers in a certain field. [Visit our website](#) for practice field descriptions.

Your practice field will appear on our online CPEng Register to provide members of the public or users of engineering services with an indication of the type of engineering work you do. However, you should not use your practice field as part of your CPEng postnominal. Your postnominal is CPEng (not “CPEng Structural” for example).

ADDING A NEW PRACTICE FIELD TO YOUR CPENG REGISTRATION

If you are adding a new practice field to your CPEng registration as part of your reassessment, please ensure you provide sufficient evidence in your self-assessment statement and evidence files to demonstrate you meet the minimum standard for CPEng registration in the new field, as defined in the 12 CPEng competence elements. You can find out more about the 12 elements in the 'Let's get you Chartered' guidance on our [website](#).

Please note that, from 1 January 2022, you are required to demonstrate an additional 15 hours of technical CPD activities per year, per additional practice field you are registered in. For example, if you are registered in one practice field, you'd need to demonstrate at least 40 hours of CPD per year (of which at least 15 hours are technical CPD activities). If you are registered in two practice fields, you would need to demonstrate at least 55 hours of CPD per year; with at least 30 hours being in technical activities (15 hours per year per practice field).

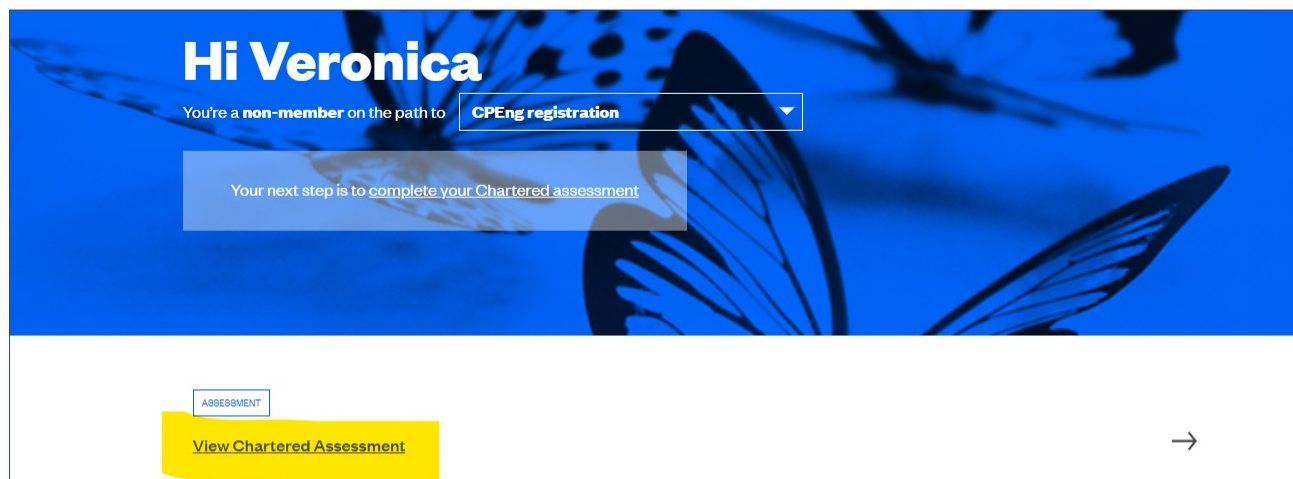
e) Referees

You will need to nominate two referees to complete your application for continued registration as a Chartered Professional Engineer. Your nominated referees will be sent an invitation to provide a reference for you. If they accept the invitation, they'll be asked to provide information about your technical competence and professionalism. If a referee declines your request, you will be notified and you will need to provide another person.

