

National Accreditation Scheme

Application for Re-accreditation

Doc Ref: A006 | Version: 009 | Date 15 July 2021

Introduction

The AIBS Accreditation Scheme establishes criteria that must be met by building surveying practitioners seeking re-accreditation in order to practice in a particular field. Applicants seeking re-accreditation must demonstrate that they have the skills and knowledge required by the Scheme; join the **AIBS Professional Standards Scheme**; and participate in the **AIBS Continuing Professional Development Program**. Please complete this form to apply for re-accreditation.

How to complete this form

1. Read all the information included in the application package and complete the re-accreditation form
2. Remember to tick off the checklist before lodging the form
3. Lodge this application form with the Australian Institute of Building Surveyors and pay the fee.

 This symbol indicates supporting documents which you must include with your application.

Lodgement

You may submit this form electronically via email or file sharing (please send to accreditation@aibs.com.au), or alternatively via post. Should you choose to post your application, please ensure it is presented in a scannable format, as assessment of accreditation applications is conducted electronically.

Accreditation / Membership Renewal fee

Payment of the Accredited Member renewal fee is a condition of successful re-accreditation.

AIBS has initiated the option for direct debit payment plans of accreditation fees, in the form of quarterly or monthly installments. This has been included as a payment option on page 7 of this form.

For the current accreditation fees, please refer to Schedule of Fees on the website, which can be found under the Downloads list [on this page](#).

AIBS Professional Standards Scheme

As a condition of maintaining AIBS Accredited Membership, applicants will be required to join the AIBS Professional Standards Scheme. For further information on this, please refer to the AIBS website www.aibs.com.au or phone the AIBS national office on 1300 312 427.

APPLICATION FOR RE-ACCREDITATION COVER SHEET

This sheet must accompany your application even though you don't have to fill in any information here.

Send applications to:

accreditation@aibs.com.au

Australian Institute of Building Surveyors
Suite 5.03, Level 5
828 Pacific Highway
Gordon NSW 2072

Telephone: 1300 312 427

OFFICE USE ONLY

Fee Received:	
ID Card ordered:	
Processed by:	

Part A: Applicant Details

Please fill in the personal details below. If unable to complete a field, e.g. not currently employed, please write 'Not Applicable or N/A':

Surname

Given names

Title

Postal address

Suburb / Town

State

Postcode

Business / Employer's name

Business / Employer's address

Suburb / Town

State

Postcode

All correspondence will be posted to your postal address

Home phone number

Work phone number

Mobile phone number

Date of birth

Work Email Address

Home Email Address

Part B: Accreditation Details

Level of Accreditation Sought:

Level 1: Building Surveyor (BS)

☐

Level 2: Building Surveyor Limited (BSL)

☐

Level 3: Assistant Building Surveyor (ABS)

☐

Please complete the information below as per your National Accreditation Certificate:

Accreditation
NumberAccreditation Expiry
Date

Part C: State Registration Details

Are you registered to practice in another State / Territory? Yes ☐ No ☐

If YES, in which State are you registered?

ACT ☐ NSW ☐ NT ☐ QLD ☐ SA ☐ TAS ☐ VIC ☐ WA ☐


Part D: Declaration of Disciplinary Action

Have you been subject to any disciplinary action instigated by a state/territory regulatory body related to your registration as a building surveyor or building practitioner within the last three years?

YES ☐

NO ☐

If NO, no further requirement.

 If YES, please attach related documentation of disciplinary action, as issued by your state/territory regulatory body.

This documentation must be from your state/territory regulatory body; and must list the details of your disciplinary case; e.g. an Information Notice.

Please note that any applicant with such a case on their registration / licence must provide the requested documentation in order to have the assessment of their re-accreditation application proceed.

Part E: Type of Employment

Please specify if you are:

A **director of a company** that provides building surveying advisory, consultancy and statutory services

A **partner/owner** of a business that provides building surveying advisory, consultancy and statutory services

A **sole trader** that provides building surveying advisory, consultancy and statutory services

An **employee of a company** that provides building surveying advisory, consultancy and statutory services

A **government employee** (Local/State/Federal)

Employed solely in **academia**

Other (please specify):

Part F: Continuing Professional Development

AIBS requires accredited persons to participate in a system of Continuing Professional Development (CPD). This program operates over a three year period (triennium) commencing on the anniversary date of your accreditation. Submission of your annual CPD Return is required in each year of accreditation.

This ANNUAL RETURN is a log of your CPD activities over the previous 12 month period. You must lodge your CPD Return each year with the AIBS CPD administrator. You will then receive a letter of the annual assessment which is the official record of your CPD points for that year.

