



BOARD OF
**PROFESSIONAL
ENGINEERS**
OF QUEENSLAND

APPLYING FOR REGISTRATION — **EXPLANATORY NOTES**

Approved 22 March 2021
Version 3 (March 2021)



CONTENTS

About Registration	3
How to apply	3
How to complete the form	3
Personal Details	3
Area of engineering and registration type	4
Academic qualifications	4
Evidence of identity	4
Fitness to practise	4-5
Declaration	5
Fees and payment	5
False or misleading statements in form or documents attached to form	6
Logdement	6
Processing Period	6
Amending form during processing period	6
Notification requirements during processing period	6
Criminal history checks and other inquiries	6
Registration decision	6
Registration period	6
Privacy	7



ABOUT REGISTRATION

*The Professional Engineers Act 2002 (Qld) (**PE Act**)* regulates the profession of engineering in Queensland. Anyone providing a professional engineering service in Queensland or for Queensland must be registered as registered professional engineer of Queensland (**RPEQ**). Registration helps maintain standards in the profession and uphold public confidence in the service provided by engineers.

The Board of Professional Engineers of Queensland (**BPEQ**) administers the PE Act and registers engineers for practice. Any individual may apply to become a RPEQ if they are assessed as being qualified and competent.

For more information on registration see BPEQ's [General Registration Process policy](#).

HOW TO APPLY

You must apply for registration by way of the approved form – Application for Registration Form 2.

HOW TO COMPLETE THE FORM

You must fully complete the form and attach all required documents. If you do not, your form will be invalid and will not be processed.

The form must be mailed or delivered in person to BPEQ with your real (wet ink) signature. Emailed forms with electronic signatures will not be accepted.

Do not staple or glue your form or affix sticky notes to your form. Ensure all documents you provide are on A4 paper.

Copies of documents must be certified in accordance with BPEQ's [Verification of Documents policy](#). Original documents will not be returned. Documents or copies of documents in languages other than English must be translated.

Please contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 if you have any questions or need help filing out the form.

PERSONAL DETAILS

You must provide various personal details in the form.

Your residential address, business / employer address, and email address will be used by BPEQ to correspond with you, including to give you notices under the PE Act. Your residential address cannot be a PO Box.

If your registration application is accepted, the following of your personal details will be kept in BPEQ's register of RPEQs:

- your first name, middle name/s and surname
- your preferred name (if any)
- the name of your business/employer
- the address of your business/employer
- the telephone number of your your business/employer
- the facsimile number of your business / employer
- the email address of your business/employer

The register is open for inspection by members of the public. Details like your name, date of registration, business / employer name, business / employer contact details and business / employer address also appear on the BPEQ website in the RPEQ directory.

Your residential address will be used if you do not have a business / employer address (e.g. you are not practising).

Your other personal information is collected to authenticate your identity when you contact BPEQ to discuss your personal information and assist BPEQ in performing its functions under the PE Act.

Other information is optional to provide (e.g. English as a first language).



AREA OF ENGINEERING AND REGISTRATION TYPE

You must state each area of engineering in which you seek registration. If you do not list an area of engineering, you will not be registered in it. For each area of engineering, state the assessment scheme against which you have had your qualifications and competencies successfully assessed and the date of the assessment and attach a letter of assessment from the assessment entity that administers the scheme. You cannot be registered in an area of engineering for which you have not been assessed as qualified and competent.

You must indicate whether you are applying for registration as a practising professional engineer or non-practising professional engineer.

ACADEMIC QUALIFICATIONS

You must provide details of your tertiary qualifications relevant to engineering and attach a copy of each qualification.

EVIDENCE OF IDENTITY

You must provide the required evidence of identity documents – one Category A document and one Category B document OR two Category B documents and one Category C document.

FITNESS TO PRACTISE

You must make various declarations about issues that might affect your fitness to practise as a RPEQ. For these declarations:

bankruptcy means:

- you are a bankrupt in respect of a bankruptcy from which you have not been discharged, whether in Australia or in an external territory or foreign country
- you have the status of an undischarged bankrupt under the law of an external territory or a foreign country;
- your property is subject to control by the Official Trustee or another specified registered trustee or a solicitor, whether under a personal insolvency or otherwise, under the *Bankruptcy Act 1966* (Cth) (**Bankruptcy Act**) or the corresponding law of an external territory or foreign country;
- you have executed a personal insolvency agreement under Bankruptcy Act or the corresponding law of an external territory or foreign country, and the terms of the agreement have not been fully complied with;
- you are party to a debt agreement under the Bankruptcy Act or the corresponding law of an external territory or a foreign country.

control action means:

- execution of a deed of company arrangement under the *Corporations Act 2001* (Cth) (**Corporations Act**) or the corresponding law of an external territory or a foreign country;
- a winding-up, whether or voluntarily under court order, under the Corporations Act or the corresponding law of an external territory or foreign country;
- appointment of an administrator, liquidator, receiver, or receiver and manager under the Corporations Act or the corresponding law of an external territory or foreign country.

conviction means:

a conviction by or before any court for an offence, whether recorded, in Australia or overseas

rehabilitation period, for a conviction, means—

- a. in relation to a conviction on indictment recorded against a person who in relation to that conviction was not deal with as a child—
 - ii. a period of 10 years commencing on the date the conviction is recorded; or
 - iii. where an order of a court made in relation to the conviction has not been satisfied within that period of 10 years—a period terminating on the date the order is satisfied;



whichever period is the later to expire; or

- b. in relation to a conviction recorded against a person where paragraph (a) above does not apply—
 - i. a period of five years commencing on the date the conviction is recorded; or
 - ii. where an order of a court made in relation to the conviction has not been satisfied within that period of five years—a period terminating on the date the order is satisfied;

whichever period is the later to expire.

revival, for any conviction for which a rehabilitation period has expired, means the following:

1. Subject to paragraph (2) below, where a person who has incurred a conviction—
 - a. in relation to which the rehabilitation period is running; or
 - b. in relation to which the rehabilitation period has expired;is again convicted for an offence in Australia or overseas—
 - c. in the case referred to in subparagraph (a) above—the rehabilitation period in relation to that conviction commences again to run on the date the offender is again convicted and any part of the rehabilitation period that elapsed between that conviction and that date is disregarded; and
 - d. in the case referred to in subparagraph (b) above—that conviction is taken to be revived and the rehabilitation period in relation to that conviction commences again to run on the date of the revival of that conviction.
- 1A. However, if the subsequent conviction is quashed on appeal, the provisions of subparagraphs (c) or (d) above (whichever is appropriate) do not apply and it is as if the subsequent conviction had not been incurred.
2. Paragraph (1) above does not apply where the offence for which a person is subsequently convicted is a simple offence or a regulatory offence or an offence that if committed in Queensland would be a simple offence or a regulatory offence or an offence in respect of which the offender could be dealt with in summary proceedings unless the court by which the person is subsequently convicted is satisfied that, having regard to the public interest, previous convictions recorded against the person, or any of them, should be revived and pronounces accordingly in its order.
3. Where a court pronounces in its order that one or some only of several convictions recorded against a person are to be revived the provisions of paragraph (1) above applies in respect of that conviction or those convictions.

spent conviction means:

a conviction in Australia or overseas for which any rehabilitation period (or equivalent overseas concept) has expired and that is not revived.

The list of issues that might affect your fitness to practise is not exhaustive. If you have any doubt about whether an issue might affect your ability to competently and safely practise as a RPEQ, you must contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 to discuss before lodging your notice.

DECLARATION

Your form and all documents attached to it must be verified by declaration. If you do not make the declaration, your form will be invalid and will not be processed.

FEES AND PAYMENT

Your form must be accompanied by the registration and application fees.

Registration fees are subject to change, up to date fee information can be found on the BPEQ website. Registration fees are GST exempt.

You must complete the Tax Invoice available online/attached with the registration application form, otherwise your registration application will be invalid.



FALSE OR MISLEADING STATEMENTS IN FORM OR DOCUMENTS ATTACHED TO FORM

Making a false or misleading statement in your form or providing a false or misleading document with your form is also an offence against the PE Act and is a ground for disciplining a RPEQ or cancelling registration.

LODGEMENT

You can lodge the form by post to:

GPO Box 5216
BRISBANE Qld 4000
AUSTRALIA

by delivery to BPEQ's office at:

Level 6, 288 Edward Street
BRISBANE Qld 4000
AUSTRALIA

PROCESSING PERIOD

BPEQ will endeavour to process your application within period of receiving it (***the processing period***). If there are issues with your qualification for registration or fitness to practise, however, the processing period will be longer.

AMENDING FORM DURING PROCESSING PERIOD

To amend your application during the processing period, email the amendments from your email address stated in your application form to admin@bpeq.qld.gov.au.

NOTIFICATION REQUIREMENTS DURING PROCESSING PERIOD

During the processing period, you must amend your application immediately if any of the information in your application changes. This includes, but is not limited to:

- any of your personal or business/employer information changes; or
- a fitness to practise issue arises that you did not declare on the form.

If you are registered and it is subsequently revealed that information in your form or documents attached to it changed but you did not amend the form, you can be prosecuted for the false or misleading statement/document offence detailed above and disciplined and your registration can be cancelled.