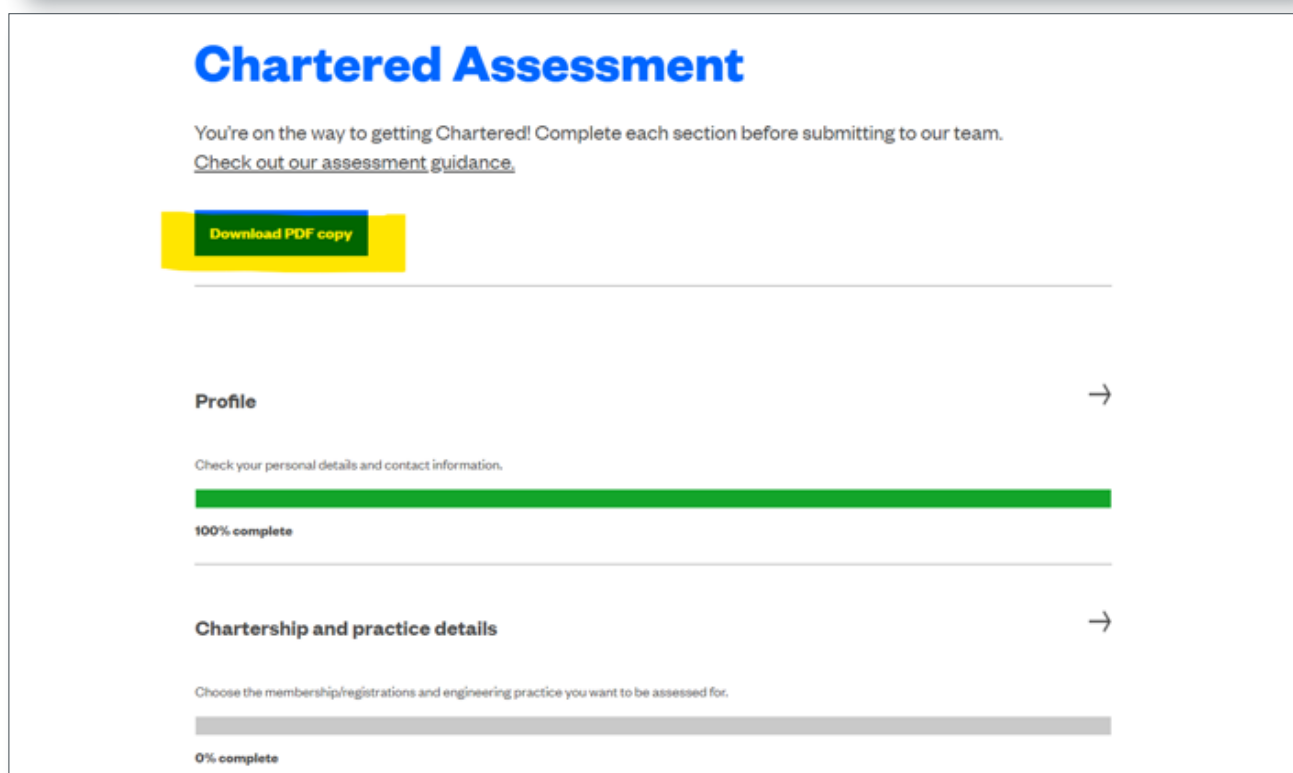
REFEREE DECLARATION FORM

When you have completed all sections of the application form and are ready to submit, your final step will be to ask one of your referees to review your application portfolio and complete the [referee declaration form](#). This form must be uploaded with your application, in the Supporting Documents section.

To do this, go to your complete application and click 'Download PDF Copy' as shown below:



The screenshot shows a user interface for a user named Veronica. At the top, it says "Hi Veronica" and "You're a non-member on the path to CPEng registration". Below this, a message states "Your next step is to complete your Chartered assessment". A yellow button labeled "ASSESSMENT" is visible, and a yellow banner at the bottom says "View Chartered Assessment" with a right-pointing arrow.



The screenshot shows the "Chartered Assessment" progress page. It states "You're on the way to getting Chartered! Complete each section before submitting to our team. Check out our assessment guidance." A yellow button labeled "Download PDF copy" is present. Below, there are two sections with progress bars:

- Profile** (with a right-pointing arrow): "Check your personal details and contact information." The progress bar is green and labeled "100% complete".
- Chartership and practice details** (with a right-pointing arrow): "Choose the membership/registrations and engineering practice you want to be assessed for." The progress bar is grey and labeled "0% complete".

Send the copy of your complete application together with the referee declaration form, to your chosen referee, and then upload the signed letter to the Supporting Documents area of your application, before submitting to us.



DEFINING ACCEPTABLE REFEREES

Both referees need to be current Chartered Professional Engineers (CPEng), [or equivalent](#)³. Your referees must be familiar with your technical and professional capabilities and be able to confidently provide a reference. They should also be competent in the practice area for which you are applying and familiar with your technical skills.

- ✓ Two referees provided. In accordance with the Rules, these must be CPEng registered engineers or equivalent.
- ✓ Ideally at least one referee who does not work within the same company as you.
- ✓ The referee could be someone who has peer reviewed work samples or been involved in a collaborative project with you.
- ✗ A referee who is not familiar with your technical skills
- ✗ Referees who are conflicted; in that they have a close personal relationship with you or have a financial interest in the outcome of the assessment.



Tip: finding referees can be a particular challenge for people in small companies. We recommend you consider who may act as your referee well in advance of any application for CPEng reassessment, and ensure this person has sufficient familiarity with your work. We encourage you to develop your professional network by actively engaging with your local Engineering New Zealand branch and/or relevant technical interest groups.

[Guidance for referees](#) can be found on the Registration Authority's website. Referees will be asked the following questions:

GENERAL

Please provide details of your relationship to the applicant. Please also confirm that you can provide a reference based on an understanding of the applicant's work within their practice area. If you're unable to provide a technical reference in the practice field of the applicant, please decline this request for a reference.

ENGINEERING COMPETENCY

Please comment on the technical engineering competence (specifically in analysis and design/problem solving) of the applicant to practice within their practice area. Do you consider the engineer to be competent in the engineering work that they do? Do you think they demonstrate knowledge and application of current practice in their field and an ability to develop safe and effective engineering solutions? Why or why not?

PROFESSIONAL

What aspects of professionalism do you believe the applicant brings to their work? Please include detail of their relationships with stakeholders, compliance with legislation, and health and safety compliance, where appropriate. Is there anything about the practice of the applicant that would raise a potential concern? Do you support their registration as a Chartered Professional Engineer?

Referees will also be contacted by assessors to confirm your engineering knowledge and skill. Please ensure the contact information you provide for your referees is up to date.

³ CPEng equivalence means a qualification or title that the Registration Authority determines requires the holder to: (a) have demonstrated competence at least equivalent to the minimum standard for registration under these rules; and (b) be bound by a code of ethical conduct that is substantially equivalent to the code of ethical conduct under these rules. Examples of CPEng equivalence, therefore, include: A Chartered Member of Engineering New Zealand (CMEngNZ) who is not classified as an Engineering Technician (CMEngNZ (Engineering Technician)) or an Engineering Technologist (CMEngNZ (Engineering Technologist)); a Chartered Engineer (CEng) registered with the Engineering Council in the UK.

f) Continued Professional Development (CPD)

Continued Professional Development (CPD) must be completed to show evidence that you have taken reasonable steps to maintain the currency of your professional engineering knowledge and skills since your last assessment.



DEFINING ACCEPTABLE CPD

You need to have done at least 40 hours of CPD per year since your last assessment. If you are applying across more than one practice field (or field of specialised practice), you will need an additional 15 hours per year of CPD for each additional practice field⁴.

- ✓ Evidence of learning linked to the application of contemporary knowledge of the engineer's practice area.
- ✓ CPD activities across different categories (we recommend at least 15 hours related to each of your practice fields or field of specialised practice, a few hours addressing risk management and business processes, courses on professional ethics and then activities aligned with your career direction/aspirations).
- ✓ CPD can be tertiary courses, short courses, workshops, seminars, discussion groups, conferences, technical inspections, and technical meetings that are non-routine and contribute to your development as an engineering professional. Private study and service to the engineering profession can also be counted towards CPD.
- ✓ Where applicable, relevant seminars hosted by a Collaborating Technical Society (CTS).
- ✗ 40 hours of 'on the job reading'.
- ✗ 40 hours of 'mentoring'.

