

▶ **PATHWAY 7**

INITIAL REGISTRATION APPLICATION FORM

ARCHITECTS LICENSED IN THE UNITED STATES OF AMERICA

THIS COVER PAGE CONTAINS INFORMATION FOR THE APPLICANT, PLEASE READ BEFORE COMPLETING THE APPLICATION FORM

This application form is for applicants who:

- are US citizens or have permanent residency in the USA
- are currently registered/licensed and in good standing in a US state or territory that is a signatory to the AU USA NZ MRA
- did NOT achieve registration/licensure by means of a foreign reciprocal licensing agreement/arrangement
- have completed at least 6,000 hours of post-licensure/registration experience practicing as a registered/licensed architect in the USA
- hold a current NCARB Certificate.

A Pathway 7 application requires:

- the form completed in full
- the required attachments (certified where necessary)
- the payment of the fee, which covers the first Annual Certificate of Registration.
 - The Annual Certificate of Registration period is 1 July to 30 June and the fee for that period is NZ\$724.50, or
 - For new registrants only, applying between 1 August and 30 June, the fee is pro-rata. Contact NZRAB to enquire as to the fee applicable prior to submitting your application.

In addition, NCARB is required to provide direct to NZRAB on the applicant's behalf:

- applicant's current NCARB Certificate (PDF copy)
- applicant's Credential Evaluation Summary
- applicant's Declaration of Professional Experience (filled out by the applicant)
- applicant's home Licensure Authority Letter of Good Standing.

The applicant needs to arrange for this to happen.

Instruction on how to use this form:

Ensure you are using the latest version of this application form from NZRAB's website.

Download and save this form to your computer and then enter the details.

All questions must be answered. Enter N/A if this is appropriate.

Some boxes have a maximum number of characters and you may have to edit your text to fit. Do not enter text outside of the box space provided.

Read the small guidance notes in each section where included.

The application form must be filled out in full and the required attachments (certified where necessary) provided.

Note: documentation requiring certification must be authorised by the same person witnessing your declaration on this form.

All documentation:

Include all documents in their original orientation to enable them to be read without changing the orientation of the view.

Include all documents in the same order as per the checklist provided.

The application form and supporting documents are to be provided to NZRAB as one A4, single sided, colour PDF document saved in Adobe Pro.

Remove this cover page prior to emailing your application form and required attachments. All other pages of the application form must be sent to NZRAB.

Email your application as one A4, single sided, colour, PDF in Adobe Pro to:

info@nkrab.org.nz.

Next Steps:

On receipt of the documentation and the fee, NZRAB will work through some checking processes.

Communications with you will be by email. Your replies must be to the NZRAB offices only.

You will be contacted should there be a query with your application or once your application has been completed.

▶ **PATHWAY 7** | **ARCHITECTS LICENSED IN THE UNITED STATES OF AMERICA** INITIAL REGISTRATION APPLICATION FORM

Database No. *(Office use only)*

▶ **PERSONAL DETAILS** *Refers: Registered Architects Rules 2006, Schedule 1(a)*

Title (Mr, Ms, Miss)	
First Name	
Middle Name(s)	
Last Name	
Previous Last Name	<i>(Provide certified proof of name change e.g. deed poll, marriage certificate – certified by same person authorised to sign your statutory declaration)</i>
Preferred First Name	

Previous Application:	Have you applied before?	Yes	No	Date if known
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▶ **PERSONAL CONTACT DETAILS** *(This is your private address.) Refers: Registered Architects Rules 2006, Schedule 1(b)*

Suite, Flat or Apartment No.	
Street Address	
Suburb	
City / State	
Post Code / Zip	<i>(Check that you are using the correct post code for your address)</i>
Country	
Email: <i>Preferred</i>	
Phone	
Mobile	

▶ **PRACTICE OR COMPANY PHYSICAL ADDRESS** *(This is the physical address of your practice or work)*