CRIMINAL HISTORY CHECKS AND OTHER INQUIRIES

BPEQ may obtain your criminal history in Australia or overseas and conduct any other inquiries it considers necessary regarding matters relevant to your application without consulting you.

REGISTRATION DECISION

BPEQ's [General Registration Process policy](#) sets out how BPEQ will decide whether to register you and, in registering you, whether to impose conditions on your registration.

BPEQ will notify you in writing whether it has registered or refused to register you and, if it registers you, whether it has imposed conditions.

If BPEQ decides to register you it will give you a certificate of registration, which is evidence of your registration. The certificate will list any conditions that are imposed on your registration.

REGISTRATION PERIOD

Registration is for a period of no more than 12 months and expires 30 June each year.



PRIVACY

Your personal information is collected for the purposes of assisting the Board in determining whether or not you are eligible and fit to practise as a registered professional engineer, and to maintain the register of registered professional engineers. The information is required to be collected under the Act. The contact details on this form are required to be collected under section 8(2), (3) & (4) of the Act. As required by section 102(3)(a) of the Act your name and the contact details you provide on this form will be made available for inspection by the public at the Board's office and on the Board's website (www.bpeq.qld.gov.au). All other personal information will be protected in accordance with the Board's obligations under the Information Privacy Act 2009 and will only be disclosed to third parties if authorised or required under any other State or Commonwealth law. The Board may use third parties to administer and deliver services and communications to you including, but not limited to, newsletters, updates, and online surveys. Some of these third parties may be located outside Australia. Personal information you provide with this application may be transferred to an entity outside Australia and stored outside Australia to administer and deliver these services and communications.



APPLICATION FOR REGISTRATION (FORM 2)

Section 8 – Professional Engineers Act 2002 (**Act**)

Approved 11 February 2021

Version 5 (January 2021)

SECTION A: PERSONAL DETAILS

Title (Mr/Mrs/Ms/Miss/Prof/Dr)		
First name		
Middle name/s		
Surname (family name)		
Preferred name		
Previous name/s known by (if any)		
Date of birth		
Country of birth		
City/Town/Suburb of birth		
State or Territory of birth		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Other
Is English your first language? (optional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, what is your first language?	
Do you identify as Aboriginal or Torres Strait Islander? (optional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Residential address (must be a street address—PO Box not accepted)		
Home telephone (include area code)		
Mobile telephone		
Email		
Postal address for correspondence (if different from residential or business address)		
Business / employer name		
Business / employer address (must be a street address—PO Box not accepted)		
Business / employer telephone (include area code)		
Business / employer fax number		
Business / employer email		

Your business / employer details will appear on the register and on the Board's website.

Section 32 of the Act requires registrants to inform the Board about changes to their contact details.

OFFICE USE ONLY		Recommending:
RPEQ #:	IMIS ID:	Date:
TRANS #:	IMIS Checked:	Signed:



SECTION B: REGISTRATION TYPE

What registration type are you applying for registration in?

- ☐ practising registered professional engineer ☐ non-practising registered professional engineer

Non-practising registered professional engineers must not carry out, or be responsible for the carrying out of, professional engineering services. Different registration fees apply.

SECTION C: EVIDENCE OF IDENTITY

You must provide evidence of your identity by providing: one Category A document and one Category B document OR two Category B documents and one Category C document. Indicate below which evidence of identity documents you are submitting and attach a copy of documents and translation of documents if required.

Category A	Australian / Foreign Passport
	Australian / Foreign Driver's Licence
	Australian Adult Proof of Age Card
	Australian / Foreign Birth Certificate (not commemorative)
Category B	Medicare Card
	Marriage Certificate
	Australian Visa / Immigration Status
	Firearms Licence
	Queensland Government Public Service ID
Category C	Council Rates Notice
	Financial / Bank Card
	Change of name Certificate
	Electoral Roll Entry
	Letter from Employer

SECTION D: ACADEMIC QUALIFICATIONS

List your engineering qualifications. For each qualification, state the full name of the qualification, the name and country of the institution, and the year of graduation.

Qualification	Name of institution	Country of institution	Graduation year



SECTION E: AREA OF ENGINEERING AND ELIGIBILITY FOR REGISTRATION

State the area/s of engineering you are applying for registration in, the entity that assessed your eligibility and the date of assessment. You must also provide evidence of your assessment for registration by an approved assessment entity (this will be provided by the assessment entity).

Area of engineering	Assessment entity	Date of assessment

The areas of engineering and the Board's assessment schemes are listed on the Board's website.