If you've been on a [career break](#) that we need to know about, please make this clear in the self-assessment area of your application.



WHAT IS AN EXAMPLE OF GOOD CPD?

A good mix of CPD is a requirement. Your CPD activities must demonstrate your new learnings in your practice area. The table below sets out the ideal mix of CPD for CPEng applications:

CPD Areas	Recommended hours
Technical <ul style="list-style-type: none">» Attending recognised technical group meetings, external or internal technical training courses and/or technical conference papers» Developing new technical standards or revising technical codes» Preparing and presenting papers at conferences, and presenting technical training courses	No upper limit on number of hours Minimum 15 hours of technical CPD activities per practice field
Professionalism eg courses on professional ethics, cultural competency, climate, sustainability and others.	Minimum 2 hours (5% of total)
Business/Leadership eg Commercial Training Project Management, 3910 Contracts, business management skills, managerial training	Maximum 20 hours (no more than 50% of your total)
Professional engineering engagement/contribution to the profession eg mentoring, guiding, assessment of others, service on branch committees, accreditation panels	Maximum 8 hours (no more than 20% of total)
Training courses in Health and Safety including requirements of the Act, First Aid, Site Safe, restricted access training. Delivering such courses. Development of Health and Safety procedures	Maximum 5 hours (no more than 13% of total)

WHAT COUNTS TOWARDS MY CPD?

CPD can be tertiary courses, short courses, workshops, seminars, discussion groups, conferences, technical inspections, and non-routine technical meetings that contribute to your development as an engineering professional.

Self-learning, which could comprise a mixture of self-reading, self-research, watching technical informative videos, can also be counted towards CPD – but this should be no more than 50% of your total CPD for each year.

⁴ The requirement of an additional 15 hours of technical CPD activities per year, per additional practice field, applies to CPD activities recorded from 1 January 2023.



WHAT ARE ASSESSORS LOOKING FOR?

CPD review questions

- ☐ Is there evidence of a planned approach to continuing professional development?
- ☐ Has the engineer completed 40 hours of CPD each year? Are the CPD records provided diverse and broad?
- ☐ Is the CPD relevant to the engineer's practice area?
- ☐ Is the CPD considered sufficient for the engineer to have maintained currency of knowledge?
- ☐ Have all areas in CPD records been completed? (ie learning outcomes have been populated)

g) Self-assessment

In this section you need to demonstrate your knowledge and understanding of any changes to best practice, technology or regulation in your practice area within New Zealand over the last six years or since your last assessment. Clearly list and explain the changes that have occurred, and provide a statement detailing how you are maintaining the currency of your professional engineering knowledge and skills and keeping up with good practice in your practice area. Please reference your work samples to provide examples. Aim for approximately 500 words.



WHAT ARE ASSESSORS LOOKING FOR?

Assessors are seeking evidence of your competencies and professional engineering experience, which means that they need to understand the complexity of the engineering work you personally undertook as opposed to the overall project complexities. Assessors require clarity as to the work you personally were responsible for, how you incorporated new learnings and good practice into the solutions you developed and how you addressed matters of complexity.

When writing your self-assessment, write about how you identify, define, investigate, and analyse complex engineering problems in line with good practice for professional engineering and how you design or develop solutions to complex engineering problems in line with current good practice for professional engineering.

h) Evidence: Work samples (Full assessment pathway only)

Please note: This section of the application form will only need to be completed if we've identified that a full reassessment process is required. This part of your application is key to demonstrating your current technical competence. You'll be able to choose from your existing work and CPD records or add new ones. For each record you choose, you'll need to explain how that record supports your assessment application. When applying for CPEng, an assessor needs to confirm that the provided work samples clearly demonstrate your current professional competency in relation to your practice area.

You will need to provide sufficient evidence to demonstrate current competence in your practice area. You must provide us with two or more work samples from recent⁵ engineering activities with annotations explaining how the samples demonstrate that you meet the minimum standard for continued registration.

We recommend providing quality over quantity. If evidence is missing, incomplete, or can't be clearly interpreted by an assessor, you'll be advised and further information will be requested.



DEFINING ACCEPTABLE WORK SAMPLES

Work samples should be clear and professionally presented in such a way that an assessor can clearly confirm your current competence. Your work samples must demonstrate:

- » how you have maintained your skills as a professional engineer since your last assessment
- » evidence that you are still able to practice competently in your current practice area to the standard of a reasonable professional engineer; and
- » how you have addressed and applied any New Zealand-specific regulatory, technological and good practice changes in your field since your last assessment.

⁵ Recent means work samples from the past 6-years, or since your last assessment.



WHAT IS AN EXAMPLE OF A GOOD WORK SAMPLE

Work samples should be clear and professionally presented in such a way that an assessor can clearly confirm you are competent.

- ✓ Evidence clearly shows how you have maintained your skills as a professional engineer.
- ✓ Explain how you have addressed and applied any New Zealand-specific regulatory, technological and good practice changes in your field since your last assessment.
- ✓ Explanations as to how the work samples demonstrate complex work.
- ✓ The work samples provided clearly show this as being your own work.
- ✗ Drawings or calculations only, with no supporting documentation.
- ✗ Pages of printed spreadsheets, with unclear calculations or derivations.



Tips for success

- » When writing up your submission, remember to talk about yourself using 'I', 'me' or 'my'. The assessors don't want to know what the team did as part of the project; they are only interested in your involvement.
- » Record your work samples as you go – you don't want to have to go looking for work you did years ago.
- » Exercise judgement and submit your best evidence, not everything you think might be relevant. The assessors will always come back to you if they find any gaps in your evidence and will give you the opportunity to provide further evidence.
- » Remember, it is up to you to demonstrate you are competent – it is not up to the assessors to interrogate you to ascertain your competency.
- » Clearly explain the complexity in each of your work samples. To do this, think about what challenged you and how you resolved these challenges.
- » Ensure that you provide work samples to support your application in all of the fields you are applying for. Your evidence must support all of the words in your PAD.