Practice or Company Name	
Suite or Unit No.	
Street Address	
Suburb	
City / State	
Post Code / Zip	<i>(Check that you are using the correct post code for your address)</i>
Country	
Phone	
Web Site	www.
Work – Direct Dial	

► **PRACTICE OR COMPANY POSTAL ADDRESS** *(This is the postal address of your practice or work if different from above)*

PO Box	
Suburb	
City / State	
Post Code / Zip	<i>(Check that you are using the correct post code for your address)</i>
Country	

► **DATE AND PLACE OF BIRTH** *Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(c)*

Date of Birth <i>(dd/mmmm/yyyy)</i>	
Country of Birth	
Nationality	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Decline to Answer

► **AUTHORISATION TO PUBLISH CONTACT DETAILS** *Refers: Registered Architects Act 2005, Sections 18 – 22, and Rules 2006 Schedule 18(1)(d)*

The Registered Architects Act requires that every Architect's name, registration number, expiry date and any penalty imposed in the last 3 years must be made available to the public on a register. The NZRAB makes this information available at www.nzrab.nz.

In addition to assist the public choose a suitable Registered Architect, your practice name, phone numbers and email address can also be shown on the Register, if you wish.

Tick one box only

I consent to have additional contact details available to the public via the NZRAB web register; or

I consent to have additional contact details available to the public via the NZRAB web register, but not my email address; or

Practice details only; or

I do not want my contact details available to the public.

► **COMMUNICATIONS**

<i>Indicate the address you would prefer to receive communication from NZRAB.</i>	<i>Tick one box only</i>
	<input type="checkbox"/> Personal; or
	<input type="checkbox"/> Practice or Company

► **TERTIARY QUALIFICATIONS** *Refers: Registered Architects Rules 2006, Rule 9(a)(i)*

List all your relevant tertiary qualifications: for example university degrees or diplomas. A check will be made of NZ recognised degrees. *(If more than two qualifications, list these on a separate piece of paper in the format as below and insert that page behind this one).*

Qualification	Qualification
Name of Institution	Name of Institution
Student No	Student No
Country	Country
Date Awarded <i>(dd/mmmm/yyyy)</i>	Date Awarded <i>(dd/mmmm/yyyy)</i>

► **CURRICULUM VITAE** *(Refers: Registered Architects Rules 2006, Rule 9(b))*

Attach your CV with a record of your work history and practical experience

► **US REGISTRATION/LICENSURE ETC** *Refers: Registered Architects Rules 2006, 9(a)(ii)*

Provide details of all of your current US registration/licensure, any other registrations/licensure that you have and any previous registrations/licensure in any jurisdiction. (Attach a copy of your latest current registration/license in one of the States which is a party to the MRA). (If you are registered/licensed in more than three jurisdictions please enter any extra ones on a separate piece of paper in the same format as below and insert behind this page) (Do not include membership of organisations)

Registration/Licensure Authority Name	Date of Initial Registration/Licensure	Registration Number	Current Registration/Licensure Status There

Confirm that your registration/licensure in your home USA state or territory was NOT by means of a foreign reciprocal licensing agreement/arrangement.

Confirm

► **CONVICTIONS** *Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(g)*

Provide details of any convictions by any Court, in New Zealand or elsewhere, for an offence punishable by imprisonment for a term of 6 months or more.

► **PHOTOGRAPHIC ID**

Attach a recent certified colour photographic ID with this application (e.g. current drivers licence, passport, etc). This ID must be colour, show your date of birth, contain a recent colour photograph of you and have an expiry date. The copy must be certified by the same person authorised to sign your statutory declaration.

► **FOR STATISTICAL PURPOSES**

How many New Zealand Registered Architects are employed in the practice you work in?