SECTION F: FITNESS TO PRACTISE

Answers to the following questions must be provided pursuant to section 11 of the Act. If your answer to any of the following questions is YES, please provide details on separate but attached page/s. The following information is for the purposes of the Board only.

Q1. Offences

Do you have a conviction, other than a spent conviction, for any of the following:

- i. an indictable offence; or
- ii. an offence against the *Act* or the *Professional Engineers Act 1988 (Qld)*; or
- iii. an offence, relating to the practice of engineering, against a law applying, or that applied, in Australia or overseas?

☐ Yes

☐ No

Q2. Suspensions or Cancellations

Has your registration to practise as a professional engineer ever been suspended or cancelled in Queensland, interstate or overseas?

☐ Yes

☐ No

Q3. Disciplinary Action

Have you ever been subject to a disciplinary order by Queensland Civil and Administrative Tribunal, the Queensland Commercial and Consumer Tribunal, or the Professional Engineers Disciplinary Panel?

☐ Yes

☐ No

Q4. Bankruptcy

Are you affected by bankruptcy action in Australia or overseas?

☐ Yes

☐ No

Q5. Control action of a corporation

Are you an executive officer of a corporation affected by control action?

☐ Yes

☐ No

Q6. Health assessment

Have you ever been required by the Board to undergo a health assessment?

☐ Yes

☐ No



SECTION G: CONSENT TO ELECTRONIC NOTICES

Indicate if you consent to receiving electronic notices under the *Electronic Transactions (Queensland) Act 2001*

I consent to receiving all notices, certificates and other information from the Board by email. This applies to any notices, certificates and other information to be given after the date you submit this application. This includes any notices under the Act.

☐ Yes

☐ No

SECTION H: PRIVACY STATEMENT

Your personal information is collected for the purposes of assisting the Board in determining whether or not you are eligible and fit to practise as a registered professional engineer, and to maintain the register of registered professional engineers. The information is required to be collected under the Act. The contact details on this form are required to be collected under section 8(2), (3) & (4) of the Act. As required by section 102(3)(a) of the Act your name and the contact details you provide on this form will be made available for inspection by the public at the Board's office and on the Board's website (www.bpeq.qld.gov.au). All other personal information will be protected in accordance with the Board's obligations under the *Information Privacy Act 2009* and will only be disclosed to third parties if authorised or required under any other State or Commonwealth law. The Board may use third parties to administer and deliver services and communications to you including, but not limited to, newsletters, updates, and online surveys. Some of these third parties may be located outside Australia. Personal information you provide with this application may be transferred to an entity outside Australia and stored outside Australia to administer and deliver these services and communications.



SECTION I: DECLARATION FOR REGISTRATION

I declare:

- a. I am the person named in this application and in the documents provided;
- b. I apply for registration as a registered professional engineer in the area/s of engineering stated in Section E of this form;
- c. I understand that under the terms of the Act, my name, registration status (including the type of registration and area of practice) qualifications, date of registration, contact details and registration number will appear on the public register of professional engineers and the Board's website;
- d. the information provided in this application for registration as a registered professional engineer is true and correct;
- e. I understand it is an offence to state anything on this form, or give the Board any document with this form, that I know is false or misleading in a material particular, and that doing so is a ground for the Board to refuse to register me or, if I become registered, to discipline me or cancel my registration;
- f. I have completed this form with the understanding that a person making a false declaration is liable to the penalties under the Act;
- g. I understand the Board may make enquiries relevant to my registration and ongoing practice;
- h. I undertake to comply with all relevant legislation, Board registration standards and the *Code of Practice for Registered Professional Engineers*;
- i. I understand that I may be liable for disciplinary action under the Act for any contravention of the Board's registration standards or the *Code of Practice for Registered Professional Engineers*;
- j. I have read and understood the Board's privacy and confidentiality statements; and
- k. I consent to BPEQ transferring my personal information outside Australia for the purposes stated in the Privacy Statement.

Print name

Signature

Date



TAX INVOICE NEW APPLICANT

REGISTRATION INFORMATION

Amount due	Registration valid to
\$255.40 + \$69.25	30 June 2024
RPEQ Practising and application fee (GST exempt)	Registration is valid for a period of no more than 12 months, expiring end of financial year.
\$127.65 + \$69.25	
RPEQ Non-Practising and application fee (GST exempt)	

HOW TO PAY

Credit: Enter credit card payment details below and submit with application form.

VISA Mastercard			
Cardholder name			
Card #		Card expiry	/
Total fees A\$		Signature	

Credit card and account information is not stored by BPEQ and will be destroyed after payment has been accepted.

A receipt will be issued following registration.