

Knowledge Assessment Checklist & resources

CPEng NZ registration requires a Washington Accord accredited qualification or equivalent. If you don't hold one, you'll need to complete a Knowledge Assessment to show your knowledge is at Washington Accord level.

Immigration NZ may ask you to provide a *letter certifying that your degree/s and any further learning meet the benchmark requirements for Chartered Professional Engineer status*. We can provide you with this letter once you have successfully completed the Knowledge Assessment.

Please note, the Knowledge Assessment is separate from the CPEng first-time assessment.

Before you apply

1. Set up

Checklist		Resources
☐	Create an online profile with Engineering New Zealand	Sign up here .
☐	Upload your credentials.	Menu → Career → Credentials
☐	Request a credential check.	- Menu → Career → Credentials → Request check View our credential check process
☐	If the credential check outcome finds you do not have a Washington Accord degree, request a Knowledge Assessment : - Choose from a standard or fast-track knowledge assessment (please note the fees differ between the two options) - Confirm if you need a letter for Immigration purposes.	- Menu → Career → Assessments → Get Chartered → Request an assessment Fees page

2. Preparation

Checklist		Resources
☐	Familiarise yourself with the Knowledge Assessment requirements, particularly the eight Knowledge Assessment Elements .	4.0 Knowledge Assessment Applicant Guidance
☐	Attend a webinar, or watch a recorded webinar	• Upcoming webinars • Recorded webinars

Completing your application

Checklist		Resources
☐	Record your Continuing Professional Development with learning outcomes included. You can track your CPD activities in bulk in the optional CPD Activity Report spreadsheet.	• Menu → Career → CPD • Supporting Document C – CPD Activity Report
☐	In the Self-Assessment section, explain how you've acquired or applied each of the Knowledge Assessment Elements. Reference your relevant courses/papers and Work Record evidence files.	4.0 Knowledge Assessment Applicant Guidance
☐	Optional: Include up to 4 Work Records that demonstrate how you've resolved complex engineering problems. Attach 1–6 evidence files per Record (each no longer than 50 pages).	• Menu → Career → Work records • 4.0 Knowledge Assessment Applicant Guidance
☐	If you've included Work Records in your application, get a Referee to complete the Referee Declaration form .	• 4.0 Knowledge Assessment Applicant Guidance • Supporting Document B – Referee Declaration Form
☐	Make sure these Supporting Documents are in your application: 1. Referee Declaration form 2. Valid photo ID 3. CV with your work history (Use the CV template to make sure this is in the correct format) 4. A short outline of the courses/papers for each qualification 5. AI declaration form.	• 4.0 Knowledge Assessment Applicant Guidance • Supporting Document A – CV template • Supporting Document E – AI Declaration form • AI Policy
☐	Complete your Declarations	4.0 Knowledge Assessment Applicant Guidance
☐	Submit your application and pay the fee.	Fees page

If you have questions about your application, please contact us at Assessment@engineeringnz.org.