WHAT ARE ASSESSORS LOOKING FOR?

- ☐ Has the engineer provided at least two work records?
- ☐ Do evidence statements clearly state how files provided are relevant to the assessment, and how they demonstrate continued competence?
- ☐ Evidence that the engineer has a clear understanding of the bounds of their competence, seeks professional advice and support as needed and has sound processes in place to assure the quality of their work
- ☐ Is the engineer applying contemporary knowledge and skills in their work?
- ☐ Is the engineer clearly operating within any applicable regulatory frameworks?
- ☐ How has the engineer addressed any concerns raised by their previous Assessment Panel?
- ☐ Have New Zealand-specific examples been provided/knowledge of the New Zealand context mentioned?
- ☐ Has the engineer explained how the work samples demonstrate complex work? (See [Appendix 2](#))

i) Supporting Documents

WORK HISTORY

Your work history must be provided in the form of an up-to-date CV.

In this area of the application form, you must also upload your completed Referee Declaration Form ([Appendix 1](#)), together with a valid ID document.



DEFINING ACCEPTABLE WORK HISTORY

Where possible, your CV should be no more than three pages and should allow an assessor to see your area of practice since your last assessment.

- ✓ Provide the name and location of employing organisations, as well as the dates and duration of employment, the title of your position, details of your role and how your work demonstrates your competency as a professional engineer.
- ✓ Provide sufficient work history to demonstrate the broad scope of competency required for your practice area.
- ✓ Clearly describe projects you were involved in, and your role in the team, with a particular focus on the period since your last assessment.
- ✓ Provide a recent photograph of yourself so that assessors can confirm your identity at the interactive interview.
- ✗ A list of projects you have worked on with no information on your roles and responsibilities.



WHAT IS AN EXAMPLE OF A GOOD CV?

[Appendix 3](#) includes CV templates that you can use to document your work history⁶.



WHAT ARE ASSESSORS LOOKING FOR?

Work history review questions

- ☐ Has the engineer provided work history for the period since their last assessment?
- ☐ Does their work history align with their practice area?
- ☐ Does the work history detail the projects they have been involved with?
- ☐ Does the work history detail their role and responsibilities in each project?
- ☐ Does their work history demonstrate successful completion of complex engineering work in their practice area?
- ☐ Does their work history demonstrate ongoing involvement in the profession?

ID VERIFICATION REQUIREMENTS

To enhance security measures and safeguard against identity fraud, you must provide us with a valid photo identity document together with your application, which should be loaded in the Supporting Documents area of the application form. The image quality should be clear enough for assessors to read all of the information on the ID.

Accepted IDs include:

- » New Zealand Passport
- » New Zealand Drivers License
- » New Zealand Firearms License

The following documents are also accepted if they include your full name, date of birth, and photo:

- » Overseas Passport
- » National Identity Card

During the interactive session, the Lead Assessor will verify the provided information, so you should have your ID readily available. Please also ensure you have a functional webcam turned on throughout the interactive assessment.

j) Declarations and commitment to professionalism

Before you submit your application, you will be asked to:

- » declare any convictions for an offence punishable by imprisonment for a term of 6 months or more
- » declare your commitment to the Code of Ethical Conduct
- » declare any disciplinary proceedings
- » declare any declined applications
- » give consent for your name to be published on the Engineering New Zealand website for up to 21 days, allowing the public to provide evidence on whether you met the minimum standard for continued registration
- » declare that all the information in your application is true and correct.
- » declare that all of the information presented in your application is your own work and that you consent to this being verified by Engineering New Zealand.

⁶ Engineering New Zealand reserves the right to verify your work history.

Stage 4: Validation

When your application is complete, submit it to our team for validation. One of our Competence Assessment Advisors will look after your application from start to finish. Your Advisor will check the information you've provided and will aim to give you feedback within 10 working days. They'll let you know if you need to make any changes before your application is sent to an Assessment Panel.

If an Advisor does require you to make changes, you will be given up to 2 weeks after your initially provided due date to provide this information. If you exceed the due date provided, we must proceed with processing your application based on the information you have provided. When going through your application, Competence Assessment Advisors go through the following validation check-list:

VALIDATION ITEMS

- ☐ All personal details are completed.
- ☐ This includes employer, submission date, location, technical group membership.
- ☐ Practice area statement is clear and concise.
- ☐ Has there been a material change to the practice area since the last assessment?
- ☐ Were any concerns raised at the last assessment?
- ☐ Work samples have been provided and are acceptable.
- ☐ Evidence statements clearly state how files provided are relevant to the assessment.
- ☐ Are the work samples provided from overseas? If so, does the application demonstrate knowledge of the New Zealand context?
- ☐ CPD requirements have been met (minimum 40 hours per year; broad and diverse).
- ☐ Acceptable referees have been provided.
- ☐ Completed and signed referee declaration form
- ☐ Valid photo ID has been provided
- ☐ Have any concerns been raised with Engineering New Zealand by a third party?
- ☐ Is there a disciplinary order or pending complaint against the candidate?

Note: our advisors are checking the completeness of your application and are not qualified to evaluate the content of the information you provide. Therefore, you may still be asked to submit additional information by your Assessment Panel at the next stage of your assessment (evaluation). Please note that you must provide any additional requested information by the due date specified by your Assessment Panel. Failing to provide the information by the specified due date will result in your application being processed based on only the information you have provided.

