

# 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
<input type="checkbox"/>	Create an online profile with Engineering New Zealand	Sign up <a href="#">here</a> .
<input type="checkbox"/>	Upload your credentials.	Menu → Career → Credentials
<input type="checkbox"/>	Request a credential check.	<ul style="list-style-type: none"> <li>Menu → Career → Credentials → Request check</li> <li><a href="#">View our credential check process</a></li> </ul>
<input type="checkbox"/>	If the credential check outcome finds you do not have a Washington Accord degree, <b>request a Knowledge Assessment</b> : <ul style="list-style-type: none"> <li>Choose from a standard or fast-track knowledge assessment (please note the fees differ between the two options)</li> <li>Confirm if you need a letter for Immigration purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Menu → Career → Assessments → Get Chartered → Request an assessment</li> <li><a href="#">Fees page</a></li> </ul>

## 2. Preparation

Checklist		Resources
<input type="checkbox"/>	Familiarise yourself with the Knowledge Assessment requirements, particularly the <b>eight Knowledge Assessment Elements</b> .	<a href="#">4.0 Knowledge Assessment Applicant Guidance</a>
<input type="checkbox"/>	Attend a webinar, or watch a recorded webinar	<ul style="list-style-type: none"> <li>• <a href="#">Upcoming webinars</a></li> <li>• <a href="#">Recorded webinars</a></li> </ul>

## Completing your application

Checklist		Resources
<input type="checkbox"/>	Record your <b>Continuing Professional Development</b> with learning outcomes included. You can track your CPD activities in bulk in the optional CPD Activity Report spreadsheet.	<ul style="list-style-type: none"> <li>• Menu → Career → CPD</li> <li>• <a href="#">Supporting Document C – CPD Activity Report</a></li> </ul>
<input type="checkbox"/>	In the <b>Self-Assessment</b> section, explain how you've acquired or applied each of the Knowledge Assessment Elements. Reference your relevant courses/papers and Work Record evidence files.	<a href="#">4.0 Knowledge Assessment Applicant Guidance</a>
<input type="checkbox"/>	Optional: Include up to <b>4 Work Records</b> that demonstrate how you've resolved <b>complex</b> engineering problems.  Attach <b>1–3 evidence files</b> per Record (each no longer than 50 pages).	<ul style="list-style-type: none"> <li>• Menu → Career → Work records</li> <li>• <a href="#">4.0 Knowledge Assessment Applicant Guidance</a></li> </ul>
<input type="checkbox"/>	If you've included Work Records in your application, get a <b>Referee</b> to complete the <b>Referee Declaration form</b> .	<ul style="list-style-type: none"> <li>• <a href="#">4.0 Knowledge Assessment Applicant Guidance</a></li> <li>• <a href="#">Supporting Document B – Referee Declaration Form</a></li> </ul>
<input type="checkbox"/>	Make sure these <b>Supporting Documents</b> are in your application: <ol style="list-style-type: none"> <li>1. Referee Declaration form</li> <li>2. Valid photo ID</li> <li>3. CV with your work history (Use the CV template to make sure this is in the correct format)</li> <li>4. A short outline of the courses/papers for each qualification</li> <li>5. AI declaration form.</li> </ol>	<ul style="list-style-type: none"> <li>• <a href="#">4.0 Knowledge Assessment Applicant Guidance</a></li> <li>• <a href="#">Supporting Document A – CV template</a></li> <li>• <a href="#">Supporting Document E – AI Declaration form</a></li> <li>• <a href="#">AI Policy</a></li> </ul>
<input type="checkbox"/>	Complete your <b>Declarations</b>	<a href="#">4.0 Knowledge Assessment Applicant Guidance</a>
<input type="checkbox"/>	<b>Submit</b> your application and <b>pay</b> the fee.	<a href="#">Fees page</a>

If you have questions about your application, please contact us at [Assessment@engineeringnz.org](mailto:Assessment@engineeringnz.org).