Checklist

DOCUMENTATION REQUIRED WHEN APPLYING FOR REGISTRATION AS AN ARCHITECT IN NSW

Ensure that you have the necessary documentation to upload before you start the application process for registration as an architect in NSW.

Scroll down to find the heading that best describes you.

Professional indemnity insurance documentation

Generally, unless you are applying for registration in the Non practising category, your application for registration as an architect in NSW must be accompanied by the relevant professional indemnity (PI) insurance documentation. You must:

- upload a PI insurance Certificate of Currency if you hold appropriate PI insurance for the services you provide, **or**
- seek an exclusion or exemption from the PI insurance requirements if you are
  - only providing architectural services as an employee of an entity which is a corporation or firm that has nominated at least one responsible architect pursuant to section 27 of the Act, *or*
  - only providing architectural services as an employee of an architect sole trader, *or*
  - an employee of a government agency, university, or TAFE and not providing architectural services outside of this role, *or*
  - only providing architectural services outside of NSW or overseas, *or*
  - unemployed and not providing architectural services, *or*
  - currently undertaking further studies and not providing architectural services, *or*
  - only providing architectural services to yourself or immediate family, *or*
  - 'very recently' commenced in practice as an architect within the last 2 months (in which case the exemption will only apply for 14 days), *or*
  - on parental leave and not providing architectural services, *or*
  - in ill health and not providing architectural services.

    or

If your employer does not provide architectural services, you must:

- seek an exclusion from the PI insurance requirements, **and**
- upload a letter from your employer, on employer letterhead, confirming your employment and employment role, the services the firm provides and provide sufficient detail to convince the Board that it would not be appropriate in the circumstances for the architect to comply with the provisions of subclause 15(1) of the Code.

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Successfully completed the Architectural Practice Examination (APE)

You must upload:

- evidence of your accredited academic qualification **or** alternative pathway outcome documentation, **and**
- PI insurance documentation as above (refer page 1), **and** (if applicable)
- if you completed the APE outside of NSW, evidence of your successful completion of the APE.

Successfully completed the Experience Practitioner Assessment (EPA) (local or overseas)

You must upload:

- evidence of your successful completion of the EPA, **and**
- PI insurance documentation as above (refer page 1).

Currently registered in an Australian State or Territory and applying for Mutual Recognition

You must upload:

- evidence of your accredited academic qualification **or** alternative pathway outcome documentation **or** evidence of registration with another Australian State or Territory architect registration board, **and**
- PI insurance documentation as above (refer page 1).

Your application will be finalised when the NSW ARB receives the Mutual Recognition verification document from the architect registration board with who you are currently registered.

or

If you are applying for registration in the Non practising category you must also upload:

- [Non Practising Undertaking](#), **and**
- letter confirming that you have retired from the practice of architecture or the reason(s) you are not likely to practise as an architect for the foreseeable future, with supporting documentation if applicable.

Currently registered in New Zealand

You must upload:

- finalised [Request from NZ Registered Architects Board for information in support of application of registration completed by NZRAB](#), **and**
- evidence of your academic qualification, **and**
- you NZ Practising Certificate, **and**
- PI insurance documentation as above (refer page 1).

Currently registered in the United States

You must upload:

- AACA US/AUS/NZ Mutual Recognition of Registration Arrangement document, **and**
- USA jurisdiction Practising Certificate, **and**
- PI insurance documentation as above (refer page 1).

Currently registered in the United Kingdom

You must upload:

- AACA UK/AUS Statement of Recognition, **and**
- PI insurance documentation as above (refer page 1).

APEC architect

You must upload:

- evidence of your successful completion of the AACA Supplementary Assessment for APEC Architects, **and**
- PI insurance documentation as above (refer page 1).

Previously registered architect in NSW

If you have previously been registered as an architect in NSW, you must:

- demonstrate a minimum of 20 hours of continuing professional development (CPD), of which at least 10 hours must be Formal CPD activity. At least 3 hours of the 10 hours of Formal CPD must address the mandatory topics (1 hour per topic). You should log your CPD in the 'MyCPD' portal of your online account and upload supporting evidence for all Formal CPD activities.
- Upload PI insurance documentation as above (refer page 1).

Checklist updated 8 April 2024