Stage 5: Evaluation

Once your application has been submitted, an Assessment Panel will be assigned to you. The Assessment Panel will be comprised of at least 1 assessor who has knowledge or experience relevant to your practice area. They'll review your application over 8–10 weeks and, as part of this, will meet with you to discuss it as well. This is called an 'interactive assessment' and is normally held via video chat.

The Panel will use the evidence you submit and the information from your interactive assessment to complete a report and recommendations on your application. They might also ask you to supply further evidence to support your application.

Once they've got all the information they need, the Panel will make a recommendation to the Competency Assessment Board (CAB) on your continued registration.

Requests for Information

If your Assessment Panel requires more information, they will send you a Request for Information (RFI) through the online portal. You will receive an email notifying you of this.

Log into your portal, then go to Menu >>Career>> Assessments >> Current Assessments >> View. Then click on 'Further Evidence' as shown below.

Chartered Assessment

You're on the way to getting Chartered! Complete each section before submitting to our team.

[Check out our assessment guidance.](#)

[Download PDF copy](#)

Further evidence



Provide further information requested from your assessment panel.



0% complete

Click 'View/Edit' as shown below.

Assignments

Subject	Status	Due date ↓	Actions
More evidence needed	Awaiting response	26/07/2023	View/Edit

[Back to assessment](#)

Complete the RFI by adding a response and uploading relevant files requested by the Assessment Panel. Then click 'Submit assignment'.

View/Edit assignment record

Subject

More evidence needed

Description

Please provide more evidence on xxx.

Due date

26/07/2023

Status

Awaiting response

Assignment response

[Back](#)

[Update](#)

Files (0)			Upload files	Prev	Next
Title	Last modified	Size			

Page 1 of 1

[Submit assignment](#)

How to prepare for the interactive assessment

You may be invited to an interactive assessment. The interactive assessment is usually done via videoconference and provides your Assessment Panel with the opportunity to find out more about the projects you have been involved with since your last assessment. The interactive assessment is a professional conversation – rather than an interrogation. It is an opportunity to demonstrate your understanding of the engineering behind the examples of competence that you submitted in your application. Be ready to talk your Panel through the work samples you've provided in relation to your practice area, and think about how you might answer questions around the following:

- » outline of the project (what was involved, when was it done; who was involved)
- » how the project demonstrates your work on complex engineering problems and activities
- » challenges you faced
- » lessons you learned; and
- » ethical dilemmas/issues you dealt with.

Please note that all interactive assessments are conducted via videoconference and will require you to have a working webcam. Interactive assessments are also recorded for quality assurance purposes. Recordings are securely stored on Engineering New Zealand's server for a period of three months, or until the assessment process is concluded.

The recording of interactive sessions serves to uphold the integrity of our assessment procedures and provides essential evidence in the event of an appeal. Engineering New Zealand is committed to adhering to the regulations outlined in the Privacy Act 2020 throughout this process.

Stage 6: Decision

The CAB will consider the Assessment Panel's recommendation and make a decision on your continued registration at its monthly meeting (the CAB meets every second Thursday of the month). Occasionally the CAB asks for additional information. Your Advisor will let you know if that happens.

If your continued registration is approved, you will receive an email informing you of this. The date your next reassessment is due will be updated on our ['Find a Registered Engineer'](#) search online which is available publicly.

If your application is unsuccessful or the CAB made an alternative decision, you will have the opportunity to respond. The Registrar will be in contact with you to discuss your options.

Appendix 1: Referee declaration form

A downloadable version of this form is available on [our website](#).

Name of applicant _____

Membership number or date of birth _____

Referee details

Name	
Job title	
Company name	
Email	
Relationship to applicant	

Referee declaration

- ☐ I confirm that I have sighted the portfolio of evidence and, to the best of my knowledge, this is a true account of the applicant's work experience.
- ☐ I understand that Engineering New Zealand may contact me directly if they have any questions regarding the applicant's evidence or my verification of it.
- ☐ By submitting this report, I understand and acknowledge that my report will be used and retained by Engineering New Zealand for assessment purposes.

Referee signature _____ Date _____

Appendix 2: How we define complexity

Depending on the type of Chartership you're applying for, you'll need to show you can carry out engineering work at a particular level of complexity.

Problem	Activity
Chartered Member and CPEng	
Complex engineering problems Problems that include some or all of the following: <ul style="list-style-type: none"> » Wide-ranging or conflicting technical, engineering, and other related issues » No obvious solution, which means an original method of analysis is needed. » Can't be resolved without in-depth engineering knowledge » Issues not often experienced » Aren't covered by the standards and codes of practice for professional engineering » Diverse groups of stakeholders with a wide range of needs » Significant consequences in a range of contexts 	Complex engineering activities Activities or projects that include some or all of the following: <ul style="list-style-type: none"> » Diverse resources, eg people, money, equipment, materials and technologies » Resolving critical problems that occur when a variety of technical, engineering and other related issues interact » New materials, techniques or processes, or the innovative use of existing materials, techniques, or processes » Significant consequences in a range of contexts
Chartered Member (Engineering Technologist)	
Broadly-defined engineering problems Problems that include some or all of the following: <ul style="list-style-type: none"> » A variety of factors that may create conflicting constraints » Can be solved by applying proven analysis techniques » Knowledge of principles and applied procedures or methods » Belong to groups of familiar problems that are solved in well-accepted ways » May be partly outside problems covered by standards or codes of practice » Several groups of stakeholders with differing needs that occasionally conflict » Consequences that are important locally but may have wider implications » Are parts of, or systems within, complex engineering problems 	Broadly-defined engineering activities Activities or projects that include some or all of the following: <ul style="list-style-type: none"> » A variety of resources, eg people, money, equipment, materials, information and technologies » Resolving occasional interactions between limited technical, engineering and other related issues where only a few conflict » Using new materials, techniques or processes in innovative ways » Consequences that are very important locally, but may have wider implications » Knowledge of normal operating procedures and processes
Chartered Member (Engineering Technician)	
Well-defined engineering problems Problems that include some or all of the following: <ul style="list-style-type: none"> » Several issues, but only a few that result in conflicting constraints » Can be solved using a systematic approach » Resolved with limited theory but extensive practical knowledge » Frequently experienced and so familiar to most practitioners in the practice area » Covered by standards and/or documented codes of practice » Limited range of stakeholders with differing needs » Consequences that are important locally but aren't far-reaching » Discrete components of engineering systems 	Well-defined engineering activities Activities or projects that include some or all of the following: <ul style="list-style-type: none"> » Limited range of resources, eg people, money, equipment, materials, information and technologies » Resolving interactions between limited technical and engineering issues where wider issues have little or no impact » Using existing materials, techniques or processes in new ways » Consequences that are important locally but aren't far-reaching » Knowledge of practical procedures and practices for widely applied operations and processes