Tick your ethnicity

NZ European
Maori
Samoan

Cook Island Maori
Tongan
Niuean

Chinese
Indian
Decline to answer

Other:

► **ATTACHMENTS CHECKLIST** *(Tick boxes where applicable to you and then attach documents in the same order as below)*

- Each field in this application form is completed, even if this is N/A (Not Applicable)
- Certified proof of change of name (if applicable) is attached
- CV is attached
- Certified copy of your current registration/license in one of the States which is a party to the MRA is attached
- Certified colour photographic ID is attached
- I have arranged for NCARB to forward the required documentation to the NZRAB
- Advice on how and when the fee has been paid

▶ **FEE AND PAYMENT DETAILS** *Refers: Registered Architects Rules 2006, Schedule 2*

- The Annual Certificate of Registration period is 1 July to 30 June in any year and the fee for that period is NZ\$724.50, or
- For new registrants only, applying between 1 August and 30 June, the fee is pro-rata. Contact NZRAB to enquire as to the fee applicable prior to submitting your application. A link will also be provided at that time for payments via credit card.

A complete application includes the fee and the application will not be processed until the fee is received in full.

Payment can be made by either of the following methods:

- Visa or MasterCard credit cards through the facility on the Board's website www.nzrab.nz/store/. In the 'extra info' box enter **'P7 USA'** and your **'last name'**.

or

- Electronic transfer to: NZRAB – ASB – Key accounts, Wellington. Please use as a bank transfer reference **'P7 USA'** and your **'last name'**.

NZRAB BANK DETAILS:

12	3192	0032560	00
Bank	Branch	Account	Suffix

Note: For payments made from overseas banks the Swift Code is **ASBBNZ2A**. Please instruct your bank that, in addition to your fee, you will also pay the bank charges for both your bank and the NZRAB's receiving bank in New Zealand.

Indicate the method of payment and date payment made:

Method of payment (Tick one box only)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Electronic Transfer
Date payment made (dd/mmm/yyyy)			

An invoice is not provided however, should you require a GST receipt, please request one in your covering email when submitting your application.

▶ **Remember to complete and include the checklist items above.**

▶ **Retain a copy for your records.**

► DECLARATION *Refers: Registered Architects Rules 2006, Rule 8 (2) (c) (i) and (ii)*

The following declaration must be completed and signed in the presence of a person authorised to witness Statutory Declarations (as below). All information on this page must be printed by hand in front of your authorised witness. Do not type any information on this page. This person must be independent of you (e.g. not a relative or friend).

Applicant:

I, (Print Full Name)

do solemnly and sincerely declare that:

- all the information contained in this application and the attachments is true and correct.
- a certified copy of my change of name is attached (if applicable).
- a certified copy of my colour photographic ID is attached.
- a certified copy of my current registration/licensure in one of the States which are a party to the MRA.
- I understand that the personal information supplied in this form has been collected for a lawful purpose connected with a function or activity of the NZRAB and it is necessary to collect this information for that purpose.
- I have met the required level of competency to be Registered on the New Zealand Registered Architects Register in accordance with the Registered Architects Act 2005.
- I will adhere to the Registered Architects Rules 2006; including the Code of Minimum Standards of Ethical Conduct for Registered Architects (attached).
- and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

Signature of
Applicant:

Date:

**Authorised
Witness:***

I have taken the above declaration, checked and certified the copies of the documentation listed above.
(The above listed documents must all be certified by the same authorised witness who signs this application form).

Declared at (City):

This:

day of

20

before me a:

(* Justice of the Peace/ Solicitor/ Lawyer
or other person authorised to take
a statutory declaration)

Print Full Name:

An authorised person may be one of the following:

- a registered Justice of the Peace
- a lawyer
- a Notary Public
- a Police Officer authorised to take such declarations
- an authorised person at a New Zealand Embassy or High Commission.

For further information:

Visit www.nzrab.nz, **E-mail** info@nzrab.org.nz, **Phone** +64 4 471 1336

Office Use Only: The following should have been sent to the NZRAB by NCARB, having been arranged by the applicant.

