

# Application to Restore or Transfer to Practising Division

## Form.03

Architects Board of Western Australia

6 November 2018

### Use of this Form

This form is to be used by people wishing to restore their registration (re-registration) or transfer from the non-practising division to the practising division.

### Change of recorded details

Following registration, if there is any change to your recorded details, such as a change in name, contact details or insurance cover, you must inform the Board. Please use Form 08 – Notification of Change of Recorded Details which is available from the Board's website.

You are also required to contact the Board if your circumstances change and you are no longer practising architecture, or if your qualifications have been withdrawn or cancelled.

### Professional Indemnity Insurance

Professional indemnity insurance (PII) is required for practising architects, either as an individual or through your employer's policy. If you are obtaining your own PII, you must provide the Board with a copy of the certificate of currency for your insurance policy. If you will be insured through your employer's PII policy you must provide the Board with both a letter from your employer naming you as an insured employee and a copy of the certificate of currency for your employer's policy.

Note that whether you are insured as an individual or through your employer's policy, the certificate of currency must show the period of cover and amount insured, with the minimum amount required being \$,1,000,000.

### Continuing Professional Development

The Board has to be satisfied that a person has maintained a satisfactory level of knowledge, skill and competence in order to restore their registration to the practising division. Please refer to Information Sheet 04 – Re-entering the Practising Division (at the back of this form) which outlines the assessment guidelines used to determine if an architect's knowledge, skill and competence are at an appropriate level.

### Certificate of Registration

The Board recommends that architects clearly display their registration certificates and registration number on all correspondence and advertising.

### Annual Renewal of Registration

The current renewal period is from 1 July 2017 to 30 June 2018.

#### Fees

Re-registration:

- |   |   |
|---|---|
| • Restoration of name to the register fee | \$25.50 – if previously resigned from the register, or \$56 – if removed for non-payment (GST free) |
| • Renewal of registration fee             | \$234* (GST free)   |
| • Fees in arrears                         | as applicable   |

Transfer:

- |   |  |
|---|--|
| • Non-practising to practising division | \$132 (GST free) within a renewal period |
|---|--|

Please contact the Board office to determine the fees payable for your situation.

\* The current renewal period is from 1 July 2015 to 30 June 2016.

### Payment Method

Payment of fees can be made by:

- cheque or money order made payable to Architects Board of Western Australia;
- Visa or MasterCard; or
- cash or eftpos at the Board's office.

### Privacy laws and use of this information

Information requested by the Board is strictly confidential. Only that information which is available for publication in the register may be provided to other registration authorities and to the public.

### Further Information

Please contact the Board if you require further information:

T. (08) 9287 9920  
F. (08) 9287 9926  
E. [info@architectsboard.org.au](mailto:info@architectsboard.org.au)  
[architectsboard.org.au](http://architectsboard.org.au)

Date Received Insert date	Date Approved Insert Date text.	Fees Paid Insert fees	Receipt No. Insert Rec No	Registration No. Insert Reg No	Date Annual Cert Sent Insert Date
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## Personal Details

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name (Known as) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender  Female  Male

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name of Business or Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

## Registration Details

Registration Number \_\_\_\_\_

I have not been registered in Western Australia for a period of time; or

I am currently a non-practising architect and wish to transfer to the practising division of the register.

Date Removed from Register (if applicable) \_\_\_\_\_

Date Transferred to Non-Practising Division (if applicable) \_\_\_\_\_

Length of Time Absent from Practising Division \_\_\_\_\_

## Background

During your absence from the practising division of the register:

1. Have you been working in the field of architecture?

Yes  No

2. Have you undertaken continuing professional development (CPD) activities during this period?

Yes  No

3. If you answered yes to question 2, do you have evidence of your CPD activities?

Yes  No

Please note that the Board may ask you to present evidence of your continuing professional development (CPD) activities. Please refer to Information Sheet 04 – Restore or Transfer to the Practising Division (at the back of this form) which outlines the assessment guidelines used to determine if an architect's knowledge, skill and competence are at an appropriate level.

