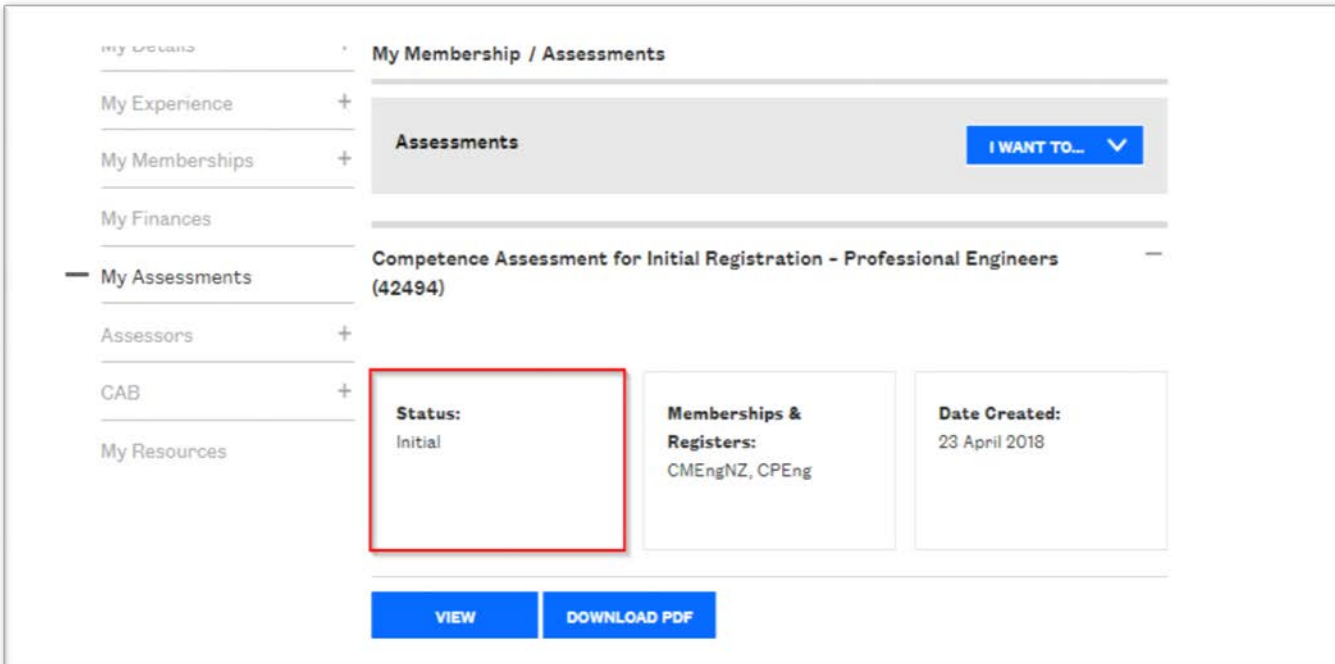


WHATS NEXT?

A GUIDE TO THE DIFFERENT STAGES OF THE ASSESSMENT PROCESS

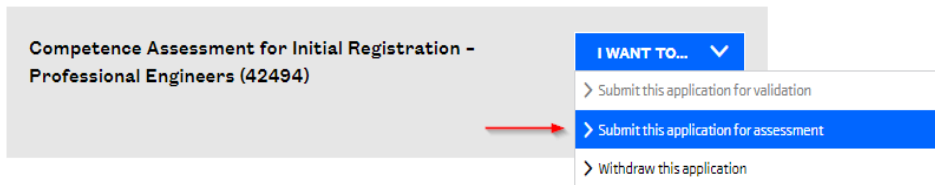
After you have submitted your application, ensure to familiarise yourself with the various stages of your application. Please also ensure that you have factored in the time taken to complete a Competence Assessment before you begin. Refer to the estimated time frames in the sections below.