Chartered Member (PEngGeol)

Complex engineering geological problems

Problems that include some or all of the following:

- » Wide-ranging or conflicting engineering, engineering geological and other related issues
- » Not easily recognised, understood or solved, which means an original method of analysis is needed
- » A wide range of issues that might be in an unfamiliar setting
- » Aren't covered by guidelines, standards and codes of practice for professional engineering geology
- » Diverse groups of stakeholders with a wide range of needs
- » Significant consequences in a range of contexts

Complex engineering geological activities

Activities or projects that include some or all of the following:

- » Diverse resources, eg people, money, equipment, materials and technologies
- » Recognising, understanding and resolving significant problems when wide-ranging or conflicting engineering, engineering geology and/or other related issues interact
- » New techniques or processes, or the innovative use of existing techniques or processes

Appendix 3: CV template

PLEASE NOTE: The purpose of the CV included with your submission is to provide the assessment panel with the information needed to confirm that your work examples are representative of the work being undertaken by you and align with the proposed practice field and practice area description. We do not require a marketing or job seeking CV however you can use an existing CV if it includes all of the information listed below. We recommend no more than 5 pages for your CV. A downloadable version of this template is available on [our website](#).



[FIRSTNAME LASTNAME]
[Location-City, Country]

[Current employer, role, and area of expertise]

Profile

Tell us a bit about yourself – your area of expertise and this should align with your practice area description (PAD) but this can be expanded. This should be around 50-100 words.

Qualifications

Include all degrees and diplomas and professional qualifications (eg CPEng or equivalent). Including overseas accreditations. **Do not** include short courses – these should be listed in your CPD (eg Site Safe Passport).

[Qualification, Tertiary institution,	Year]
[Qualification, Tertiary institution,	Year]
[Qualification, Tertiary institution,	Year]

Career summary

Preferably include all roles since graduation. Please explain any gaps within the period being assessed (eg sabbaticals, parental leave, long-term illness, etc). More experienced candidates can summarize early career experience.

Job title, company, location, dates (from – to) eg:
Senior Engineer, District Council, Jan 2018 – present
Engineer, Consulting firm, Nov 2012 – Jan 2018

Professional affiliations

eg

- New Zealand Chartered Professional Engineer (CPEng)
- Engineering New Zealand Chartered Member (CMEngNZ)
- Transportation Group Member

Professional experience

1. List in descending date order (most recent first)
2. It is important to distinguish what you personally undertook or managed as opposed to work done by others in the department/team.
3. Where your experience comprises numerous small projects, list the projects that challenged you most within these groups and which are representative of the projects that you undertake within that group that you are typically undertook. You must highlight details demonstrating competence in your field and complexity.
4. We only require the last 6 years or the history in the period since last assessment.

eg

- **[Project name, duration of involvement, job title]**
50–70 words describing the project, your involvement and what you brought to the table.

Appendix 4: Online application form

You will need to complete all 7 sections of the application before you can submit. This includes completed feedback from your nominated referees.

CPEng Reassessment

You're on the way to getting Chartered! Complete each section before submitting to our team.
[Check out our assessment guidance.](#)

[Download PDF copy](#)

Profile

→

Check your personal details and contact information.

100% complete

Employment status and previous assessment details

→

Update employment status and previous assessment details

100% complete

Referees

→

Enter the details of two referees. This section will be complete when we have heard back from your referees.

100% complete

Professional development

→

Confirm you have CPD records for the past six years (or since your graduation), or add more.

100% complete

Self-assessment

→

Show how you meet the areas of competency.

100% complete

Evidence

→

Attach work evidence which backs up the answers in your self-assessment.

100% complete

Supporting documents

→

Upload your supporting documents here (this includes your CV, valid photo ID, CPD bulk upload excel file in approved Engineering New Zealand format, and signed referee declaration form)

100% complete

Back

Submit

Maintaining your CPEng registration

Page 21 of 33

Profile

Check your personal details and contact information. Make any changes before submitting your assessment application.

First name

James

Last name

Testing

Preferred name

Customer number

02013946

Title

Employer

Role

Email

Mobile

Other phone

Back

Edit

If your practice field or practice area has changed, please let us know in this area. Please note this will trigger a full reassessment process.

Employment status and assessment details

The following details are from your previous assessment. If you have any questions about these details, please contact us

Your current Practice fields are: Aerospace engineering, Chemical engineering,

Your current practice area description is: Design and assessment of rockets

Your current classes/registrations are: Chartered Professional Engineer

Your current membership(s) are:

*** Has there been a material change to your practice area, or do you wish to apply for continued registration in a different field/class?**

- ☐ Yes
☐ No

*** Which of the following best describes your current employment situation?**

- ☐ I am employed in New Zealand in an engineering role
☐ I am currently unemployed
☐ I am employed but based overseas
☐ Other

< Back

Update

This section will only appear if you've indicated there has been a change in your practice area or practice field.

Chartership and practice details

Tell us the memberships/registrations/classes and engineering practice you want to be assessed for:

Choose memberships, registrations and/or classes

Add each membership, registration or class one at a time. Your selection will show in the table below.