## Professional Indemnity Insurance

Professional indemnity insurance is required for practising architects. You must provide a copy of the certificate of currency showing the amount (minimum \$1,000,000) and period of cover.

- I have attached a copy of the certificate of currency from my insurer; or
- I have attached a letter from my employer naming me as an insured employee and a copy of their certificate of currency.

## Knowledge, Skill and Competence

The Board must be satisfied that a person has maintained their knowledge, skill and competence in the practice of architecture in order to approve re-registration or transfer to the practising division. Please refer to Information Sheet 02 – Continuing Professional Development Framework which can be downloaded from the Board’s website. The Board may ask you to provide information about your CPD activities.

Each year when you renew your registration you will be required to certify that you have maintained a satisfactory level of knowledge, skill and competence in the practice of architecture.

I,  
\_\_\_\_\_  
Full Name of Applicant

hereby certify that I have maintained a satisfactory level of knowledge, skill and competence in the practice of architecture; for example, undertaken a minimum of 20 CPD points, including at least 10 formal points.

\_\_\_\_\_  
Signature

## Website

Your contact details can be made available via the Search the Register function on the Board’s website.

- I would like my address, work phone number and email address to be made available on the Board’s website.

## Fitness to Practise

1. Have you been convicted of an offence in this state or elsewhere which has not been dealt with by a spent conviction order?  
 Yes     No
2. Do you have any prosecutions pending against you?  
 Yes     No
3. Having previously been registered as an architect:
4. has your registration ever been suspended or cancelled?  
 Yes     No
5. have you ever been dealt with for misconduct?  
 Yes     No
6. are there any unresolved complaints pending against you?  
 Yes     No
7. Has any application by you for registration as an architect been refused by any registration board?  
 Yes     No
8. Have you ever been a director, officer, shareholder or employee of a corporation which has been the subject of disciplinary proceedings for the contravention of any statute in Western Australia or any other jurisdictions?  
 Yes     No
9. Are there any other matters which may be relevant to your suitability for registration or capacity to competently practise as an architect about which the Board should be informed?  
 Yes     No

If you have answered ‘Yes’ to any of the above, please provide details in a sealed envelope and submit with this application.

## Declaration by Applicant

I,

\_\_\_\_\_  
Full Name of Applicant

declare that this application is true and correct and I know that it is an offence to make a declaration knowing that it is false or misleading in a material particular.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Submission of Application

This application form and supporting documents can be provided to the Board as original documents or via electronic transmission i.e. facsimile or email.

## Payment

Fees can be paid using one of the following methods.

### Cheque

Send cheque or money order made payable to the Architects Board of WA.

### Credit Card

Visa     Mastercard

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Amount Payable

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardholder's Daytime Phone Number

## In Person

Cash, credit card and eftpos payments can be made at the Board's office between 9:00am and 4:30pm Monday to Friday



## To Restore or Transfer to Practising Division - Information Sheet 04

22 July 2014

### Architect Registration

The Architects Act 2004 (Act) and Architects Regulations 2005 allow for two divisions of registration:

- (a) division 1 for registered persons who are currently practising architecture (practising division); and
- (b) division 2 for registered persons who are not currently practising architecture (non-practising division).

Consequently, an architect's status of registration can be either practising or non-practising. Architects are able to move between these two divisions of the register. In addition, an architect can also move on and off the register by resigning or being removed from the register, and applying to re-register.

### Knowledge, Skill and Competence

The Board has developed a Continuing Professional Development (CPD) framework that practising architects are encouraged to use as the preferred method of demonstrating they have an appropriate level of knowledge, skill and competence in the practise of architecture (see Information Sheet 02 – Continuing Professional Development Framework).