- Applicant's NCARB Certificate (PDF copy)
- Applicant's Credential Evaluation of Record
- Applicant's Declaration of Professional Experience (filled out by the applicant)
- Applicant's Home Licensure Authority Letter of Good Standing

Date above items received:

► CODE OF MINIMUM STANDARDS OF ETHICAL CONDUCT FOR REGISTERED ARCHITECTS

(Source: Registered Architects Rules 2006, part 3, applicable from 1 January 2018)

46. Uphold the law

A registered architect must abide by the laws and professional codes of ethics and conduct in force in the countries and jurisdictions in which the architect performs professional activities.

47. Honesty and fairness

A registered architect must perform the architect's professional activities with both—

- (a) honesty; and
- (b) fairness.

48. Professional judgement

A registered architect must exercise unprejudiced and unbiased professional judgement.

49. Skill, care, and diligence

- (1) A registered architect must perform the architect's professional activities with reasonable skill, care, and diligence.
- (2) A registered architect who becomes aware that the architect's professional advice has not been followed, and considers that a failure to follow that advice may lead to significant harm, damage, or financial loss, must advise the recipient of the advice of the potential consequences.

50. Obligations to report on risk

If a registered architect has reasonable grounds to believe that an architectural matter with which the architect is professionally involved could put the safety of any person at risk, the architect must bring the matter to the attention of the appropriate person or authority.

51. Misrepresentation

A registered architect must not represent or promote the architect's capability, business, or professional services and activities in a false, fraudulent, misleading, or deceptive manner.

52. Conflicts of interest

A registered architect must—

- (a) avoid any significant conflict of interest; or
- (b) manage any significant actual or potential conflict of interest and disclose it to all relevant parties.

53. Abuse of authority

A registered architect must not abuse the architect's professional authority.

54. Malicious criticism

A registered architect must not maliciously or in bad faith criticise or attempt to discredit another registered architect or another registered architect's practice.

55. Conflicts of professional appointment

If a registered architect, acting in the architect's own capacity or representing a practice, is approached to provide professional services in relation to a project, and the architect knows that another registered architect has a current agreement for services for that project, the architect must notify the other registered architect.

56. Remuneration and inducements

A registered architect, in respect of the architect's professional activities,—

- (a) must be remunerated solely by the fees and benefits specified in the architect's written terms of appointment or employment agreement; and
- (b) must not offer or accept any significant inducement that creates, or may create, a conflict of interest; and
- (c) must not offer any significant inducement to procure an agreement for services or gain an unfair advantage.

57. Professional reputation

A registered architect must—

- (a) build the architect's professional reputation on the merits of the architect's own performance; and
- (b) acknowledge the contributions of others to projects where those contributions are significant.

58. Competence

A registered architect must—

- (a) actively maintain the currency of the architectural knowledge and skills that are relevant to the architect's work; and
- (b) perform only architectural work for which the architect is competent, or obtain appropriate support to ensure that the work is completed to a competent standard; and
- (c) if the architect tasks others to do architectural work, ensure that their work is appropriately supervised so that the work is completed to a competent standard.

58A. Terms of appointment

- (1) A registered architect must provide professional services only if—
 - (a) written terms of appointment appropriate to the commission or services to be undertaken have been provided; and
 - (b) the client, having agreed to the written terms of appointment, has provided an instruction to proceed.
- (2) The written terms of appointment must cover—
 - (a) the scope of the work; and
 - (b) the allocation of responsibilities; and
 - (c) any limitation of responsibilities; and
 - (d) fees, or any methods for calculating fees; and
 - (e) how billing will occur.

58B. Client communication

A registered architect must—

- (a) ensure that, where applicable, effective systems are in place during a commission to establish and monitor its quality, budget, cost estimates, and time line; and
- (b) advise the client in a timely manner of any significant issues that arise, or are identified, at any time during the commission.

58C. Confidentiality

A registered architect must observe the confidentiality of their clients' affairs and must not disclose confidential information without the prior consent of the client unless required by law to do so.

58D. Registration status of others

A registered architect who owns, manages, or controls a practice must ensure that nothing is done by the practice that creates, or may create, the impression that an unregistered person working for the practice is a registered architect.