Membership/registration	Actions
-------------------------	---------

You haven't selected a membership or any registers yet.

Add membership/registration/class

Practice Area Description

Describe the area you have engineering knowledge and skills in. Focus on your core current practice area.

Use the format: [Nature or actions] of/for/in [engineering knowledge or skills]. A few successful examples are:

Design and investigation of low-rise buildings.

Or

Design and construction monitoring of water and wastewater systems.

Or

Design of machines, load carrying and lifting equipment.

Note: Practice area is not a full scope of your engineering practice or competence. You can practice in other areas or fields of engineering if you are undertaking work that you can complete successfully within your competence, as governed through self-regulation and your annual commitment to the Code of Ethical Conduct.

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Referees

Enter the details of your referees so we can get in touch with them to provide their recommendation. Your referees need to be current Chartered Members or Fellows of Engineering New Zealand (CMEngNZ or FEngNZ), Chartered Professional Engineers (CPEng), or equivalent.

At least 2 complete, eligible references will be required before you can submit an application.

Name	Relationship	Email	Phone	Engineering status	Reference progress	Actions
------	--------------	-------	-------	--------------------	--------------------	---------

You haven't added any referee records.

Add referee

Back

Add referee

* Name

* Relationship

* Email

* Phone

* Registration number ⓘ

* Registration body and country details ⓘ

* Referee practice field details ⓘ

Cancel

Back to assessments

Save and invite

The next section of the application requires you to confirm you have provided CPD records for each of the past 6 years or since your last assessment. In this section, you also have the opportunity to update your CPD (click 'update').

Professional development

As part of this assessment, you need to have recorded a minimum of 40 hours of continuing professional development (CPD) every year for the past six years (or since your graduation), to keep your knowledge and skills up to date.

[Track this in your CPD records](#)

☐ I confirm I have provided CPD records for each of the past six years (or since my graduation).

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Update

Please reference the evidence you'd like to provide to support your self-assessment.

Self-assessment

Complete your self-assessment on how you meet the competency standard. Each answer should be around 500 words.

[Check out our assessment guidance.](#)

Group	Progress	Actions
Changes in your practice area	0%	View/Edit

Back

Changes in your practice area

What changes have there been to best practice, technology or regulation in your practice area within New Zealand over the last six years or since your last assessment?

How to answer

In this section, you need to demonstrate your knowledge and understanding of any changes to best practice, technology or regulation in your practice area within New Zealand over the last six years or since your last assessment. Clearly list and explain the changes that have occurred, and provide a statement detailing how you are maintaining the currency of your professional engineering knowledge and skills and keeping up with good practice in your practice area. Please reference your recent engineering projects to provide examples. Aim for approximately 500 words.

Applicant Response

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Back

Update

This section will only appear if you are going through a full reassessment process. Click 'Add evidence' to attach evidence to support your application.

Evidence

Attach evidence which supports your responses in the self-assessment and reflects your practice area description.

Provide 2 work samples that demonstrate your continued competence as a practicing engineer.

Discuss how your evidence shows:

- How you have maintained your skills as a professional engineer
- Evidence of complex engineering problems/activities
- How you have addressed and applied any New Zealand-specific regulatory, technological and good practice changes in your field since your last assessment.

Evidence records

Activity name	Record type	Progress	Actions
---------------	-------------	----------	---------

You haven't added any evidence records.

Add Evidence

Back

The 'add evidence' page enables you to select evidence from your saved CPD or work records.

Add evidence

Attach evidence from your work and CPD records which supports your responses in the self-assessment and reflects your practice area description.

Provide 2 work samples that demonstrate your continued competence as a practicing engineer.

Discuss how your evidence shows:

- How you have maintained your skills as a professional engineer
- Evidence of complex engineering problems/activities
- How you have addressed and applied any New Zealand-specific regulatory, technological and good practice changes in your field since your last assessment.

* Choose evidence type

☐ CPD record

☐ Work record

Continue

Selecting 'Work records' at the previous page takes you to the 'Choose records' page where you can select from your saved work records.

Choose records

Attach evidence or add a new record which supports your responses in the self-assessment and is within your practice area.

[Add work record](#)

Work records

Select an Option ▼

Activity name	Role	Organisation	Start date ↓	Actions	
New pipes	Principal engineer	Watercare Services Limited	26/05/2024	View/Edit	Select
Pump station	Principal engineer	Watercare Services Limited	12/05/2024	View/Edit	Select

Frequently asked questions

What does my application status mean?

- » **Started:** you're compiling your assessment application.
- » **Payment pending:** awaiting payment by credit card or invoice.
- » **Submitted:** with our team for checking and validation (2–3 weeks).
- » **Editing:** additional information required before being passed to an assessment panel (it is in your best interests to submit the required information within 2 weeks, to avoid any delays in the process).
- » **Assessors being assigned:** we're finding your assessment panel (2–6 weeks).
- » **Assessment in progress:** your assessment is being reviewed by the panel (6–8 weeks).
- » **Pending Board:** waiting for a Competency Assessment Board to be available (the CAB meet once a month).
- » **Board assigned:** Competency Assessment Board has been assigned.
- » **Complete:** outcome of assessment finalised and shared with you.
- » **Withdrawn:** application has been withdrawn.

I can't attach any documents because my work is highly confidential/ the property of my employer. What should I do?

We take confidentiality seriously and have put processes in place to protect your application.

- » Engineering New Zealand assessors sign a confidentiality agreement prohibiting them from disclosing any aspect of your assessment to anyone except the relevant Practice Area Assessors, Knowledge Assessors, Competency Assessment Board members or Engineering New Zealand staff.
- » We accept Work Record files that have been redacted to protect confidential information.
- » You'll be given the opportunity to review who we've assigned to your assessment panel. If you have any concerns, we'll be happy to assign an alternative panel member.

What if I don't have any files to attach to my work records?

Because our competence assessments are evidence-based, you need to provide files as evidence of your experience. Email correspondence can be used as evidence.