If your CPD return for the year has been completed, there is no further action required.

If your CPD return for the year has not been completed you will need to contact the AIBS CPD administrator on 1300 312 427 or cpd@aibs.com.au. and **lodge your CPD return ASAP.**

For further information about the AIBS CPD Program, go to aibs.com.au and access the CPD section in the menu.

Part G: ID Photograph – OPTIONAL (only required if an Accreditation ID card is desired)**ID Photo Requirements**

- Photos must be taken recently – no more than 6 months old
- Images must show a full front view of your head and shoulders
- If you normally wear glasses they should have untinted lenses in the photograph
- The photo must have a plain light coloured background
- The photo must be in sharp focus and clear
- Photos may be either provided electronically or in hard copy
- Poor quality photos will not be accepted

PHOTO
Affix photo here

Applicants Name (please print name)

Date of Photo

Signature of Applicant:

Date:

OPTIONAL: Please provide a passport quality digital photo of you (only required if an Accreditation ID card is desired)

- Please affix the photograph where indicated above prior to it being certified below. This photograph is necessary as a means of personal identification.

Certified by Guarantor (please print name)

Signature of Guarantor:

Date:

Part H: Fees

The Accredited Member renewal fee was included with your re-accreditation reminder package via email. It must be paid in full in order for your re-accreditation to be successfully processed. This amount also includes the annual membership renewal for AIBS Members.

Payment details


Tax Invoice: Please provide me with a tax invoice ☐

Direct Debit: Please set up a direct debit payment system for me ☐

NB: If you check this box, you will be contacted by AIBS Member Services to set up a quarterly direct debit payment plan.

Cheque

(Please make cheques payable to: Australian Institute of Building Surveyors)

 Attached is a cheque for \$ _____

Credit Card

Please debit my ☐ Visa ☐ Mastercard for \$ _____

Credit card number _____

Expiry Date _____

Card holder name _____

Cardholder
signature _____

Date: _____

PLEASE NOTE:

Should your assessment be successful, payment of this re-accreditation fee must be arranged prior to an accreditation certificate being issued.

For the current accreditation fees, please refer to the relevant page on the website, which can be found [here](#).

Part I: Authority and Acknowledgement

The applicant acknowledges and agrees as follows:

1. all information set out in this application is true and correct;
2. The applicant agrees to provide any information, documents or assistance required by the Board;
3. the applicant authorises the Board to provide any information regarding the applicant as may be required by law;
4. the Board or its officers or agents are not liable for any loss or damage to the applicant that may arise by virtue of any error or omission in any documentation or information received by, prepared or issued by the Board, its officers or agents;
5. to abide by the AIBS Accreditation Code of Professional Conduct as amended from time to time as adopted under the AIBS National Accreditation Scheme (the Scheme);
6. to abide by the rules of the Scheme as amended from time to time;

Please print name _____

Signature of Applicant _____ Date of application _____

Before signing this declaration please refer to the attached checklist

Application for Re-Accreditation Checklist

To ensure that you have included all of the relevant information with your Application, and to prevent delays in the assessment of your application, please find below a checklist that is to be followed when submitting your Application for Re-Accreditation.

Before submitting your application for accreditation, please ensure that evidence has been provided to meet the following criteria.

Part A: Applicant Details

- ☐ Applicant details are filled out

Part B: Accreditation Details

- ☐ Accreditation details are filled out

Part C: State Registration Details

- ☐ Registration details are filled out

Part D: Declaration of Disciplinary Action

- ☐ Declaration of Disciplinary Action has been answered; if yes, required documentation has been provided

Part E: Type of Employment

- ☐ You have specified your current type of employment (Director/Partner/Owner/Sole Trader/Company Employee/Government Employee/Academia/Other)

Part F: Continuing Professional Development

- ☐ Please ensure you have submitted your CPD returns for the triennium. If you have any CPD letters pending or yet to be published, **please do not withhold submission of your re-accreditation application as it is a time-sensitive document.** CPD letters will be procured internally at a later date.

Part G: Photographs - OPTIONAL (only required if an Accreditation ID Card is desired)

- ☐ A recent passport style photo of yourself, either digital or hard copy

Part H: Fees

- ☐ I have either attached a cheque, given my credit card details, requested a direct debit payment plan, or requested a tax invoice for the appropriate fee.

Part I: Authority and Acknowledgement

- ☐ Applicant's acknowledgement and authority has been signed and dated.