When an architect is registered in the practising division of the register, he or she must demonstrate to the Board that his or her knowledge, skill and competence are satisfactory (section 36(2)(a) of the Act). The Board's policy is that an architect's knowledge, skill and competence are assessed against the National Competency Standards of Architecture (NCSA)<sup>1</sup>. This may include:

- having voluntarily undertaken CPD activities and providing documentary evidence of this;
- sitting an oral examination<sup>2</sup>;
- providing a log book documenting 12 months experience in an architectural office, sitting a written and oral examination (i.e. similar to the Architectural Practice Examination)<sup>2</sup>; or
- another method acceptable to the Board.

### Re-entering the Practising Division

When re-entering the practising division of the register, the Board will consider the following assessment guidelines in order to determine if an architect's knowledge, skill and competence are at an appropriate level. These guidelines apply in the following circumstances:

- moving from the non-practising division to the practising division; and
- re-registration after a period of absence from the register.

Architects considering moving from the practising division to the non-practising division may also like to consider these guidelines if contemplating moving back to the practising division some time in the future.

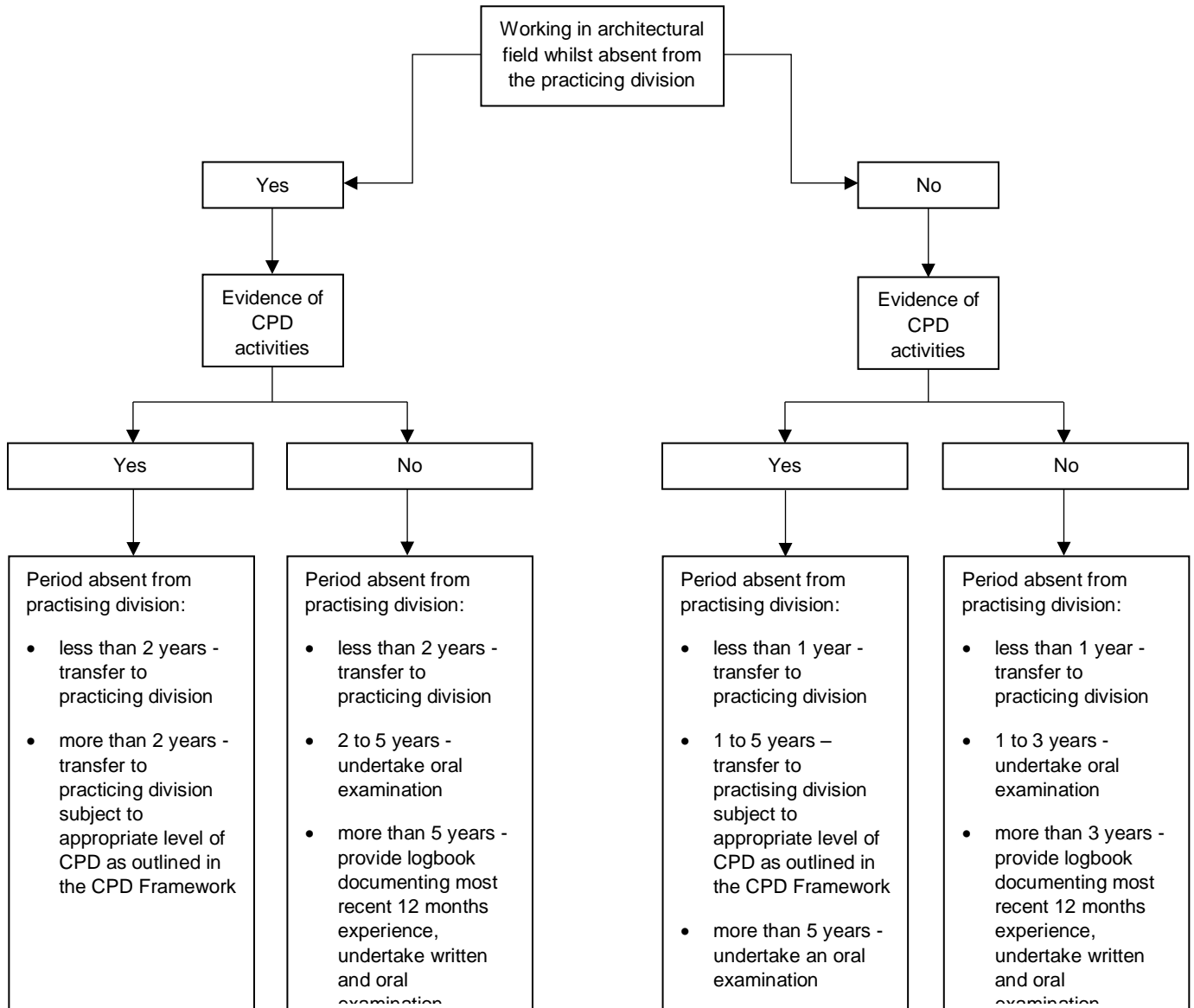
Once an architect has transferred from the non-practising division to the practising division, a compulsory audit of their continuing professional development activities will occur as part of the subsequent renewal of registration process (see Information Sheet 02 – Continuing Professional Development Framework).