How many evidence files can I attach?

Our general guidance is quality over quantity. One to four files are usually enough to provide sufficient evidence of your work. Give your assessors only the relevant information and be specific about where your evidence is in the Work Record files. For example, specify page numbers, sections, calculations, photograph titles, chart details etc.

How much does assessment, membership and registration cost?

You can find the latest prices on the [Registration Authority website](#). There's a one-time charge for Chartered assessments and knowledge assessments. The fee for CPEng reassessment is included in your annual registration fee.

If I'm successful, when will my name appear on the 'find a Registered Engineer' search online?

Your name will be added to the relevant register as soon as possible after the Competency Assessment Board has approved your application.

I don't have two referees that meet the criteria. Can I still apply?

Your referees need to be current Chartered Members or Fellows or Engineering New Zealand (CMEngNZ or FEngNZ), Chartered Professional Engineers (CPEng), or [equivalent](#). If you're struggling to find referees, try attending Engineering New Zealand events and branch meetings and start networking now.

What's the difference between Chartered Membership and Chartered Professional Engineer registration (CPEng)?

Chartered Members belong to Engineering New Zealand and get all the perks of being part of our community. CPEng is different from membership and is a registration under the CPEng Act 2002.

CPEng is only open to professional engineers, who must demonstrate an ability to deal with complex engineering problems and activities. Chartered Membership is also available to professional engineers, but additional categories provide recognition for engineering technologists, engineering technicians and engineering geologists.

Both require a similar assessment. The competence standard for both are effectively the same, but CPEng registration requires evidence of New Zealand-specific good practice and reassessment at least once every six years. This makes Chartered Membership more accessible for engineers practising overseas, and provides direct entry for engineers who have been assessed in an equivalent overseas jurisdiction, eg CEng (UK) or CPEng (Australia). Chartered Membership isn't reassessed because you'll be doing ongoing professional development to stay current.

Both CPEng and Chartered Membership are underpinned by the same Code of Ethical Conduct and a fair, robust and proportionate complaints and disciplinary process.

Common terms

Assessment criteria: the standard we use to assess engineers on their competence.

Assessment panel: usually made up of a Lead Assessor and a Practice Area Assessor, the panel evaluates reviews your assessment application, before providing recommendations to the Competency Assessment Board.

Chartered assessment: evaluates if you meet the competence standard to become Chartered, either as a Chartered Member (CMEngNZ) of Engineering New Zealand or a Chartered Professional Engineer (CPEng).

Chartered Membership: the Engineering New Zealand class of membership for engineering professionals who have demonstrated their engineering competence to an internationally-recognised benchmark.

Chartered Member CMEngNZ: solves complex engineering problems and activities by applying specialist engineering knowledge and first principles to their work.

Chartered Member CMEngNZ (Engineering Technologist): solves broadly-defined engineering problems and activities by applying knowledge of engineering principles.

Chartered Member CMEngNZ (Engineering Technician): solves well-defined engineering problems and activities through knowledge and use of established analytical techniques and procedures.

Chartered Member CMEngNZ (PEngGeol): solves complex engineering geological problems and activities by applying in-depth engineering geology knowledge.

Chartered Professional Engineer (CPEng): solves complex engineering problems and activities, which requires applying specialist engineering knowledge and first principles to their work.

Competence Assessment Advisor: a member of the Engineering New Zealand team assigned to your application and your main point of contact once you submit your application for validation.

Competency Assessment Board (CAB): the group of senior engineers that accepts or rejects recommendations made by the assessment panel.

Complexity: one of the key ways we differentiate between the competence registers.

CPD record: information about the continuing professional development activities you've done to maintain currency as an engineer.

CPEng reassessment: evaluates if you have maintained current competence to meet the Chartered Professional Engineer standard.

Dublin Accord: the agreement for the international recognition of Engineering Technician qualifications.

Educational accord: an agreement that benchmarks educational standards. If you hold an Accord- accredited qualification, you'll benefit from mutual recognition of your qualification between signatory countries.

Engineering Geologist: deals with complex engineering geological problems and activities requiring specialist and in-depth geological engineering knowledge.

Engineering Professional: deals with complex engineering problems and activities requiring the application of specialist engineering knowledge and work from first principles.

Engineering Technologist: deals with broadly-defined engineering problems and activities that require knowledge and use of principles and applied procedures.

Engineering Technician: deals with well-defined engineering problems and activities requiring knowledge and use of established analytical techniques and procedures.

Knowledge assessment: evaluates if you have gained an appropriate level of technical knowledge and understanding through your work or study to practice at the level of a professional engineer.

Lead Assessor: Chartered Engineer in charge of managing the assessment process.

Practice area: a combination of the area in which you hold specialised engineering knowledge and the nature of the activities you perform. These may change over the course of your career but your competence will be assessed for your current area of engineering practice.

Practice Area Assessor: the volunteer technical expert on your assessment panel who has knowledge in an area of engineering relevant to your own practice area/field.

Practice field: indicates the nature of your engineering work.

Recognised external authorities: overseas engineering registration authorities that are signatories

Sydney Accord: the agreement for the international recognition of Engineering Technologist qualifications.

Sample evidence: documents you include in your Work Record to provide evidence of your personal involvement in a project or activity.

Washington Accord: the agreement for the international recognition of engineering qualifications.

Work record: information about the projects or activities you've carried out in your engineering work, used in competence assessments to demonstrate the practical application of your engineering knowledge and skills.



**REGISTRATION
AUTHORITY**
FOR CHARTERED PROFESSIONAL ENGINEERS



**engineering
new zealand**
te ao rangahau

L6, 40 Taranaki St
Wellington 6011
assessment@engineeringnz.org
www.engineeringnz.org

The Registration Authority under the Chartered
Professional Engineers of New Zealand Act 2002
is the Institution of Professional Engineers New
Zealand (trading as Engineering New Zealand).