WHAT'S NEXT?
YOUR APPLICATION STATUS

This guide explains what happens once you've submitted your application. Make sure you familiarise yourself with the various stages.

You can check the status of your application at any time by logging in to our online portal (My Membership), and navigating to 'My Assessments'.

Status	What it means
Initial	Once you've opened an application, you can continue your application at any stage. Please note that while your application is in an initial stage and is able to be edited, it has not been officially received by Engineering New Zealand.
Submitted for validation	Your application has been received and is awaiting a check by a Competence Assessment Advisor. Once you submit, it can take up to 15–20 working days for your application to be checked by an advisor, depending on the amount of current applications. **The validation check will include:** • Your Learning Records – Quality of CPD • Referees – Equivalence • Your written statements – Relevance • Your Work Records – Appropriateness • Your Sample Evidence Files – Name clearly displayed • CV – Provided • Complexity – Engineering Complexity Referenced • Professionalism – overall concise and well thought out submission ***Refer to the Submission Checklist for advice on how to submit the best possible application for validation.***
Editing	Your application has been validated, and we've made some comments on how to improve your application. At this stage you can edit your application and make changes. Once you've actioned this, re-submit for validation. Make sure you let your Competence Assessment Advisor know when you've re-submitted so it can be re-checked as quickly as possible.
Validated	Your application has been checked by a Competence Assessment Advisor, and no further changes are recommended. You're now required to officially submit your application. To do this, select "submit this application for assessment" from the drop-down selection at the top of your application: **Please note**. Having your application validated does not indicate whether you'll be successful with your application, but that you have the best possible submission to be passed onto an assessment panel.

Status	What it means
Invoiced	We've accepted your application and are now waiting on payment for your assessment. If your employer is paying for your assessment, make sure you've been added to their corporate account. Once payment has been made, and if you are being reimbursed through your employer, you may acquire a receipt for payment through the 'My Finances' area within the 'My Membership' portal.
Submitted	We've received your application and will shortly send out your reference requests to your referees. At this stage we recommend you notify your referees that they'll be receiving this request within the next few days.
Referee Responses Requested	We've sent reference requests to your two nominated referees. We strongly advise that you contact your referees during this time, as your application is not complete until both of these reports have been done. If your referees inform you that they haven't received an email request, please first check the email address that you've supplied within your application, then contact a Competence Assessment Advisor for further instructions.
Referee Responses Complete	Both of your referees have now completed their reports, and your application is now complete and ready to be assessed. Due to the large amount of applications received, you'll enter a queue to be assigned an assessment panel. This can take up to 15–20 working days. Once an appropriate assessment panel has been found, and assigned to your application, you'll receive an email from a Competence Assessment Adviser notifying you of the names of the experts on your panel. If you believe you may have a conflict of interest with one of the assessors on your panel, please let us know as soon as possible so we can allocate you a new panel.
Assessors Invited	We've now invited your assessment panel, however one or more of your assessors may have not yet officially confirmed that they are able to commit. Our assessors work on a volunteer basis, so please be mindful of what evidence of you submit.
Assessors Assigned	Your assessment panel have confirmed their place on your panel and are currently reviewing your application. This review may take several weeks to a month, dependent on the amount of information provided. Your lead assessor will contact you to introduce themselves, as well as arrange an interactive meeting in person for a first time assessment, or via videoconference for a renewal assessment.

Status	What it means
Assessor report initialised	Your lead assessor has begun to compile their report. Please note that some assessors will compile a report offline before beginning their online report. This step may therefore not begin until near the end of the process. Your lead assessor will be in touch regarding their recommendations regarding the outcome of your assessment
Assessor report complete	Your lead assessor has now completed their report, and the panel have made their final recommendation to the Competency Assessment Board (CAB). The CAB meet on the first Wednesday of every month.
CAB Initialised	This step will normally begin a few days prior to the meeting and indicates that your assessment is with the members of the CAB, and is currently being discussed. At this meeting the CAB will either agree with the assessment panel's recommendation, or make a request to your assessment panel for further information. You'll hear from a Competence Assessment Advisor a day or two following the meeting if successful. If more information has been requested then your assessment panel will be in contact with you regarding any further information that needs to be provided.
Complete	Your application is completed, and you would have been contacted regarding your result. If successful, keep an eye out for your digital certificate being sent out by email.