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<sup>1</sup> The NCSA are produced by the Architects Accreditation Council of Australia and can be downloaded from their website [www.aaca.org.au](http://www.aaca.org.au).

<sup>2</sup> Examinations may incur a fee.

## Assessment Guidelines



## Relevant Sections from the Architects Act 2004 and Architects Regulations 2005

### Architects Act 2004

#### 36. Renewal of registration and licences

1. A registration or a licence may be renewed in accordance with the regulations for a period of 12 months or a longer period that is prescribed by the regulations.
2. The registration of a person is to be renewed if —
  - (a) the Board is satisfied that the person —
    - (i) continues to comply with the requirements prescribed by the regulations for the purposes of section 29 that are relevant to that person at the time of the renewal of registration;
    - (ii) is complying with any current condition of registration or renewal of registration; and
    - (iii) has attained or maintained a level of knowledge, skill and competence that the Board considers is required at the time of the renewal of registration in the practice of architecture generally or in the practice of a specific aspect of architecture that is likely to be practised by the person if registration is renewed;

and

- (b) the person pays the fee referred to in section 37(1).
3. (3) The licence of a corporation is to be renewed if —
  - (a) the Board is satisfied that the corporation continues to comply with the requirements prescribed by the regulations for the purposes of section 31 that are relevant to the corporation at the time of the renewal of the licence;
  - (b) the Board is satisfied that the corporation is complying with any current condition of the grant of the licence or the renewal of the licence; and
  - (c) the corporation pays the fee referred to in section 37(1).
4. (4) The Board may at any time, in writing, require —
  - (a) (a) a registered person or licensed corporation to give information to the Board for the purpose of satisfying

the Board as to a matter relevant to the renewal of a registration or licence and to verify the information by statutory declaration;

- (b) (b) an applicant for the renewal of registration to attend before the Board for the purpose of satisfying the Board as to a matter relevant to the application;
  - (c) (c) an officer of a corporation that is an applicant for the renewal of a licence to attend before the Board for the purpose of satisfying the Board as to a matter relevant to the application; or
  - (d) (d) a registered person to undergo any examination that is necessary for the purpose of satisfying the Board as to a matter referred to in subsection (2)(a)(iii).
5. The Board may refuse to renew a person's registration or the licence of a corporation if a requirement under subsection (4) in relation to that person or corporation is not complied with.

#### 45. Amendment of particulars

6. A registered person or a licensed corporation may at any time apply to the Board for the amendment of the particulars entered in the register relating to the person or corporation, and if the Board is satisfied that the amendment may properly be made, the Board, on payment of the fee prescribed by the regulations, is to direct the registrar to amend the particulars accordingly.

### Architects Regulations 2005

#### 16. Divisions of the register — registered persons

The divisions of the register in relation to registered persons are —

- (a) division 1 for registered persons who are currently practising architecture;
- (b) division 2 for registered persons who are not currently practising architecture.

#### Disclaimer

The content of this information sheet is based upon the best information available at the date of issue and is subject to change without notice. The Board does not accept any liability to any person for the information or the use of this information. Persons requiring an interpretation of the meaning of the Architects Act or Regulations should seek their own legal advice.