You can check the status of your application by logging in to the Engineering New Zealand Online portal (My Membership), and selecting **My Assessments**:



The screenshot shows the 'My Membership / Assessments' page. On the left is a sidebar with links: My Experience, My Memberships, My Finances, My Assessments (selected), Assessors, CAB, and My Resources. The main content area is titled 'Assessments' and contains a button 'I WANT TO...' with a dropdown arrow. Below this is a section for 'Competence Assessment for Initial Registration - Professional Engineers (42494)'. This section displays three boxes: 'Status: Initial' (highlighted with a red border), 'Memberships & Registers: CEngNZ, CPEng', and 'Date Created: 23 April 2018'. At the bottom are two buttons: 'VIEW' and 'DOWNLOAD PDF'.

Assessments		
Competence Assessment for Initial Registration - Professional Engineers (42494)		
Status: Initial	Memberships & Registers: CEngNZ, CPEng	Date Created: 23 April 2018

Status	What it means
Initial	Once you have opened an application, you are able to save and continue your application at any stage. Please note that whilst your application is in the initial stage and is able to be edited, it has not been officially received by Engineering New Zealand, and is not yet recognised as a submitted assessment.
Submitted for validation	<p>Your application has been received and is awaiting a check by a Competence Assessment Advisor. Once you submit, it can take up to 30-40 working days for your application to be checked by an advisor, dependent on the amount of current applications.</p> <p>The Validation check will include:</p> <ul style="list-style-type: none"> a. Your Learning Records – Quality of CPD b. Referees – Equivalence c. Your written statements – Relevance d. Your Work Records – Clear and concise e. Your Sample Evidence Files – Name clearly displayed f. CV – Provided g. Complexity – Engineering Complexity Referenced h. Professionalism – overall concise and well thought out submission <p><i>Refer to the Submission Checklist for advice on how to submit the best possible application for validation.</i></p>
Editing	Your application has now been checked, and we have made some recommendations. Once you have edited your application, re-submit it for validation. Ensure to let your competence assessment advisor know once you have re-submitted so that it can be re-checked as quickly as possible.
Validated	<p>Your application has been checked/re-checked by a competence assessment advisor, and no further changes are recommended. You will now be required to officially submit your application. To do so, select “submit this application for assessment” from the drop-down selection at the top of your application:</p> <div data-bbox="370 1431 1310 1615">  <p>Competence Assessment for Initial Registration - Professional Engineers (42494)</p> <p>I WANT TO... ▼</p> <ul style="list-style-type: none"> > Submit this application for validation > Submit this application for assessment > Withdraw this application </div> <p>Please note. Having your application validated does not indicate whether you will be successful with your application, but rather that you have the best possible submission to be passed onto an assessment panel.</p>

Status	What it means
Invoiced	Engineering New Zealand has accepted your application and are now awaiting payment for your assessment. If your employer is paying for your assessment, ensure that you have 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	Engineering New Zealand has received your application and will shortly send out your reference requests to your referees. It is advised at this stage to give your referees a heads-up that they should be receiving this request within the next few days.
Referee Responses Requested	We have now sent reference requests to your two nominated referees. It is strongly advised that you contact your referees during this time, as your application is not complete until both of these reports have been completed. If your referees inform you that they have not received an email request, please check the email address that you have inputted within your application and then contact a competence assessment advisor for further instructions.
Referee Responses Complete	Both of your references have now completed their reports, and your application is now complete and is ready to be assessed. Please note that due to the large amount of applications received, you will be entered into a queue to be assigned an assessment panel. This can take up to 60 working days so please factor this time in when submitting your application. Once an appropriate assessment panel has been found, and assigned to your application, you will 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 Engineering New Zealand know as soon as possible to allow us to re-panel your application.
Assessors Invited	Your assessment panel have now been invited by Engineering New Zealand, however one or more of your assessors may have not yet officially confirmed that they are able to commit. Please note that the practice area assessor/s (technical experts) on your panel are volunteers, and as such are taking time out of their busy schedule to assess all of your evidence.

Status	What it means
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 video-conference for a renewal assessment.
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 once per month, 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 being discussed. At this meeting the CAB will either agree with the assessment panels recommendation, or make a request to your assessment panel for further information. You will 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 via email.